Regular Meeting of the Board of Trustees

Wednesday, December 10, 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. Presentation of the FY2025 Audit (Martha Trotter, Sikich LLP)
    b. Employee Anniversary Recognition **p. 3……..**
5. Public comments
6. Correspondence **p. 4 …**
7. Consent Agenda **(ACTION)**
    a. Approve Minutes of the November 19, 2025 Truth in Taxation Public Hearing **p. 6……..**
    b. Approve Minutes of the November 19, 2025 Regular Board Meeting **p. 7 ……**
    c. Receive and file Financial Report for November 2025 **p. 14 ……..**
    d. Accept the FY2025 Financial Audit as presented by Sikich
    e. Certify 2026 Statement of Economic Interest List and Authorize Submission of Information to DuPage County **P. 20 ……..**

p. 21 ..... f. Adopt Ordinance #2025-06 Fixing Regular Meetings for 2026

8. Regular Agenda

p. 22 ..... a. Approve payments for the period of November 20 – December 10, 2025 **(ACTION)**

p. 24 ..... b. Approve transfer of funds **(ACTION)**

p. 25 ..... c. Approve R-232 Resolution to Transfer Monies from the Corporate Fund to the Special Reserve Fund **(ACTION)**

9. Unfinished Business

p. 27 ..... a. Approve updated Policy #360 Art Exhibits (**ACTION**)

10. New Business

p. 33 ..... a. Review updated Policy #111 Remote Attendance & Participation (**discussion**)

p. 35 ..... b. Authorize library staff to submit the Per Capita Grant application to the Illinois State Library the: (**ACTION**)

   i. Certification of Eligibility for Grants Pursuant to 75 ILCS 10/; and
   ii. FY25 Public Library Per Capita Grant Application; and
   iii. FY24 Public Library Per Capita Grant Expenditure Report

p. 91... 11. Director's Report

   a. 2025 Year in Review

p. 94... 12. Department Head Reports

13. President's Report

p. 106 ..... a. Next meetings or events

p. 107... 14. Treasurer's Report

p. 108 ... 15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Adjournment **(ACTION)**

4b. EMPLOYEE ANNIVERSARY RECOGNITION

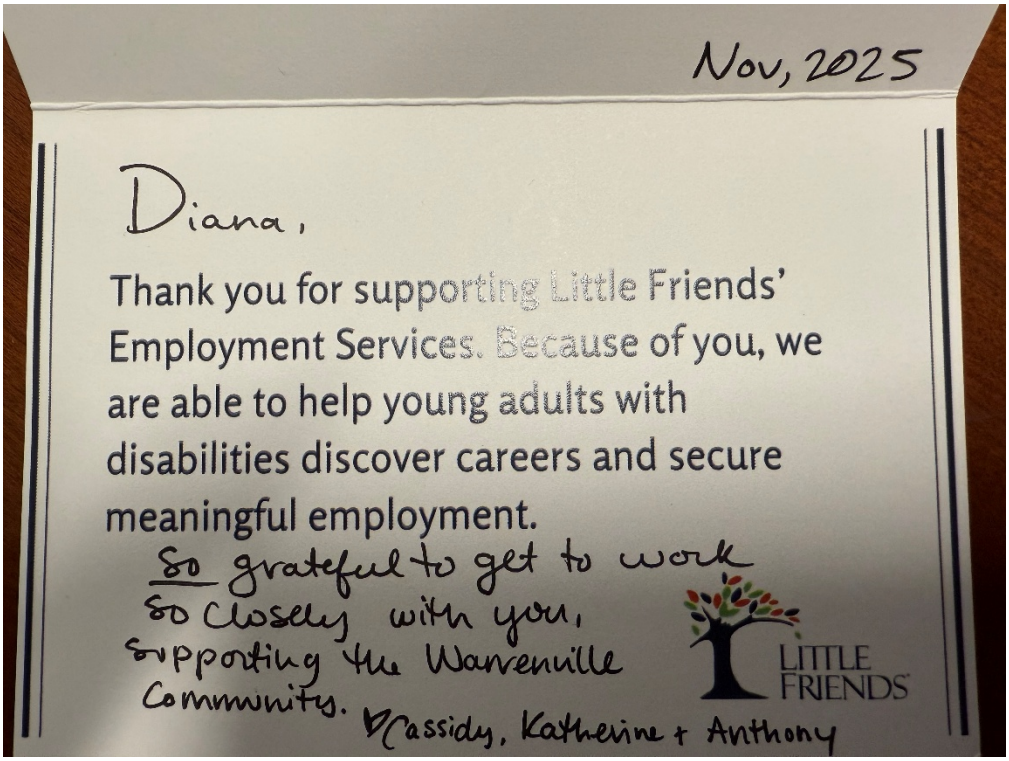
Last month we had a presentation for Gail's recent anniversary. In catching up on anniversaries since I started, I just wanted to also point out and celebrate:

- 2025
    - Jackie Davis – 30 years
    - Stephanie Cook – 10 years
- 2024
    - Ly Tran – 15 years
    - Tom Hill – 5 years
    - Julie Kurtis – 5 years
    - Paul Dobersztyn – 5 years
    - Mandy Wilson – 5 years
- 2023
    - Joann Hill – 5 years
    - Helen Knych – 5 years

We have wonderful staff and the library is what it is because of them!

6. CORRESPONDENCE

Kudos to Diana and her work with Little Friends!



Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
E-MAIL: rritzman@psnrb.com

HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE (1928 – 2022)
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

MEMO ABOUT RECENT AMENDMENTS TO OMA AND FOIA

TO: Public Library Clients

FROM: Roger Ritzman/Mark Ritzman

DATE: December 3, 2025

This Memo simply advises you that, via Public Act 104-0438 effective January 1, 2026, portions of OMA and FOIA were amended.

This Public Act is 59 pages.

The provisions of this Public Act which we believe are relevant to Public Libraries include the following:

a. Public bodies may not hold meetings on an election day;
b. Remote attendance is permitted for absence due to military service;
c. Posting of information per FOIA via website posting is required;
d. Public bodies may require a FOIA requestor to verify that the requester is a person;
e. Public records per FOIA do not include "junk mail", i.e., unsolicited commercial mail to which no response was made.

The portions of this Public Act relevant to the foregoing OMA and FOIA amendments are attached for easy reference.

Roger A. Ritzman/Mark A. Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
(630) 665-1900
(630) 665-0407 Fax
rritzman@psnrb.com
mritzman@psnrb.com

Minutes of the Truth in Taxation Public Hearing
Wednesday, November 19, 2025, 7:00 p.m.

1. Call to order – Trustee Stull called the meeting to order at 7:00 p.m.

2. Roll Call – Trustee Stull called roll call:

ATTENDING: Trustees DuRocher (arrived at 7:02 pm), Lezon, Picha (remotely), Schmidt, Stull, Warren
ABSENT: Trustee Pyszka

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

a. Approve Remote Attendance and Participation

MOTION: Trustee Schmidt moved to approve remote attendance. Trustee Warren seconded.
Roll call vote:
Ayes – Trustees Lezon, Schmidt, Stull, Warren
Nays – none
Absent – Trustees DuRocher, Picha and Pyszka
Motion carried

Trustee Picha is now attending the meeting remotely

3. Public comments on the Proposed Property Tax Increase – none

4. Trustee/Staff Comments on the Proposed Tax Increase – none

5. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 7:03 pm. Trustee Schmidt seconded.
Ayes – all
Nays – none
Absent – Trustee Pyszka
Motion carried

Respectfully submitted,

Connie Schmidt, Secretary
Board of Trustees
Warrenville Public Library District

Minutes of the Regular Meeting of the Board of Trustees

Wednesday, November 19, 2025, 7:00 p.m.

1. Call to order – Trustee Stull called the meeting to order at 7:04 pm

2. Roll Call – Trustee Stull called roll call

ATTENDING: Trustees DuRocher, Lezon, Picha (remotely) Schmidt, Stull, Warren

ABSENT: Trustee Pyszka

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

a. Approve Remote Attendance and Participation

MOTION: Trustee Lezon moved to approve remote attendance. Trustee Warren seconded.
Roll call vote:
Ayes – Trustees DuRocher, Lezon, Schmidt, Stull, Warren
Nays – none
Absent – Trustees Picha and Pyszka
Motion carried

Trustee Picha is now attending the meeting remotely

3. Approval of the Agenda

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

4. Presentations

a. Employee Recognition - Gail Smith

Cataloging and Acquisitions Manager MaryKellie Marquez introduced Cataloging and Acquisitions Associate Gail Smith who has worked at the library for 10 years. MaryKellie read comments from other staff members and presented Gail with a certificate celebrating her anniversary.

b. Public Services Manager Paul Dobersztyn introduced new Part-time Youth Services Associate Michelle DeGrace, and Member Services Manager Laurie Rex introduced Ruby Meza, new part-time Member Services Associate.

Michelle and Ruby left the meeting after introductions.

5. Public comments – none

6. Correspondence – Director Stuhlmann reviewed the following:

a. Thank you from the Warrenville Food Pantry for donations during the month of October.
b. State of Illinois Senate Resolution recognizing the vital role of library trustees in operating the libraries across the state.

7. Consent Agenda

Trustee Schmidt read the consent agenda as follows:

b. Approve Minutes of the October 15, 2025 Regular Board Meeting
c. Receive and file Financial Report for October 2025
d. Certify Compliance with Truth in Taxation Act
e. Adopt Ordinance #2025-05 Levy Ordinance for Fiscal Year 2026-2027
f. Certify the Certificate of Authenticity for Ordinance #2025-05 Levy Ordinance for Fiscal Year 2026-2027

MOTION: Trustee Lezon moved to approve the consent agenda as read. Trustee DuRocher seconded.
Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays – none
Absent – Trustee Pyszka
Motion carried

8. Regular Agenda

a. Approve payments for the period of October 16 – November 19, 2025

MOTION: Trustee Warren moved to approve payments in the amount of $232,555.42 for the period of October 16, 2025 through November 19, 2025 including electronic payments and checks #10805 through #10867. Checks #10855, 10856, and 10859 are voided. Trustee Lezon seconded.
Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays – none

Absent – Trustee Pyszka
Motion carried

b. Approve transfer of funds

MOTION: Trustee Warren moved to transfer $425,000 from commercial checking account to operating checking account. Trustee Lezon seconded.
Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays – none
Absent – Trustee Pyszka
Motion carried

c. Approve transfer from IL Funds to 5/3 Bank

MOTION: Trustee Lezon moved to transfer $750,000 from IL Funds to the 5/3 commercial checking account. Trustee DuRocher seconded.
Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays – none
Absent – Trustee Pyszka
Motion carried

9. Unfinished Business

a. Approve updated Policy #210 Library Cards

Director Stuhlmann stated the limited use card was amended to allow a limited use card to checkout 5 items and have 5 items on hold.

Trustee DuRocher stated an IGA will be needed with the High School for the teachers.

Trustee Stull asked about the private schools. Director Stuhlmann stated the school will need to be within the library district boundaries.

MOTION: Trustee Lezon moved to approve the updated Policy #210 Library Cards. Trustee DuRocher seconded.
Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays – none
Absent – Trustee Pyszka
Motion carried

10. New Business

a. Updated Policy #360 Art Exhibits

Director Stuhlmann discussed the few changes to the policy. The board agreed the Teen Lounge is not a great location for artwork to be displayed. Trustee Warren asked

if the Artist Statement will be displayed and Director Stuhlmann replied that it would be.

b. Approve ILA travel reimbursements for Trustee Lezon

MOTION: Trustee Schmidt moved to approve 2025 ILA travel reimbursement for Trustee Lezon in the amount of $53.47. Trustee DuRocher seconded.
Roll call vote:
Ayes – Trustees DuRocher, Picha, Schmidt, Stull, Warren
Nays – none
Abstain - Lezon
Absent – Trustee Pyszka
Motion carried

c. Approve ILA travel reimbursements for Trustee Schmidt

MOTION: Trustee DuRocher moved to approve 2025 ILA travel reimbursements for Trustee Schmidt in the amount of $15.00. Trustee Lezon seconded.

Roll call vote:
Ayes – Trustees DuRocher, Lezon, Picha, Stull, Warren
Nays – none
Abstain - Schmidt
Absent – Trustee Pyszka
Motion carried

d. Approve ILA travel reimbursement for Trustee Stull in the amount of $53.47.

MOTION: Trustee Schmidt moved to approve 2025 ILA travel reimbursements for Trustee Stull in the amount of $53.47. Trustee Lezon seconded.

Roll call vote:
Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Warren
Nays – none
Abstain - Stull
Absent – Trustee Pyszka
Motion carried

e. Approve ILA travel reimbursement for Trustee Warren in the amount of $38.47

MOTION: Trustee Lezon moved to approve 2025 ILA travel reimbursement for Trustee Warren in the amount of $38.47. Trustee Schmidt seconded.

Roll call vote:
Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull
Nays – none
Abstain - Warren
Absent – Trustee Pyszka

Motion carried

f. Approve sending a Trustee to PLA Conference in April 2026

After discussion it was a consensus to designate Trustee Lezon to attend the PLA Conference in 2026.

MOTION: Trustee DuRocher moved to approve sending Trustee Lezon to the PLA Conference in April 2026. Trustee Schmidt seconded.

Roll call vote:
Ayes – Trustees DuRocher, Picha, Schmidt, Stull, Warren
Nays – none
Abstain - Lezon
Absent – Trustee Pyszka
Motion carried

g. Approve closing Friday, July 3 and/or Sunday, July 5, 2026

Director Stuhlmann explained since July 4, 2026 is on a Saturday, he would like to close the library for Sunday, July 5, 2026 as an unpaid holiday.

MOTION: Trustee Picha moved to close the library on July 5, 2026 as an unpaid holiday. Trustee Lezon seconded.
Roll call vote:
Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays – none
Absent – Trustee Pyszka
Motion carried

Director Stuhlmann informed the trustees Christmas Day 2026 falls on a Friday, Christmas Day 2027 on a Saturday, Christmas Eve 2028 on a Sunday and Christmas Eve 2029 on a Monday. These dates can be discussed at a later board meeting.

h. Discussion ILA Conference information about agenda format and procedures

Trustee Stull brought some information and ideas back from the ILA Trustee Day.

a) She stated that common monthly business could be put on the consent agenda.
b) Adjournment of the meeting does not have to be a motion. Director Stuhlmann researched this in Roberts Rules and the President can just adjourn the meeting.
c) If a trustee was absent for a meeting that is being approved, they can still approve the minutes.
d) Trustee Picha stated transparency is very important where trustees are involved – on how the money was spent on trustees.
e) Trustee DuRocher likes the idea of reorganizing the agenda.

11. Director's Report

a. Director Stuhlmann reported that Trustee Schmidt, Mayor Johnson and himself met with a representative from the Dollywood Imagination Library. They are working on getting a group of cities in this area interested. It does not have to be the entire state.

b. All Staff Day is scheduled for Friday, March 6. There will be CPR/AED and Stop the Bleed training with the Fire District. Trustees are invited to attend.

The staff/trustee recognition lunch is being brought back this year. No definite plans have been made but it will take place right after the training at approximately 2 p.m.

12. Department Head Reports

Trustee DuRocher asked if FanCon will be held here again next year or at a different location. She loved it this year and hopes she can be at the 2026 one. Paul Dobersztyn stated it will be here.

13. President's Report

President Stull reminded the board that next month's meeting is a week early on December 10.

14. Treasurer's Report

Trustee DuRocher stated Illinois Funds earned $9,139.17 in interest.

The library received notification about our TIF district distributions for 2024:

TIF #3 – we will receive $6,227

TIF #4 – we will receive $64,028

15. Secretary's Report – none

16. Committee Reports – none

17. Trustee Comments

a. Trustee Lezon:

- Learned at ILA a lot of libraries are having issues with policies and we should make sure our policies are in great shape.
- The DuPage Children's Museum has popups they can bring to the library.
- She talked to an architectural/engineering firm regarding grants for solar energy. She would like the library to look into this.

b. Trustee Picha stated the agenda under President's Report show the TITA hearing on February 18 – it should be regular board meeting.

c. Trustee Stull gave a brief recap of some of the ILA takeaways she had and as always she enjoyed the day.

18. Items for information and or discussion – none

19. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 8:26 pm. Trustee Lezon seconded.

Ayes – All
Nays – None
Absent – Trustee Pyszka
Motion carried

Respectfully submitted,

Connie Schmidt, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

November 30, 2025

WARRENVILLE LIBRARY — NOVEMBER 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%	0	2,441,574	99.10%	955,809	0	79,256	141,343	353,300	1,168,951	2,369,775
TOTAL TAX (LEVIED)	2,463,829	100.00%	0	2,441,574	99.10%	955,809	0	79,256	141,343	353,300	1,168,951	2,369,775
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%	0	2,441,574	99.10%	1,538,371	0	79,256	141,343	353,300	1,185,863	2,935,425
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: November 2025
Corporate Fund

	Corporate Fund Month Ended Nov 30, 2025	Corporate Fund 12 Months Ended Jun 30, 2026	Corporate Fund Budget	Variance	% of Budget
Income					
Taxes Levied	$ 0.00	$ 2,441,573.94	$ 2,463,829.00	$ 22,255.06	99.10 %
Copier	570.70	3,627.86	6,000.00	2,372.14	60.46 %
Extended Use Fees	0.00	15.00	0.00	(15.00)	
Fees	3.00	41.00	50.00	9.00	82.00 %
TIF Funds	70,255.00	70,255.00	75,000.00	4,745.00	93.67 %
Interest	8,349.30	42,599.72	40,000.00	(2,599.72)	106.50 %
Book Sales	0.00	68.00	250.00	182.00	27.20 %
Lost Books	30.00	1,284.91	2,500.00	1,215.09	51.40 %
Creator Cart	16.49	132.99	250.00	117.01	53.20 %
Gifts / Memorials	0.00	81.50	1,900.00	1,818.50	4.29 %
Miscellaneous	32.00	825.21	0.00	(825.21)	
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 %
	79,256.49	**2,582,917.76**	**2,629,560.58**	**46,642.82**	**98.23 %**
Expenses					
Sal. - Administration	20,463.13	112,917.06	268,000.00	155,082.94	42.13 %
Sal. - Member Services	19,034.99	109,752.49	281,000.00	171,247.51	39.06 %
Sal. - Maintenance	2,883.62	15,781.77	38,000.00	22,218.23	41.53 %
Sal. - Marketing	9,939.02	54,664.63	130,000.00	75,335.37	42.05 %
Sal. - Public Services	42,187.23	222,451.08	546,000.00	323,548.92	40.74 %
Sal. - IT	5,086.90	27,901.90	66,000.00	38,098.10	42.28 %
Sal. - Technical Services	7,756.51	42,832.16	101,000.00	58,167.84	42.41 %
I.M.R.F. - Expense	13,952.27	52,025.11	136,000.00	83,974.89	38.25 %
Fica - Expense	7,878.10	43,116.81	109,000.00	65,883.19	39.56 %
Unemp. Comp.	0.00	245.11	1,025.00	779.89	23.91 %
Op - Mat'l Processing/Tech	604.75	2,754.28	9,800.00	7,045.72	28.10 %
Op - Mat'l Processing/Circ	43.36	1,200.40	3,450.00	2,249.60	34.79 %
Op - Postage	0.00	1,858.10	5,310.00	3,451.90	34.99 %
Op - Office Supplies	342.97	1,430.39	3,415.00	1,984.61	41.89 %
Op - Bank Fee's	14.86	408.23	1,300.00	891.77	31.40 %
Op - Automation Supplies	278.06	1,842.18	4,000.00	2,157.82	46.05 %
Op - Publishing	519.22	571.22	1,250.00	678.78	45.70 %
Equip. - Purchases	738.62	3,780.71	10,420.00	6,639.29	36.28 %
Equip. - Maintenance	32.44	124.70	500.00	375.30	24.94 %
Auto. - Software	239.55	7,515.47	22,425.00	14,909.53	33.51 %
Auto. - Purchases	0.00	138.36	3,000.00	2,861.64	4.61 %
Auto. - Maintenance	662.23	26,695.14	51,125.00	24,429.86	52.22 %
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	12,684.52	63,499.57	177,000.00	113,500.43	35.88 %
Pd - Recruiting	53.00	53.00	500.00	447.00	10.60 %
Pd - Staff Appreciation	38.94	210.86	6,300.00	6,089.14	3.35 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	340.00	1,229.00	3,800.00	2,571.00	32.34 %
Pd - Staff / Meetings	1,103.00	4,469.73	21,640.00	17,170.27	20.65 %
Pd - Staff / Transportation	701.99	1,045.51	6,700.00	5,654.49	15.60 %
Pd - Trst / Dues	0.00	0.00	160.00	160.00	0.00 %
Pd - Trst / Mtgs	13.47	1,596.31	4,300.00	2,703.69	37.12 %
Pd - Trst / Transportation	160.41	160.41	1,575.00	1,414.59	10.18 %
Pd - Trustee Misc.	15.25	38.47	700.00	661.53	5.50 %
Cont. - Lawyer	675.00	675.00	3,500.00	2,825.00	19.29 %

See Accountants Compilation Letter

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

Cont. - Accounting	1,116.06	5,822.58	13,885.00	8,062.42	41.93 %
Cont. - Collection	59.10	137.90	500.00	362.10	27.58 %
Cont. - Audit	3,400.00	6,400.00	9,000.00	2,600.00	71.11 %
Cont. - Consultants	0.00	0.00	15,000.00	15,000.00	0.00 %
Lib. Mat. - Adult Books	2,143.74	13,673.95	52,500.00	38,826.05	26.05 %
Lib. Mat. - Youth Books	4,761.61	11,158.07	40,000.00	28,841.93	27.90 %
Lib. Mat. - Adult AV	59.98	5,824.45	15,000.00	9,175.55	38.83 %
Lib. Mat. - Youth AV	1,043.27	2,483.69	9,800.00	7,316.31	25.34 %
Lib. Mat. - EBooks	4,773.60	28,254.57	71,700.00	43,445.43	39.41 %
Lib. Mat. - Library of Things	0.00	0.00	6,000.00	6,000.00	0.00 %
Lib. Mat. - Periodicals	0.00	10,207.83	10,628.00	420.17	96.05 %
Lib. Mat. - Internet Subscript	2,850.00	25,906.65	28,293.00	2,386.35	91.57 %
Ps - Programs Adult	1,665.26	4,428.23	12,400.00	7,971.77	35.71 %
Ps - Programs Youth	714.05	3,159.24	12,000.00	8,840.76	26.33 %
Ps - Hotel/Motel	800.00	9,921.00	17,217.00	7,296.00	57.62 %
Ps - Refunds / Fines / Fees	13.00	67.00	500.00	433.00	13.40 %
Ps - Printing	2,604.40	4,875.60	12,200.00	7,324.40	39.96 %
Ps - PR / Publicity	112.65	1,858.58	12,500.00	10,641.42	14.87 %
Ps - Misc.	0.00	44.99	1,750.00	1,705.01	2.57 %
Maintenance	2,929.46	21,513.67	59,020.00	37,506.33	36.45 %
Maintenance Supplies	291.23	485.38	2,200.00	1,714.62	22.06 %
Security	0.00	5,335.53	12,285.00	6,949.47	43.43 %
Gas	273.70	1,335.03	7,000.00	5,664.97	19.07 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	0.00	1,821.71	17,000.00	15,178.29	10.72 %
B & M - Water / Sewer	0.00	914.84	2,000.00	1,085.16	45.74 %
Electricity	7,511.80	23,185.58	46,000.00	22,814.42	50.40 %
Telephone	1,757.32	6,171.82	15,000.00	8,828.18	41.15 %
Janitorial Supplies	454.70	1,697.49	4,700.00	3,002.51	36.12 %
B & M - Landscape Maint	2,312.48	6,071.57	15,568.00	9,496.43	39.00 %
Debt Repayment	0.00	0.00	155,000.00	155,000.00	0.00 %
Debt Certificate Interest	163,208.75	163,208.75	14,876.00	(148,332.75)	1,097.13 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	353,299.57	**1,168,950.86**	**2,764,317.00**	**1,595,366.14**	**42.29 %**

See Accountants Compilation Letter

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

	Special Reserve Fund Month Ended Nov 30, 2025	Special Reserve Fund 12 Months Ended Jun 30, 2026	Special Reserve Fund Budget	Variance	% of Budget
Income					
	0.00	**0.00**	**0.00**	**0.00**	
Expenses					
Equip. - Purchases	$ 0.00	$ 0.00	$ 40,000.00	$ 40,000.00	0.00 %
Auto. - Purchases	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
Nov 30, 2025

Assets

CURRENT ASSETS	
Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	311,344.96
Fifth Third 8004	828,654.48
Illinois Funds 1260	1,801,437.68
	2,941,922.12
General Fixed Assets	$ 5,235,092.00
TOTAL ASSETS	**$ 8,177,014.12**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES	
I.M.R.F.	6,493.73
	6,493.73
LONG - TERM LIABILITIES	
Debt Certificate Payable	1,270,000.00
	1,276,493.73
EQUITY	
Fund Balance	$ 6,900,520.39
TOTAL LIABILITIES & FUND BALANCE	**$ 8,177,014.12**

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION TO COUNTY CLERK

BY LIBRARY BOARD SECRETARY

(Ethics Act Certification)

I, Connie Schmidt, Secretary of the Board of Library Trustees of the Warrenville Public Library, and acting pursuant to the Illinois Governmental Ethics Act, 5 ILCS 402/4A-101 et seq., hereby certify to the County Clerk of DuPage County, Illinois that the names and mailing addresses of persons required to file a Statement of Economic Interest are the following:

TRUSTEES

NAME	MAILING ADDRESS	COUNTY OF RESIDENCE
Barbara DuRocher	3S560 West Avenue, Warrenville, IL 60555	DuPage
Sandy Lezon	27W554 Warrenville Road, Warrenville, IL 60555	DuPage
Jerri Picha	30W016 Juniper Court, Warrenville, IL 60555	DuPage
Ericka Pyszka	2S130 Roxbury Ct, Warrenville, IL 60555	DuPage
Connie Schmidt	3S501 Landon Avenue, Warrenville, IL 60555	DuPage
Heather J. Stull	30W018 Plum Court, Warrenville, IL 60555	DuPage
Richard W. Warren, Jr.	27W775 Parkview Avenue, Warrenville, IL 60555	DuPage

EMPLOYEES

NAME	MAILING ADDRESS	COUNTY OF RESIDENCE
Jacqueline A. Davis	41W268 Burlington Road, St. Charles, IL 60175	Kane
Paul Dobersztyn	996 W. Briarcliff Road, Bolingbrook, IL 60440	Will
Duncan Jones	2805 Creekside Court, Aurora, IL 60502	DuPage
MaryKellie Marquez	2822 Dorothy Drive, Aurora, IL 60504	DuPage
Kathy Quinn-Gaydos	3612 Quince Court, Downers Grove, IL 60515	DuPage
Laurene Rex	642 Virginia Street, Elburn, IL 60119	Kane
Ian Stevens	821 Genesee Drive, Naperville, IL 60563	DuPage
Jason Stuhlmann	4142 Longmeadow Road, Downers Grove, IL 60515	DuPage

Signed _____ _____
Connie Schmidt, Secretary Date

(SEAL)

ORDINANCE 2025-06
FIXING REGULAR MEETINGS

An Ordinance fixing the regular meetings of the Warrenville Public Library District Board of Trustees for the calendar year 2026.

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

WHEREAS, the Illinois Public Library District Act, provides that the Board shall call not less than five (5) regular meetings each fiscal year.

NOW THEREFORE BE IT ORDAINED that the Board of Trustees of the Warrenville Public Library District, County of DuPage, State of Illinois, will hold the following meetings during the calendar year 2026, said meetings to be held in the library at 7:00 P.M. located at 28W751 Stafford Place, Warrenville, Illinois or other locations as properly noticed:

January 21, 2026
February 18, 2026
March 18, 2026
April 15, 2026
May 20, 2026
June 17, 2026
July 15, 2026
August 19, 2026
September 16, 2026
October 21, 2026
November 18, 2026
December 9, 2026

I, Connie Schmidt, being the duly appointed Secretary of the Warrenville Public Library District Board of Trustees of the County of DuPage, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Library District Board of Trustees and that the foregoing is a true and correct copy of an Ordinance duly adopted by the Board of Trustees of the said Library District, at a regular meeting, duly convened and held on December 10, 2025.

_____
Connie Schmidt, Secretary
Warrenville Public Library District

(SEAL)

8a. REGULAR AGENDA

Approve payments for the period of November 20 – December 10, 2025 **(ACTION)**

A partial bill list (bills received as of December 5, 2025) is attached. An updated bill list which includes bills received through December 10 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
November 20 - December 10, 2025

Date	Num	Name	Amount
12/01/2025	10859	Davis, Jackie	-43.15
12/10/2025	10868	Accounting Services, Inc.	-632.00
12/10/2025	10869	Ambius	-366.09
12/10/2025	10870	Direct Energy Business	-3,404.03
12/10/2025	10871	Educate Station LLC	-250.00
12/10/2025	10872	Finlee Associates, Inc.	-225.00
12/10/2025	10873	Illinois Library Association	-30.00
12/10/2025	10874	Konica Minolta Business Solutions	-22.69
12/10/2025	10875	LIMRICC Purchase of Health Insurance Prog	-17,729.69
12/10/2025	10876	NextEra Energy Services Midwest, LLC	-223.43
12/10/2025	10877	Service Master Commercial Cleaning	-2,849.00
12/10/2025	10878	Wilson, Amanda	-64.09
12/10/2025	10879	Libraria	-1,653.55
12/10/2025	10880	Midwest Tape	-4,577.89
12/10/2025	10881	OverDrive	-5,584.58
12/10/2025	10882	World Book, Inc.	-1,349.00
12/10/2025	10884	HP Inc.	-14,052.00
12/10/2025	10885	Bradfield, Geof	-750.00
12/10/2025	10886	LACONI	-150.00
12/10/2025	10887	Naperville Area Humane Society	-25.00
12/10/2025	10888	OverDrive	-613.71
12/10/2025	10889	Youngren's Heating & Cooling	-8,054.00
11/20/2025	Electronic	Northern Illinois Gas	-232.47
11/25/2025	Electronic	Paylocity	-484.06
12/01/2025	Electronic	Warrenville, City of	-180.69
			-63,546.12

d

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 R-232 Resolution to Transfer Monies from the Corporate Fund to the Special Reserve Fund **(ACTION)**

Suggested motion: Approve R-232 Resolution to Transfer Monies from the Corporate Fund to the Special Reserve Fund.

Transferring Money to the Special Reserve Fund

While it has not happened since I started in early 2023, what ideally occurs on an annual basis is that after the audit is complete, unspent money from the previous fiscal year is transferred from the Corporate Fund to the Special Reserve Fund using an approved resolution. This helps build up the Special Reserve Fund, which, per Ordinance 07-08-03, can be used for additional needed future spending outside of the regular budget for the following:

- Building repair and maintenance
- Library materials
- Automation hardware and software
- Furniture and equipment
- Building remodeling and expansion, including land acquisition

The Last Few Years of Spending

The reason we have not been transferring money the last few years is to accommodate for the deficit budgets we've had since FY22 when the Board and former Director Whitmer began making benefit improvements.

	Corporate Budgeted Deficit	Corporate Actual Surplus/(Deficit)		Special Reserve Budgeted Spending	Special Reserve Actual Spending
FY2022	($89,483)	$170,673		$86,650	$27,090
FY2023	($229,631)	$18,887		$123,200	$64,373
FY2024	($227,790)	($7,817)		$70,840	$35,554
FY2025	($136,080)	$87,652		$57,000	$3,566
Total	**($682,984)**	**$269,395**		**$337,670**	**$130,583**
Current FY2026	($134,756)	TBD		$170,700	TBD
Potential New Total	**($817,740)**	**$134,639**		**$508,390**	**$301,283**

As you can see, we have been spending Special Reserve monies the last few years, mostly on some building maintenance and to keep us up-to-date with our computers for staff and the public. At the start of FY26, we had $356,715 in the Special Reserve Fund. If we spend all of this year's budgeted money, we will have $186,015 left in Special Reserves. Hopefully we will not need to spend the entire $170,700 this year, but regardless, after a few years of spending out of the Special Reserve Fund and not putting anything back into it, it would be nice if this year we could make a transfer to bolster it back up a bit.

While we have anticipated Corporate deficit spending totaling $682,984 for the last four fiscal years, we've managed to underspend enough to actually have a surplus of $269,395 instead. If do we spend all of this year's budgeted deficit of $134,756, we will still have a 5-year accumulated surplus of $134,639 come June 30, 2026. While this year will be tight and most likely have some deficit spending, given our habits of the last four years it is unlikely that we will actually spend the full deficit.

Transfer Recommendation

With all of the above in mind, I would still like to play it safe and transfer $125,000 to the Special Reserve Fund. Hopefully, this year's spending will be still be lower than expected. Then, depending on what FY27's budget looks like, we can consider next year continuing to make annual transfers to Special Reserves. That way, we can keep those reserves healthy for future building projects and maintenance.

9a. UNFINISHED BUSINESS

Approve Updated Policy #360 Art Exhibits **(ACTION)**

Suggested motion: Approve updated Policy #360 Art Exhibits as presented.

Art Exhibit Policy Updates

The board reviewed this updated policy in November. As stated last month, besides formatting and flow, there aren't many substantial content changes to the policy. Again, those are:

- I removed the Teen Lounge as a display space option.
- Updated info about the Quiet Room.
- I increased the maximum display time from 2 months up to 6 months.
- I moved some of the items from the application to be in the policy.

There are no additional updates. If there are no further suggestions, I recommend this policy for Board approval.

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: _____

10a. NEW BUSINESS

Review updated Policy #111 Remote Attendance & Participation **(discussion)**

Remote Attendance & Participation Policy Updates

This policy was last updated in 2018. There are only two additions to the policy due to legal changes made by the state legislature.

- “unexpected childcare options” – This was added previously with state legislation, though I’m not sure when.
- “performance of active military duty as a service member” – This was just added with new legislation that goes into effect January 1.

Warrenville Public Library District

REMOTE ATTENDANCE & PARTICIPATION

Policy #111 - Revised & Approved 1/21/26

The Warrenville Public Library District Board of Trustees allows board members to participate from a remote location via audio or video conference for the following reasons:

- personal illness or disability;
- employment purposes or the business of the public body;
- a family or other emergency;
- unexpected childcare obligations; or
- performance of active military duty as a service member

A request to participate remotely should be given to the Library Director or Board President a minimum of 24 hours in advance of the meeting.

A quorum must be physically present at the meeting's location. Immediately following roll call, the Trustees physically present will vote to authorize the remote attendance. Once remote attendance is authorized, the remote attendee may participate in the meeting. For the purpose of meeting minutes, the remote participant will be counted as present by means of video or audio conference and will have full participation and voting rights.

A Trustee who is absent but does not meet one of the qualifying reasons for remote participation may attend remotely, but may not participate in the meeting. In this situation, the Trustee will not be permitted to participate in any discussions or votes.

Costs incurred by the Trustee for remote participation will not be reimbursed by the Library.

10b. NEW BUSINESS

Authorize library staff to submit the Per Capita Grant application to the Illinois State Library **(ACTION)**

Suggested motion: Move to authorize library staff to submit to the Illinois State Library the:

- ***Certification of Eligibility for Grants Pursuant to 75 ILCS 10/; and***
- ***FY25 Public Library Per Capita Grant Application; and***
- ***FY24 Public Library Per Capita Grant Expenditure Report***

Annual Per Capita Grant
This is our annual Per Capita Grant application, which for FY26 allowed us to receive $22,412.63 from the state.

The annual application is based on libraries adhering to the Illinois Public Library Standards. Earlier this year the state updated these Standards from their 2020 version. As they have changed a little, I'm including the Standards in the meeting packet for your review. They now include Intermediate and Advanced Standards in addition to the Core Standards.

In reviewing the new Standards, we meet most (we previously met all) of the Core Standards and many of the Intermediate and Advanced Standards. The Core Standards that we are not currently meeting include:

- Capital Improvement Plan and Maintenance Checklist – This is one of my current goals for this year to complete.
- Long Term Financial Plan – As I stated on the application, we have our Fund Balance Policy and Investment Policy, both of which need reviewing. I will investigate what a Long Term Plan looks like for us to put together when we review the policies.
- Succession Plan – I will add this to my list of items to work on during FY26 & FY27.

Otherwise, I believe we are in good shape in meeting the rest of the Standards.

ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796
ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

☑ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☐ **Is providing a written policy or procedure, approved and in force at the applicant library(s),** declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Prefix: Mr. **First Name:** Jason **Last Name:** Stuhlmann
(e.g., Mr., Ms., Mx., Dr., etc)

Title: Executive Director **Pronouns:** he/him/his **Date:** 12/10/2025

Illinois Public Library Per Capita and Equalization Aid Grants

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received because of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Warrenville Public Library District

Library's Control Number: 30685 Branch Number: 00 Today's Date: 12/10/2025

Contact information of the person completing this grant application:

Prefix: Mr. First Name: Jason Last Name: Stuhlmann
(e.g., Mr., Ms., Mx., Dr., etc)

Title: Executive Director Pronouns: he/him/his Phone Number: (630) 393-1171

Email Address: director@warrenville.com

Library's mailing address to receive grant payments:

Address 1: 28W751 Stafford Place

Address 2:

City: Warrenville State: IL ZIP + 4: 60555-3002

☑ By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Service Area Population 15,195

Please use the Illinois Public Library Service Area Map to obtain the most accurate service area population.

Changes in the population count or the library's service require documentation and supporting information. Contact the Illinois State Library to document this change. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Part I. Review of Illinois Public Library Standards

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with performance levels below the Core Standards must raise or improve its performance levels in relation to the standards according to the objectives, time frames, and priorities the library shall state in the application, and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of each of the 12 topics described the Illinois Public Library Standards. To complete this application, refer to the chart within each topic and indicate the level at which your library meets each standard (Core, Intermediate, or Advanced).

1.) Access

☑ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #2 The library is open daytime, evening and weekend hours for 7 days a week, for most of the year.
- #3 The library asked the community about space in its recent strategic planning.
- #4 The library provides a drive-up book drop and homebound delivery.
- #5 The library building has much natural light and utilizes energy efficient lighting.
- #9 The library has a dedicated Teen Lounge space, and offers sensory kits for individuals wanting to use them.
- #12 The library has study rooms and meeting rooms for individual and group use.

2.) Advocacy and Community Engagement

☑ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #2 Library staff attend or host meetings with schools, local government and local organizations to partner for library and community initiatives.
- #4 Library staff and trustees have good relationships, interact and partner frequently with local governmental units, though we could improve at getting to know local and state representatives.

3.) Buildings and Grounds

☐ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Working to meet core standards:
- #2 While not finished, the library is currently working on an updated capital improvement plan to forecast repair and replacement of major equipment and infrastructure.
- #6 As the capital improvement plan gets updated, so will an official maintenance checklist.

In addition to the core standards:
- #1 The library has a special reserve fund for capital projects, repairs and renovations;

4.) Collection Management

☑ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #3 The library has trained staff responsible for collection development in specific genres, age levels and subjects.
- #7 The library has a "library of things" offering digital tools, board games, memory care kits, etc.
- #10 The library offers access to genealogy resources.

Modified:
- #9 Due to last year's new state law discouraging book banning and censorship, along with the Per Capita Grant's requirement, the Library changed removed the reconsideration process because reconsideration suggested that we might potentially remove or ban a book. Instead, the library created a Statement of Concern Policy to still allow for library members to express concerns about material, displays, etc., but with less emphasis on removing material.

Not applicable:
- #10 While the library has a small collection of local history items (including yearbooks), Warrenville has a Historical Museum that is the main repository for local history.

5.) Finance and Budget

☐ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #1 The library keeps its budget in an electronic spreadsheet format with legacy data.
- #6 The library posts its board meeting, financial, ordinance and resolution information on its website.
- #7 The library has an account through DuPage Foundation where the public can donate funds.
- #8/10 The library has an outside auditor conduct the annual audit, which the board reviews. The library then makes it available to the public through its website.

Working to meet core standards:
- #12 The library has a Fund Balance Policy and an Investment Policy, though not an official long term financial plan. Both policies need to be reviewed this coming year, and a long term plan can be developed alongside that review.

6.) Governance and Administration

☐ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #4 The Library Director presents a report of library activities, statistics, departmental reports, etc. at each monthly meeting.
- #7 The IPLAR is prepared by administration and presented to the board at a public meeting.
- #8 The director regularly includes staff in drafting and reviewing of policies.
- #9 An updated strategic plan was prepared this year with input from the community, staff and trustees, with review and updates throughout the year.
- #11 The board participates in continuing education opportunities when available and appropriate.
- #14 Library staff and board subscribe to e-news, attend workshops, meetings and conferences.
- #15 The library provides the director and other staff membership in professional organizations.

Working to meet core standards:
- #10 Succession Plan - The library does not have a succession plan for the director and will need to develop one.

7.) Human Resources

☐ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #1 The library has sufficient staff levels, and has staff in each department representing the larger minority population in the community.
- #2 The personnel policies have just been reviewed by staff and HR lawyer.
- #4 The salary schedule is reviewed and adjusted each year to keep up with cost of living.
- #5 The library provides expanded benefits of various types, and contributes towards premiums of of health insurance for employees and their dependents.
- #6 The library employs a dedicated HR manager.
- #7 The library has a performance appraisal system with an annual appraisal with goal development as well as professional development opportunity suggestions.
- #8 The library supports and encourages staff for skills and professional development, conference attendance, etc.

Working to meet core standards:
- #9 Succession plan - The library does not have a succession plan for the director and will need to develop one.
NOTE - This item was also in section 6.) Governance

8.) Information Services

☑ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #1 The library provides additional service offerings with a maker space and book-a-librarian services.
- #3 The library has policies and procedures for the above mentioned.
- #4 The library has a website providing 24/7 access to information service resources.
- #5 The library has staff specializing in children's, teen, adult, and IT areas.
- #6 The library occasionally hosts representatives to provide information about services.
- #7 The library provides and funds professional development and continuing education opportunities for staff to expand their knowledge and skills.
- #8 The library employs at least one staff in each public facing department that speaks Spanish.

9.) Marketing and Promotion

☑ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #1 The library has a marketing guide and plan.
- #2 The library has two dedicated employees for marketing and graphic design.
- #4 The library uses its logo consistently across all print and digital marketing platforms, and has adopted a brand style guide.

10.) Programming

☑ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #1 The library provides virtual or hybrid programs where appropriate.
- #2 The library designs dedicated programs for neurodivergent members of the community, such as a quarterly Sundays with special hours for neurdiverse families to visit.
- #4 The library partners with local organizations to present programs that address the community's needs.
- #6 The library offers dedicated programs to address a variety of cultures and interests in the community, especially for our Spanish-speaking members, including annual Day of the Dead ofrendas.

11.) Safety and Emergency Preparedness

☑ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #2 The library has a safety committee that updates and maintains the safety manual, as well as plans training for staff.
- #3 The library also provides emergency medical training with CPR, AED, anti-opioid, etc.

12.) Technology

☑ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

In addition to the core standards:
- #1 The library has a technology replacement schedule that gets worked into the budget.
- #3 The library offers laptops for the public to use in-house.
- #4 The library has a dedicated IT department (albeit only 1 person + contractual when needed) for maintaining library technology and technology infrastructure.
- #5 The library provides staff with additional cyber security and best practice training.
- #6 The library provides adapative equipment including large-print keyboards, large trackball mice, and screen-reader software.
- #7 The library has multiple internet service provides for failover backup purposes and offers mobile hotspot checkout.
- #8 The library offers facsimile, mobile printing and scanners for the public. The library also offers screens in study rooms for video conferencing, as well as any other needed tech items available for checkout.
- #9 The library offers a 3D printer and Cricut machine for the public to use, with staff trained on their use.

Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

If awarded, grant funds will be used for a variety of purposes:

Collection Management - Funds will be used to continue to support the growth of the collection in a variety of formats, but especially popular digital content such as eBooks and eAudiobooks.

Human Resources - Funds will be used for professional growth and continuing education opportunities for both Board and Staff, focusing on customer service, best practices in serving diverse populations and current trends in library services.

Information Services - Funds will be used to support informational and educational online databases used to meet the needs of the members and staff.

Marketing & Promotion - Funds will be used to support materials to inform the community about library services and resources, thereby increasing awareness and library use.

Programming - Funds will be used for programs and events that appealing to our community's diverse populations, including programs presented in Spanish. Also for high-interest programs that will engage residents who may not otherwise use the library.

Technology - Funds will be used to support the maintenance and growth of our Makerspace.

Part IIb: Planned Use of Equalization Aid Grant Funds

An Equalization Aid Grant is a supplemental award in addition to a library's per capita allotment. **This section is required to be completed only by libraries informed they are eligible for this award.**

Describe the additional objectives and priorities for use of Equalization Aid grant monies to meet or improve performance levels in relation to the standards outlined in the Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brands.

N/A

ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796
ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30685 **City:** Warrenville

Library Name: Warrenville Public Library District

Exact amount of Per Capita Grant received in Fiscal Year 2024: $ 20,932.56

Based on the library's Planned Use of Grant Funds from the FY2024 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2024 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

☐ Core Standards — Chapter 1

☑ Governance and Administration — Chapter 2

Members of the Library's Board of Trustees attended ILA Trustee Day and the annual LACONI trustee dinner. This allowed them to network and generally strengthened their understanding of the library landscape and their role as a trustee.

☑ Personnel — Chapter 3

Staff participated in numerous in-person and online learning opportunities, including the Reaching Forward and SWAN Expo conferences. These opportunities help staff stay informed of best practices in public libraries, stay networked with other professionals in the field, and allows staff to explore new ideas and services for our residents.

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

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❑ Safety — Chapter 6

☑ Collection Management — Chapter 7

The library increased its budget for downloadable and streaming materials. Funds also support access to full-text and other searchable databases. By continuing to increase the size of our online collection, we are meeting the needs of the users who prefer digital formats and accessing our collections 24/7 from anywhere.

❑ System Member Responsibilities and Resource Sharing — Chapter 8

❑ Public Services: Reference and Reader's Advisory — Chapter 9

☑ Programming — Chapter 10

The library included several programs highlighting diverse cultures in its program calendar.

❑ Youth/Young Adult Services — Chapter 11

❑ Technology — Chapter 12

☑ Marketing, Promotion, and Collaboration — Chapter 13

Funds were used to support the printing and mailing of a quarterly newsletter to all addresses (6,000+) within the library district. The newsletter is our most effective means of information about our programs and services. The library also subscribes to Constant Contact, an email service, to send an eNewsletter at least twice monthly.

Illinois Public Library Standards: Access

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library follows all local, state and federal laws elating to access, including the Americans with Disabilities Act.		
2	The library is open a minimum of 15 hours per week [23 ll. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, fo most of the yea .
3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs su vey and includes library spaces in the questionnaire.
4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book d op, curbside pickup, drive-through window).	The library p ovides off-site pick up and return of mate ials (e.g. homebound delive y, book mobiles, kiosks, automated lockers).
5	The library provides adequate, safe, well-lit, and convenient parking du ing all hours of service.		

6	The library's entrance is clearly visible, easily identified, and well-illuminated fo both vehicles and pedest ians.		
7	The library's interior spaces are adequately illuminated.	Natu al light is utilized as much as possible.	The lib a y has ene gy efficient lighting th oughout its buildings.
8	The lib a y p ovides signage to identify collections, se vices, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.	
9	The libra y p ovides designated spaces for youth and adults.	The library provides dedicated space for teens.	The lib a y p ovides dedicated spaces fo othe specific populations (e.g., senso y space, comfo t oom, mother's room).
10	The lib a y has adequate and app op iately sized shelving to p ovide easy access to patrons of all ages.		
11	The lib a y has stu dy and comfo table fu nishings in sufficient quantities and sizes to meet the needs of pat ons of all ages.		
12	The lib a y p ovides accessible spaces fo lib a y p og ams, meetings, and individual and group study.	The library has rooms designated for p og ams, meetings, and individual and group study.	

Illinois Public Library Standards: Advocacy & Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library's value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.
2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.

4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.
5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.

Illinois Public Library Standards: Buildings & Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.
3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.

4	The lib a y has liability insurance that will cove eplacement costs of the facility and its contents.	The library eviews its insurance coverage annually to ensure proper valuation of the facility and its contents.	
5	Staff and t ustees eceive a tou of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.	
6	The lib a y has a building and g ounds maintenance checklist that is annually eviewed and updated.	The library has a facilities maintenance manual that includes instructions fo operation of all building systems.	
7	The lib a y keeps a copy of all maintenance documents, bluep ints of the o iginal building, and all subsequent enovations and wa anties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.	
8	The libra y hi es staff, contractors, or vendo s to maintain the building and grounds and maintains a list of contacts for building systems.		

9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.	
10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).

Illinois Public Library Standards: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]		
2	The library's budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.	
3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.

4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.		
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.
6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. “Library of Things”).	
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.	
9	The library has a reconsideration of materials policy and process.		

10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.

Illinois Public Library Standards: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of $850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.

2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.	
3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).		

5	The di ecto and board have an unde standing of the fundamental p inciples of lib a y funding, financial epo ts, and budgeting. The library uses p ofessionally accepted bookkeeping p actices.	The director and board pu sue continuing education to enhance their understanding of library funding, financial eports, and budgeting.	
6	The lib a y follows all legal equi ements fo financial repo ting. f applicable, the lib ary follows all GASB (Gene al Accounting Standards Boa d) accounting p inciples as equi ed by the auditor.	The lib ary actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.	
7	The lib a y st ives to ensu e adequate funding fo library ope ations, staffing, programming, se vices, and facility needs using local funding.	The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	The lib a y seeks non-t aditional sou ces fo fund aising (e.g., co po ate sponso s/donations, endowments, investments) to supplement the annual budget.

8	The lib a y conducts an annual audit if the budget is $850,000 o mo e. Depending on the type of lib a y, the funding agent may do this as pa t of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The boa d utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.
9	The lib a y o its funding agent (city, village) p ovides a t easu e 's bond in the amount of 10% of the annual budget or the app oved alte native of app op iate insu ance as desc ibed in the statute (75 LCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.	
10	The lib a y utilizes internal cont ols to p event fraud.	The board and directo regula ly review the library's internal controls.	f the lib a y utilizes an audito , they review the library's internal controls.
11	The lib a y secu ely sto es financial documents (e.g., checks, pay oll, c edit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clea ing House [ACH]).	

12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).

Illinois Public Library Standards: Governance & Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.
2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.		

3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.		
4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the libra y director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).
5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.
6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.
7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.	

8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.
9	The library has a strategic plan that is developed by the board, director, and staff.	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.
10	The library has a succession plan for the director.	The library has a succession plan for the director and key staff.	The succession plan is reviewed with the board and administration and updated as needed.
11	The board and director develop an orientation program for new trustees.	The board actively participates in ongoing continuing education activities.	
12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.		

13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders.
14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, *ILA Reporter*).	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.
15	The director participates in professional development activities, including Directors University for first-time Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship.

Illinois Public Library Standards: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.
2	The library has a set of board-approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.
3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.

5	The libra y p ovides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.
7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.

9	The library has a succession plan for the director.	The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.	

Illinois Public Library Standards: Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.	
2	Staff provide accurate, timely, and courteous service.		
3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.	

4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of self-service information service resources via its website or library apps 24/7.	The libra y p ovides information services by chat or phone outside of the hours the library is open.
5	Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).	
6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.
7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).

8	The libra y seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.

Illinois Public Library Standards: Marketing & Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan.
2	The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	The library has one or more dedicated employees for marketing and graphic design.
3	The library allocates funds for marketing and promotion.		

4	The libra y adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.	
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.	
7	The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).		
8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.

9	The library regularly evaluates the effectiveness of its marketing efforts.	The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.	

Illinois Public Library Standards: Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people togethe for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultu al programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library's services by offering a wide variety of events that appeal to both regular and new uses. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library provides programs fo all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate.	
2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to p ovide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The lib ary designs dedicated programs for pat ons with specific needs (e.g., autism, dementia, low vision).
3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.		

4	The lib a y egula ly assesses the needs of its community, eithe fo mally o info mally, to inform its p og am planning.	The library partne s with local educational, social, cultural, and ec eational organizations in o der to present programs that address the community's needs.	The lib a y d aws on its community pa tne ships to p ovide p og ams in alte nate venues in o de to each specific populations who cannot visit the lib a y.
5	The lib a y evaluates p ograms based on c ite ia such as attendance, guest feedback, and pa ticipant outcomes and adjusts its future p og ams based on this evaluation.		
6	The lib a y is awa e of the diversity of its community and st ives to offe p og ams that a e inclusive. While lib a y p og ams ep esent diverse viewpoints, lib a y p og ams do not necessa ily constitute an endo sement of the ideas or viewpoints exp essed in their p og ams.	The library provides staff training in best practices for meeting the programming needs of a diverse community.	The libra y offers dedicated programs that address the specific cultures, life experiences and interests of its community.

Illinois Public Library Standards: Safety & Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.		
2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.
3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.

5	Lib a y ent ances, exits, evacuation outes, locations of designated to nado shelte s, emergency supplies, fi e ala ms and fire extinguishe s are clea ly ma ked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and sha ed with first responders.	The libra y has tho ough documentation fo eme gency responde s that includes location of mechanical, elect ic, plumbing, ladders, and cu ent building blueprints.
6	The lib a y maintains a stock of eme gency supplies, which are stored in a clea ly ma ked, designated location and a e easily accessible to staff.		
7	The lib a y has an emergency and disaste p epa edness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The libra y has a sepa ate eme gency and safety p ocedu e manual fo the public that is posted in public spaces.
8	The lib a y has a disaster recovery plan that is kept in an off-site location.	The libra y has a technology recovery plan, in the event of a physical disaster or cyberattack.	
9	The libra y complies with local, state and fede al emergency and safety guidelines, ordinances and laws.	The libra y seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	

10	The library follows all local and state requirements for emergency systems and equipment inspections.	The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.	

Illinois Public Library Standards: Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The lib ary has a dedicated budget for technology equipment and services.	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines cu rent and emerging t ends and includes community input.
2	The lib ary has a boa d approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis.	
3	The lib ary provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.
4	The lib ary has access to a trained individual to maintain all technology.	The library has a trained staff person o contractual service to maintain the technology infrastructure.	The library has a dedicated IT depa tment.

5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.
6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.

9	The lib a y is awa e of emerging technology t ends such as the maker movement.	The library offers make tools (e.g., video came as, 3D p inters, digital conversion devices) either fo in-house use o check-out.	The lib a y offe s a make space with a dedicated staff who a e knowledgeable of the equipment.

11. DIRECTOR'S REPORT

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

2025 Year in Review

As volunteers and representatives of the community, I just wanted to point out how much work you do on a monthly basis and everything that you accomplished this past year. You should be proud of all you've done.

- Personnel – showing continued support of staff is much appreciated!
    - Supported updated wage scale and cost of living raises for staff
    - Employee Handbook Policy -
        - Added the opportunity to work remotely
        - Officially added annual service awards
        - Added textbooks to tuition reimbursement
        - Added new support for accommodations, ODRISA, VESSA, etc.
    - Completed the Director's annual evaluation
    - Approved closure of the library for staff in-service day
    - Supported creation of Community Engagement & Outreach Coordinator
    - Posted, interviewed and selected a new Trustee due to a vacancy
- Policies – Reviewed and updated
    - Library Card Policy
    - Art Exhibits Policy
    - Meeting Room Policy
    - Study Room Policy
    - Immigration Authority Visits Policy (new)
    - Prhobiting Harassment, Discrimination & Retaliation Policy
    - Libel & Slander Policy
    - Negligent Misrepresentation Policy
    - Indemnification & Insurance Policy
- Financial Responsibilities
    - Working Budget
    - Budget & Appropriation
    - Tax Levy
    - Approved various associated documents and certifications for the above
    - Supported the Director in trying to make more investment interest for the Library, including opening an IL Funds account
- Other Annual Responsibilities
    - Meeting schedule ordinance
    - Approved Non-Resident Library Card Participation
    - Approved IPLAR and Per Capita Grant for the state
- Strategic Plan
    - Participated in surveys and focus group
    - Crafted new Mission and Vision statements
    - Reviewed, gave directional input, and approved updated Plan
- Misc.
    - Attended ILA Trustee Day

- Attended other workshops and dinners for networking and professional development
- Supported and joined staff in the annual 3rd of July Parade
- Supported and volunteered at our first FanCon

2026 Calendar of Responsibilities

And in continuation of all the work that you accomplished in 2025, following my report you will find the 2026 Calendar of Responsibilities (Trustee Edition), outlining all the items that we'll work on each month next year.

Miscellaneous

- Completed and submitted the Illinet Interlibrary Loan & Reciprocal Borrowing Statistical Survey to the IL State Library. Thank you to Paul & Laurie for their help.
- Harassment Training – Just a reminder that Trustees should try to take this 1-hour training module before the end of 2025. Please let Jason know if you are having any trouble logging in to view it.

Meetings & Programs for November

- One-on-one meetings with Managers
- Vacation (November 1-9)
- Meeting with Dolly Parton Imagination Library w/Connie & Mayor Johnson (November 11)
- Management Team Meetings (November 11)
- Covered MS Desk (November 14)
- All Staff Morning Meeting (November 17)
- LIRA Insurance Membership Meeting (November 20)
- Safety Committee Meeting (November 20)
- Meetings with Liam from City to discuss Merry Market (November 21)

Trainings & Webinars for November

- NARCAN Administration Webinar

STATISTICAL SNAPSHOT	Nov 2025	Oct 2025	Sep 2025	Aug 2025	July 2025	June 2025	May 2025	Apr 2025	Mar 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024
TOTAL CIRCULATION (physical items)	**13,699**	**14,496**	**13,719**	**15,140**	**16,705**	**15,534**	**13,862**	**14,018**	**14,735**	**13,092**	**13,932**	**12,192**	**12,966**
WPLD items checked out at WPLD	9,177	7,653	7,501	7, 760	9,835	9,666	9,443	9,223	8,241	7,282	7,972	6,037	7,247
Auto-renewals of WPLD Items	4,522	4,450	4,302	5,501	4,580	4,239	4,419	4,795	4,676	4,136	4,039	4,723	4,167
Other Library Items Checked out at WPLD	1,928	2,393	1,916	1,879	2,290	1,629	1,701	1,832	1,818	1,674	1,921	1,432	1,552
DOWNLOADABLE CIRCULATION	**3,655**	**3,931**	**3,765**	**3,918**	**4,252**	**3,973**	**3,941**	**3,788**	**4,047**	**3,559**	**4,029**	**3,613**	**3,631**
OverDrive/Libby	1872	1983	1971	2,007	2,300	2059	2065	2001	2107	1877	2139	1,948	1,987
OverDrive (magazines) fka RB Digital	343	431	382	375	378	371	343	395	361	298	396	295	327
Hoopla	1440	1517	1412	1,536	1,574	1543	1533	1392	1579	1384	1494	1370	1317
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,866	2,311	1,818	1,790	2,178	1,550	1,597	1,755	1,738	1,587	1,856	1,363	1,450
Received from Non-SWAN Libraries	3	21	20	5	18	18	12	17	17	16	21	14	15
Sent to SWAN Libraries	1,324	1,595	1,501	1,653	1,813	1,761	1,563	1,634	1,605	1,419	1,834	1,902	1,525
Sent to Non-SWAN Libraries	4	10	8	9	8	12	11	8	16	25	20	25	18
COLLECTION													
Physical Materials Added		477	292	462	489	589	439	802	482	425	527	394	371
Physical Materials Withdrawn		564	393	183	1,216	2,332	102	469	304	910	391	341	261
Total Collection Size		142,606	142,759	141,059	145,454	145,965	140,647	145,962	145,595	145,931	146,118	146,746	147,014
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
OverDrive books	47118	47250	47414	47,843	48,003	48,120	43,304	48430	48033	48355	48751	49415	49,881
OverDrive audiobooks	21304	21275	21258	21,311	21,303	21,281	21,275	21235	21256	21244	21230	21227	21,307
PROGRAMS													
Number of Adult Programs	21	29	27	23	20	20	18	18	19	17	21	14	19
Adult Program Attendance	197	322	327	1149	701	364	196	164	274	207	220	150	241
Number of Teen Programs	8	8	9	6	6	8	9	6	8	8	6	7	7
Teen Program Attendance	62	30	46	21	56	82	173	37	74	32	26	48	35
Number of Youth Programs	24	29	20	15	26	33	18	30	25	30	31	20	29
Youth Program Attendance	601	785	457	290	641	793	659	819	716	484	547	324	550
Book-A-Librarian Sessions	14	14	14	10	14	14	14	14	14	14	14	8	11
Book-A-Librarian Attendance	4	1	7	3	6	3	4	5	6	3	4	4	4
OUTREACH													
Adult Outreach Events	0	2	1	2	1	1	1	3	0	1	0	0	0
Adult Outreach Attendance	0	125	50	360	12	15	30	78	0	12	0	0	0
Teen Outreach Events	2	1	0	0	0	0	1	0	0	0	0	0	0
Teen Outreach Attendance	22	20	0	0	0	0	10	0	0	0	0	0	0
Youth Outreach Events	4	6	1	3	5	3	8	5	4	2	6	3	1
Youth Outreach Attendance	460	718	157	738	524	214	1621	495	325	195	180	87	11
LIBRARY CARDS													
Total Resident Cards Active	9,751	9,736	9,682	9,628	9,594	9,531	9,484	9,437	9,456	9,550	9,613	9,590	9,546
Resident Cards Issued In Person	38	76	60	62	79	59	60	44	56	42	32	51	57
Online Cards Issued				19	12	11	15	9	7	9	9	10	10
VISITOR COUNT	**7,335**	8,569	10,658	10,564	10,989	10,685	10,341	9,374	9,556	8,363	7,392	7,549	9,238
STUDY ROOM USES	**297**	**315**	**331**	282	389	339	311	326	313	282	274	285	284
MEETING ROOM USES (public)	**7**	**10**	**7**	2	0	3	8	6	4	6	4	3	2
CURBSIDE PICKUPS	**15**	**8**	**12**	11	15	7	12	11	18	6	14	6	5
COMPUTERS & TECHNOLOGY													
Computer Sessions	508	440	611	598	741	618	632	644	716	557	527	509	552
Wifi Sessions	2489	2767	2646	2448	2930	2548	2338	2410	990	2151	2473	2707	2252
Website Visits	22,152	17,665	16,456	22,077	19,430	19,356	20,960	15,443	17,653	19,380	15,056	11,051	12,804
MARKETING													
eNews Subscribers	7,152	7,162	7,109	6,780	6,771	6,760	6,771	6,720	6,731	6,720	6,674	6,640	6,648
eNews Open Rate	58%	53%	53%	52%	53%	53%	52%	50%	52%	54%	46%	52%	52%
Facebook Followers	2,171	2,154	2,140	2,131	2,109	2,088	2,064	2,034	1,994	1,978	1,956	1,935	1,917
Instagram Followers	630	624	613	604	602	598	590	580	565	564	556	557	552

12a. ASSISTANT TO THE DIRECTOR REPORT

November 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 November board meeting minutes for review by the Secretary
- Organized 2 pickups from the Warrenville Food Pantry – again had over 500 lbs.
- Made copies of the new Employee Handbook and related documents for Ian to distribute to all staff.

Meetings and Continuing Education

- Management Team meeting on November 11
- RAILS Narcan Webinar – November 13
- Attended the November 17 Staff Day – also purchased donuts for the meeting

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
- Had to rod the kitchen sink due to a flood that occurred in the Staff Lounge
- Programmed lockers for new staff members
- Removed all combination locks from the staff lockers and put in new batteries
- Adjusted front door closure
- Installed the wonderful bright light at the Stafford Place entrance
- Cleared snow and salted sidewalks when necessary
- Helped load the food in the food pantry van
- Installed a new bracket for the changing table in the Family Restroom
- Helped with the Christmas lights extension cords, timers, etc.
- Attended the November 17 Staff Day
- Put up the holiday decorations on the ledge on the main level
- Brought in the lower-level return bin on some mornings when staff was not in attendance

12b. PUBLIC SERVICES REPORT

November 2025 **Submitted by Paul Dobersztyn**

Highlights

- The library hosted **49** total events in November with **702** participants.
- We hosted 4 passive programs that included the Day of the Dead Ofrendas and Crafts to Go: Thanksgiving, hosting about **158** participants.
- The third Sunday Music Matinee featured Alloy Horn Quartet on 11/30 with **48** in attendance.
- Diana Abraham and Julie Kurtis hosted the first ever Toy Swap at WPLD in November. Gently used toys were donated throughout the month of October, collected and cleaned by staff. Donators were given early access to swap out toys. The Toy Swap was held over two days. **80** participants total and **425** toys swapped throughout the process. Leftover toys were brought to the Johnson Family Dinner and donated to the community. The Library received a lot of positive feedback regarding the program and we were asked several times if we will hold it again in the future.
- Diana Abraham was approached to be on the Winfield Township Mental Healthy board and will be attending her first meeting on December 1st. Diana will be the only member representing Warrenville.
- Diana's final Toddler Time was held on 11/20, over 60 people were in attendance. I want to thank Diana for her amazing contributions to Toddler Time and to the Youth Services Department as whole! We are so lucky to have her!
- The month of November was a busy time with our Discovery Room when Kyrie Kenn-Sumrak transformed it into a Friendsgiving Feast. The play area saw heavy use during our week off from school, with lots of little friends meeting up to play. Although it may come across as simple play, this dramatic play theme helps families to develop new language, use sneaky math skills, practice sequencing and social skills.
- Fall Back Reading Challenge (Adult) – Started September 1, 2025, completed November 30, 2025.
    - Total Participation
        - 71 registrants
        - 58 completions
        - 193,014 minutes read
    - Grand prize names were drawn on December 1st, and winners were notified. All prizes were claimed right away!

Professional Development

- **33** sessions of CE were completed by the Public Services Department in November.
- **29.5 total** hours of CE were completed.
- Topics covered include: Aspen Admin Training, Fall and Winter Picture Books, All-Staff Meeting and more.
    - A full list can be provided by the Public Services Manager.
- Julie Kurtis is enrolled in a New Manager Course. It's a several week course and they have covered a variety of relevant library topics.
    - Week 6: Handling emergencies and crisis
        - Knowing your limitations, triggers, abilities, etc. to prepare for the scenarios you can't be prepared for
    - Week 7: data for decision making

        - Avoiding the use of anecdotal “data” to make decisions (ex. 3 people told me we should do such and such program- this is not data but it can provide a question to pursue data on)
    - Week 8: promoting career development

Personnel

- Anushka is on her 9th 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.

Reading Challenges

- 500 Books Before Fifth Grade – Started September 1, 2025
    - Total Participation
        - 28 registrants
        - 0 completions
        - 1,260 total books read so far.
- 1000 Books Before Kindergarten
    - Total participation:
        - 207 registrants
        - 29 completions
        - 56,676 total books read so far.
- The 100 Books Before High School
    - Total participation since the launch:
        - 89 registrants
        - 2,421 total books read
        - 11 completions so far

Programming / Outreach / Meetings (Not entered in Communico)
Book a Librarian: 4 Puzzles: 2 / Teen Volunteers: 9 (10 total hours)
Homebound Deliveries: 3 Deliveries/Pickups, 7 items checked out, 5 total participants

- Diana Abraham represented the library at the Park District Healthy Heroes event on 11/1, interacting with …….
- Kyrie Kenny-Sumrak, Diana Abraham, Julie Kurtis, Mandy Wilson, Michelle DeGrace and Paul Dobersztyn attended a Youth Services Programming Meeting on 11/3.
- Miriam Montano, Tom Hill, Taylor Haring and Paul Dobersztyn attended an Adult Services Programming Meeting on 11/6.
- Diana Abraham met with Sheila Mikulik from Warrenville Horizons on 11/11.
- Paul Dobersztyn attended a Management Team Meeting on 11/11.
- Diana Abraham provided a storytime to the Agape Preschool on 11/11.
- Julie Kurtis visited several 2nd Grade classrooms at Johnson on 11/13 interacting with **75** students.
- Mark Arellano met with Paul Dobersztyn to discuss Adult Services programming on 11/14.
- Diana Abraham delivered a prize basket to the Bower Family Bingo Night on 11/13.
- Mandy Wilson and Diana Abraham attended the Warrenville Community Advisory Council meeting on 11/17.

- Julie Kurtis, Taylor Haring, Mandy Wilson and Paul Dobersztyn attended a FanCon planning committee meeting on 11/17.
- Julie Kurtis, Diana Abraham and Paul Dobersztyn met with book vendor Rob Innes on 11/18.
- Paul Dobersztyn met with members of the Wheaton-Warrenville League of Women's Voters on 11/18 to discuss tabling during election season 2026.
- Diana Abraham attended the City of Warrenville IDEC meeting of the Whole on 11/18.
- Julie Kurtis visited ACES Academy on 11/19 and interacted with **10** students.
- Diana Abraham attended the Johnson Family Dinner on 11/20. This was the largest turnout they've ever gotten with **256** in attendance.
- Taylor Haring and Paul Dobersztyn attended a Safety Committee Meeting on 11/20.
- During Family Storytime we play a special guessing game called Miss Mouse, during which we are practice turn taking, color recognition as well as our patience. I knew the kids were going to miss our game over break, so I made each family their own kit to take home, about 20 sets in total. – Kyrie Kenny-Sumrak.
- Mandy Wilson created **20** craft kits for the Outreach: Warrenville Quest program. She has been collaborating with them as of late, and will host more programs for them in the future.
- Diana Abraham 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 (completed with initial meeting 11/25).

Non SWAN InterLibrary Loan
Item Requests Processed: 18; Materials Received: 3; Materials Lent: 4

Strategic Plan Updates
- Learn & Grow: Collections- Separated the Young Adult Graphic Novels from the Manga and created two sections for browsing. – Julie Kurtis
- Learn & Grow: Offerings – Toy Swap program was appreciated by the public as a whole. – Julie Kurtis

12c. MEMBER SERVICES REPORT

November 2025 **Submitted by Laurie Rex**

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,426	54.21%
Aspen catalog/mobile app (Renewals)	168	1.23%
Autorenewals	4,522	33.0%
Staff Assisted Checkout	1,583	11.56%
TOTAL TRANSACTIONS	13,699	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,159	56.0%
Selfcheck 2 (Near Vending Machine)	3,267	44.0%
TOTAL TRANSACTIONS	7,426	100.00%

Department Highlights

Curbside
We had 15 Curbside Pickups, 9unique users, in November.

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

Meetings
I attended 1 Management Team meeting, a 1-on-1 meeting with Jason, and 1 Safety Committee meeting.

Personnel
We are fully staffed in Member Services.

Projects

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

12d. ACQUISITIONS & CATALOGING REPORT

November 2025 **Submitted by MaryKellie Marquez**

Collection Maintenance

- 407 items created
- 686 items discarded
- 46 items repaired
- 36 discs cleaned

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

MaryKellie

- Plowed through November doing inventory and running reports in the Youth Department.
- Met with Vickie Totton, Lucas McKeever, Sam Dietel, and Michael Szarmach from SWAN to discuss inventory 11/5/25.
- KnowBe4 Artificial Intelligence training 11/7/25.
- Met with Duncan Jones to go over One Note 11/13/25.
- Paylocity Anti-harassment annual training 11/25/25.
- Ryan Dowd training, “Self-Care for Burnout, Vicarious Trauma and Moral Injury” 11/25/25.

Gail

- Worked with LTA intern Jessica B. on puzzle processing, book repairs, A/V repairs and book processing.
- Completed Narcan training 11/13/25.
- All staff meeting 11/17/25.
- “Modern Book Mending” program 11/20/25.
- Looked for books that had not been inventoried.
- Assisted with the Juvenile Fiction Inventory scanning.

MaryKellie’s Meetings:

- Management Team meeting 11/11/25.
- RAILS Catalyst Leadership Program November meeting 11/11/25.
- LACONI TSS Unconference 11/14/25.
- All staff meeting 11/17/25.
- Board meeting 11/19/25.
- ATLAS MMRT 11/21/25.
- SWAN Fireside chat 11/25/25.

12e. HUMAN RESOURCES

November 2025 **Submitted by Ian Stevens**

Highlights

- Successfully launched the new Employee Handbook to all the staff after a lengthy but thorough revision project with Jason and HR Source attorneys.

Staff/Recruiting

- We currently have no open positions at the library. Mid November Ruby started at Member Services to fill that open position.

HR Procedures

- Ran payrolls in Paylocity on 11/10 and 11/124
- Onboarded new staff Ruby (11/18). Her first day was completing legal documents, having a tour of the library, meeting with IT, and then department training.
- IMRF: November payroll to accountant 11/26. October Wage Report submitted 11/5.
- Paylocity upgraded their payroll process. The in-house documentation has now been created for authorized staff. In the new year, Jason will be trained.
- The handbook was reviewed by an HR Source attorney this year. Jason and I added the recommendations which the Board approved at the October meeting. The formatting was finalized before printing. Staff received their copy prior to the staff meeting 11/17.
- Open enrollment for 2026 benefits began November 10th through the 21st for eligible staff. Everyone completed their selections/declines on time.
- Rolled out the annual Anti-Harassment training to all staff, completion by year end. Managers do a two-hour course; the rest of the staff are assigned a one-hour course.

Meetings

- Management Team meeting 11/11
- Final handbook meetings with Jason to go over printing and distribution.
- Monthly one-one with Jason to discuss HR matters 11/12
- Board meeting 11/19
- Safety committee meeting 11/20
- Staff meeting 11/17
- HR Source Employment Law conference in Naperville 11/13
- 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

- RAILS - Libraires and Immigration Enforcement 11/17
- HR Source – Employment Law conference 11/13
- ILA HR Documentation 11/19 Library Grants 11/12
- Know Be4 – Inside Man S5 Ep 9-12 IT security 11/21, AI awareness 11/10

12f. IT DEPARTMENT REPORT

November 2025 **Submitted by Duncan Jones**

User Support

- I helped staff with OneNote, MFA, printing, LinkedIn Learning and Teams.

Troubleshooting

- I resolved a printing issue with the YS public printer.
- I resolved an issue with the Incident Form not being accessible by staff.
- I resolved an issue with Public PC logins timing out.
- I resolved an issue with a staff PC not needing a password.
- I resolved an issue with a flickering public PC monitor by replacing it.
- I investigated an issue with the AS public printer streaks.
- I investigated an issue with the EZ Scan Station not booting up. I contacted our support vendor who is building a replacement unit.
- I resolved a projector desync, causing the unit to not respond to the touch panel.
- I replaced a part causing issue with staff laptops failing on several machines.

Project/Goal

- I worked with our practicum student to teach about library IT departments.
- I onboarded our new employee and helped both new employees set up MFA on their email.
- I coordinated resetting account passwords.
- I edited and uploaded the November all staff meeting and board meeting.
- I investigated the situation and changed passwords after a staff member clicked a potential phishing email.
- I installed a new art program on several staff PCs as requested.
- I updated the OS and software on various laptops and servers.

Planning

- I researched options for replacement staff laptops.

Meetings

- I attended the November all staff meeting.
- I met with our HP account manager to set up an enterprise account.
- I met with Gail and MaryKellie to go over OneNote.
- I met with the Management Team.
- I met with Jason.

Training

- KnowBe4

Tickets

- 10 opened, 9 closed, 5 pending

12g. Marketing Department REPORT

November 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

- Approved print-ready file from Hagg Press.
- Reviewed postage statement from Hagg Press to confirm we have adequate funds.
- Shared key dates with all staff about when the winter newsletter mails at the post office, Communico registration opens and promotion begins for winter events.
- Updated digital file on our website.
- Added website spotlight card and article to promote RM and upcoming winter programs.
- Distributed print copies throughout the building.
- Delivered print copies to the City and Park District.
- Added current issue to new cardholder welcome bags.

Event Publicity

- After the Know Your Rights program for November 6 was cancelled, we removed digital slides and flyers from the library and cancelled the program in Communico.
- Finished designing, scheduling and printing digital slides and flyers for winter programs.
- Designed a rack card to promote the Winter Reading Challenge; produced 250 copies.
- Reviewed the Library Launch Kit instructions and social media assets provided by Paul for the Sesame Street program about children's digital literacy that was added to the calendar after the winter RM newsletter and related publicity pieces were created. Asked several questions about implementing the program and its publicity requirements.
- Created a series of designs to promote the new program being hosted in partnership with Sesame Street.
- After the Communico calendar opened for registration, I checked that a feature to register for a specific time slot within the Escape Room program was working properly. While it's working correctly, the notifications linked to the program still show the general time, which will be confusing for registrants. Flagged for Paul who is checking with Communico and changed the registration message to call for a specific time.

Overhead Shelf Signage Project

- Finished cutting and installing all 150+ overhead banner signs.
- Created and printed additional overhead banner signs for the change from YA graphic novels to YA Manga.
- Ordered replacement knives and blades because the old ones were worn down after so much cutting and trimming by hand.

Content Development/Review

- Toy Swap event: Video recorded the setup of all the donated toys and other items in the Meeting Room before the event started. Edited the video to add text about why we did this—to address a community need for a location that brings people together for a common need; posted on social media: 1,314 views; 65 reactions (likes, comments, shares); reach=1,383
- Asked MaryKellie to share the text from her speech of Gail receiving her 10-year certificate and used it to create an eNews article with a link to the Board meeting video.
- Wrote an article for eNews reminding the community that we are a collection site for the Immanuel Presbyterian Church Food Pantry; included a link to DuPage County's food pantries and other resources.

- Wrote a website news article about winter events, highlighting new programs and/or those of potential interest; used some of this same content for an eNews article promoting the registration of winter events.
- Edited Stephanie's website content about Museum Adventure Pass and Explore More Illinois and added more information on how to secure the passes for each program.

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

- Worked with COD practicum student Jessica to produce a rack card design as part of her class requirement. Her recommendation to read Romantasy books will be used to help promote WRC. We covered basic tools and methods for using Adobe Photoshop, Illustrator and InDesign. Design strategies and resources were also discussed.
- Advised Mandy on possible software solutions for creating vector designs and files for use in updating the FanCon mascot and special-edition library card image.
- Helped Gail create new sticker alignment tools for Technical Services.
- Helped Ruby set up her email signature.
- Helped review and make adjustments to 4imprint Winter Reading Challenge prize order.
- Designed a decorative label for a bingo outreach prize basket.
- Contacted MessageBee to resolve a media upload error—updated MessageBee footer to promote *Reading Matters*.
- Created updated design files for 2026 library closings.
- Reviewed Winter Reading Challenge content in Beanstack.
- Did some research and submitted a request for purchase for some new cutting materials.

Community Outreach

- Prepped a Go Boxes for Diana's use at Johnson School Family Dinner on November 20.
- Met briefly with Diana to learn about the Warrenville Smiles campaign implemented by IDEC; the library will be a featured site beginning in January and we need to work out a few logistics.

Administrative

- To welcome and provide orientation for Michelle about Marketing activities, I emailed her with several key points about what our department handles and how we interact with Public Services. A link to our Brand Style Guide was included for her to familiarize herself with how we handle our brand assets, logo applications and style standards, as well as library lingo and WPLD lingo. Also, provided the link for Michelle to take last May's Safety Topic quiz.
- Reminded Management Team and a few others where to find signs if the library closes due to a weather situation and the Marketing staff are not in the building.
- When the library experienced an Unplanned Closing because of the weather on November 29, I worked from home to create messaging for eNews, social media posts and website banner. I also checked with Tom to make sure he knew which closing sign to put on the entrance doors.

Miscellaneous

- Reviewed and responded to an email sent by Paul about the county's response to the reduction in SNAG benefits, suggesting ways the library should share the information.
- Responded to two inquiries about location and quantity of Out of Service signs.
- Provided the City with files of our new logo for use on their website and social media.
- Meetings/Webinars

Kathy:

- 11/03/25: KnowBe4: AI Safety Trainings
- 11/19/25: Board Meeting
- 11/25/25: Webinar: Social Media and Your Job

David:

- 11/13/25: Webinar: Communico: Broadcast
- 11/17/25: KnowBe4: AI Safety Trainings
- 11/26/25: Paylocity: Anti-Harassment Training

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In November, added a webpage titled Free Passes about Museum Adventure Pass and Explore More Illinois. Updated/formatted the Reading Challenge webpage with the WRC content and made it visible. Also, asked Jason to request clarification from Communico about the status of several website modules as we work towards creating an accessible website.

eNews activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses.
In November, investigated why new staff member Michelle was not receiving eNews after she had subscribed.

- eNews (Constant Contact) stats:
  - Subscribers: 7,152
  - Average open rate: 58%
  - New Cardholders campaign—average open for 8 sends: 67%

Social Media activities related to managing three social media platforms:
planning what events and resources are included; reviewing file photos or slides (take photos and create as needed); posting/changing cover pages and profiles; scheduling; monitoring local agencies and other libraries; responding to staff requests for additional social media support; monitoring and responding to public comments; implementing ad spending; sharing public comments posted on our platforms with staff; reviewing stats and updating content tracking documents.
In November…

- Posted photo Kyrie took of her Family Reading Night program.
- Tooks photos and videos of Diana's last official Toddler Time program to use in social media.
- Posted newspaper clippings from 1978 that Gail found at the Historical. One showed the cost to make a copy at the library is the same now as it was then…$.10/page. Another had a picture of young children touring the library. This was posted to encourage people to contact our new Outreach Coordinator to arrange a tour.
- Created posts to remind people they could use our 3D printer to generate turkey name card holders for their holiday meals; let Paul and Duncan know they might be getting more orders.
- Social Media stats:
  - Facebook Followers: 2,171
  - Instagram Followers: 630

Popular FB post in November: 1,889 views; 76 reactions (likes, comments, shares); reach=1,242

Sure, you could search Google for charcuterie board recipes, but where's the fun in that?!?

Find great books about charcuterie boards and other holiday meals at a library with staff members willing to dress like their collections.

13. PRESIDENT’S REPORT

Next Library Meetings or Events as of December 5, 2025

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

- Wednesday, February 18 at 7 pm
  Regular Board Meeting 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 still made $7,726.61 in interest after withdrawing $750K to put back into the bank.

15. Secretary's Report

Illinois Library Association Conference Oct. 2025

Donald E. Stephens Convention Center, Rosemont

Trustee Day was wonderful at the ILA conference this year. We had 4 trustees attend and I ran into 4 different staff there from various departments as well. Great representation from Warrenville! (I also saw some other friends from DuPage!)

8:00 – 9:00 a.m. The Trustee Breakfast was hosted by the Library Trustee Forum. The benefits of the www.iLEAD.org website were explained and the classes to earn badges demonstrating learning opportunities explored.

9:00 – 10:00 a.m. Be the BEST Trustee You Can Be Topics included:

- Public Library Board of Trustees Ethics Statement
- Public Library Board Meetings Open Meetings (5 ILCS 120)
- Closed Meetings (5 ILCS 120)
- Freedom of Information Act (5 ILCS 140)
- Statement of Economic Interest (5 ILCS 420)
- Anti Sexual Harassment Training (Public Act 101-0221)
- Effective Board Meetings
- Parliamentary Procedure Board Structure
- Roles Library Director Role vs. Library Trustee
- Finance Basics
- Intellectual Freedom and Censorship
- Illinois Anti-Book Banning Legislation (PA 103-0100)
- Privacy and Confidentiality (Statutes 75 ILCS 70)
- Policies and Procedures Utilizing the iLEAD Trustee Learning Portal

This session dissolved into elaborate questions regarding libraries where the board of trustees and the director or individual trustees did not have a trusting and cooperative working relationship. Various diplomatic suggestions were suggested by successful and experienced library trustees.

10:00 a.m. – 11:00 a.m. Coffee Break in the Exhibits Hall LOTS of information!

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11:00 a.m. – 12:00 p.m. "Resumania": Incorporating Job Skills and Programs for Teens at your Library. Members of the Naperville and Addison libraries reviewed teen programs geared toward future job success. Naperville had a "bootcamp" where job search, resume building and interview skills were all taught and practiced. Best time to offer was spring break and early June. Addison incorporated a broader approach with a youth green team, connections with the vast businesses in town, and a partnership with the food pantry creating a free lunch – restaurant style operation where teens learned skills to host, serve dispensed food, store food, clean tables and public service.

12:00 – 1:30 p.m. Trustee Day Luncheon: President Tom Stagg spoke of the seven legislative forums being set up across the state later this fall.

1:45 – 2:45 p.m. DiversiTEA Closing Keynote: Roy Kinsey, a Chicago-based rapper, librarian, and the founder of Rapbrary, presented his innovative platform dedicated to preserving hip-hop as a literary art form while advocating for literacy, banned books, and marginalized voices in literature. As both an artist and an educator, Roy wove storytelling, identity, and cultural preservation into his work, making him a powerful voice at the intersection of hip-hop and literature. He performed several of his songs. Most impressive to me was his reading of his yet unpublished D'Angelo and the Dandelion children's book.

3:00 – 4:00 p.m. Advocacy Tips & Tricks from Legislators
The Illinois Library Association's Advocacy Committee provided some insights about how to communicate with local and national legislators. The panel discussion included legislators and the art and importance of storytelling creating a "ripple in the pond" sharing the good news of what libraries are doing for communities and their residents.