Regular Meeting of the Board of Trustees

Wednesday, January 21, 2026, 7:00 p.m.
Location: Library Meeting Room

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

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

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Pyszka, Schmidt, Stull, Warren)
    a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
    a. Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.
4. Presentations
5. Public comments

p. 3… 6. Correspondence

7. Consent Agenda **(ACTION)**

p. 4 …… a. Approve Minutes of the December 10, 2025 Regular Board Meeting
p. 9 …… b. Receive and file Financial Report for December 2025
p. 15 …… c. Approve updated Policy #111 Remote Attendance & Participation
p. 17 …… d. Approve updated Collateral Agreement's Certificate of Authorized Persons

8. Regular Agenda

p. 19 …… a. Approve payments for the period of December 11 – January 21, 2026 **(ACTION)**

P. 22 …… b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

p. 23 ..... a. Review new Policy #112 Public Comment (**discussion**)
p. 26 ..... b. Review updated Policy #125 Credit Cards & Credit Accounts (**discussion**)
p. 29 ..... c. Review updated Policy #120 Purchasing & Contracts (**discussion**)
p. 37 ..... d. Review new Policy #122 Sale or Disposal of Surplus Property (**discussion**)
p. 40 ..... e. Review updated Policy #135 Fund Balance (**discussion**)
p. 46 ..... f. Review updated Policy #130 Investment (**discussion**)
p. 57 ..... g. Review new Policy #325 Lost, Found & Unclaimed Property (**discussion**)
p. 59 ..... h. Review new Policy #445 Medical Emergency (**discussion**)

p. 64 .. 11. Director's Report

p. 68 .. 12. Department Head Reports

p. 79 .. 13. President's Report

a. Next meetings or events

p. 80 .. 14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

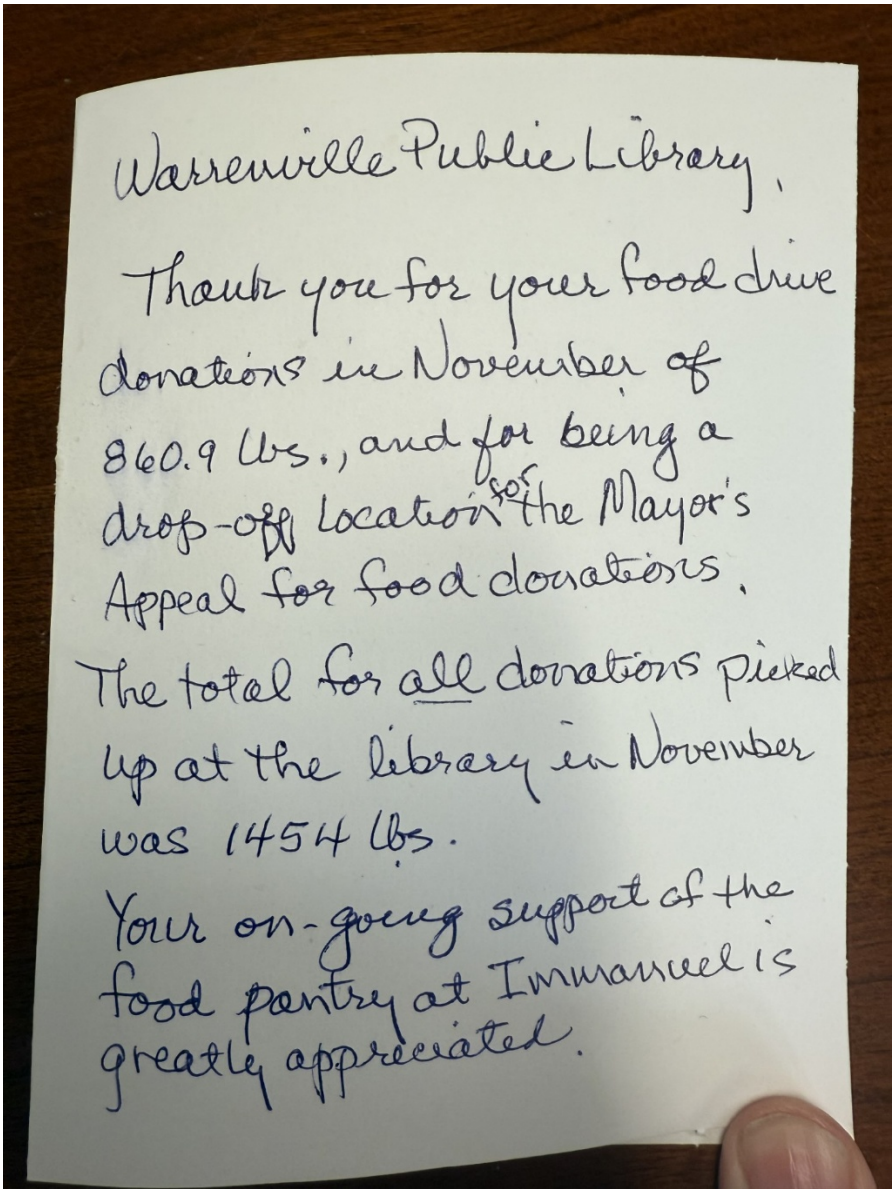
17. Trustee Comments

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

19. Adjournment **(ACTION)**

6. CORRESPONDENCE

We had another nice thank you note from the Community Food Pantry after lots of donation pickups the last couple of months:



Minutes of the Regular Meeting of the Board of Trustees

Wednesday, December 10, 2025

1. Call to order – Trustee Stull called the meeting to order at 7:03 pm

2. Roll Call – Trustee Stull called roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Pyszka, Schmidt, Stull, Warren

ALSO ATTENDING: Executive Director Jason Stuhlmann, Assistant to the Executive 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

3. Approval of the Agenda

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

4. Presentations

a. Presentation of the FY2025 Audit – Martha Trotter of Sikich LLP

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Ms. Trotter reviewed the timeline of the audit, the Annual Financial Report and the Auditor's Communication to the Board of Trustees. She thanked the Administration staff for their assistance.

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She stated the Management's Discussion and Analysis (MDA) is very important and acts as an executive summary to the financial statements.

Schedules for the IMRF Retirement Fund are not required to be included in the audit, but are included in the supplementary package. IMRF is a very well-funded pension plan and is just below 86% funded.

The auditor's communication to the Board of Trustees includes information that is required by standards.

Ms. Trotter stated that overall, it was a clean audit. Director Stuhlmann thanked Ms. Trotter for her presentation and she left the meeting at this time.

b. Employee Anniversary Recognition

Director Stuhlmann stated the library has not been recognizing significant anniversaries and recognized a couple staff members for their longevity.

5. Public comments – none

6. Correspondence – Director Stuhlmann reviewed the following:

a. A thank you card was received from Little Friends for Diana Abraham's support of their employment services.
b. A memo from the library's attorney was received advising recent amendments to the Open Meetings Act and Freedom of Information Act.

7. Consent Agenda

Trustee Schmidt read the consent agenda as follows:

a. Approve Minutes of the November 19, 2025 Truth in Taxation Public Hearing
b. Approve Minutes of the November 19, 2025 Regular Board Meeting
c. Receive and file Financial Report for November 2025
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
F. Adopt Ordinance #2025-06 Fixing Regular Meetings for 2026

Director Stuhlmann stated DuPage County requires an Economic Interest Statement be submitted annually.

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

8. Regular Agenda

a. Approve payments for the period of November 20, 2025 through December 10, 2025

MOTION: Trustee Picha moved to approve payment of invoices in the amount of $78,380.33 for the period of November 20, 2025 through December 10, 2025 including electronic payments and checks #10868 through #10904. Checks #10883, 10889 and 10894 are voided. Trustee Lezon seconded.

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

b. Approve transfer of funds

MOTION: Trustee Picha moved to transfer $125,000 from commercial checking account to operating checking account. Trustee DuRocher seconded.
Ayes – Trustees DuRocher, Lezon, Picha, Pyszka, Schmidt, Stull, Warren
Nays – none
Absent – none
Motion carried

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

Director Stuhlmann explained due to deficit budgets in the past few years, funds had not been transferred to the Special Reserve Fund. He recommends transferring $125,000 to the Special Reserve Fund this year.

MOTION: Trustee Picha moved to Approve R-232 Resolution to Transfer Monies from the Corporate Fund to the Special Reserve Fund. Trustee Warren seconded.
Ayes – Trustees DuRocher, Lezon, Picha, Pyszka, Schmidt, Stull, Warren
Nays – none
Absent – none
Motion carried

9. Unfinished Business

a. Approve Updated Policy #360 Art Exhibits as presented

Director Stuhlmann explained besides formatting and flow, only the changes discussed at last month's meeting were made to the policy. There are:

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

MOTION: Trustee Schmidt moved to approve the updated Policy #360 Art Exhibits. Trustee Warren seconded.
Roll call vote:
Ayes – Trustees DuRocher, Lezon, Picha, Pyszka, Schmidt, Stull, Warren
Nays – none
Absent – none
Motion carried

10. New Business

a. Review updated Policy #111 Remote Attendance & Participation

Director Stuhlmann stated there are two additions to the policy due to legal changes made by the state legislature. They are:

- "unexpected childcare options" - This was added previously with state legislation.
- "performance of active military duty as a service member" – this was just added with new legislation that goes into effect January 1.

b. Authorize library staff to submit the Per Capita Grant application to the Illinois State Library:

MOTION: Trustee Warren moved to authorize library staff to submit to the Illinois State Library the:

- *Certification of Eligibility for Grants Pursuant to 74 ILCS 10/; and*
- *FY25 Public Library Per Capita Grant Application; and*
- *FY24 Public Library Per Capita Grant Application Expenditure Report*

Trustee Lezon seconded.
Voice vote:
Ayes – All
Nays – none
Absent – none
Motion carried

11. Director's Report

a. Director Stuhlmann stated the "2025 Year in Review" shows how much the Board completed this past year.
b. A Calendar of Responsibilities 2026 outlining items for each month next year was distributed.
c. Reminder: Harassment Training must be completed by December 31, 2025. After discussion, the board agreed for Director Stuhlmann to send a 23-minute version of the training to all trustees.
d. Trustee DuRocher asked if all staff have received Narcan training. Director Stuhlmann stated most everyone on staff has received the training.

12. Department Head Reports – no questions

13. President's Report

President Stull reminded the board next month's meeting is on January 21, 2025.

14. Treasurer's Report

Trustee DuRocher stated the library made $7,726.61 interest in the Illinois Funds this past month.

15. Secretary's Report

Trustee Schmidt stated she thoroughly enjoyed ILA in October which was included in the board packet.

16. Committee Reports – none

17. Trustee Comments

a. Trustee Picha stated in the Hometown Happenings they talked about Spotlight Stations for the "Smile.Wave.Repeat" campaign. She asked if the library was planning on being one of these stations. Director Stated that the library would be.

18. Items for information and or discussion – none

19. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 8:18 pm. Trustee Pyszka seconded.
Ayes – All
Nays – None
Absent – none
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

December 31, 2025

WARRENVILLE LIBRARY
INCOME

DECEMBER 2025

FUND BALANCES

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%	20503	2,462,077	99.93%	955,809	(125,000)	7,762	149,106	168,116	1,337,067	2,104,925
TOTAL TAX (LEVIED)	2,463,829	100.00%	20503	2,462,077	99.93%	955,809	(125,000)	7,762	149,106	168,116	1,337,067	2,104,925
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		356,715	125,000	-	-	14,052	30,964	450,751
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-
TOTAL	2,463,829	100.00%	20503	2,462,077	99.93%	1,538,371	0	7,762	149,106	182,168	1,368,031	2,781,523
FORMULA = A+B+C+D-E=F				A		B	C		D		E	F

RESOLUTION #R-232 DATED 12/10/2025
MOVE 125,000.00 FROM
CORPORATE FUND TO
SPECIAL RESERVE FUND

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

	Corporate Fund Month Ended Dec 31, 2025	Corporate Fund 12 Months Ended Jun 30, 2026	Corporate Fund Budget	Variance	% of Budget
Income					
Taxes Levied	$ 20,502.65	$ 2,462,076.59	$ 2,463,829.00	$ 1,752.41	99.93 %
Copier	565.40	4,193.26	6,000.00	1,806.74	69.89 %
Extended Use Fees	0.00	15.00	0.00	(15.00)	
Fees	13.00	54.00	50.00	(4.00)	108.00 %
TIF Funds	0.00	70,255.00	75,000.00	4,745.00	93.67 %
Interest	6,911.93	49,511.65	40,000.00	(9,511.65)	123.78 %
Book Sales	16.00	84.00	250.00	166.00	33.60 %
Lost Books	224.03	1,508.94	2,500.00	991.06	60.36 %
Creator Cart	32.16	165.15	250.00	84.85	66.06 %
Gifts / Memorials	0.00	81.50	1,900.00	1,818.50	4.29 %
Miscellaneous	0.00	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 %
	28,265.17	**2,611,182.93**	**2,629,560.58**	**18,377.65**	**99.30 %**
Expenses					
Sal. - Administration	20,473.14	133,390.20	268,000.00	134,609.80	49.77 %
Sal. - Member Services	20,312.15	130,064.64	281,000.00	150,935.36	46.29 %
Sal. - Maintenance	2,883.62	18,665.39	38,000.00	19,334.61	49.12 %
Sal. - Marketing	9,939.01	64,603.64	130,000.00	65,396.36	49.70 %
Sal. - Public Services	42,205.74	264,656.82	546,000.00	281,343.18	48.47 %
Sal. - IT	5,070.00	32,971.90	66,000.00	33,028.10	49.96 %
Sal. - Technical Services	7,790.55	50,622.71	101,000.00	50,377.29	50.12 %
I.M.R.F. - Expense	9,640.14	61,665.25	136,000.00	74,334.75	45.34 %
Fica - Expense	7,979.29	51,096.10	109,000.00	57,903.90	46.88 %
Unemp. Comp.	0.00	245.11	1,025.00	779.89	23.91 %
Op - Mat'l Processing/Tech	156.26	2,910.54	9,800.00	6,889.46	29.70 %
Op - Mat'l Processing/Circ	0.00	1,200.40	3,450.00	2,249.60	34.79 %
Op - Postage	22.67	1,880.77	5,310.00	3,429.23	35.42 %
Op - Office Supplies	528.24	1,958.63	3,415.00	1,456.37	57.35 %
Op - Bank Fee's	44.42	452.65	1,300.00	847.35	34.82 %
Op - Automation Supplies	108.23	1,950.41	4,000.00	2,049.59	48.76 %
Op - Publishing	289.80	861.02	1,250.00	388.98	68.88 %
Equip. - Purchases	430.02	4,210.73	10,420.00	6,209.27	40.41 %
Equip. - Maintenance	22.69	147.39	500.00	352.61	29.48 %
Auto. - Software	160.15	7,675.62	22,425.00	14,749.38	34.23 %
Auto. - Purchases	0.00	138.36	3,000.00	2,861.64	4.61 %
Auto. - Maintenance	556.01	27,251.15	51,125.00	23,873.85	53.30 %
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	12,448.82	75,948.39	177,000.00	101,051.61	42.91 %
Pd - Recruiting	82.00	135.00	500.00	365.00	27.00 %
Pd - Staff Appreciation	0.00	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	150.00	1,379.00	3,800.00	2,421.00	36.29 %
Pd - Staff / Meetings	93.48	4,563.21	21,640.00	17,076.79	21.09 %
Pd - Staff / Transportation	53.48	1,098.99	6,700.00	5,601.01	16.40 %
Pd - Trst / Dues	0.00	0.00	160.00	160.00	0.00 %
Pd - Trst / Mtgs	0.00	1,596.31	4,300.00	2,703.69	37.12 %
Pd - Trst / Transportation	0.00	160.41	1,575.00	1,414.59	10.18 %
Pd - Trustee Misc.	0.00	38.47	700.00	661.53	5.50 %
Cont. - Lawyer	0.00	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: December 2025
Corporate Fund

Cont. - Accounting	1,131.50	6,954.08	13,885.00	6,930.92	50.08 %
Cont. - Collection	49.25	187.15	500.00	312.85	37.43 %
Cont. - Audit	0.00	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	1,409.62	15,083.57	52,500.00	37,416.43	28.73 %
Lib. Mat. - Youth Books	1,621.13	12,779.20	40,000.00	27,220.80	31.95 %
Lib. Mat. - Adult AV	1,379.55	7,204.00	15,000.00	7,796.00	48.03 %
Lib. Mat. - Youth AV	76.65	2,560.34	9,800.00	7,239.66	26.13 %
Lib. Mat. - EBooks	9,361.40	37,615.97	71,700.00	34,084.03	52.46 %
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	250.00	26,156.65	28,293.00	2,136.35	92.45 %
Ps - Programs Adult	597.24	5,025.47	12,400.00	7,374.53	40.53 %
Ps - Programs Youth	402.29	3,561.53	12,000.00	8,438.47	29.68 %
Ps - Hotel/Motel	750.00	10,671.00	17,217.00	6,546.00	61.98 %
Ps - Refunds / Fines / Fees	33.00	100.00	500.00	400.00	20.00 %
Ps - Printing	0.00	4,875.60	12,200.00	7,324.40	39.96 %
Ps - PR / Publicity	71.42	1,930.00	12,500.00	10,570.00	15.44 %
Ps - Misc.	64.80	109.79	1,750.00	1,640.21	6.27 %
Maintenance	2,849.00	24,362.67	59,020.00	34,657.33	41.28 %
Maintenance Supplies	0.00	485.38	2,200.00	1,714.62	22.06 %
Security	410.00	5,745.53	12,285.00	6,539.47	46.77 %
Gas	514.26	1,849.29	7,000.00	5,150.71	26.42 %
Snow Removal	0.00	0.00	21,000.00	21,000.00	0.00 %
Hvac	1,125.00	2,946.71	17,000.00	14,053.29	17.33 %
B & M - Water / Sewer	180.69	1,095.53	2,000.00	904.47	54.78 %
Electricity	3,404.03	26,589.61	46,000.00	19,410.39	57.80 %
Telephone	485.96	6,657.78	15,000.00	8,342.22	44.39 %
Janitorial Supplies	143.11	1,840.60	4,700.00	2,859.40	39.16 %
B & M - Landscape Maint	366.09	6,437.66	15,568.00	9,130.34	41.35 %
Debt Repayment	0.00	0.00	155,000.00	155,000.00	0.00 %
Debt Certificate Interest	0.00	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 %
	168,115.90	**1,337,066.76**	**2,764,317.00**	**1,427,250.24**	**48.37 %**

See Accountants Compilation Letter

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

	Special Reserve Fund Month Ended Dec 31, 2025	Special Reserve Fund 12 Months Ended Jun 30, 2026	Special Reserve Fund Budget	Variance	% of Budget
Income					
	0.00	**0.00**	**0.00**	**0.00**	
Expenses					
Equip. - Purchases	$ 0.00	$ 0.00	$ 40,000.00	$ 40,000.00	0.00 %
Auto. - Purchases	14,052.00	30,964.27	57,700.00	26,735.73	53.66 %
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 %
	14,052.00	**30,964.27**	**170,700.00**	**139,735.73**	**18.14 %**

See Accountants Compilation Letter

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

Assets

CURRENT ASSETS	
Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	254,768.18
Fifth Third 8004	725,020.60
Illinois Funds 1260	1,807,473.72
	2,787,747.50
General Fixed Assets	$ 5,235,092.00
TOTAL ASSETS	**$ 8,022,839.50**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES	
I.M.R.F.	6,551.84
HSA Payroll	(330.00)
	6,221.84
LONG - TERM LIABILITIES	
Debt Certificate Payable	1,270,000.00
	1,276,221.84
EQUITY	
Fund Balance	$ 6,746,617.66
TOTAL LIABILITIES & FUND BALANCE	**$ 8,022,839.50**

7c. CONSENT AGENDA

Approve Updated Policy #111 Remote Attendance & Participation **(ACTION)**

Remote Attendance & Participation Policy Updates

This policy was reviewed last month. To recap, the only changes were to add:

- “as per statute (5 ILCS 120/7)” - I added this just to reference the law we are following.
- “unexpected childcare options” – This was added previously with state legislation.
- “performance of active military duty as a service member” – This was just added with new legislation that went into effect January 1.

As these were small changes, I’ve added this item to the Consent Agenda. If you’d like to discuss more, this item can be pulled off of the Consent Agenda and added to Unfinished Business.

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, as per statute (5 ILCS 120/7):

- 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.

7d. NEW BUSINESS

Approve updated Collateral Agreement's Certificate of Authorized Persons (ACTION)

Updating Authorized Persons for Collateral Agreement

In reviewing the Investment Policy (which we'll discuss in New Business), I was learning more about our collateral. Back in 2019 the Library signed a collateral agreement with Fifth Third Bank and BNY Mellon. In the agreement there was a Certificate of Authorized Persons that named Sandy Whitmer, Jackie, and Heather (Treasurer) as Authorized Persons, and was signed by Jerri as President.

Obviously, things have changed since then. The agreement states that if there are changes in authorized persons, that the Custodian should be notified with an updated Certificate of Authorized Persons. Therefore, I am asking the Board to approve an updated Certificate of Authorized Persons that removes Sandy and adds me, and correctly states the new Treasurer and President.

As this is a fairly routine update, I've added this item to the Consent Agenda. If you'd like to discuss more, this item can be pulled off of the Consent Agenda and added to New Business.

EXHIBIT A
CERTIFICATE OF AUTHORIZED PERSONS
(Public Entity - Oral and Written Instructions)

The undersigned hereby certifies that he/she is the duly elected and acting President of the Warrenville Public Library District (the "Public Entity"), and further certifies that the following officers or employees of Public Entity have been duly authorized in conformity with Public Entity's By-Laws to deliver Oral and Written Instructions to The Bank of New York Mellon ("Custodian") pursuant to the Third Party Custodian Agreement between Public Entity, Fifth Third Bank ("Bank") and Custodian dated October 16, 2019, and that the signatures appearing opposite their names are true and correct:

Name	Title	Signature
Jason Stuhlmann	Executive Director	
Jacqueline A. Davis	Assistant to the Executive Director	
Barbara J. DuRocher	Treasurer	

This certificate supersedes any certificate of authorized individuals you may currently have on file.

[seal]

Heather J. Stull

Title: President, Board of Trustees

Date: January 21, 2026

8a. REGULAR AGENDA

Approve payments for the period of December 11, 2025 – January 21, 2026 **(ACTION)**

A partial bill list (bills received as of January 16, 2026) is attached. An updated bill list which includes bills received through January 21 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
December 11, 2025 - January 21, 2026

Date	Num	Name	Amount
01/21/2026	10905	Accounting Services, Inc.	-632.00
01/21/2026	10906	Barr Mechanical Sales, Inc.	-522.00
01/21/2026	10907	BlueWire Communications	-441.75
01/21/2026	10908	Bohra, Asma	-260.00
01/21/2026	10909	Braoudakis, Heather	-150.00
01/21/2026	10910	Chem-Wise Pest Management	-595.00
01/21/2026	10911	Direct Energy Business	-3,773.40
01/21/2026	10912	Girardi, Robert I.	-200.00
01/21/2026	10913	Ingram Library Services	-1,392.41
01/21/2026	10914	Ingram Library Services	-21.08
01/21/2026	10915	Johnstone Supply	-11.14
01/21/2026	10916	Konica Minolta Business Solutions	-18.37
01/21/2026	10917	Libraria	-197.54
01/21/2026	10918	Libraria	-2,526.42
01/21/2026	10919	Libraries of Illinois Risk Agency	-21,221.13
01/21/2026	10920	Library Ideas, LLC	-125.85
01/21/2026	10921	LIMRICC Purchase of Health Insurance Prog	-22,393.81
01/21/2026	10922	Midwest Tape	-297.45
01/21/2026	10923	Midwest Tape	-1,387.50
01/21/2026	10924	Midwest Tape	-3,438.65
01/21/2026	10925	Naperville Area Humane Society	-25.00
01/21/2026	10926	NextEra Energy Services Midwest, LLC	-583.44
01/21/2026	10927	Petty Cash Fund	-49.65
01/21/2026	10928	Risk Program Administrators	-2,871.00
01/21/2026	10929	Service Master Commercial Cleaning	-2,849.00
01/21/2026	10930	Sikich CPA LLC	-2,600.00
01/21/2026	10931	Team One Repair, Inc.	-808.00
01/21/2026	10932	Tran, Ly	-26.45
01/21/2026	10933	Unique	-19.70
01/21/2026	10934	Warrenville Ace Hardware	-43.15
01/21/2026	10935	Warrenville, City of	-77.00
01/21/2026	10936	Wheaton Park District	-68.00
01/21/2026	10937	Youngren's Heating & Cooling	-1,040.00
01/21/2026	10938	Granite Telecommunications	-108.59
01/21/2026	10939	Gutterin Around, Inc.	-300.00
01/21/2026	10940	LIMRICC-UCGA	-15.82
01/21/2026	10941	SWAN	-7,282.75
01/21/2026	10942	Smart Apple Media	-180.84
01/21/2026	10943	Alarm Detection Systems, Inc.	-769.98
01/21/2026	10944	Bayscan Technologies	-281.50
01/21/2026	10945	Gail Sonkin	-600.00

01/21/2026	10946	Paddock Publications	-43.70
01/21/2026	10947	U.S. Postmaster	-850.00
12/16/2025	Electronic	Comcast	-370.16
12/18/2025	Electronic	AFLAC	-94.30
12/22/2025	Electronic	Northern Illinois Gas	-290.83
12/26/2025	Electronic	Paylocity	-499.50
01/06/2026	Electronic	Amazon Capital Services, Inc.	-877.22
01/09/2026	Electronic	Chase Ink	-2,469.82
			-85,700.90

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.

10a. NEW BUSINESS

Review new Policy #112 Public Comment **(discussion)**

New Public Comment Policy

In reviewing the Bylaws, Article VII Section 7 talks about welcoming visitors to meetings and allowing public comment. Being aware of the issues that have arisen at other libraries over the past five years, I knew that several libraries have updated and beefed up their public comment policies to cover more of the potential situations that were occurring at board meetings. In reading several of those policies, it felt like our small section in the Bylaws was inadequate. Therefore, I've created a whole new policy in order to cover more ground.

The sections of the new policy are:

- **Public Comments** – Generally covers either speaking at a meeting or submitting a comment via email.
- **Public Speakers** – A few guidelines for the speaker, including identifying themselves.
- **Content & Response** – This directs speakers to stick to library business, and more fleshed out detail about how we may or may not respond to comments.
- **Time Limits** – We previously only mentioned the 3-minute limit for a speaker. Many libraries added the 30-minute limit overall because they had public comment taking up 2 hours or more at their board meetings.
- **Prohibited Conduct** – Feels silly to add in common sense items, but stating what is not allowed is very important so that we can cut off any disrespectful or disruptive behavior.
- **Documentation** – States that verbatim record of the comments will not be included in the minutes.

I realize it feels a little like overkill to flesh it out this much, but I think it's important to cover all the bases in detail. I'm not aware of issues we've had in the past, but it's good to have this policy in place should we ever encounter these issues, rather than try to react to the situation after the fact.

Once we review the policy this month, I plan on running it past our lawyers to make sure the policy is on solid ground. Then the Board can approve the policy in February if you are satisfied with this new policy.

Warrenville Public Library District

PUBLIC COMMENT

Policy #112 - Revised & Approved 2/18/26

The meetings of the Board of Trustees (Board) of the Warrenville Public Library District (Library) are open to members of the public. The Open Meetings Act provides that any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body (5 ILCS 120/2.06(g)).

The rules established for public comments at Board meetings by the Warrenville Public Library District are as follows:

Public Comments

Time for public comment shall be made available at all Board meetings of the Library. Comments are permitted during the time designated on the Library Board agenda, unless otherwise directed by the Board President or presiding officer.

Public comments may also be emailed to trustees@warrenville.com at any time. 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 at least 24 hours prior to the meeting's start time, are no more than 500 words in length and are free of any abusive or obscene language.

Public Speakers

Each speaker is required to sign in, providing a full name, to speak before the commencement of the meeting. Speakers shall be called in order. If the time allocated for public comment has elapsed, then the remaining speakers will retain their place and have the opportunity to speak first at the next Board meeting, if they want to do so.

Each speaker is requested to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.

When speaking, all statements/comments shall be directed to the presiding officer. No person may address or question other Trustees or Library staff individually during the allotted Public Comment period.

Content & Response

The Board appreciates all questions and public comments. Public comment is limited to matters relevant to Library business. Issues relevant to Library business are defined to mean information about Library events; issues that the Library has the authority to address; items

listed on the agenda; issues germane to the duties of the Board; and items or issues previously voted on by the Board or that the Board has the authority to consider or vote on in the future.

The Board President or presiding officer may cut off or stop a speaker if the public comment is irrelevant to Library business, unreasonably repetitious, or substantially disruptive.

The presiding officer or the Executive Director may or may not respond as appropriate. Board members may ask questions for their own clarification after a public comment, but will generally not respond to comments from speakers. Staff attending will not respond to comments or questions made during the public participation time unless directed by the presiding officer to clarify a question or correct a factual error.

The Board may comment, take action, or not take action with respect to a public comment at a future Board meeting, as it deems appropriate.

Due to Open Meetings Act restrictions, action may not be taken on items unless they are already on the agenda, but action may be deferred to a later date.

Time Limits

- The Library shall allow three (3) minutes per speaker for public comment unless additional time is granted by the presiding officer.
- A maximum of thirty (30) minutes shall be allowed for speakers at each meeting.
- Speakers cannot transfer their time allocation to another attendee.
- The Board requests that a group appoint one speaker to present the views of the entire group.

Prohibited Conduct

Visitors to meetings must adhere to all behavior guidelines in the Library's Patron Rules of Conduct and must conduct themselves with respect and civility toward others. Abusive, profane, threatening or harassing language and/or personal attacks will not be permitted. Generally, no language, conduct or commentary shall be tolerated or allowed that unreasonably provokes or disturbs another and provokes a breach of the peace.

The Presiding Officer may prohibit, at their discretion, further comment at the meeting by a speaker whose remarks violate this rule. Any speaker who disrupts the meeting, poses a threat to public safety, or violates this policy will be asked to leave the meeting and the Library. The presiding officer may request the assistance of law enforcement in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting and/or they refuse to leave when asked.

Documentation

Speakers may provide written copies of their concern to the Board. Generally, written materials presented to the Board will be included in the Library's files, but will not be attached to the meeting minutes. Requests to append written statements or correspondence to the meeting minutes will be denied as meeting minutes of public meetings are a *summary* of discussion on all matters proposed, deliberated, or decided by the Board, thus, verbatim public comments and written materials submitted by the public will not be reflected in the minutes.

10b. NEW BUSINESS

Review updated Policy #125 Credit Cards & Credit Accounts **(discussion)**

Very Few Changes

This policy was last reviewed in 2012.

In reviewing this policy, neither Jackie or I found much to update. We updated position titles and I added a few details and lines for the agreement.

If you have any thoughts on needed changes, I welcome them. Otherwise, we can easily approve this update in February.

CREDIT CARDS & CREDIT ACCOUNTS POLICY

POLICY #125 – Updated & approved 2/18/2026

Library Credit Card

Credit cards may be issued to management level staff for the purchase of goods or services for the official business of the Library. Each credit card bears the cardholder's name, but is the property of the Library and will be issued under the name of the Library. The cardholder is responsible for the activity on the card.

The ~~Library~~ Executive Director will authorize staff members to have credit cards. All employees issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit cards. A list of staff members with credit cards and their credit limit will be maintained by the ~~Administrative~~ Assistant to the Executive Director.

Each credit card will have a pre-set limit as follows:

~~Library~~ Executive Director	up to $5,000
~~Administrative~~ Assistant to the Executive Director	up to $2,500
All Others	up to $1,500

The cardholder is responsible for ensuring that:

- charges are authorized within his/her approved budget;
- sufficient funds are available within that budget; and that
- sufficient credit is available.

Use of the credit card should be limited to purchases from companies, stores and vendors that do not invoice or accept purchase orders; orders placed over the Internet; and other purposes approved by the ~~Library~~ Executive Director.

For all credit card purchases made, the cardholder must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, the date of purchase, and the line-item budget account number authorizing the expenditure.

All documentation of approved credit card transactions must be forwarded to the ~~Administrative~~ Assistant to the Executive Director within one week of purchase so it may be matched to the consolidated statement invoice.

Each staff member issued a Library credit card is responsible for its protection and custody and shall immediately notify the issuing bank, then the ~~Administrative~~ Assistant to the Executive Director if the credit card is lost, stolen or used by unauthorized persons. Written documentation of the event should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

All credit cards shall be returned immediately upon request or termination of employment to the ~~Administrative~~ Assistant to the Executive Director. The Library may suspend or cancel cardholder privileges at any time for any reason.

No personal expenditures are allowed by staff members with the Library credit cards, even if the intent is to repay the Library at a future time. A Library credit card may not be used for cash withdrawal or cash advance.

Any misuse of a Library credit card shall result in no less than the credit card in question being revoked. Any disciplinary measures for misuse of Library credit will be at the discretion of the Executive Director in consultation with the Library Board as appropriate.

Credit Accounts

At the discretion of the ~~Library~~ Executive Director, the Library may maintain credit accounts at local businesses or other vendors (for example: Ace Hardware, Sam's Club, Amazon.com). Only staff members authorized by the ~~Library~~ Executive Director may charge goods and services for official Library business to these accounts. No personal use of these credit accounts is permitted. All purchases must be authorized by the Department Managers within whose budget the purchase is made and must be within the approved Departmental budget. For all purchases made on these accounts, the staff member making the purchase shall submit documentation in the form of a receipt to the appropriate individual within 24 hours of making the purchase.

All employees authorized to use these credit accounts must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit accounts.

The ~~Administrative~~ Assistant to the Executive Director will maintain a list of all business accounts and the staff members who are authorized to use them.

I acknowledge that I have received and read the Credit Card & Credit Account Policy and that I understand my responsibilities as a

__ credit card holder for card#: _____

__ authorized credit account user for the following accounts:

1. _____
2. _____
3. _____
4. _____
5. _____

and agree to comply with all the terms of the policy.

_____ _____

Signature of Employee Date

10c. NEW BUSINESS

Review updated Policy #120 Bids & Contracts **(discussion)**

Policy Updates

This policy was last reviewed in 2012.

In reviewing this policy and looking at the IL Compiled Statutes, I'm proposing a few changes to the policy:

- General – I've updated the policy from the list style to heading style for the main sections.
- Name – I'm proposing changing the name of this policy to Bids & Contracts. As the policy talks more about bidding requirements and process, it seems to me that Bids is more appropriate than Purchasing.
- Definitions – I've deleted this section as there are no actual definitions listed in this section, and most of the information can be found elsewhere in the policy.
- Bidding Requirements – This is a new section that I borrowed from another library's policy. Most it is actually from 75 ILCS 16/40-45, but I liked that it outlined what types of things we would require bidding for.
- Bidding Exceptions – This is also new. It covers some of the points formerly under item C from the Former Bids sections, but I've expanded it with all of the exceptions listed in 75 ILCS 16/40-45, though I've tweaked:
    - Item 11 – I added in 11a to better describe emergencies
    - Item 12 – I tweaked 12a to meld the statute language with our wording.
- Bidding Process
    - I renamed this from Formal Bids.
    - In item B I added in that you may award to more than one firm.
    - I removed item C as it was moved up into the new Bidding Exceptions section.
- Contract Language - I added in mention of Prevailing Wage.
- Sale or disposition of real or personal property – I have deleted this section as it didn't really fit in with bids or contracts. I have created a new Policy #122 Sale or Disposal of Surplus Property, which is the next item on the agenda.

I welcome your thoughts and comments, but if there are no major changes, we can put this on the agenda for Board approval in February.

~~PURCHASING~~ BIDS & CONTRACTS POLICY

POLICY #120 – Revised 2/18/2026

Policy

It is the intention of the Warrenville Public Library District (the Library) to employ individuals or firms on the basis of their perceived education, competence and expertise relative to the project in hand, the cost of their services, their ability to complete the work within the required time, their past record in performing similar work and their ability to work with library staff.

The Library shall enter into contracts for professional services according to the following terms. In addition to the terms shown below, contracts shall include the language which is continued under the ~~Section VII:~~ Contract Language section, and which can only be changed by Board action.

The Library Board reserves the right to modify this policy to fit unique situations.

~~DEFINITIONS~~

~~This policy applies to individuals or firms who perform services for the Warrenville Public Library District, Warrenville, IL, ("Library") on a contract (i.e. non-salaried) basis over a period of time. Those individuals or firms would include, but are not limited to, accountants, architects, engineers, planners and consultants. Nothing in this policy is intended to supersede the provisions of the Local Government Professional Service Selection Act (50 ILCS 510/0.01 et. seq.) The Library Board reserves the right to modify this policy to fit unique situations.~~

~~This policy does not apply to individuals or firms for 1) any individual project of less than one week's duration and/or costing less than $25,000, or 2) emergencies.~~

~~This policy applies to all purchases and commitments requiring an expenditure of funds under the control of the Board of Trustees of the Warrenville Public Library District.~~

Bidding Requirements

The Library complies with public, competitive bid requirements in accordance with 75 ILCS 16/40-45 of the Illinois Public Library District Act for the following contracts in the amount of $25,000 or more:

1. Construction of a new Library building;
2. Purchase of a site or Library building;
3. Remodeling, repairing, or improving the existing Library building or grounds;

4. Erecting an addition to the existing Library building; or
5. Purchasing necessary equipment for the Library.

The Library Board is not required to accept a bid that does not meet the Library's established specifications, terms of delivery, quality, and serviceability requirements.

Bidding Exceptions

Regarding contracts for goods and services not listed above: competitive public bidding is not required, but multiple proposals or bids are highly encouraged. Additionally, per 75 ILCS 16/40-45 of the Illinois Public Library District Act, contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:

1. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
2. Contracts for the printing of finance committee reports and departmental reports;
3. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
4. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
5. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
6. Contracts for duplication machines and supplies;
7. Contracts for utility services such as water, light, heat, or telephone;
8. Contracts for goods or services procured from another governmental agency;
9. Purchases of equipment previously owned by some entity other than the library itself;
10. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports;
11. Contracts for emergency expenditures when the emergency expenditure is approved by 3/4 of the members of the Board of Trustees;
    a. Emergencies are when immediate repairs to, or replacement of, equipment owned by the Library is necessary in order to permit the Library to function and its regular services to be performed; and
12. Purchases as identified by this policy of less than $25,000.
    a. The staff, as required by board directive, shall seek at least three (3) informal quotations from the most qualified contractors, suppliers and material providers, all to the extent practicable in the circumstances. All purchases and commitments for contractual services, commodities and capital goods will be made on the basis of price, quality and dependability.

~~FORMAL BIDS~~ Bidding Process

A. The Library will solicit bids from at least three individuals or firms for each project over $25,000. The Library shall prepare a request for proposal which the individual or firm shall use as a basis for its bid. The Library reserves the right to hire an individual or firm and/or authorize payment to an individual or firm if special circumstances exist which, in the Library's sole discretion, justify a waiver of any provision(s) of this policy. Preliminary consultations with the Library Board or any authorized representative of the Library before a contract is signed, including but not limited to two library visits to solicit business shall not be billable.

B. All purchases and commitments for contractual services, commodities and capital goods will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, demonstrated performance with libraries, quality and serviceability. The Board may let the contract or contracts to one or more bidders, as they shall determine. In the purchasing and awarding of bid contracts, the authority for approval rests in the Board of Trustees or their designated representative. Solicitation for bids will be in conformance with accepted business practices and the method of solicitation will be as follows:

    1. A call for bids will be prepared and mailed to at least three qualified suppliers. Notice of the availability of such "call for bids" to all interested persons will be published in at least one local newspaper at least one time. Qualified suppliers will be selected with consideration being given to such things as prior experiences, accessibility and general reputation. The Board may, in its discretion, select additional newspapers or other publications in which to place such advertisements as it shall from time to time deem necessary and desirable.

    2. The call for bids will describe in detail the required qualifications for bidders, specification of the goods or services, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), whether samples are required, the form in which to submit the bid, other necessary conditions, and the time and place for opening bids.

~~C. Formal bidding is not required in the following five cases, unless it is otherwise required by The Public Library District Act of 1991 (75 ILCS 16/1-1)~~

~~1. Where the amount involved is under $25,000, all purchase and commitments for contractual services, commodities and capital goods will be made on the basis of price, quality and dependability and at least three (3) informal quotations from the most qualified suppliers, all to the extent practicable in the circumstances.~~

2. ~~Where the goods or services to be procured are economically procurable from only one source, such as contracts for public utility services, books and specially designed business and research equipment and related supplies.~~

3. ~~Where the services required are for professional, technical or artistic skills.~~

4. ~~In an emergency when there has been a local disaster or catastrophe.~~

5. ~~When immediate repairs to, or replacement of, equipment owned by the Library is necessary in order to permit the Library to function and its regular services to be performed.~~

Contract and Invoice

A. The Library will not pay the individual or firm for any billable work until and unless a written contract has been signed by the Library and the individual or firm, under terms approved by action of the Library Board.

   The individual or firm will submit, on its letterhead, a proposal giving a detailed description of the work to be done, showing a schedule of measurable results. This will include the project budget amount and an upper limit on fees. The billing rate for each employee or class of employee will be included. Billing method, whether time and materials, a set fee, or a percentage, shall be specified.

   The individual or firm shall submit a list of references and a certificate of insurance before the contract is signed. When appropriate to the project a performance bond will be required. Both must be acceptable to the Library before the contract is signed. Changes proposed by the individual or firm must be approved by the Board.

   The form of contract (AIA, letter of agreement, etc.) are at the discretion of the Library. All agreements or contracts may be reviewed by the Library's legal counsel before signing. The contract shall be for a stipulated time period.

B. The contract will specify any billable charges that are <u>not</u> included with the individual or firm's hourly fees, including but not limited to administrative costs, photocopying, travel time and parking.

   Any invoice to be paid by the Library shall show as a minimum, the name and title of each employee or class of employee of the individual or firm's firm, the number of hours worked by that person, his or her billing rate, and a description of the work done during that billed time period which is detailed enough to suit the Library Board.

   Invoices shall be sent to the Library at least monthly.

Contract Language

A. Cancellations. When a meeting is scheduled by the Library with the individual or firm and the Library cancels the meeting, no charges will accrue providing the Library notifies the individual or firm twenty-four (24) hours before the meeting. If the individual or firm is not notified of the cancellation and he must travel to the agreed meeting place, the Library agrees to pay a reasonable reimbursement not to exceed three hours of billable time for that person.

B. Suspension of Services. The Library, at any time by written order to the individual or firm, can require the individual or firm to stop all, or any part, of the services required by the contract. Upon receipt of such an order the individual or firm shall immediately comply with its terms and take all steps to minimize the occurrence of costs to the services covered by the order. The Library will pay for costs associated with suspension provided they are deemed reasonable by the Library.

C. Termination Without Cause. Without cause, either party may terminate a contract after giving ten (10) days written notice to the other of intent to terminate without cause. The Library and the individual or firm will deal with each other in good faith during the 10 day period after any notice of intent to terminate without cause has been given. Upon such termination, the individual or firm shall deliver to the Library all written, photographed, automated, and other materials that have been paid for by the Library.

D. Renewal. A contract may be renewed upon written agreement by both the individual or firm and the Library.

E. Amendments. A contract may be supplemented, amended or revised only in writing by agreement of both the Library and the individual or firm. Costs in excess of the agreed contract price shall not be chargeable absent prior written authorization by the Library Board or authorized Library representative.

F. Federal, State, and Local Income and Payroll Taxes. Neither Federal, nor State, nor local income or payroll taxes of any kind shall be withheld or paid by the Library on behalf of the individual or firm. The individual or firm is an independent contractor and is solely responsible for these according to law.

G. Fringe Benefits. As an independent contractor engaged in its own independent business, the individual or firm is not eligible for, and shall not participate in, any employer pension, health or other fringe benefit plan of the Library.

H. No Authority to Bind the Library. The individual or firm has no authority to enter into contract or agreements on behalf of the Library, nor to act for the Library in any way. The individual or firm specifically is not authorized to subcontract any additional work except with prior written permission of the Library.

I. Severability. If any part of this contract shall be held unenforceable, the rest of this contract will nevertheless remain in full force and effect.

J. Entire Agreement. The contract is intended to set forth all of the terms of the services offered by the individual or firm, and it supersedes any prior understandings or agreements. The contract cannot be changed or modified orally.

K. Limitation of Claim. Both parties agree that any lawsuit arising from the performance or nonperformance of the contract, whether based upon contract, negligence, strict liability or otherwise, shall be brought within one year from the date such claim arose.

L. Waiver of Lien. No payment shall be made pursuant to the general conditions of the contract until the contractor shall have delivered to the Library data establishing payment or satisfaction of all obligations of the contractor, such as receipts, releases and waivers of liens arising out of the contract, to the extent and in such form as may be designated by the Library. The Library will pay the invoice within 30 days after receipt provided that the contractor has completed the project and otherwise complied with the terms and provisions contained herein.

M. Equal Opportunity Statement. A statement of the contractor's nondiscriminatory employment practices will ensure that all employees are employed equally without regard to race, color, religion, sex, national origin, age, physical handicap, veteran and/or disabled status.

N. Prevailing Wage. The Library conducts all applicable work, regardless of monetary size or bidding requirements, in accordance with the Prevailing Wage Act, 820 ILCS 130.

~~XIII. SALE OR DISPOSITION OF REAL OR PERSONAL PROPERTY~~

~~Library personal property (i.e., print and non-print materials, equipment, supplies) which in the judgment of the Director is no longer necessary or useful for Library purposes may be disposed of in the following manner:~~

~~1. Books and non-print materials from the Library's collections, or gift materials, may be discarded, used for a book sale, be given to any other tax supported library or library system, operating under the Library System Act.~~
~~2. Any other property having an individual current value of less than $1,000 may, at the discretion of the Director be discarded, turned in on new equipment, or made available for sale following written notification of the Board of Trustees at a monthly meeting.~~
~~3. In the case of individual surplus items having a current value of more than $1,000 but less than $2,500, following prior written notification, the Board may authorize trade-in of such item on new equipment or sale of such~~

items in accordance with the provisions of The Illinois Public Library District Act of 1991 (75 ILCS 16/30-55.32).

4. In all other cases, the Board shall publish notice of the availability and location of the real or personal property and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks in one or more newspapers published within the city, or at least once in a newspaper of general circulation in the city.
5. In no case shall members of the Board of Trustees, any Library staff member or members of their immediate families purchase any library item declared surplus except through public bidding.

Policy Revision Log
Revised and Approved October 18, 2017
Revised and Approved March 20, 2008
Revised and Approved March 19, 2003

10d. NEW BUSINESS

Review new Policy #122 Sale or Disposal of Surplus Property **(discussion)**

New Policy

In reviewing Policy #120 Purchasing & Contracts, there was a section at the end which discussed the sale or disposition of real or personal property. While I can see how it's loosely related, it didn't really seem to me to fit with the rest of that policy, which is focused on bidding, invoices and contracts.

In reviewing other libraries' policies, there were a few that had a separate sale or disposal policy, so, if agreeable to the Board, I have decided to remove it from Policy #120 and create a separate Policy #122, which gave me a little more space to flesh out and better organize the content.

Changes

- I created headers and sections for better readability.
- Declaring Property as Surplus
    - I fleshed out the details for declaring items as surplus, mentioning broken, obsolete or valueless items.
- Disposal and Sale of Surplus Property
    - Books – I added in resale/recycling companies as an option.
    - Question – For disposing of other items having value less than $1,000, does the Board want written notification?
    - Disposal - I added in lines about disposing of property in the most cost-effective way, if necessary.

I welcome your feedback and thoughts about this being a separate policy. Otherwise, I didn't make too many revisions. If there are no major suggestions or changes, the Board can approve the policy in February.

SALE OR DISPOSAL OF SURPLUS PROPERTY

POLICY #122 – Approved 2/18/2026

Purpose

The Warrenville Public Library District Board of Trustees has the authority, pursuant to the Illinois Local Library Act, to declare Library property as surplus and provide for its disposal. Surplus property is any property owned by the Library that is no longer needed for the provision of Library services. This Policy sets the guidelines for disposal.

Declaring Property as Surplus

Only property having a monetary value needs to be declared as surplus. Property that is obsolete or broken and has no useful value may be disposed of without notice. The Executive Director is authorized to declare as surplus, Library property that has a unit value estimated to be less than $1,000. The Library Board is authorized to declare as surplus, Library property with an estimated unit value of $1,000 or more.

Disposal and Sale of Surplus Property

Property that the Executive Director deems to have an estimated unit value less than $1,000 may be disposed of by staff.

- Books and non-print materials from the Library's collections, or gift materials, may be discarded, used for a book sale, be given to any other tax supported library or to any Library system operating under the provisions of the Illinois Library System Act, be given to educational non-profit organizations or be given to companies with resale and recycling capabilities.
- Any other property having an individual current value of less than $1,000 may, at the discretion of the Director, be discarded, traded in on new equipment or made available for sale following written notification of the Board of Trustees at a monthly meeting.
- If necessary, efforts shall made to use the most cost-effective methods to dispose of the property.

Property with an estimated unit value of more than $1,000 but less than $2,500 may, after authorization by the Library Board:

- Be traded in on new equipment; or
- Made available for sale within the provisions of The Illinois Public Library District Act of 1991 (75 ILCS 16/30-55.32) by putting the property on display at the Library, posting public notice of its availability and the date and terms of the sale; or

- If no reasonable offers are received, items shall be disposed of by method that will efficiently and effectively provide the Library with the greatest net monetary return; or
- If necessary, efforts shall made to use the most cost-effective methods to dispose of the property.

For the sale of property with an estimated unit value of more than $2,500, the Library shall:

- Publish notice of the availability, location of the property, and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks in one or more newspapers published within the city, or at least once in a newspaper of general circulation in the city.
- On the day of the sale, the Library Board may sell such property for a price determined or to the highest bidder.
- Where the Library Board deems the bids inadequate, it may reject such bids and re-advertise the sale.

No Favoritism

In no case shall members of the Board of Trustees, any Library staff member or members of their immediate families purchase any library item declared surplus except through public bidding. The Library Board may waive this requirement.

10e. NEW BUSINESS

Review updated Policy #135 Fund Balance **(discussion)**

Updates to the Fund Balance Policy

This policy was last reviewed in 2012. As I added some headers and rearranged things a bit, I have provided you with the current policy and a revised policy (rather than a messy marked up copy).

Corporate Fund

Minimum - We have historically aimed for maintaining a minimum of three months' worth of projected operating expenditures. This is to have sufficient funds to operate the library in case of any income shortfalls. I believe three months' worth is fairly standard, but there are several libraries that have larger minimums of five or six months.

Because we are located in DuPage County, I am comfortable with our three-month target. If we were in Cook County, I believe that would be too small of a target. Regardless, I think at some point, once we stop having a budgeted deficit and have replenished the Special Reserve Fund a bit more, it would be healthy to raise our minimum target to five or six months. I think that this would make the library more financially secure. Thoughts?

Range - Another strategy that some libraries employ is to have a target range, such as a minimum of six months and a maximum of nine months. Then, if the year-end balance is over the maximum, then they WILL transfer to the equivalent of the Special Reserve Fund. A range gives you leeway to keep money in the Corporate account depending on current needs and projections, but then if the balance is over the max, it tells the public that we will responsibly transfer it to savings, rather than accruing too much in the Corporate Fund. We currently say that if we are over our 3-month target, we MAY transfer. It's a subtle difference. Thoughts?

Working Cash Fund

Some libraries have a Working Cash Fund, some do not, and some have dissolved theirs. Our Working Cash Fund was established in 1987. It seems the original intent was to have a separate bank account to make sure this money was available in case of funding shortages. Per Roger Ritzman's letter in 1984: "In essence, a working cash fund is designed to provide a reserve of funds to be used during cash flow shortages."

Today, we no longer have a separate bank account just for the Working Cash Fund - the physical money for all three of our funds are comingled.

My question for the Board is whether we want to keep our Working Cash Fund or dissolve it by resolution and roll the monies into the Corporate Fund. The existence of our Working Cash Fund isn't actually bothersome or hurting anything, but getting rid of it just makes the accounting that much simpler to have only two funds. And as long as we

are still working towards having our year-end goal of having three months' worth of operating costs available in case of shortages. Either way - I am fine keeping it, but am also happy to dissolve it to simplify things.

Alba Lemos Gift Fund
I have removed this from the policy as the fund was depleted several years ago for its intended purposes.

All Other Funds
I have deleted this because we no longer have any other active funds that I am aware of (or at least haven't used since I've been here). We used to levy specifically for the Building & Maintenance Fund, IMRF Fund, etc., but we no longer have those funds and we only levy for the Corporate Fund.

POLICY NO. 135

FUND BALANCE POLICY

The Fund Balance Policy establishes a minimum level at which the projected year–end fund balance of each fund should be maintained. This policy is established to provide financial stability, cash flow for operations and the assurance that the District will be able to respond to emergencies with fiscal strength.

If the Board of Trustees adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to the policy within a five–year period.

The following parameters will be used as part of the budget process to establish targets for the following funds:

Special Reserve Fund – The Special Reserve Fund shall be maintained in accordance with the last adopted Special Reserve Fund Ordinance. The Special Reserve Fund is 100% committed for projects identified in the Special Reserve Fund Ordinance.

Alba Lemos Gift Fund – At minimum, the Gift Fund will maintain the original principal amount of any bequest or memorial deposited to the Fund. Any interest may be utilized for expenses identified in the budget process.

Corporate Fund and Working Cash Fund – The year–end balance for the Corporate Fund together with the year–end balance for the Working Cash Fund shall represent no less than three months of expenditures. At year–end, any funds in excess of the three month target may be transferred from the Corporate Fund to any other fund that does not meet its target, including the Special Reserve Fund.

All Other Funds – The year–end balance for all other funds (other than debt service and capital project funds) shall represent no less than three months of expenditures.

In all cases, deferred property tax revenue will not be included in the year–end fund balance amount.

Unexpected situations may cause the District to fall below the minimum level. The Library Director is responsible for regularly monitoring revenue and expenditures. If, during the year, projections suggest that revenue will not meet expectations and the fund target(s) will not be met at year–end, then the Director will take the following actions to reach the goals established in the adopted budget:

- Review expenses with Management Team,
- Reduce capital asset expenditures,
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals, and
- Present to the Board of Trustees other expenditure control options, including those that might modify the goals established in the adopted budget.

Warrenville Public Library District

FUND BALANCE POLICY

POLICY #135 – Revised & approved 2/18/2026

Purpose

The Warrenville Public Library District's (the Library) Fund Balance Policy establishes a minimum level at which the projected year–end fund balance of each fund should be maintained. This policy is established to provide financial stability, cash flow for operations and the assurance that the District will be able to respond to emergencies with fiscal strength.

Funds

The Library maintains three governmental funds:

A. **Corporate Fund** – This is the Library's main operating account to support the Library's activities and spending.

B. **Working Cash Fund** – This is an account reserved specifically for emergencies in times of income shortfalls.

C. **Special Reserve Fund** – This is a reserve account that is 100% committed to fund, without incurring debt, additional projects and spending as identified and outlined in the last adopted Special Reserve Fund Ordinance.

The Library adopts an annual budget for each of its governmental funds, as well as adopting an annual appropriation. If the Board of Trustees adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to the policy within a five–year period.

Fund Balance Levels

The following parameters will be used as part of the budget process to establish targets for the following funds:

A. **Corporate Fund + Working Cash Fund** – The Library will maintain a combined unallocated year–end balance for the Corporate Fund plus Working Cash Fund

to represent no less than three (3) months of projected operating expenditures for the following fiscal year. At year–end, any funds in excess of the three-month target may be transferred from the Corporate Fund to the Special Reserve Fund through Board resolution.

The purpose of this unallocated balance is to:

a. Provide a working cash buffer to fund library operations prior to receipt of tax collections and when property tax collections are delayed.
b. Serve as a funding source for emergencies.

B. **Special Reserve Fund –** The Library will maintain a Special Reserve Fund balance sufficient for supporting both the planned and unplanned projects as outlined in the latest Special Reserve Fund Ordinance. Annual transfers into the Special Reserve Fund allows the Library to build a reserve to fund future projects without incurring debt.

In all cases, deferred property tax revenue will not be included in the year–end fund balance amount.

Considerations

Unexpected situations may cause the District to fall below the minimum level. The Executive Director is responsible for regularly monitoring revenue and expenditures. If, during the year, projections suggest that revenue will not meet expectations and the fund target(s) will not be met at year–end, then the Executive Director will take the following actions to reach the goals established in the adopted budget:

- Review expenses with Management Team;
- Reduce capital asset expenditures;
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals; and
- Present to the Board of Trustees other expenditure control options, including those that might modify the goals established in the adopted budget.

10f. NEW BUSINESS

Review updated Policy #130 Investment **(discussion)**

Investment Policy

This policy was last reviewed in 2009.

In working with our auditor Martha, she suggested it should be reviewed and updated, and had a few small recommendations concerning diversification and concentration of credit risk. She provided the financial policy from the Village of Orland Park as example, which I used. I also looked at other libraries' policies and heavily borrowed wording from the Hinsdale and Aurora libraries' policies.

Updates

For formatting, readability and accessibility, I have updated the policy from the list style to a heading style. Therefore, I thought it easiest to provide you with the current policy as well as the updated policy for comparison. Outlined below are the significant updates that I've made.

- General
  - I updated Library Director to Executive Director.
  - I rephrased and rearranged some sections to be more modern and readable.
- Scope
  - I added in that monies from different funds may be comingled for investment purposes.
- Prudence
  - I fleshed out more of the "prudent person" standard.
- Objective
  - Expanded the statements about Safety, Liquidity and Yield
- Delegation of Authority
  - Previously this stated that management and responsibility was delegated to the Treasurer. Since the Director is the one managing the investments in practice, I updated this to state that the management and responsibility is delegated to the Director under the direction of the Board and Treasurer. Is this okay?
  - I also added a paragraph that most policies had about establishing written procedures. I'm not aware that we have any at the moment, so I would need to develop some.
- Ethics and Conflict of Interest
  - I expanded this to include more don'ts and disclosure information.
- Authorized Dealers and Financial Institutions
  - I am not aware that we have an official list of authorized financial institutions. It seemed more reasonable to rephrase this to state that we'll only use institutions or brokers that are authorized by the Board.
  - Rather than saying that we'll develop a policy about evaluating a particular institution, I used wording from other policies to generally describe the type of data we would use to evaluate an institution, and that we would require a written agreement.
  - I added in this last paragraph as other policies had it, even though it seems highly unlikely our investment would be over 10% of any institution's capital stock.
- Authorized and Suitable Investments

    - While our statement was previously simple, most policy examples seemed to flesh this out more, so I did as well.
- Sustainability Goals
    - This is a new section that was also recommended by Martha.
- Collateralization
    - This was one of the sections that Martha suggested we expand a bit.
    - I added in the types of assets approved to be used as collateral.
    - At the end I added in a paragraph about the percentage being collateralized. Other example polices had 103% and 105%. I currently am listing “at least 105%,” but our actual collateral agreement with Fifth Third and BNY Mellon is for 110%. I can change this to reflect that percentage or keep it as the “at least 105%.”
- Safekeeping and Custody
    - No changes
- Diversification
    - This was another section that Martha suggested we expand. It was interesting to see the differences in other policies. Some were general, and some were very specific by stating the percentage of the portfolio allowed to be invested in each type of investment. I opted to go more general.
    - I added in some general guidelines to keep in mind for diversification.
    - I also added in a statement about continually investing in liquid assets such as government pools or mutual funds. As mentioned above, some libraries limited the percentage allowed for that, but since our current majority is at IL Funds, and they have strict policies and are extremely liquid, it seems a very safe institution and I wanted us to not be restricted in our investment with IL Funds.
- Maximum Maturities
    - Our previous policy was general, but most other policies seem to be a little more specific, so I updated ours with some limits. Are those limits acceptable?
- Operational Procedures/Internal Control
    - I just expanded this with a new starting paragraph.
- Performance Standards
    - Again, using others as examples I fleshed this out a bit more.
- Reporting
    - I added a couple of details to the list of possible reported information.

I would love to hear the Board’s thoughts. I can keep making changes, or if you like what I’ve done, we can approve these updates in February.

POLICY NO. 130

INVESTMENT POLICY

I. GENERAL POLICY: It is the policy of the Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library in conforming to all state and local statutes governing the investment of public funds.

II. SCOPE: This investment policy applies to all financial assets of the Warrenville Public Library District. Funds are accounted for in the Warrenville Public Library District's Comprehensive Annual Financial Report.

III. PRUDENCE: The standard of prudence to be used by investment officials shall be the "prudent person" standard. Investments shall be made with judgment and are, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

IV. OBJECTIVE: The primary objectives, in order of priority, shall be:

A. Legality – Conformance with federal, state and other legal requirements.
B. Safety – Preservation of capital and protection of investment principal.
C. Liquidity – Maintenance of sufficient liquidity to meet operating requirements.
D. Yield – Attainment of market rates return.

The portfolio should be reviewed periodically as to its effectiveness in meeting the Library's needs for safety, liquidity, rate of return, diversification and its general performance.

V. DELEGATION OF AUTHORITY: Management and administrative responsibility for the investment program is hereby delegated to the Treasurer of the Board of Library Trustees.

VI. ETHICS AND CONFLICTS OF INTEREST: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

VII. AUTHORIZED FINANCIAL DEALERS AND INSTUTIONS: The Treasurer shall maintain a list of financial institutions authorized as depositors for funds and to provide investment services.

Should it become necessary to use an investment advisor or money manager, the Treasurer shall establish a policy regarding their selection.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS: Investments may be made in any type of security allowed for by Illinois statutes regarding the investment of public funds.

IX. COLLATERALIZATION: Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by a written agreement and held at an independent-third party institution in the name of the Library.

X. SAFEKEEPING AND CUSTODY: All security transactions, including collateral for repurchase agreements, entered into by the Library shall be conducted in a manner that ensures safety. The Library is required to keep receipts and a written record of all transactions.

XI. DIVERSIFICATION: The Library shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds.

XII. MAXIMUM MATURITIES: To the extent possible, the Library shall attempt to match its investments with anticipated cash flow requirements. Therefore, the Treasurer shall establish a maximum maturity limit for securities, unless they are matched to a specific cash flow or if the investments' maturity are made to coincide as nearly as practicable with the expected use of the funds.

XIII. OPERATIONAL PROCEDURES/INTERNAL CONTROL: The investments are perused each month noting when the investments are maturing and what the cash needs are within each fund established by the Library. The Treasurer and Library Director/Head Administrator shall discuss the cash needs within the respective funds and project investment or reinvestment in accordance to the highest rates and terms available at that time. The recommendations will be presented to the Board of Library Trustees at a regular board meeting for approval. The Library Director/Head Administrator executes the trades as approved by the Board of Trustees. No monies from any Library accounts are to be transferred into any accounts other than those accounts belonging to the Library. Bank confirmations are to be received on all investments transactions and all transfers between funds.

XIV. PERFORMANCE STANDARDS: This investment portfolio will be managed in accordance with the parameters specified within this policy.

XV. REPORTING: By delegation of the Board of Trustees, the Library Director shall report to the Board Treasurer a summary that provides a clear picture of the status of current investments such as Certificates of Deposit. The report will include information such as the following:

A. Interest rate.
B. Maturity date.
C. Amount of investment.

The Treasurer and the Library Director shall prepare an investment report at least monthly. The report should be provided to the Board of Library Trustees and be available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date.

XVI. INVESTMENT POLICY ADOPTION: The investment policy shall be adopted by resolution of the Board of Library Trustees. The policy shall be reviewed on an annual or as needed basis. Modifications made to the policy must be approved by the Board of Library Trustees.

INVESTMENT POLICY

POLICY #130 – Revised & approved 2/19/2025

General Policy

It is the policy of the Warrenville Public Library District (Library) to invest public funds in a manner which will provide the highest return on investment with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state and local statutes governing the investment of public funds.

Scope

This investment policy applies to all cash and investments held for each of the funds maintained by the Warrenville Public Library District. Monies from individual Library funds may be commingled for investment purposes. Funds are accounted for in the Warrenville Public Library District's Comprehensive Annual Financial Report.

Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard, which states:

> Investments shall be made with judgment and are, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived and shall be applied in the context of managing the entire portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Objective

The primary objectives, in order of priority, shall be:

A. Legality: The investment activities of the Library will conform with federal, state and other legal requirements.
B. Safety: When selecting depositories or investments, the preservation of capital and protection of investment principal in individual investments and the overall portfolio shall be the primary concern, with the objective being to mitigate credit risk, interest rate risk and custodial risk.

C. Liquidity: The investment portfolio shall maintain sufficient liquidity to meet all cash flow requirements for operations and capital expenditures.
D. Yield: Investment officials shall seek to obtain a market average or better rate of return while taking into account investment risk constraints, liquidity needs and legal restrictions on investments.

The portfolio should be reviewed periodically for its effectiveness in meeting the Library's needs for safety, liquidity, rate of return, diversification and general performance.

Delegation of Authority
Management and administrative responsibility for the investment program is hereby delegated to the library's Executive Director, or designee, who shall act as the investment official for the library and be responsible for all transactions undertaken under the direction of the Library Board of Trustees and its Treasurer.

The Executive Director or designee is responsible for establishing written procedures for the operation of the investment program, including reference to safekeeping, wire transfers, banking service contracts and collateral/depository agreements.

Ethics and Conflicts of Interest
Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Library board members, officers and employees involved in the investment process may not 1) have any interest, directly or indirectly, in any investments in which the library is authorized to invest, 2) have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or 3) receive, in any manner, compensation of any kind from any investments in which the library is authorized to invest.

Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Library.

Authorized Financial Dealers and Institutions
Investment officials shall only utilize the service of depositories, investment advisors, managers, broker/dealers and financial institutions approved by the Library Board of Trustees.

Data to be considered before approval may include audited financial statements, FDIC regulatory reports, proof of State registration, or certification by the National Association of Security Dealers (NASD). All eligible depositories, investment advisors, managers, broker/dealers and financial institutions of the Warrenville Public Library District shall execute a written agreement prior to receiving any deposit or funds for investment.

A current audited financial statement is required to be on file or available on-line for each financial institution or broker/dealer in which the Library invests. Monies deposited at a financial institution shall not exceed 10% of the capital stock and surplus of that institution.

Authorized and Suitable Investments
Deposits may be made only in banks which are insured by the Federal Deposit Insurance Corporation or a credit union insured by the National Credit Union Administration.

Investments shall be made in accordance with 30 ILCS-235, the "Public Funds Investment Act," and shall be limited to the following types of investments:

- U. S. Treasury and Agency obligations held to maturity
- Certificates of Deposit at commercial banks and insured by the Federal Deposit Insurance Corporation (FDIC)
- Money Market mutual funds
- Local Government Investment Pools (LGIP) – Pools include but are not limited to Illinois Funds, the Illinois Metropolitan Investment Fund (IMET), Illinois Trust local government investment pool and Illinois Public Reserves Investment Management Trust (IPRIME) investment pool.
- State and Local government bonds

Investments shall be made to reflect the cash flow needs of the fund for which investments are being made.

Sustainability Goals
Pursuant to the Illinois Sustainable Investing Act (30 ILCS 238), the Library shall consider the prudent integration of material, relevant, and decision-useful sustainability factors into its investment decision-making, investment analysis, portfolio construction, due diligence and investment ownership in the execution of the Library's investment goals to fulfill its fiduciary duty, to maximize anticipated financial returns and to minimize projected risk. These factors include but are not limited to:

- Corporate governance and leadership factors
- Environmental Factors
- Social capital factors
- Human Capital
- Business model and innovation factors

Collateralization
Funds on deposit in checking accounts, money market accounts and certificates of deposit in excess of FDIC insurance limits must be secured by some form of collateral, witnessed by a written agreement and held in the name of the Library at an independent/third party ("custodial") institution. The library will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- Obligations of the City of Warrenville
- General obligation municipal bonds rated “A” or better by a nationally recognized rating service
- Insurance policies issued by insurance companies rated “A” or better by a nationally recognized rating service
- A Federal Home Loan Bank (FHLB) irrevocable letter of credit.

The amount of collateral provided shall have a fair market value of at least 105% of the applicable deposit balance in excess of FDIC insurance that is being secured. The ratio of the fair value of the collateral to the amount of funds being secured will be reviewed at least monthly.

Safekeeping And Custody
All security transactions, including collateral for repurchase agreements, entered into by the Library shall be conducted in a manner that ensures safety. The Library is required to keep receipts and a written record of all transactions.

Diversification
The Library shall diversify its investment portfolio to the best of its ability based on the type of funds invested and the cash flow needs of those funds. To eliminate risk of loss resulting from the overconcentration of assets in a specific maturity, issuer or class of securities, all cash and cash equivalent assets in all funds shall be diversified by maturity, issuer and security type.

In establishing specific diversification strategies, the following general policies and constraints shall apply:

- Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for stability of income and reasonable liquidity.
- Positions in securities having a potential default risk, (i.e., commercial paper) shall be limited in size so that in case of default, the portfolio’s annual investment income will exceed a loss on a single issuer’s securities.
- Risks of market price volatility shall be controlled through maturity diversification and duration management.

The Library shall continuously invest a portion of the portfolio in readily available funds such as local government investment pools (LGIP’s) or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Maximum Maturities
To the extent possible, the Library shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Library

will not directly invest in securities maturing more than three (3) years from the date of purchase.

Reserve funds and other funds with longer-term investment horizons may, with prior notice to and approval of the Library Board of Trustees, be invested in securities exceeding three (3) years, up to five (5) years, if the maturity date of said investments is made to coincide as nearly as practicable with the expected use of funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Operational Procedures/Internal Control
The Executive Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the library are protected from loss, theft or misuse. The internal control structure should be designed to reliably assure that these objectives are met.

The Library's portfolio will be reviewed each month, noting investment maturities, liquidity and the cash needs of the Library's established funds. The Treasurer and Executive Director shall discuss the cash needs within the respective funds and project investment or reinvestment in accordance to the highest rates and terms available at that time. The recommendations will be presented to the Board of Library Trustees at a regular board meeting for approval.

The Executive Director executes trades as approved by the Board of Trustees. No monies from any Library accounts are to be transferred into any accounts other than those accounts belonging to the Library. Bank confirmations are to be received on all investment transactions and all transfers between funds.

Performance Standards
The Library's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a competitive rate of return during a market/economic environment of stable interest rates. Investment performance should be evaluated in comparison to a benchmark of similar maturity, liquidity and credit quality.

Reporting
The Executive Director and Board Treasurer shall prepare both monthly and annual investment summary reports for the Library Board of Trustees. These reports will provide the status of the Library's current portfolio, and will include information such as:

- Types or classes of investments
- Amounts and values of investments
- Interest rates
- Purchase, maturity and settlement dates

The Treasurer and the Executive Director shall prepare an investment report each month for the Library Board of Trustees. The report should be provided to the Board of Library Trustees and be available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date.

Investment Policy Adoption
The investment policy shall be adopted by resolution of the Board of Library Trustees. The policy shall be reviewed on an annual or as needed basis. Modifications made to the policy must be approved by the Board of Library Trustees.

10g. NEW BUSINESS

Review new Policy #325 Lost, Found & Unclaimed Property **(discussion)**

New Policy

Laurie brought an example policy to me asking if we could have a policy around our lost & found items so that there would be a little more formal guidance around what to do with leftover items. I agreed and have drafted a policy based on that example. It's pretty short and straightforward, but officially gives us the leeway to dispose of items after 30 days so that they're not accumulating and filling up storage.

If the Board approves of this new policy, we can officially adopt it at February's meeting.

LOST, FOUND AND UNCLAIMED PROPERTY

Policy #325 – Approved & adopted 2/18/26

The Warrenville Public Library District is not responsible for the security of personal items brought into the library. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones, and laptops, within their sight at all times. The Library is also not responsible for theft or damage to vehicles, bicycles or personal property while on the premises.

Upon discovery of lost property, library staff will make reasonable attempts to contact the owners (to the extent ownership is known with a name, telephone number, or address associated with the property) to reclaim their lost items. If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.

Lost and unclaimed items are managed in accordance with the following guidelines:

- Perishable items such as food, beverages and personal care items will be disposed of immediately.
- Due to patron privacy and digital security, library staff will not attempt to access data saved on flash drives to determine ownership.
- Lost and Found items will be labeled, dated and stored for a period of 30 days. Items not claimed within 30 days become Library property.
    - Unclaimed types of personal or valuable property, including, but not limited to, unclaimed identification documents, driver's licenses, credit cards, wallets, laptops, and cell phones, will be forwarded to the Warrenville Police Department.
    - All other unclaimed items will be donated, discarded or destroyed.

10h. NEW BUSINESS

Review new Policy #325 Medical Emergencies **(discussion)**

New Policy

Last year we added an AED device to the Library. We also have a new supply of Narcan and intend to follow the new law about anti-opioids in public libraries (even though we are a district and it does not officially apply to us… yet). With these things in mind, it seemed worth adding a new policy about medical emergencies. I used some other libraries' policies as templates to get started.

The policy has three sections:

1. First Aid
2. AED Device
3. Anti-opioids

The policy discusses legal items, supplies, training, maintenance, administration and use. While the policy is possibly a bit more procedural than some of our other policies, it seemed like there was some overlap with stating what the library would provide.

If the Board is happy with this new policy, we can approve and adopt it in February.

Warrenville Public Library District

MEDICAL EMERGENCIES

Policy #445 – Approved 2/18/26

I. First Aid

Supplies & Availability
The Warrenville Public Library District ("The Library") is equipped with a basic first aid kit containing items such as bandages, gauze, and antibiotic ointments. There are first aid kits located at each service desk, in library outreach kits and in staff areas. Staff will monitor first aid supplies for expiration dates and to ensure a full inventory.

Training
The Library will provide staff the opportunity to receive CPR and Stop the Blood training from accredited training agencies such as the Warrenville Fire Protection District.

After the initial training, the Executive Director shall determine when additional or recurring training should occur. A list of all CPR-certified staff shall be maintained.

Medical Emergencies
In the event of a medical emergency:

- Staff will provide any first aid assistance that they are capable of or trained to provide. Otherwise, staff will not attempt to treat the injured but rather assist in other capacities as necessary.
- Staff will not dispense aspirin or other medication(s), except for opioid antagonists as outlined in Section III.
- CPR-certified staff will perform CPR if needed until emergency personnel arrive.
- Staff will call 911 when necessary or when in doubt about the nature and/or severity of a medical problem. Staff will provide requested information and follow the 911 dispatcher's instructions to the best of their ability.

If needed, or if advised by emergency personnel, staff will evacuate and/or close the library to the public until the medical emergency is resolved.

II. AED (Automatic External Defibrillator)

In the interest of public safety, the Library maintains an automatic external defibrillator (AED) device for rapid deployment and use in response to cardiac medical emergencies. The AED is designed to act as a lifesaving bridge during the time spent waiting for emergency medical providers to arrive and take over.

The AED and case are installed next to the elevator and are clearly labeled. An alarm is activated when the case door is opened to notify those in the building of an emergency.

Training
While AEDs are designed for any person to use without formal training, Library staff shall not use the AED unless they have received training from an approved AED training agency such as the Warrenville Fire Protection District.

After the initial training, the Executive Director shall determine when additional or recurring training should occur. A list of all staff trained to use the AED device shall be maintained.

Administration & Maintenance
The Library is enrolled in an online monitoring program to assist in tracking the maintenance, status and expiration dates of the device's equipment and supplies. Maintenance and replacements are made as necessary.

Use of AED Device
- In case of a cardiac emergency, library staff shall call 911 immediately.
- After calling 911, an employee may administer the use of the AED device to an individual if both of the following apply:
    - The employee has been trained in the proper use of the AED device; and
    - The employee has reason to believe that the individual is experiencing a cardiac emergency.
- In conjunction with the use of the AED, trained library staff shall assist the individual using any other response protocols as needed, such as CPR.

Legal
Per the Illinois Good Samaritan Act (745 ILCS 49/12): "*Use of an automated external defibrillator; exemption from civil liability for emergency care. As provided in Section 30 of the Automated External Defibrillator Act, any automated external defibrillator user who in good faith and without fee or compensation renders emergency medical care involving the use of an automated external defibrillator in accordance with his or her training is not liable for any civil damages as a result of any act or omission, except for willful and wanton misconduct, by that person in rendering that care.*"

III. Opioid Antagonists

In the interest of public safety to prevent opioid-related deaths in DuPage County and potentially save a life, the Library shall provide and maintain a supply of intranasal naloxone on-site with staff and public access for use during emergencies where an individual is suspected of having an opioid overdose.

Definitions
- Opioid antagonist - "Opioid antagonist" means naloxone hydrochloride or any other similarly acting and equally safe drug approved by the United States Food and Drug Administration for the treatment of drug overdose.

- Opioid-related overdose - "Opioid-related Overdose" means a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

Legal
In accordance with Illinois Public Act 104-0056, the Library will "*maintain a supply of opioid antagonists in an accessible location*" and that, during operating hours, the Library will "*take all reasonable steps necessary to have at least one person present in the library who has completed training in how to recognize and respond to an opioid overdose, including the administration of an opioid antagonist.*"

The Act provides that any authorized personnel who has taken the required training may administer an opioid antagonist to any person they "*believe, in good faith, to be having an opioid overdose (1) on library grounds, (2) in the immediate vicinity of the library or (3) at a library sponsored event.*" The Act also states that the "*library and its authorized personnel are immune from liability for the administration of an opioid antagonist under this Section, except for willful or wanton misconduct.*"

Inventory & Storage
Library staff will track expiration dates and regularly monitor the inventory of the Library's supply of naloxone. Inventory will be replaced as overdose kits meet their expiration dates, are taken by the public or are administered within the library.

Naloxone overdose kits will be:
- stored consistent with the manufacturers' guidelines to avoid extreme cold, heat, and direct sunlight;
- clearly marked and available for free through public dispensers for emergencies or individuals that want to take doses for their own emergency supply; and
- included with first aid kits at public service desks, as well as in library outreach kits, ensuring they are ready and accessible for use by trained staff in an emergency.

Training
The Library shall make every effort to ensure all employees are trained in recognizing symptoms of opioid overdose and the proper administration of an opioid antagonist. Training and resources will be obtained from organizations accredited to train staff, such as HopeDuPage or Live4Lali. A list of all staff and volunteers trained to administer opioid antagonists shall be maintained.

Administration of Opioid Antagonist
- In case of a suspected opioid-related overdose, any library employee shall call 911 immediately.
- After calling 911, an employee may administer an opioid antagonist to an individual if both of the following apply:

    - The employee has been trained in the proper administration of that Opioid Antagonist; and
    - The employee has reason to believe that the individual is experiencing an opioid-related overdose.
- Following the administration of an opioid antagonist, trained library staff shall assist the individual using any other response protocols as needed.

Reporting
The Library participates in the DuPage Narcan Program (DNP). To assist the County in keeping accurate data, the Library will report any usage of naloxone in the library with DNP's Naloxone Administration Reporting Form.

11. DIRECTOR'S REPORT

for January 2026 Board Meeting **submitted by Jason Stuhlmann**

2025 Anti-Harassment Training

This is a reminder that if you still have not completed the 2025 anti-harassment training, please do so before the end of January. Please let me know if you want me to resend the link to the training video.

March 6 In Service Day

On Friday, March 6 the Library will be closed for our annual In Service Day:

- This year we have the Fire Protection District coming to give us CPR/AED and Stop the Bleed training in the morning and early afternoon. Trustees are welcome to attend.
- In the afternoon we are taking staff and trustees to Eddie Merlot's for a late luncheon.

Please let me know if you are interested and able to attend either of these.

Practicum Student

Jessica, our practicum student from College of DuPage, finished her practicum with us in December. Jessica was a wonderful student to have join us for a couple of months. She was friendly, curious and a quick learner. She rotated through the library, spending time with me (for administration and general library discussion), Youth & Adult Services, Member Services, Acquisitions & Cataloging, IT and Marketing. She helped visitors, helped out at a storytime and other programs, and generally learned a lot about us, our services and our processes.

I want to thank all the managers and staff that helped make Jessica feel welcome and gave her the time and experience she was looking for. Hopefully we will see her again.

Update - Dollywood Imagination Library

We met with Andi from the Imagination Library and other partners in Winfield Township in December and January. Progress is finally being made, and an Imagination Library program for our area should be kicking off this spring or summer.

KidsMatter has stepped up to be the official signing nonprofit program partner, with paperwork being worked on. Warrenville is ready to go with funding for the first two years, which is a requirement for us to get started. West Chicago and Winfield should hopefully have their funding in the next month or two. Wheaton is up in the air. But regardless, we are moving ahead and should be able to start promoting the program and getting kids signed up soon, which is very exciting.

A big thank you to Connie Schmidt for being that final spark with Andi to get us going, and to Major Johnson for also lending his support.

While paperwork is still being worked on, there may be a memo of understanding for the Library to sign in February or March.

December's Merry Market

The Merry Market (during Holly Days) on December 5, 2025 was a big success. Because the City had so many applicants and not enough space at City Hall to house all the interested vendors, the Library agreed to be a spillover location. We hosted five vendors in our meeting room: candles, t-shirts, stationary, writer's group and the Warrenville Historical Society.

While I forgot to officially tally the attendance, the City said that well over 500 folks came through City Hall, with most of those attendees coming to the library, as well. The event was from 5-8 pm, so with Jackie's help, we kept the meeting room open until the close of the event (while closing off the rest of the library). Thank you, Jackie! And also thank you to Kathy & David for the beautiful signage and promotion.

It was a great event, and I hope that we can participate again this year!

Civic Plus – Agenda Management Product

I'll have more information at the meeting, but a salesperson reached out about an online agenda management software that creates an online portal for the Board to view the agenda and related documents, supposedly makes it easy for me to create the agenda and attach items, assists in creating the minutes, PDFs the meeting packet for you, and creates a searchable archive of agendas, packets and minutes for our website.

I'm just curious as to any Trustees would be interested.

Miscellaneous

- I processed our application to open an account with Ingram Library Services to replace Baker & Taylor.
- Shopped for decorations and helped decorate the Library's holiday tree for the City Walk of Trees in the cul-de-sac.
- I updated our Apple Developer Account and added select staff as authorized users. Then I added Communico as an authorized user so that they can develop a library app for us.
- I submitted our annual Per Capita Grant application 12/11/25.
- I renewed the Library's SAM registration for another year.

Meetings & Programs for December

- On vacation for 2 weeks over the holidays

- One-on-one meetings with Managers
- TIF District #3 & #4 Annual Review Board Meetings (Dec.1)
- SWAN Quarterly Meeting (Dec.4)
- Meeting with Granite to discuss solution for POTS landline (Dec. 5)
- Merry Market (Dec. 5)
- Imagination Library Meeting (Dec.8)
- Final meeting with practicum student Jessica (Dec. 9)
- Management Team Meeting (Dec. 9)
- Meeting with Kathy to discuss Communico and website (Dec. 11)
- Met with Granite tech to do survey for POTS solution (Dec. 12)
- Met with Trustee Lezon to sign up for PLA Conference (Dec. 12)
- Met with Ian and salesmen from insurance company (Dec. 16)

Trainings & Webinars for December

- KnowBe4
    - AI and Sensitive Info Don't Mix
    - Artificial Intelligence Foundations
    - The AI Evolution in Phishing Attacks
- Paylocity – Anti-Harassment Training for Managers

STATISTICAL SNAPSHOT	Dec 2025	Nov 2025	Oct 2025	Sep 2025	Aug 2025	July 2025	June 2025	May 2025	Apr 2025	Mar 2025	Feb 2025	Jan 2025	Dec 2024
TOTAL CIRCULATION (physical items)	**12,970**	**13,699**	**14,496**	**13,719**	**15,140**	**16,705**	**15,534**	**13,862**	**14,018**	**14,735**	**13,092**	**13,932**	**12,192**
WPLD items checked out at WPLD	6,733	9,177	7,653	7,501	7, 760	9,835	9,666	9,443	9,223	8,241	7,282	7,972	6,037
Auto-renewals of WPLD Items	4,328	4,522	4,450	4,302	5,501	4,580	4,239	4,419	4,795	4,676	4,136	4,039	4,723
Other Library Items Checked out at WPLD	1,909	1,928	2,393	1,916	1,879	2,290	1,629	1,701	1,832	1,818	1,674	1,921	1,432
DOWNLOADABLE CIRCULATION	**3,928**	**3,655**	**3,931**	**3,765**	**3,918**	**4,252**	**3,973**	**3,941**	**3,788**	**4,047**	**3,559**	**4,029**	**3,613**
OverDrive/Libby	2008	1872	1983	1971	2,007	2,300	2059	2065	2001	2107	1877	2139	1,948
OverDrive (magazines) fka RB Digital	376	343	431	382	375	378	371	343	395	361	298	396	295
Hoopla	1544	1440	1517	1412	1,536	1,574	1543	1533	1392	1579	1384	1494	1370
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,830	1,866	2,311	1,818	1,790	2,178	1,550	1,597	1,755	1,738	1,587	1,856	1,363
Received from Non-SWAN Libraries	3	3	21	20	5	18	18	12	17	17	16	21	14
Sent to SWAN Libraries	1,283	1,324	1,595	1,501	1,653	1,813	1,761	1,563	1,634	1,605	1,419	1,834	1,902
Sent to Non-SWAN Libraries	5	4	10	8	9	8	12	11	8	16	25	20	25
COLLECTION													
Physical Materials Added	384	407	477	292	462	489	589	439	802	482	425	527	394
Physical Materials Withdrawn	657	686	564	393	183	1,216	2,332	102	469	304	910	391	341
Total Collection Size	141,989	142,390	142,606	142,759	141,059	145,454	145,965	140,647	145,962	145,595	145,931	146,118	146,746
Physical materials	73,688	73,968	74,081	74,087	71,905	76,148	76,564	76,068	76,297	76,306	76,332	76,137	76,104
OverDrive books	46943	47118	47250	47414	47,843	48,003	48,120	43,304	48430	48033	48355	48751	49415
OverDrive audiobooks	21358	21304	21275	21258	21,311	21,303	21,281	21,275	21235	21256	21244	21230	21227
PROGRAMS													
Number of Adult Programs	16	21	29	27	23	20	20	18	18	19	17	21	14
Adult Program Attendance	131	197	322	327	1149	701	364	196	164	274	207	220	150
Number of Teen Programs	5	8	8	9	6	6	8	9	6	8	8	6	7
Teen Program Attendance	26	62	30	46	21	56	82	173	37	74	32	26	48
Number of Youth Programs	17	24	29	20	15	26	33	18	30	25	30	31	20
Youth Program Attendance	440	601	785	457	290	641	793	659	819	716	484	547	324
Book-A-Librarian Sessions	13	14	14	14	10	14	14	14	14	14	14	14	8
Book-A-Librarian Attendance	2	4	1	7	3	6	3	4	5	6	3	4	4
OUTREACH													
Adult Outreach Events	0	0	2	1	2	1	1	1	3	0	1	0	0
Adult Outreach Attendance	0	0	125	50	360	12	15	30	78	0	12	0	0
Teen Outreach Events	0	2	1	0	0	0	0	1	0	0	0	0	0
Teen Outreach Attendance	0	22	20	0	0	0	0	10	0	0	0	0	0
Youth Outreach Events	2	4	6	1	3	5	3	8	5	4	2	6	3
Youth Outreach Attendance	122	460	718	157	738	524	214	1621	495	325	195	180	87
LIBRARY CARDS													
Total Resident Cards Active	9,782	9,751	9,736	9,682	9,628	9,594	9,531	9,484	9,437	9,456	9,550	9,613	9,590
Resident Cards Issued In Person	41	38	76	60	62	79	59	60	44	56	42	32	51
Online Cards Issued					19	12	11	15	9	7	9	9	10
VISITOR COUNT	**8,297**	**7,335**	8,569	10,658	10,564	10,989	10,685	10,341	9,374	9,556	8,363	7,392	7,549
STUDY ROOM USES	**285**	**297**	**315**	**331**	282	389	339	311	326	313	282	274	285
MEETING ROOM USES (public)	**6**	**7**	**10**	**7**	2	0	3	8	6	4	6	4	3
CURBSIDE PICKUPS	**19**	**15**	**8**	**12**	11	15	7	12	11	18	6	14	6
COMPUTERS & TECHNOLOGY													
Computer Sessions	535	508	440	611	598	741	618	632	644	716	557	527	509
Wifi Sessions	2355	2489	2767	2646	2448	2930	2548	2338	2410	990	2151	2473	2707
Website Visits	18,307	22,152	17,665	16,456	22,077	19,430	19,356	20,960	15,443	17,653	19,380	15,056	11,051
MARKETING													
eNews Subscribers	7,051	7,152	7,162	7,109	6,780	6,771	6,760	6,771	6,720	6,731	6,720	6,674	6,640
eNews Open Rate	51%	58%	53%	53%	52%	53%	53%	52%	50%	52%	54%	46%	52%
Facebook Followers	2,185	2,171	2,154	2,140	2,131	2,109	2,088	2,064	2,034	1,994	1,978	1,956	1,935
Instagram Followers	644	630	624	613	604	602	598	590	580	565	564	556	557

12a. ASSISTANT TO THE DIRECTOR REPORT

December 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
- Went to the post office to mail ILL's
- Monitored the meeting room reservations
- Compiled the December board meeting minutes for review by the Secretary
- Organized 2 pickups from the Warrenville Food Pantry – once again the library collected over 500 lbs.
- On vacation for two weeks over the Christmas/New Year's holidays

Meetings and Continuing Education

- Management Team meeting on December 9
- Completed two KnowB4 courses assigned by Duncan
- Completed Paylocity's sexual harassment training

Staff Recognition Committee

- Gail contacted three restaurants to obtain information for the March 6 staff/trustee luncheon. After discussion with Jason and Jackie, Eddie Merlot's was chosen.

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 public bathroom piping
- Cleared snow and salted sidewalks when necessary
- Helped load the food in the food pantry van (2 pickups)
- Brought in the lower-level return bin on some mornings when staff was not in attendance
- Made repairs to an HVAC pump
- Emptied the book drop and checked the boiler on closed holidays
- Completed Paylocity's sexual harassment training

12b. PUBLIC SERVICES REPORT

December 2025 **Submitted by Paul Dobersztyn**

Highlights

- The library hosted **38** total events in December with **597** participants.
- We hosted 2 passive programs that included the Crafts to Go: Winter Holidays, hosting about **70** participants.
- The fourth Sunday Music Matinee featured the Geof Bradfield Trio on 12/7 with **18** in attendance.
- 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.

Professional Development

- **12** sessions of CE were completed by the Public Services Department in December.
- **11.75 total** hours of CE were completed.
- Topics covered include: Anti-harassment training, Illinois Digital Archives, Homelessness is a Housing Problem and more.
    - A full list can be provided by the Public Services Manager.
- Tom Hill shadows Gail Smith in Cataloging and Acquisitions for 2.5 hours.
    - “We went through the process of receiving and cataloging new materials. Gail had me wrap some new books and go through the "process of processing." The plan is to work again with Tech Services in the coming weeks.” – Tom Hill

Personnel

- Anushka took a break in December, she is looking forward to return on January 12.

Reading Challenges

- 500 Books Before Fifth Grade – Started September 1, 2025
    - Total Participation
        - 34 registrants
        - 0 completions
        - 1,803 total books read so far.
- 1000 Books Before Kindergarten
    - Total participation:
        - 210 registrants
        - 30 completions
        - 58,765 total books read so far.
- The 100 Books Before High School
    - Total participation since the launch:
        - 91 registrants
        - 2,520 total books read
        - 11 completions so far

Programming / Outreach / Meetings (Not entered in Communico)
Book a Librarian: 2 Puzzles: 2 / Teen Volunteers: 2 (3.5 total hours)
Homebound Deliveries: 3 Deliveries/Pickups, 9 items checked out, 5 total participants

- Paul Dobersztyn picked up donated books from the Arlington Heights library for a future Thursday Book Club discussion on 12/1.
- Diana Abraham hosted the Wester Suburbs Homeschool Nature group on 12/4 at the library.
- Tom Hill attended Reaching Forward North Committee meeting on 12/5 to review proposals for this year's conference.
- Diana Abraham attended a DuPage Hispanic Alliance meeting on 12/10. They discussed a possible art installation in the Quiet Room.
    - *Met with Shaiska, the artist coordinator, on December 10 to talk about an Artist in Residence for our Quiet Room. Jason met the coordinator and expressed his support of the project. I reached out to Sara Phalen about sponsoring a program at the library highlighting the artist and his work. Sara hosted something similar in West Chicago.*
- Diana Abraham attended the Johnson School Family Movie Night on 12/11, hosting a sensory friendly art/craft room.
- Paul Dobersztyn met with Kathy Gaydos and David Cassara on 12/1 to discuss Spring Reading Matters content.
- Paul Dobersztyn delivered used editions of World Book to SCARCE on 12/11.
- Paul Dobersztyn met with Matt Stewart of Ingram to discuss Adult Nonfiction standing order books program.
- Diana Abraham attended a City of Warrenville's IDEC Committee of the Whole on 12/16.
- Diana Abraham has been working with Warrenville Horizon to host pop up events at their facility.
    - *Submitted brief paragraph for inclusion in their resident newsletter. The property manager, Sheila, mentioned feedback she received from residents: they are looking for computer help and art/craft programs. I would suggest conducting a library card drive, too. Mark and I will coordinate the programs, then develop a schedule of events for assistance from other staff members including Member Services. Member Services will provide critical support for the library card drive.*
- Goodwill hosted an informational table on 12/8 and 12/15.

Non SWAN InterLibrary Loan
Item Requests Processed: 6; Materials Received: 3; Materials Lent: 5

Strategic Plan Updates
- Learn & Grow: Library Awareness - Informed middle school librarians in the school district of our policy on cards for kids living in unincorporated areas, as well as our new digital card option. Due to Baker & Taylor's shut down, they are left without access to e-resources and are depending on libraries to fill in the gaps. – Julie Kurtis
- Community Connections: Socializations and Connection - I had rebranded a program I have been doing as "New Parent Playdate" to provide a space for parents of 0–3-year-olds to connect while the kids play. By highlighting that connection as a specific purpose of the program, I think it makes people feel more comfortable interacting with each other during the playdate. - Julie Kurtis

12c. MEMBER SERVICES REPORT

December 2025 **Submitted by Laurie Rex**

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	6,894	53.15%
Aspen catalog/mobile app (Renewals)	258	1.99%
Autorenewals	4,328	33.37%
Staff Assisted Checkout	1,490	11.49%
TOTAL TRANSACTIONS	12,970	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,072	59.07%
Selfcheck 2 (Near Vending Machine)	2,822	40.93%
TOTAL TRANSACTIONS	6,894	100.00%

Department Highlights

Curbside
We had 19 Curbside Pickups, 14 unique users, in December.

Continuing Education
Member Services staff participated in 10 hours of Continuing Education in December.

Meetings
I attended 1 Management Team meeting and 1-on-1 meeting with Jason.

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

December 2025 **Submitted by MaryKellie Marquez**

Collection Maintenance

- 384 items created
- 657 items discarded
- 46 items repaired
- 39 discs cleaned

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

MaryKellie

- Trained practicum student intern Jessica B. on serials processing including creating new predictions, claiming missed issues in Rivistas and the swap out of old when new one is put out; trained her in withdrawing items from Workflows and discussed the partnership with our book recycler, Knowledge Exchange 12/2/2025.
- Invited Jessica to join our staff in decorating the Holly Days tree to support the Warrenville Park District 12/2/2025.
- Attended the ATLAS Multi-Library Day at Moraine Valley Community College. Took part in an interactive program, “Emotional Intelligence and Critical Conversations for Library Staff” with presenter John Newton, 12/5/2025.
- Right to Be Bystander Intervention to Support the Immigrant Community 12/18/2025.

Gail

- Worked with practicum student, Jessica B., on her last day in the Acquisitions and Cataloging Department.
- Worked with MaryKellie on inventory of Picture Book Collection.
- Completed Paylocity’s sexual harassment training.
- Decorated the tree for the Warrenville Park District’s Holly Days.

MaryKellie’s Meetings

- Management Team Meeting 12/9/2025.
- RAILS Catalyst Leadership Program November meeting 12/9/2025.
- Board Meeting 12/10/2025.

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Strategic Plan Updates

- ***Learn & Grow- Collections*:** MaryKellie continued to update the YA Manga collection labels to reflect the difference between Graphic Novels and Manga.
- ***Learn & Grow- Collections*:** MaryKellie relabeled a large portion of the Picture Books collection to mirror the Beginning Reader collection (i.e. PB CHARACTERS PETE

THE CAT), so there are consistent, easier ways to find items amongst different Youth collections.

- ***Learn & Grow-Library Awareness/Community Connections-Community Engagement/Collaboration*:** MaryKellie and Duncan corralled a group of fellow staff members to decorate the Warrenville Park District's Holly Days tree in the bitter cold. Then MaryKellie returned with Ly and Paul on December 26, 2025, to take decorations off the tree. A huge thank you to Paul, Ly, our intern, Jessica, Gail, Diana, Mandy, Jason and Duncan for helping this year!
- ***Learn & Grow-Library Awareness*:** Gail had Tom (Adult Services Librarian) shadow her for a portion of one shift for his goal of learning about the ordering and processing portion of the Acquisitions and Cataloging department.
- ***Community Connections-Collaboration*:** MaryKellie and Gail finished up a three-week training with COD's practicum student, Jessica B. Both worked with Jessica to give her hands-on experience and training in the procedures and daily tasks of the Acquisitions and Cataloging department.

12e. HUMAN RESOURCES

December 2025 **Submitted by Ian Stevens**

Highlights

- State law requires annual Anti-Harassment training for all staff. Paylocity, our HR payroll vendor, offers a variety of courses including an Anti-Harassment for both staff and managers that meet State law. The courses for staff and managers were assigned at the end of November, due at the end of December. All staff completed the assignment over a week before the due date. The library is compliant with State law for another year.

Staff/Recruiting

- The Library is fully staffed with no openings

HR Procedures

- Ran payrolls in Paylocity on 12/8 and 12/22.
- IMRF: December payroll to accountant 12/30. November Wage Report submitted 12/10
- Paylocity upgraded their payroll process. The in-house documentation has now been created for authorized staff. In the new year, Jason will be trained.
- Open enrollment for 2026 benefits ended November 21st for eligible staff. Everyone completed their selections/declines on time. Paylocity was updated with new rates based on staff selections before the end of the year.
- The annual Anti-Harassment training for all staff was completed by year end. Managers did a two-hour course; the rest of the staff are assigned a one-hour course. We are compliant with state regulations for another year.
- Ordered 2026 law poster as required by law 12/29. Poster arrived earlier than prior years 1/8 and is posted in the breakroom for staff access
- Created annual calendars for Approved Holidays/closing and Payroll Schedule for staff.

Meetings

- Management Team meeting 12/9
- Board meeting 12/10
- Meet with various staff to discuss a variety of HR issues/topics/policies including benefits, coverage, and safety. My door is always open.

Training/Continuing Education/Webinars

- HR Source – Straight from the Source – HR Laws 12/12
- Paylocity - Review of OB3 law and related payroll changes 12/16
- SixFifty HR - Employment law updates for 2026 12/15
- HR Executive/Paycom - HR trends expected for 2026 12/12

12f. IT DEPARTMENT REPORT

December 2025 **Submitted by Duncan Jones**

User Support

- I helped staff with printing, Teams, 3D printing, Cricut and Excel.
- I helped members with making a copy.
- I restored deleted files from the shared drive upon staff request.

Troubleshooting

- I resolved an issue with the Scan Station not booting up.

Project/Goal

- I updated wireless access points, cameras and controller firmware.
- I coordinated the change of passwords on shared accounts.
- I ordered replacement staff laptops and began testing and configuration.
- I updated the OS various software on servers, public PCs and Catalogs.

Planning

- I began setting up the Android Developer Google account for the Communico library app.
- I documented 2026 renewals and End-of-life products.
- I set up the 2026 schedule for closings on phones and public PCs.
- I created the 2026 KnowB4 Training outline.

Meetings

- I met with Paul to discuss changes to the shared drive folder structure.
- I met with Granite to plan the upcoming change to our phone lines.
- I met with Jason for one-on-one meetings.
- I met with the Management Team.

Training

- I completed the annual Anti-harassment training.

Tickets

- 2 opened, 3 closed, 4 pending

12g. Marketing Department REPORT

December 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:

Spring 2026 *Reading Matters* (RM) newsletter

- Received, reviewed and provided input to Paul's first draft of spring programs.
- Reviewed and edited Paul's second draft of spring content; asked additional questions about the content; prepped a file for use in designing RM and for PS to enter into the Communico calendar.
- Planned and scheduled all RM production activities between Marketing and PS through February 2026.
- Began designing first draft.
- Asked for and received a Spanish translation for the Día de los Niños program in April.
- Asked for and received clarity on the inclusion of the ESL Conversation group program.

Event Publicity

- Submitted digital slides of select events to the Western DuPage Chamber for use in their electronic newsletters.
- Posted Winter Reading Challenge posters and flyers around the library.
- Provided YS with displays signs for WRC display.
- Updated WRC website section to reflect the upcoming challenge and linked documents.
- Reviewed list of requested publicity for spring events; asked for clarification from PS on a few items and added a few additional programs that historically don't have good attendance.
- Had discussion with Julie and David about the type of design needed to apply to three large FanCon/March Madness Fandom brackets.

Content Development/Review

- Created social media and eNews messaging with the Fall Back Reading Challenge statistics, grand prize winners and popular titles; asked for and received some additional details from PS.
- Created, recorded and edited a video with a To Be Read list theme to promote the Winter Reading Challenge; posted on social media.
- Recorded a video Taylor and Diana created about what librarians do when the library is closed. Reviewed the video that Taylor had edited and set to music, then dealt with several technical issues. Ended up adding a new music track to finalize the video to be able to post on social.
- Asked for and received a short content article from Paul about the upcoming addition of video games to our collection; will edit closer to live date when pending info becomes known.
- Briefly reviewed and responded to Tom's inquiry about an article he submitted regarding Genealogy Club.
- Briefly reviewed and discussed an article Paul submitted about database changes coming in January.

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

- Resolved MessageBee footer issue and uploaded graphic to promote winter RM.
- Updated and produced new Homebound Delivery rack cards to reflect new dates.

- Made an alignment tool out of magnet strips and an old binder for MaryKellie's use when placing stickers on collection items.
- Helped Kathy edit a video we took to promote WRC.
- Provided technical assistance to download a video Taylor had edited in a program we don't use normally use in the Marketing Department.
- Toured library with Kathy to audit signage placement and durability; will replace or create new after Kathy develops a plan.

Community Outreach

- Created a general library advertisement graphic for the City's website with specifications they provided. We will update this graphic at various times to promote high-profile events.
- Provided input to Paul and Miriam about ways People's Resource Center could help build an audience for their ESL Conversation classes they want to host at the library.
- City of Warrenville Merry Market 2025:
    - Planned and created an entire suite of signs and other publicity pieces, including a sandwich board, to announce our involvement in this event, the vendors in our building and some operational points. This came after many email exchanges with the City's communication contact.
    - Added Christmas lights that Ly supplied to the sandwich board and positioned outside the Stafford Place entrance prior to the event.
    - Took photos of vendors stationed at the library for use in social media.

Administrative/Miscellaneous

- Reminded all staff what signs should be used if the library has to close for a weather emergency or an unforeseen reason. Also reminded them where signs are located and how they should be applied to the entry doors.
- Searched for info and created a sign for the public about where other Scan machines are located in the area, as our scanner was out of service for several days and the Member Services Department kept getting questions.
- Toured library with David to audit signs, including in restrooms and staff areas; will devise a plan in January to replace, remove or add signs. Requested a circulation number for our CD player to determine if the sign posted with the music CDs letting public know we have a CD player is effective, which apparently it is.
- Requested information about what should be communicated to our public about the new law re: NARCAN/opioid overdose reversal drugs and what signage is needed to publicize that product is available to the public.
- Worked with Mark and Paul to resolve issues accessing databases in the library.

Meetings/Webinars

Kathy:

- 12/9/25: Webinar: Creating an Internal Communication Plan
- 12/9/25: Management Team Meeting
- 12/10/25: Meeting with Diana to discuss transition to Outreach
- 12/11/25: Meeting with Paul and David to discuss spring RM content
- 12/11/25: Meeting with Jason to discuss Communico roles

David:

- 12/3/25: Communico: Challenges webinar
- 12/11/25: Meeting with Paul and Kathy to discuss spring RM content
- 12/11/25: Communico: Schedule webinar

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In December, updated the Homebound Delivery Services webpage with 2026 dates. Added and then removed a banner about phone outage once the situation was addressed. Added and then removed information about where other Scan services are located in the area because ours was out of service.

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.

- eNews (Constant Contact) stats:
  - Subscribers: 7,051
  - Average open rate: 50%
  - New Cardholders campaign—average open for 11 sends: 67%

Social Media activities related to managing Facebook and Instagram:
planning what events and resources are included; reviewing file photos, digital slides and video; taking photos and videos 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 tracking documents.
In December…

- On multiple days early in the month, took photos of staff wearing holiday apparel.
- Recorded short video of Jason wearing holiday apparel, inviting people to take the winter reading challenge.
- Took photos and a video of the Board of Trustees wishing people happy holidays.
- Took photos of Kyrie wearing holiday apparel holding a personalized book bag and wrote an accompanying description with a suggestion to register for the bag; resulted in 4 more registrations.
- Took photos and used photos other staff took of the Park District Holly Days Holiday Tree Showcase tree decorated by staff.
- Used photos Kyrie took to increase youth craft kit use.
- Used photos Miriam took of her Christmas Tree Countdown program.
- Used photos Taylor took of Miriam's empanada program with Chef Violeta in social; verified some content with Miriam to accompany the images.
- Social Media stats:
  - Facebook Followers: 2,185
  - Instagram Followers: 644

Popular FB post in December: 2,557 views; 76 reactions (likes, comments, shares)

13. PRESIDENT'S REPORT

Next Library Meetings or Events as of January 16, 2026

- 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

- Wednesday, April 15 at 6 pm
  Committee of the Whole (Budget) Meeting in Library Meeting Room

- Wednesday, April 15 at 7 pm
  Regular Board Meeting in Library Meeting Room

14. TREASURER'S REPORT

IL Funds Interest

- IL Funds – In December we made $6,036.04 in interest.

Tax Levy Income

There was some concern that we would be short on our tax levy income as we don't usually receive a disbursement in December, but this December we did receive a final $20,502.65 disbursement, which puts our tax collections comfortably at 99.93%.

2025 Investment Summary

In 2025, we took some small steps to expand our investment portfolio. We purchased some CDs through the Fifth Third Brokerage, and opened an account with IL Funds.

- **Fifth Third Bank** – While not as much as I'd hoped, I was able to get the bank to raise our interest rate from 1.1% to 1.89% in late 2024. With that, we earned a total of $18,185.02 in interest from our operating and corporate checking accounts. This is $14,388.79 less than 2024 because in the spring we moved much of our money to the following investments with higher interest rates.

- **Fifth Third Brokerage** – In February we purchased three, 3-month CDs, each earning a 4.35% interest rate. Our investment was $250,000 for each CD for a total of $750,000. For our 3-month investment we earned a total of $9,123.08.

- **IL Funds** – We opened an account in March with a starting balance of $250,000. We made several deposits (and a couple of withdrawals) over the year, and our balance as of December 31, 2025 was $1,807,473.72. The starting interest rate when we open our account in March was 4.44% and by December 31 it had dropped to 3.885%. Even with the dropping rates, over the course of the year, we earned $48,473.72 in interest through this investment.

- **Total Interest Earned in Calendar 2025 = $75,781.82**

- **Comparison** – While we earned $14,388.79 less than the previous year from our checking accounts, we earned a combined $57,596.80 from our Fifth Third CDs and IL Funds account, which for 2025 roughly puts us at a $43,208.01 increase over 2024.