



## Regular Meeting of the Board of Trustees

Wednesday, February 18, 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](mailto: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 January 21, 2026 Regular Board Meeting
  - p. 9 ..... b. Receive and file Financial Report for January 2026
  - p. 15 ..... c. Approve updated Policy #125 Credit Cards & Credit Accounts
8. Regular Agenda
  - p. 17 ..... a. Approve payments for the period of January 22 – February 18, 2026 **(ACTION)**
  - p. 19 ..... b. Approve transfer of funds **(ACTION)**
9. Unfinished Business

10. New Business

- p. 20 ..... a. Review updated Policy #110 Bylaws (**discussion**)
- p. 33 ..... b. Review updated Policy #371 Study Room (**discussion**)
- p. 37 ..... c. Review updated Policy #216 Homebound Delivery (**discussion**)
- p. 43 ..... d. Review updated Employee Handbook Section 3.8 Inclement Weather & Emergency Closings (**discussion**)
- p. 45 .... 11. Director's Report
- p. 48 .... 12. Department Head Reports
- p. 61 .... 13. President's Report
  - a. Next meetings or events
- p. 62 .... 14. Treasurer's Report
  - a. Donation
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- p. 63 .... 19. Closed Session as allowed by 5 ILCS 120/2(c)(21) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06." (**ACTION**)
- p. 64 .... 20. Discussion/action resulting from the above closed session – Determination to release or keep sealed closed session minutes and destroy closed session recordings as permitted (**ACTION**)
- 21. Adjournment (**ACTION**)



**Neighborhood Food Pantries @ Immanuel**

29 W 260 Batavia Road  
Warrenville, IL 60555

Dear Pantry Donor,

Thank you for making 2025 a record-breaking year of 37,347 pounds of food donated to the pantry at Immanuel. The donation of 5,178 pounds from the Warrenville Public Library in 2025 helped us to serve an average of 150 individual families each week. These food provisions went towards filling 675 shopping carts each month. Your donations enabled the pantry to furnish these families with nutritious food to help meet their basic needs.

Food donations from the community are an essential addition to what we receive from the Northern Illinois Food Bank and grocery stores. That we have always had enough food for everyone who comes each week is a testament to the generosity of the Library's patrons and others in the community.

The pantry also greatly appreciates the continuing provision of space for the collection of the community's donated food.

Thank you once again for helping us to meet some of the nutritional needs of families in the Warrenville area.

With grateful hearts,

The Staff and Volunteers of NFP@Immanuel



**Minutes of the Regular Meeting  
of the Board of Trustees**  
Wednesday, January 21, 2026

1. Call to order – Trustee Stull called the meeting to order at 7:04 p.m.
2. Roll Call – Trustee Stull called roll call

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

ABSENT: Trustee Pyszka

ALSO ATTENDING: Executive Director Jason Stuhlmann, Assistant to the Executive Director Jackie Davis, Member Services Manager Laurie Rex, Marketing and Communications Manager Kathy Gaydos, Cataloging and Acquisitions Manager MaryKellie Marquez, HR Manager Ian Stevens

3. Approval of the Agenda

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

*Roll call vote:*

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

*Nays – none*

*Absent - Pyszka*

*Motion carried*

4. Presentations – none
5. Public comments – none
6. Correspondence – Director Stuhlmann stated a thank you from the Warrenville Food Pantry was received for the 1,454 pounds of food that was collected at the Library.

A thank you for a donation to the Cancer Society in memoriam for Trustee Stull's mother was received.

7. Consent Agenda

Trustee Schmidt read the consent agenda as follows:

- a. Approve Minutes of the December 10, 2025 Regular Board Meeting
- b. Receive and file Financial Report for December 2025
- c. Approve updated Policy #111 Remote Attendance & Participation

d. Approve updated Collateral Agreement's Certificate of Authorized Persons

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Psyzka*

*Motion carried*

3. Regular Agenda

a. Approve payments for the period of December 11, 2025 – January 21, 2026

*MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$104,725.19 for the period of December 11, 2025 through January 21, 2026 including electronic payments and checks #10905 through #10952. Trustee DuRocher seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent: Psyzka*

*Motion carried*

b. Approve transfer of funds

*MOTION: Trustee Lezon moved to transfer \$200,000 from commercial checking to operating checking account. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Psyzka*

*Motion carried*

4. Unfinished Business - none

5. New Business

a. Review new Policy #112 Public Comment

- Director Stuhlmann stated due to issues at other libraries over the past five years, he created a whole new policy to cover everything.
- The time limit per speaker will be 3-minutes with an overall limit of 30 minutes for public comments.
- Director Stuhlmann will have the library's attorney review this policy.
- This will be on the consent agenda for approval at the February board meeting.

b. Review updated Policy #125 Credit Cards & Credit Accounts

- Director Stuhlmann stated this policy did not need much updating. Position titles and a few details were added.
- This will be on the consent agenda for approval at the February board meeting.

c. Review updated Policy #120 Purchasing & Contracts

- Director Stuhlmann changed the name from Purchasing & Contracts to Bids & Contracts.
- Two new sections were added - Bidding Requirements and Bidding Exceptions.
- Prevailing Wage was added to the contract language.
- This will be on the consent agenda for approval at the February board meeting.

d. Review new Policy #122 Sale or Disposal of Surplus Property

- Director Stuhlmann stated this had been included in the Purchasing & Contracts policy, however he feels it should be a separate policy.
- Very few changes were made.
- This will be on the consent agenda for approval at the February board meeting.

e. Review updated Policy #135 Fund Balance

- Director Stuhlmann stated he believes three months' worth of projected operating expenditures is fairly standard.
- He stated once there is no budgeted deficit and the Special Reserve Fund has been replenished it would be healthy to raise the minimum target to five or six months.
- He asked if the Working Cash Fund could be dissolved since those funds are already comingled with the other funds. These funds would just be rolled over into the Corporate Funds which would make accounting much simpler.
- The Alba Lemos Gift Fund was depleted several years ago and has been removed from the policy.
- This policy will be on the regular agenda for the February meeting for approval.

f. Review updated Policy #130 Investment

- The library's auditor suggested this policy be reviewed and updated.
- The delegation of authority was previously the Treasurer. Since the director manages the investments, he updated this to read Executive Director under the direction of the Board and Treasurer.
- The Board was in agreement that collateralization be 105%.
- This will be on the consent agenda for approval at the February board meeting.

g. Review new Policy #325 Lost, Found & Unclaimed Property

- This is a new policy as the library did not have anything covering lost and found items.
- After discussion, the Board asked that the sentence "Items not claimed within 30 days become Library property" be removed.
- This will be included on the consent agenda for the February meeting for approval.

h. Review new Policy #445 Medical Emergency

- Due to the new AED device and supply of Narcan in the library, Director Stuhlmann felt this policy was needed.
- The policy covers First Aid, AED Device and Anti-opioids.
- Director Stuhlmann will have the library's attorney review.
- This will be included on the consent agenda for the February meeting for approval.

6. Director's Report

- Director Stuhlmann reminded trustees to complete their anti-harassment training by the end of January.
- Trustees are invited to attend the staff In-Service Day on March 6. The Fire Department will be giving CPR/AED and Stop the Bleed training in the morning. In the afternoon everyone is invited to attend a late luncheon at Eddie Merlot's.
- The practicum student from College of DuPage finished her training in December.
- Trustee Picha asked if he has received any information on the radon remediation. Director Stuhlmann stated he has not and will follow-up on this.

7. Department Head Reports – no questions

8. President's Report

- Next meetings or events  
Trustee Stull reported the upcoming meetings

9. Treasurer's Report - Trustee DuRocher stated the library earned a total of \$75,781.82 in interest in 2025.

10. Secretary's Report – Trustee Schmidt stated there was nothing to report

11. Committee Reports – none

12. Trustee Comments

- Trustee Schmidt thanked the staff who decorated the Library's Christmas Tree
- Trustee Picha stated the larger print in the board packet is great.

13. Items for information and/or discussion – none

#### 14. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the meeting at 8:27 p.m. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – 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**

**January 31, 2026**

WARRENVILLE LIBRARY INCOME LEVY	JANUARY 2026 LEVY EXT	FUND BALANCES					UNAUDITED FUND BAL 6/30/2025	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	PAGE 1 UNAUDITED CURRENT
		% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED								
CORPORATE	2,463,829	100.0000%	0	2,462,077	99.93%	955,809	(125,000)	10,573	159,679	225,649	1,562,716	1,889,849	
TOTAL TAX (LEVIED)	2,463,829	100.00%	0	2,462,077	99.93%	955,809	(125,000)	10,573	159,679	225,649	1,562,716	1,889,849	
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-	
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847	
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-	
SPECIAL RESERVE	-		0	-		356,715	125,000	-	-	-	30,964	450,751	
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-	
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-	
TOTAL	2,463,829	100.00%	0	2,462,077	99.93%	1,538,371	0	10,573	159,679	225,649	1,593,680	2,566,447	
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: January 31, 2026

Corporate Fund

	Corporate Fund Month Ended Jan 31, 2026	Corporate Fund 12 Months Ended Jun 30, 2026	Corporate Fund Budget	Variance	% of Budget
<b>Income</b>					
Taxes Levied	\$ 0.00	\$ 2,462,076.59	\$ 2,463,829.00	\$ 1,752.41	99.93 %
Copier	656.51	4,849.77	6,000.00	1,150.23	80.83 %
Extended Use Fees	10.00	25.00	0.00	(25.00)	
Fees	6.00	60.00	50.00	(10.00)	120.00 %
TIF Funds	0.00	70,255.00	75,000.00	4,745.00	93.67 %
Interest	6,603.67	56,115.32	40,000.00	(16,115.32)	140.29 %
Book Sales	8.00	92.00	250.00	158.00	36.80 %
Lost Books	567.44	2,076.38	2,500.00	423.62	83.06 %
Creator Cart	48.50	213.65	250.00	36.35	85.46 %
Gifts / Memorials	2,673.05	2,754.55	1,900.00	(854.55)	144.98 %
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 %
	<b>10,573.17</b>	<b>2,621,756.10</b>	<b>2,629,560.58</b>	<b>7,804.48</b>	<b>99.70 %</b>
<b>Expenses</b>					
Sal. - Administration	20,443.14	153,833.34	268,000.00	114,166.66	57.40 %
Sal. - Member Services	20,771.88	150,836.52	281,000.00	130,163.48	53.68 %
Sal. - Maintenance	2,954.64	21,620.03	38,000.00	16,379.97	56.89 %
Sal. - Marketing	9,939.00	74,542.64	130,000.00	55,457.36	57.34 %
Sal. - Public Services	42,226.46	306,883.28	546,000.00	239,116.72	56.21 %
Sal. - IT	5,070.00	38,041.90	66,000.00	27,958.10	57.64 %
Sal. - Technical Services	7,765.02	58,387.73	101,000.00	42,612.27	57.81 %
I.M.R.F. - Expense	9,758.96	71,424.21	136,000.00	64,575.79	52.52 %
Fica - Expense	7,920.14	59,016.24	109,000.00	49,983.76	54.14 %
Unemp. Comp.	15.82	260.93	1,025.00	764.07	25.46 %
Op - Mat'l Processing/Tech	335.93	3,246.47	9,800.00	6,553.53	33.13 %
Op - Mat'l Processing/Circ	808.00	2,008.40	3,450.00	1,441.60	58.21 %
Op - Postage	883.52	2,764.29	5,310.00	2,545.71	52.06 %
Op - Office Supplies	515.32	2,473.95	3,415.00	941.05	72.44 %
Op - Bank Fee's	28.23	480.88	1,300.00	819.12	36.99 %
Op - Automation Supplies	823.62	2,774.03	4,000.00	1,225.97	69.35 %
Op - Publishing	43.70	904.72	1,250.00	345.28	72.38 %
Equip. - Purchases	1,131.55	5,342.28	10,420.00	5,077.72	51.27 %
Equip. - Maintenance	18.37	165.76	500.00	334.24	33.15 %
Auto. - Software	52.98	7,728.60	22,425.00	14,696.40	34.46 %
Auto. - Purchases	0.00	138.36	3,000.00	2,861.64	4.61 %
Auto. - Maintenance	8,034.12	35,285.27	51,125.00	15,839.73	69.02 %
L. Ins. - Workmen's Comp	2,871.00	2,871.00	2,800.00	(71.00)	102.54 %
Ins. - Multi Peril Package	21,221.13	21,221.13	25,000.00	3,778.87	84.88 %
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	16,109.00	92,057.39	177,000.00	84,942.61	52.01 %
Pd - Recruiting	0.00	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	215.00	1,594.00	3,800.00	2,206.00	41.95 %
Pd - Staff / Meetings	(339.00)	4,224.21	21,640.00	17,415.79	19.52 %
Pd - Staff / Transportation	13.30	1,112.29	6,700.00	5,587.71	16.60 %
Pd - Trst / Dues	160.00	160.00	160.00	0.00	100.00 %
Pd - Trst / Mtgs	259.00	1,855.31	4,300.00	2,444.69	43.15 %
Pd - Trst / Transportation	0.00	160.41	1,575.00	1,414.59	10.18 %
Pd - Trustee Misc.	21.36	59.83	700.00	640.17	8.55 %
Cont. - Lawyer	0.00	675.00	3,500.00	2,825.00	19.29 %

See Accountants Compilation Letter

Meeting Packet - Page 11

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**

Period Ending: January 31, 2026

**Corporate Fund**

Cont. - Accounting	1,275.17	8,229.25	13,885.00	5,655.75	59.27 %
Cont. - Collection	19.70	206.85	500.00	293.15	41.37 %
Cont. - Audit	2,600.00	9,000.00	9,000.00	0.00	100.00 %
Cont. - Consultants	0.00	0.00	15,000.00	15,000.00	0.00 %
Lib. Mat. - Adult Books	2,099.41	17,182.98	52,500.00	35,317.02	32.73 %
Lib. Mat. - Youth Books	3,041.67	15,820.87	40,000.00	24,179.13	39.55 %
Lib. Mat. - Adult AV	1,387.50	8,591.50	15,000.00	6,408.50	57.28 %
Lib. Mat. - Youth AV	575.08	3,135.42	9,800.00	6,664.58	31.99 %
Lib. Mat. - EBooks	7,885.37	45,501.34	71,700.00	26,198.66	63.46 %
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	0.00	26,156.65	28,293.00	2,136.35	92.45 %
Ps - Programs Adult	512.44	5,537.91	12,400.00	6,862.09	44.66 %
Ps - Programs Youth	530.97	4,092.50	12,000.00	7,907.50	34.10 %
Ps - Hotel/Motel	750.00	11,421.00	17,217.00	5,796.00	66.34 %
Ps - Refunds / Fines / Fees	0.00	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	108.00	2,038.00	12,500.00	10,462.00	16.30 %
Ps - Misc.	0.00	109.79	1,750.00	1,640.21	6.27 %
Maintenance	3,521.00	27,883.67	59,020.00	31,136.33	47.24 %
Maintenance Supplies	43.15	528.53	2,200.00	1,671.47	24.02 %
Security	769.98	6,515.51	12,285.00	5,769.49	53.04 %
Gas	956.98	2,806.27	7,000.00	4,193.73	40.09 %
Snow Removal	11,260.00	11,260.00	21,000.00	9,740.00	53.62 %
Hvac	1,573.14	4,519.85	17,000.00	12,480.15	26.59 %
B & M - Water / Sewer	169.30	1,264.83	2,000.00	735.17	63.24 %
Electricity	3,773.40	30,363.01	46,000.00	15,636.99	66.01 %
Telephone	1,632.69	8,290.47	15,000.00	6,709.53	55.27 %
Janitorial Supplies	426.86	2,267.46	4,700.00	2,432.54	48.24 %
B & M - Landscape Maint	666.09	7,103.75	15,568.00	8,464.25	45.63 %
Debt Repayment	155,000.00	155,000.00	155,000.00	0.00	100.00 %
Debt Certificate Interest	(155,000.00)	8,208.75	14,876.00	6,667.25	55.18 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	<b>225,649.09</b>	<b>1,562,715.85</b>	<b>2,764,317.00</b>	<b>1,201,601.15</b>	<b>56.53 %</b>

See Accountants Compilation Letter

Meeting Packet - Page 12

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**  
**Period Ending: January 31, 2026**  
**Special Reserve Fund**

	Special Reserve Fund Month Ended Jan 31, 2026	Special Reserve Fund 12 Months Ended Jun 30, 2026	Special Reserve Fund Budget	Variance	% of Budget
<b>Income</b>	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Equip. - Purchases	\$ 0.00	\$ 0.00	\$ 40,000.00	\$ 40,000.00	0.00 %
Auto. - Purchases	0.00	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 %
	<u>0.00</u>	<u>30,964.27</u>	<u>170,700.00</u>	<u>139,735.73</u>	<u>18.14 %</u>

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**

Jan 31, 2026

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	233,130.05
Fifth Third 8004	525,738.74
Illinois Funds 1260	<u>1,813,348.29</u>

2,572,702.08

General Fixed Assets	<u>\$ 5,235,092.00</u>
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<b>TOTAL ASSETS</b>	<b><u><u>\$ 7,807,794.08</u></u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>6,252.34</u>
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6,252.34

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,270,000.00</u>
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1,276,252.34

**EQUITY**

Fund Balance	<u>\$ 6,531,541.74</u>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$ 7,807,794.08</u></u></b>
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## CREDIT CARDS & CREDIT ACCOUNTS POLICY (#125)

### 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 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 Assistant to the Executive Director.

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

Executive Director	up to \$5,000
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 their 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 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 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 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 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 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 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 Assistant to the Executive Director will maintain a list of all business accounts and the staff members who are authorized to use them.

Adopted 1/18/2012 | Revised 2/18/26

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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

**8a. REGULAR AGENDA**

Approve payments for the period of January 22 – February 18, 2026  
**(ACTION)**

A partial bill list (bills received as of February 13, 2026) is attached. An updated bill list which includes bills received through February 18 and a suggested motion will be provided at the Board Meeting.

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**January 22 - February 18, 2026**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
02/18/2026	10953	Accounting Services, Inc.	-632.00
02/18/2026	10954	Andertoons, LLC	-350.00
02/18/2026	10955	Bayscan Technologies	-232.00
02/18/2026	10956	Cavendish Square	-186.03
02/18/2026	10957	Central Technology	-2,237.22
02/18/2026	10958	Cintas Fire Protection	-1,294.79
02/18/2026	10959	Demco	-280.22
02/18/2026	10960	Direct Energy Business	-3,202.12
02/18/2026	10961	Graba2s Inc.	-210.00
02/18/2026	10962	Ingram Library Services	-8,973.08
02/18/2026	10963	Kenny-Sumrak, Kyrie	-40.83
02/18/2026	10964	Konica Minolta Business Solutions	-32.32
02/18/2026	10965	Kurtis, Julie	-43.63
02/18/2026	10966	Libraria	-1,796.62
02/18/2026	10967	Library Ideas, LLC	-54.52
02/18/2026	10968	LIMRICC Purchase of Health Insurance Prog	-22,393.81
02/18/2026	10969	Lucero, Christopher	-100.00
02/18/2026	10970	Michelle Wilson	-200.00
02/18/2026	10971	Midwest Tape	-26.48
02/18/2026	10972	Midwest Tape	-4,033.49
02/18/2026	10973	Midwest Tape	-882.85
02/18/2026	10974	Naperville Area Humane Society	-25.00
02/18/2026	10975	NextEra Energy Services Midwest, LLC	-1,243.27
02/18/2026	10976	Playaway Products LLC	-740.31
02/18/2026	10977	Reaching Across Illinois Library System	-385.00
02/18/2026	10978	Service Master Commercial Cleaning	-2,849.00
02/18/2026	10979	Smart Apple Media	-180.84
02/18/2026	10980	Unique	-78.80
02/18/2026	10981	Warrenville Historical Society	-25.00
02/18/2026	10982	Wheaton Park District	-68.00
02/18/2026	10983	Wilson, Amanda	-84.39
02/02/2026	Electronic	Warrenville, City of	-169.30
02/11/2026	Electronic	Chase Ink	-2,987.28

-56,038.20

**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 updated Policy #110 Bylaws (**discussion**)

The Bylaws were last reviewed in 2011.

#### Updates

Basic updates:

- Updated Library Director to Executive Director
- Updated he/she to they

Other updates:

- Article 3: Mission & Goals
  - Updated with the new Vision and Mission statements that the Board approved in 2025.
  - Added a couple words here and there.
  - Section 4e – I'm having trouble deciphering this statement. Any insight as to what this statement means?
  - Section 5 – I updated this to be strategic planning review to be a ranger of 3-5 years to give us some flexibility.
- Article 4: Membership
  - I tweaked some wording.
  - Added Section 4 about vacancies. This seemed relevant since we had to fill a vacancy last year.
- Article 5: Officers and duties
  - Just minor wording tweaks.
- Article 6: Books of record, audit, fiscal year, bond
  - Section 1 – I added policies in addition to the financial statements
  - Section 2 – I added that the auditor identifies our overall financial position
  - Section 4 – Because we don't currently do a bond but instead have an additional Crime policy through our insurance, I updated this section to reflect that option and what we're actually doing.
- Article 7: Meetings
  - While it feels redundant, anywhere that mentioned statutes I updated to specifically reference the Open Meetings Act.
  - Section 2 – I updated this to reflect the fact that we usually meet earlier in December.
  - Section 6 – This mentioned quorum, so I added why a quorum is needed.
  - Section 12 – I struck out most of this as we are making this its own separate policy.
- Article 8: Closed Meetings

- Section 1 – Added a clarifying statement.
- Section 2 – Added in information about reviewing minutes and destroying recordings.
- Article 9: Committees
  - Section 2 referenced a Finance Committee. I'm assuming this was replaced with the Committee of the Whole, so I updated the text. Is there anything else you want to say here?
- Article 10: Procedures
  - I added in a statement at the start to give you a little flexibility in determining the agenda.
  - I updated this per our discussion in November.
    - Regular Business can be rolled into the Consent Agenda
    - I struck out Unfinished and New Business and replaced them with Action and Discussion Items.
    - I removed Items for discussion as this would fall under the newly added Discussion Items.
- Article 11: Executive Director
  - There was a statement that read: "The Director may hire other employees deemed necessary by the Director, fix their compensation, and remove those employees, subject to the approval of the Board." I have struck out "subject to the approval of the Board" as that indicates that I cannot hire or fire anyone without your approval. How I understand it, and as we have been operating, you hire the director and the director hires/manages the staff, and that you are happy with this setup. But I once again just wanted to clarify this point because of how it was written in the Bylaws.
- Article 12: Amendment of Bylaws
  - I just updated this to say we'll review every 3 years instead of 4. Though given our growing stable of policies, maybe 4 is more realistic? But I think generally the standard is that all policies should be reviewed every 3 years.
- Article 15: Ethics Statement
  - The American Library Trustee Association is now United for Libraries, and ALA's website has a new code of ethics., which I have added. But, I thought the old code of ethics still sounded good. Would you like both sets of ethics included, just the old, just the new, or shall we combine/pare them down to make our own list?



**POLICY #110  
BY-LAWS OF THE WARRENVILLE PUBLIC LIBRARY  
DISTRICT BOARD OF LIBRARY TRUSTEES**

Added text

Removed text

Items for question

**ARTICLE I:  
NAME**

The name of this organization shall be the Board of Library Trustees of the Warrenville Public Library District of Illinois, being a unit of local government organized February, 1979.

**ARTICLE II:  
GENERAL PROVISIONS**

SECTION 1: These rules, adopted pursuant to the provisions of the Public Library District Act, 75 ILCS 16/1-1 *et seq*, are intended to set out the duties of the Board of Library Trustees (the Board), provide procedures by which meetings of the said Board are to be conducted, set out methods by which the business of the Board is to be carried on, to specify the powers and duties of the **Library Executive** Director (Director) of the Warrenville Public Library District (Library), and to provide other general rules relating to the government of the Board.

SECTION 2: These rules are supplementary to the provisions of the Statutes of the State of Illinois as they relate to the procedures of the Board.

SECTION 3: Any Trustee who has any interest of a personal nature in a matter before the Board shall not vote thereon and shall remove himself or herself from any meeting or hearing at which said matter is under consideration.

SECTION 4: The office of the Board shall be located at the Library, 28W751 Stafford Place, Warrenville, Illinois 60555.

SECTION 5: The Board shall have the authority necessary to carry out the spirit and intent of the Public Library District Act.

## ARTICLE III MISSION AND GOALS

### SECTION 1: ~~Mission~~ Vision Statement

Creating a connected and informed community that celebrates knowledge, diversity and fun.

### SECTION 4 2: Mission Statement

~~It is the mission of the Warrenville Public Library District to collect, organize and make available the representative records of humanity's actions, concerns and aspirations. It exists for the common good to support a literate and informed citizenry.~~

Provide a welcoming, safe space where the community can find diverse resources for learning and discovery and be able to connect with each other through engaging spaces, programs, services and outreach.

SECTION 2 3: In 2004, the Board adopted a set of Principles of Professionalism to serve as a framework for the mission, goals and governance of the Library. The Principles of Professionalism (in no particular order) are:

- a. Accountability (Confidentiality, Dedication to the Library Vision and Mission Statements, Direction, Stewardship)
- b. Integrity (Commitment, Loyalty to the Organization, Principle-based)
- c. Teamwork (Collaboration, Flexibility, Open Communication, Open-mindedness, Recognition, Relaxed but Businesslike Attitude, Respect)
- d. Customer Service Orientation (Hospitable Atmosphere, Inclusiveness, Information-orientation, Responsive Service)

### SECTION 3 4: Goals

Within the context of the Principles of Professionalism, the goals of the Warrenville Public Library District are:

- a. To make library services available for every citizen in the Warrenville Public Library District.
- b. To provide an adequate and competent staff.
- c. To provide an adequate stock of books and other materials sufficient in size and varied in kind and subject matter to satisfy the recreational, educational and cultural needs of the area community.
- d. To foster the responsible, economic and efficient utilization of public funds.

- e. To promote the full utilization of local pride, responsibility, initiative and support of library service.
- f. To investigate, solicit and make use of other appropriate sources of funding as a supplement to local support.

SECTION 4 5: The Library Board will engage in strategic planning which specifies strategic priorities, goals and objectives. These priorities, goals and objectives will be reviewed and revised at least every 3-5 years.

#### ARTICLE IV MEMBERSHIP

SECTION 1: The Library shall be governed by a seven (7) person Board of Library Trustees. Trustees shall be elected at large to serve for six (6) year terms as provided by statute (75 ILCS 16/30-10). All Trustees shall have one vote on the Board.

SECTION 2: The Board shall be elected at large in a regularly scheduled election by all voters residing in the Library District and their terms shall be staggered. Any resident of the Library District is eligible to run for the Board upon compliance with State Election Law procedures.

SECTION 3: Elections shall be held biennially in each odd-numbered year on the date specified by state election laws.

SECTION 4: The board will declare a vacancy on the board when a trustee resigns or is unable to serve; fails, neglects, or refuses to discharge any duty imposed upon them by the Public Library District Act; becomes a non-resident of the library district; or fails to pay library taxes levied by the library district. The board may request the resignation of any trustee who is absent six times in a calendar year.

Vacancies on the board shall be filled in the manner described by statute (75 ILCS 16/30-25), i.e. by appointment by a majority vote of the remaining trustees for the remainder of the term until the next regular library election.

#### ARTICLE V OFFICERS AND DUTIES

SECTION 1: The Officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer.

SECTION 2: The Board shall elect a President, Vice-President, Secretary and a Treasurer from among its members. Elections Each of the said Officers shall be elected occur during odd-numbered years at the first regular meeting of the Board after May 1 or within sixty days following the canvass of returns from the general election at which the Trustees are elected.

Each Officer shall serve a term of two years and until their successors are duly elected and qualified. If a vacancy occurs in any of the said Officers, the vacancy shall be filled by a Board appointment for the balance of the term. The Officers of the Board shall not serve more than two consecutive two-year terms in any one office nor shall any Trustees hold more than one office at a time.

SECTION 3: The President shall supervise the affairs of the Board. ~~He or she~~ The President shall preside at all meetings of the Board, and shall appoint such committees and subcommittees as may be necessary to carry out the purpose of the Board. The President shall be an ex-officio member of all committees and subcommittees.

SECTION 4: The Vice-President, in the absence of the President, shall preside at the meetings, perform all duties and responsibilities of the President and be the recipient of all the powers of the President. Any official business may be conducted when a Board meeting is chaired by the Vice-President or a temporary chairman.

SECTION 5: The Secretary shall keep and maintain appropriate permanent records for ~~his/her~~ their term in office. ~~He or she~~ The Secretary shall make certain that a written record and permanent minutes of the Board's proceedings, the names of those in attendance, resolutions, rules and regulations adopted, and all other pertinent written matter as affect the operation of the Library, are kept on file and made available for inspection by the public where allowed.

SECTION 6: The Treasurer shall keep and maintain accounts and records of the Library during ~~his/her~~ their term in office. The Treasurer shall review and recommend for approval by the Board, all payment vouchers for purchases of books, payroll expenses and other expenses for the Library.

All Trustees and the Director are authorized to disburse funds and sign checks. Two signatures are required on all checks. In the absence of the Treasurer, or ~~his or her~~ their inability to serve, the President, Vice-President or Secretary may perform the duties of the Treasurer. The Treasurer shall report monthly to the Board on the financial and investment status of the Library. All investments are to be made according to the Library's Investment Policy. The Treasurer, in the absence of the President, Vice-President and Secretary, is empowered to perform all the duties and responsibilities of the President.

**ARTICLE VI**  
**BOOKS OF RECORD, AUDIT, FISCAL YEAR, BOND**

SECTION 1: Books and Records

The Board shall keep:

- a. Records of all proceedings of the Board and Committees; ~~and~~
- b. All financial statements **and policies** of the Library; ~~and~~
- c. Bylaws of the Board and all amendments and restatements; and
- d. Other records and books of account necessary and appropriate to the conduct of Library business.

SECTION 2: Audit

An audit for each fiscal year shall be conducted by an accountant licensed to practice public accounting under the laws of the state. The audit shall certify for the fiscal year just ended: (1) total cash receipts from all sources; (2) total disbursements; ~~and~~ (3) discrepancies; **and (4) identify the overall financial position of the Library.**

SECTION 3: Fiscal Year

The Fiscal Year of the Library will be from July 1 to June 30 of each year.

SECTION 4: Bond

The Treasurer shall give bond to the Library to faithfully discharge the duties of his office and to account to the Library for all Library funds coming into his hands and which bond shall be in such amount and with such sureties as shall be approved by the Board. The amount of the bond shall be based upon a minimum of ~~50%~~ **10%** of the total funds received by the Library in the ~~last~~ previous fiscal year. Cost of the surety bond shall be borne by the Library.

**As an alternative to a personal bond on the Treasurer, the Treasurer may secure for the Library an insurance policy or other insurance instrument that provides coverage for negligent and intentional acts by library officials and employees that could result in the loss of library funds in an amount at least equal to 10% of the average amount of the library's operating fund from the prior 3 fiscal years.**

## ARTICLE VII MEETINGS

SECTION 1: The Board shall meet at least 11 times a year to conduct the business of the Library. Regular monthly meetings of the Board shall be held in the Library or locations properly noticed by the Board and ~~according to state statutes~~ in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 *et seq*).

SECTION 2: The regular meetings of the Board shall typically be held at 7:00 pm on the third Wednesday of the designated month. December's meeting shall be held on the second Wednesday. In the event the third Wednesday falls on a holiday, the regular meeting will be rescheduled as agreed upon by the Board.

SECTION 3: The date, place or time of a particular meeting may be changed ~~as provided in applicable statutes~~ in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 *et seq*).

SECTION 4: Special meetings may be called by the President, Secretary, or by any four Trustees.

SECTION 5: All meetings of the Board shall be open to the public and be conducted in accordance ~~with applicable statutes~~ with the Illinois Open Meetings Act (5 ILCS 120/1 *et seq*).

SECTION 6: A quorum of the Board must be physically present for a meeting to occur. A quorum of the Board shall consist of four Trustees. All motions shall be decided by a majority vote of the Trustees present.

SECTION 7: Trustees unable to attend a meeting in person may attend remotely via audio or video conference in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 *et seq*). Please refer to Policy #111 Remote Attendance & Participation.

SECTION ~~7~~ 8: Robert's Rules of Order shall govern the deliberations of the Board, except when such rules are in conflict with any of the rules provided herein.

SECTION ~~8~~ 9: The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the Trustees present at any meeting.

SECTION ~~9~~ 10: An agenda for each regular meeting of the Board shall be prepared by the Director in cooperation with the President preceding such meeting. Trustees who wish to have items placed on the agenda must notify the Director or the President on or before 12:00 noon the Wednesday preceding such regular meeting. Items for discussion only may be added to the agenda at the start of the meeting at the request of the Director or any Trustee upon majority approval of those Trustees present.

SECTION ~~10~~ 11: Within ten days after the beginning of each calendar year, the Board shall list its regular meetings and post a copy of the notice at the principle office of the Board (Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555). Notice of

meetings shall be announced in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 *et seq*).

SECTION 11 12: Visitors are welcome at all meetings of the Board of Trustees and its committees. Anyone who wishes to address the Board during Public Comments **should consult Policy #112 Public Comment.** ~~must fill out a sign-up sheet prior to the start of the meeting. Speakers are limited to three minutes. The Board requests that a group appoint one speaker to present the views of the entire group. Speakers will state name and address before addressing the Board. 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.~~

## ARTICLE VIII CLOSED MEETINGS

SECTION 1: **All meetings are open to the public, with the exception of closed sessions.** The Board may adjourn to a closed meeting to discuss matters as permitted by the Open Meetings Act **(5 ILCS 120/1 *et seq*).**

No final action may be taken at a closed meeting.

SECTION 2: Minutes must be kept of closed meetings as well as a verbatim record of all closed meetings in the form of an audio or video recording.

**The Board shall review, semi-annually, all minutes and recordings of closed sessions and subsequently make a determination and report in an open session that:**

- 1. The need for confidentiality still exists as to all or part of those minutes and recordings and so therefore will remain closed to the public; or**
- 2. That the minutes or recordings or portions thereof no longer require confidential treatment and therefore can be made available for public inspection.**

**A verbatim record may be destroyed no less than 18 months after the completion of the meeting recorded but only after (1) the public body approves the destruction of said recording; and (2) the public body approves minutes of the said closed meeting.**

~~The minutes shall be made available to the public "only after the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential".~~

SECTION 3: Procedures for a "Closed Meeting"

At a public meeting properly called with appropriate notice and quorum present:

- a. There must be a citation of the specific exception permitting a closed meeting.

- b. A roll call vote must be taken on the motion for a closed meeting with a majority required to close the meeting; voting must be recorded in the minutes.
- c. Only topics specified in the vote for a closed meeting may be considered in the closed meeting.

Subjects which may be discussed in closed meetings may be discussed, at the Board's discretion, in open session.

## ARTICLE IX COMMITTEES

SECTION 1: The President shall appoint standing committees for two-year terms at ~~his/her~~ **their** discretion. The terms of all committees shall be concurrent with the terms of the Officers. Ad-hoc committees may be appointed by the President and shall serve until the completion of the work for which they were appointed within the term of the current President. The duties of each committee shall be such as associated with its name, or as shall be assigned to it by action of the Board. All committees are responsible to the Board and will report to the Board on a timely basis.

SECTION 2: All Trustees are members of the **Finance** Committee **of the Whole**. ~~The Treasurer of the Board serves as Chairman of the Finance Committee.~~

SECTION 3: The President and the Director shall be ex-officio members of all committees.

SECTION 4: Each committee shall take its recommendations to the Board for action.

## ARTICLE X PROCEDURES

SECTION 1: The order of business at all regular meetings shall be as follows, **unless otherwise determined by the Board**:

1. Call to order
2. Roll Call
3. Approval/Changes to the agenda
4. Presentations
5. Public Comments
6. Correspondence
7. Consent Agenda
- ~~8. Regular Agenda~~
- ~~9. Unfinished Business~~
- ~~10. New Business~~
- 11. Action Items**
- 12. Discussion Items**
13. Director's Report

14. Department Head Reports
15. President's Report
16. Treasurer's Report
17. Secretary's Report
18. Committee Reports
19. Trustee Comments
- ~~20. Items for information and/or discussion~~
21. Closed Session
22. Action resulting from closed session
23. Adjourn

SECTION 2: Any item preliminarily placed on the consent agenda may be removed upon the request of any Trustee.

SECTION 3: The order of business can be changed at any given meeting by a vote of the Board at "Approval/Changes to Agenda."

SECTION 4: Privilege of calling for a roll call vote may be exercised by any Trustee.

SECTION 5: No vote or action of the Board shall be rescinded at any special meeting of the Board unless there be present at such special meeting as many members of the Board as were present at the meeting when such vote or action was taken.

## **ARTICLE XI** **LIBRARY EXECUTIVE DIRECTOR**

The Director shall administer the policies adopted by the Board. The Director shall be the Chief Administrative Officer of the Library. The Director shall attend all Board Meetings except those at which ~~his/her~~ **their** appointment, dismissal or salary is to be discussed or decided, but ~~he or she~~ **they** shall have no vote. The Director shall submit to the Board monthly reports on the operation of the Library and shall recommend to the Board such policies and procedures as, in the opinion of the Director, will promote the efficiency of the Library in its service to the people of the Library District. ~~He or she~~ **They** shall certify to all bills and money expended, and shall be responsible for the maintenance and care of all Library properties and the routine expenditures for such purposes. The Director may hire other employees deemed necessary by the Director, fix their compensation, and remove those employees, ~~subject to the approval of the Board.~~ ~~He or she~~ **The Director** shall have the power to expend funds as specified in the working budget.

## **ARTICLE XII** **AMENDMENT OF BYLAWS**

SECTION 1: The Board may amend these bylaws to include or omit any provision which could be lawfully included or omitted. Any number of amendments, or an entire revision or restatement of bylaws may be submitted and voted upon at a single meeting of the Board and be adopted at such meeting a quorum being present, upon receiving the affirmative vote of not less than four Trustees. However, amendment of Article III (Mission and Goals) of these bylaws may be made only with the unanimous approval and resolution of all Trustees.

SECTION 2: These Bylaws shall be reviewed at least every ~~four~~ **three** years.

SECTION 3: If any provision of these Bylaws is held invalid, such invalidity does not affect other provisions or applications of these provisions.

### **ARTICLE XIII GIFTS**

The Board may, at its discretion, accept gifts, donations, or endowment funds for the Library.

### **ARTICLE XIV BOOK SELECTION AND PURCHASING LIBRARY MATERIALS**

The selection of all Library materials in all formats, including books, periodicals, sound recordings, video recordings, electronic resources, pictures, pamphlets, etc. shall be the responsibility of the Director. All members of the Board shall affirm their support of the **American Library Association's** Library Bill of Rights and ~~the~~ Freedom to Read Statement.

### **ARTICLE XV ETHICS STATEMENT FOR TRUSTEES**

The Board subscribes to the following code of ethics, approved by the Public Library Association and American Library Trustee Association Boards of Directors in July 1985 and amended in 1988 and 1989.

- a. Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- b. Trustees must avoid situations in which personal interests might be served for financial benefits gained at the expense of library users, colleagues, or the situation.
- c. It is incumbent upon any Trustee to disqualify himself or herself immediately whenever the appearance or a conflict of interest exists.
- d. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- e. A Trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- f. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

- g. Trustees who accept appointment to a Library Board are expected to perform all of the functions of Library Trustees.

The Board also subscribes to the following code of ethics, approved by American Library Association's United for Libraries (formerly the Association for Library Trustees and Advocates):

- Board members and employees should uphold the integrity of the Warrenville Public Library District and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as, being in conflict with the best interests of the Warrenville Public Library District.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Warrenville Public Library District to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

(End of By-laws)

Approved: 4.16.1997

Revised: 2.19.2003, 6.15.2005, 12.16.2007, 8.20.2008, 1.19.2011, 3.18.2026

## **10b. NEW BUSINESS**

### **Review new Policy #371 Study Rooms (discussion)**

This policy was last reviewed in June 2025.

#### **Quick Update**

We recently had some confusion around the room capacity of our study rooms. The only place that room capacity appears to be mentioned is on the spreadsheet we use to manage the study room reservations. To make sure that all staff and members are on the same page, it seemed worth adding the room capacities to the policy, just like we have listed in the Meeting Room Policy.

To similarly match the Meeting Room Policy, I've also added the equipment available in the study rooms.

If the Board approves of the changes, then we can add this to the Consent Agenda for approval in March



## **STUDY ROOM POLICY**

Policy #371 – Revised & Approved 6/18/25

### **I. PURPOSE**

The Study Rooms in Adult and Youth Services are intended for use by individuals or small groups. This policy provides guidelines for advance reservations and walk in use.

### **II. ENDORSEMENT**

Use of a Study Room by outside groups/organizations does not constitute the Library's endorsement of viewpoints expressed by participants. No advertisement or announcement implying such endorsement will be permitted.

Any flyer, brochure, or press release announcing an event or meeting in a Library Study Room must include the following statement: "Sponsored by (name of organization). This program/meeting is neither sponsored nor endorsed by the Warrenville Public Library District."

### **III. FEES**

There is no fee to use a Study Room.

### **IV. RESERVATIONS AND SCHEDULING**

- A. Must be 8 years or older to make a reservation. This is in accordance with Library Use Policy (No. 320).
- B. A Study Room may be reserved for use only during the hours that the Library is open for public service.
- C. Advance Reservations
  - Warrenville Library members may reserve Study Rooms up to 7 days in advance through the Library's website, visiting in person, or by phoning either the Adult or Youth Services Desks.
  - All other visitors may make same day reservations in person or by phoning either the Adult or Youth Services Desks.
- D. Walk-in Reservations
  - Depending on availability, Warrenville Library members and all other visitors may make a walk-in reservation for immediate use.

- E. Reservations are allotted in 15-minute increments, with a maximum reservation time of 3 hours. However, time may be extended beyond the reserved time if the Study Room has not been reserved or requested by another user.
- F. To ensure a fair distribution of rooms among library visitors, there is a general limit of 1 reservation (advance or walk-in) per day, though if there are no advance reservations and no first-time walk-ins waiting, an individual wishing to use a Study Room a second time in the same day may be allowed to do so.
- G. Reservations will be held for 10 minutes after which time the reservation will be forfeited.
- H. Study Room users must vacate prior to the next advance reservation or within 10 minutes of the arrival of a walk-in reservation.
- I. The Library may reserve a Study Room at any time for meetings or programs sponsored or co-sponsored by the Library.

#### V. ROOM CAPACITIES AND INCLUDED EQUIPMENT

All Study Rooms are equipped with a whiteboard, dry erase markers and erasers (except YS Study Room 3); a TV monitor with HDMI cable for plugging in devices; and outlets for charging devices.

Maximum capacity of rooms may not be exceeded and takes into consideration the table and chairs in the room:

##### A. Youth Services

- YS Study Room 1 - 4 persons
- YS Study Room 2 - 4 persons
- YS Study Room 3 - 4 persons

##### B. Adult Services

- AS Study Room 1 - 3 persons
- AS Study Room 2 - 4 persons
- AS Study Room 3 - 6 persons

#### VI. OTHER RULES & RESTRICTIONS

- A. Users must abide by Policy No. 320 Library Use.
- B. Covered beverages are permitted. Food is not permitted in Study Rooms, but may be eaten in the designated areas of the library.
- C. Study Rooms must be left clean and orderly, including erased whiteboards.
- ~~D. Maximum Study Room capacity may not be exceeded.~~
- E. If a user has three or more no-shows in a four-week period, their reservation privileges will be suspended for three months.

- F. Equipment in a Study Room (HDMI cable, markers, etc.) may not be removed from the room.
- G. Furniture may not be added or removed from a Study Room except in special circumstances as directed by staff.
- H. Study Rooms are not soundproof or private. Use caution and consideration when displaying personal data on the TV screen or making private calls.
- I. The Library retains the right to monitor all activity in Study Rooms. Covering of the door and/or windows is not permitted.
- J. At the discretion of the Executive Director, Study Room privileges may be suspended for violation of this policy.

DRAFT

## **10c. NEW BUSINESS**

### **Review updated Policy #216 Homebound Delivery (discussion)**

This policy was created in 2022.

#### **Summary of Updates**

Taylor, who is in charge of the Homebound program, brought some updates to the policy, which Management Team reviewed. We rearranged things, so I am providing both the original and the new draft for easier reading.

Updates include:

- Updated the format
- Purpose
  - Redistributed a few of the points from the Purpose to other sections
  - Updated language from “problems” to “limitations”
- Eligibility & Registration
  - Reworked this section to have the flow of what they need to apply, how to apply, and then follow up info for the first visit
- Materials Available for Delivery
  - Added points originally in the Purpose
  - Expanded the list of items available for delivery
  - Added details about how an individual can request items
  - Added details about the delivery process

If the Board is happy with the changes, then we can approve this update in March.



## HOMEBOUND DELIVERY POLICY (#216)

### Purpose

Homebound Delivery is a service available to eligible residents of the Warrenville Public Library District (WPLD) who are confined to their residence temporarily or permanently due to illness, disability or mobility limitations that prevent them from visiting the library.

### Eligibility & Registration

To register for Homebound Delivery services, individuals must:

1. Have a valid WPLD resident library card;
  - a. If a library card is needed, a library card application must be completed and proof of identity and residency provided;
2. Complete a Homebound Delivery application; and
3. Provide a secondary contact in case the applicant cannot be reached.

Individuals may complete the Homebound Delivery application either:

1. Over the phone with the library's American Disabilities Act (ADA) Coordinator. To schedule a phone appointment, contact the ADA Coordinator at 630/393-1171 x 121 or [ada@warrenville.com](mailto:ada@warrenville.com); or
2. In person at the Member Services Desk. Individuals may apply themselves if able or have a secondary contact apply on their behalf.

If an applicant registers over the phone or has a secondary contact apply on their behalf, the following will be required of the applicant upon the first delivery:

1. Proof of identity;
2. Library card:
  - a. Showing of the applicant's library card; or
  - b. If receiving a new library card, recipient must verify and sign the library card application filled out on their behalf and provide proof of residency;
3. Verify and sign the Homebound Delivery application filled out on their behalf.

By registering for Homebound Delivery service, the applicant:

- Confirms they are confined to their residence and are unable to visit the library in person;
- Accepts responsibility for materials delivered to their residence and agrees to pay for lost, damaged and incomplete items;
- Acknowledges the service is limited to delivery and collection of library items;

- Authorizes the library to record their check out history and add a library email address to their account in order to manage holds placed on their behalf and to aid in selecting items;
- Agrees to maintain a safe and appropriate environment for delivery staff; and
- Authorizes the library to use the secondary contact information when the library is unable to contact or deliver items to the individual for three consecutive months.

An individual may cancel their Homebound Delivery service at any time by contacting the ADA Coordinator.

### **Available Materials and Delivery**

This service is limited to the delivery of up to 20 library items and does not include reference services, running errands or caretaking tasks. Items are delivered and collected by library staff on the first Saturday of each month, except for holiday weekends. The schedule of delivery dates will be maintained and communicated by library staff.

The following library materials are available through Homebound Delivery:

- Books, including Large Print
- DVDs
- Music CDs
- Books on CD
- Playaways
- Memory Care items

Members may request specific titles through the online library catalog or through contacting the library. Additionally, members may request that staff pick a set number of items for them each month based on preferences and information provided by the member.

Library staff will contact the member each month within seven days prior to delivery date to confirm the member or authorized individual will be home to receive the delivery. If library staff are unable to hand the delivery to authorized recipients or make any contact with the member, library staff will attempt to coordinate a follow up delivery to take place in the following week. If the member cannot be reached in person or over the phone for three consecutive months, the member's account will be blocked temporarily until the member or secondary contact can be reached.

### **Safety Expectations**

The library expects delivery recipients and delivery staff to mutually respect one another. Any safety concerns from either party should be reported directly to the Public Services Manager.

Delivery staff are expected to use their discretion to leave a residence or stop a delivery if they are made to feel uncomfortable or unsafe, or if the conditions of the residence are unsanitary or unsafe. This can include but are not limited to:

- Pets not confined (except for animals trained to assist a person with disabilities);
- Pathway to home is not clear (i.e., ice-covered walkway);
- Any person in the home
  - Is intoxicated or under the influence;
  - Is dressed inappropriately;
  - Uses abusive or obscene language, makes obscene gestures or displays obscene images;
  - Subjects delivery staff to harassment or discrimination;
  - Exhibits signs of illness that may jeopardize the health of the staff member and was not brought to the library's attention prior to the delivery.

### **Suspension & Termination of Homebound Delivery**

The library reserves the right to suspend or terminate homebound delivery at any time with or without cause.

Delivery staff may recommend the suspension or termination of homebound delivery to a member due to failure to abide by the safety expectations listed above or violation of the law or any other library policy. In such instances, a written report shall be made to the Public Services Manager and the Executive Director. The Public Services Manager will investigate the report and determine an appropriate course of action which may include a written warning, suspension or termination of the service or other consequence. The Executive Director will communicate any warning, suspension or termination in writing to the member. The decision to suspend or terminate homebound delivery may be appealed, in writing, to the library's Board of Trustees.

Adopted 8/17/2022 | Revised 3/18/2026

## **HOMEBOUND DELIVERY**

Homebound delivery of library items will be provided to eligible residents of the Warrenville Public Library District. This service is limited to delivery of library items and does not include other errands or caretaking tasks. Items will be delivered and collected by library staff on the first Saturday of each month, except for holiday weekends. A schedule of delivery dates will be maintained and communicated by delivery staff.

### **Eligibility & Registration**

Homebound delivery will be provided to individuals who:

- Have a valid Warrenville Public Library District card. (If an individual does not have a card, they will be required to complete an application on or before the date of their first delivery.)
- Are generally confined to their residence either temporarily or permanently due to: illness, disability or mobility problems that prevent the person from visiting the library.
- Are not currently suspended from the library because of a violation of the Library Use Policy.

Individuals may contact the Adult Services Department to sign up for homebound delivery. An agreement form must be completed to sign up for the service. By submitting the form, the individual:

- Confirms they are generally confined to their residence and are unable to visit the library in person;
- Accepts responsibility for materials delivered to their residence and agrees to pay for lost, damaged and incomplete items;
- Acknowledges the service is limited to delivery of library items;
- Authorizes the library to record their checkout history and add a library email address to their account in order to manage holds placed on their behalf and to aid staff in selecting items; and
- Agrees to maintain a safe and appropriate environment for delivery staff.
- May designate an alternate person to receive the delivery on their behalf.

An individual may opt out of the program at any time by contacting the Adult Services Department.

### **Materials Available for Delivery**

The following library materials are available through Homebound Delivery:

- Books, including Large Print
- DVDs
- Music CDs
- Books on CD

Borrowers may request specific titles. Library staff will also assist with the selection of items based on interests, favorite authors and other information provided by the borrower.

## **Safety Expectations**

The library expects the borrower and delivery staff to mutually respect one another. Concerns about delivery staff should be reported by the borrower to the Public Services Manager. Library staff will also report concerns to the Public Services Manager.

The safety of the library's staff is also important and they are expected to use their discretion to leave a residence or stop a delivery if they are made to feel uncomfortable, unsafe or if the conditions of the residence are unsanitary or unsafe. This can include but is not limited to:

- Pets not confined (with the exception of animals trained to assist a person with disabilities)
- Pathway to home is not clear (for example, ice-covered walkway)
- Any person in the home
  - is intoxicated or under the influence
  - Is dressed in revealing attire
  - uses abusive or obscene language, makes obscene gestures or displays obscene images
  - subjects delivery staff to harassment or discrimination
  - exhibits signs of illness that may jeopardize the health of the staff member and the library has not been notified of the illness prior to the delivery

## **Suspension or Termination of Homebound Delivery by Library**

The Library reserves the right to suspend or terminate homebound delivery at any time with or without cause.

Delivery staff may recommend the suspension or termination of homebound delivery to an individual because the borrower fails to abide by the safety expectations listed above or violates the law or any other library policy. In such instances, a written report shall be made to the Public Services Manager and the Library Director. Together, the Public Services Manager will investigate the report and determine an appropriate course of action which may include a written warning, a temporary suspension of the service, a permanent suspension of the service or other consequence. The Library Director will communicate any warning or suspension in writing to the borrower. As stated in the Library Use Policy, enforcement of policies will be conducted in a fair and reasonable manner. The decision to suspend or terminate homebound delivery may be appealed, in writing, to the Library's Board of Trustees.

Policy Revision Log

Approved August 17, 2022, effective immediately

## 10d. NEW BUSINESS

### Review updated Employee Handbook Section 3.8 Inclement Weather & Emergency Closings (**discussion**)

#### Quick Additions

We recently approved the Employee Handbook, but with the recent library closure due to the cold, a couple of questions came up that I wanted to make sure were addressed in the Handbook. I've added the following:

- Employees with requested or approved leave for that day will **not** have their leave rescinded and replaced with emergency closing pay.
- General requests to work from home in addition to or in place of closure pay will not be approved unless for timely or operation reasons.

I welcome your feedback and thoughts about these additions. Otherwise, if there are no major suggestions or changes, the Board can approve this update to the Employee Handbook in March.

### 3.8 INCLEMENT WEATHER & EMERGENCY CLOSINGS

As general policy, the Library will remain open during all but the most severe weather conditions. The Library does not follow the lead of schools in making decisions on weather-related closings, but considers decisions made by commercial or retail establishments such as restaurants, banks, and shopping centers. The decision to close is based on local conditions that impact staff and residents' ability to safely travel to and from the library.

The Library may also close in cases of unexpected emergencies such as power outage, water shut-off or extensive damages in need of repair.

The Executive Director determines when the Library will not open, open late or close early due to inclement weather or unexpected emergencies.

If the Library closes during the day, employees already at work will be paid for their scheduled work day's balance.

Employees scheduled to begin work after the Library closes will be paid for their normally scheduled hours.

~~Employees not scheduled to work during a weather-related or emergency closing will not be paid.~~

During a weather-related or emergency closing:

- Employees not scheduled to work that day will **not** be paid.
- Employees with requested or approved leave for that day will **not** have their leave rescinded and replaced with emergency closing pay.
- General requests to work from home in addition to or in place of closure pay will not be approved unless for timely or operation reasons.

When the Library is open during inclement weather, an employee who feels it is unsafe to report to work will be required to use Annual Leave. If the employee does not have any applicable Annual Leave available, the absence will be unpaid. The absence must be approved by the employee's manager. Each manager is responsible for ensuring full service is available to library visitors.

## 11. DIRECTOR'S REPORT

for February 2026 Board Meeting

submitted by Jason Stuhlmann

### Quiet Room Art

This is mentioned in Kathy's report, but I just wanted to highlight the new art display in our Quiet Room. Diana has a new collaboration with the DuPage Hispanic Alliance, providing us with rotating artists this year to use our display space. Below is the first artist. I'm excited to see what other art we get this year!



### Website & Accessibility

As I mentioned last year, there is federal legislation stating that we, as a library serving a population under 50,000, must have an accessible website by April 2027.

Working towards that goal, key staff have been watching webinars on document and online accessibility. We have also been working with Communico to begin updating our website with their new website module. We now have a template to use and build with, and staff will be working on evaluating our current website and content so that we can plan our transition. Communico will be sunsetting their old module by the end of this year, so you can expect to see our updated website by the end of 2026, rather than by April 2027.

An FYI that related to our board meeting postings, we may need to stop posting our meeting packets on the website. I love the transparency of posting the packet, but it is very difficult to make a PDF of that size, that compiles multiple documents, completely accessible.

In addition to updating the website, we are also having Communico build us a Warrenville Public Library app, which will hopefully be available this spring or summer. This is a module that is included in our package but we were not utilizing. Communico is also adding a new module, that will also be included in our package, related to summer reading challenges. Staff will be exploring this new module to see if would be a replacement for Beanstack in 2027.

I am excited to see how our website and app turn out, and to be maximizing the amount we pay for the Communico suite. We will keep you updated as to the progress.

## **Miscellaneous**

- I completed and submitted the required Annual Library Certification 1/6/26.
- I submitted the required list of filers to DuPage County for the annual Statement of Economic Interest 1/5/26.
- I updated the Library's 2026 holiday closings through RAILS.

## **Meetings & Programs for January**

- One-on-one meetings with Managers
- Dolly Parton's Imagination Library (Jan. 7)
- Civics Plus: Agenda Management Software demo (Jan. 8)
- Meeting with MaryKellie and Paul to discuss video game collection (Jan. 9)
- Meeting w/Kathy, Paul, David and Marcie @ Communico (Jan. 12)
- Management Team Meetings (Jan. 13 & 27)
- Board Game Night - I ran the meeting in Taylor's absence (Jan. 13)
- Test Wizard of Oz Escape Room with Duncan, Mark & Paul (Jan. 15)
- City Hospitality Meeting (Jan. 16)
- Attended Martin Luther King, Jr. Unity Breakfast at Drury Lane at the invitation of Mayor Johnson (Jan. 17)
- Library closed for weather (Jan. 23)
- Safety Committee Meeting (Jan. 26)
- Communico Create Orientation Meeting w/Kathy, Paul, David and Communico staff (Jan. 27)
- SWAN Fireside Chat (Jan. 27)
- Building walkthrough with Jackie & Ly (Jan. 28)
- Meeting with Ian to discuss Job Descriptions (Jan. 30)

## **Trainings & Webinars for January**

- KnowBe4 - 2026 KnowBe4 Security Awareness Training
- RAILS - 2026 IPLAR Updates and Reporting Guidance

STATISTICAL SNAPSHOT	Jan 2026	Dec 2025	Nov 2025	Oct 2025	Sep 2025	Aug 2025	July 2025	June 2025	May 2025	Apr 2025	Mar 2025	Feb 2025	Jan 2025
<b>TOTAL CIRCULATION (physical items)</b>	<b>14,494</b>	<b>12,970</b>	<b>13,699</b>	<b>14,496</b>	<b>13,719</b>	<b>15,140</b>	<b>16,705</b>	<b>15,534</b>	<b>13,862</b>	<b>14,018</b>	<b>14,735</b>	<b>13,092</b>	<b>13,932</b>
WPLD items checked out at WPLD	8,258	6,733	9,177	7,653	7,501	7,760	9,835	9,666	9,443	9,223	8,241	7,282	7,972
Auto-renewals of WPLD Items	3,876	4,328	4,522	4,450	4,302	5,501	4,580	4,239	4,419	4,795	4,676	4,136	4,039
Other Library Items Checked out at WPLD	2,630	1,909	1,928	2,393	1,916	1,879	2,290	1,629	1,701	1,832	1,818	1,674	1,921
<b>DOWNLOADABLE CIRCULATION</b>	<b>4,517</b>	<b>3,928</b>	<b>3,655</b>	<b>3,931</b>	<b>3,765</b>	<b>3,918</b>	<b>4,252</b>	<b>3,973</b>	<b>3,941</b>	<b>3,788</b>	<b>4,047</b>	<b>3,559</b>	<b>4,029</b>
OverDrive/Libby	2270	2008	1872	1983	1971	2,007	2,300	2059	2065	2001	2107	1877	2139
OverDrive (magazines) fka RB Digital	425	376	343	431	382	375	378	371	343	395	361	298	396
Hoopla	1822	1544	1440	1517	1412	1,536	1,574	1543	1533	1392	1579	1384	1494
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	2,273	1,830	1,866	2,311	1,818	1,790	2,178	1,550	1,597	1,755	1,738	1,587	1,856
Received from Non-SWAN Libraries	11	3	3	21	20	5	18	18	12	17	17	16	21
Sent to SWAN Libraries	1,552	1,283	1,324	1,595	1,501	1,653	1,813	1,761	1,563	1,634	1,605	1,419	1,834
Sent to Non-SWAN Libraries	5	5	4	10	8	9	8	12	11	8	16	25	20
<b>COLLECTION</b>													
Physical Materials Added	613	384	407	477	292	462	489	589	439	802	482	425	527
Physical Materials Withdrawn	144	657	686	564	393	183	1,216	2,332	102	469	304	910	391
Total Collection Size	141,578	141,989	142,390	142,606	142,759	141,059	145,454	145,965	140,647	145,962	145,595	145,931	146,118
Physical materials	73,390	73,688	73,968	74,081	74,087	71,905	76,148	76,564	76,068	76,297	76,306	76,332	76,137
OverDrive books	46801	46943	47118	47250	47414	47,843	48,003	48,120	43,304	48430	48033	48355	48751
OverDrive audiobooks	21387	21358	21304	21275	21258	21,311	21,303	21,281	21,275	21235	21256	21244	21230
<b>PROGRAMS</b>													
Number of Adult Programs	20	16	21	29	27	23	20	20	18	18	19	17	21
Adult Program Attendance	172	131	197	322	327	1149	701	364	196	164	274	207	220
Number of Teen Programs	11	5	8	8	9	6	6	8	9	6	8	8	6
Teen Program Attendance	89	26	62	30	46	21	56	82	173	37	74	32	26
Number of Youth Programs	35	17	24	29	20	15	26	33	18	30	25	30	31
Youth Program Attendance	611	440	601	785	457	290	641	793	659	819	716	484	547
Book-A-Librarian Sessions	14	13	14	14	14	10	14	14	14	14	14	14	14
Book-A-Librarian Attendance	4	2	4	1	7	3	6	3	4	5	6	3	4
<b>OUTREACH</b>													
Adult Outreach Events	1	0	0	2	1	2	1	1	1	3	0	1	0
Adult Outreach Attendance	90	0	0	125	50	360	12	15	30	78	0	12	0
Teen Outreach Events	0	0	2	1	0	0	0	0	1	0	0	0	0
Teen Outreach Attendance	0	0	22	20	0	0	0	0	10	0	0	0	0
Youth Outreach Events	6	2	4	6	1	3	5	3	8	5	4	2	6
Youth Outreach Attendance	86	122	460	718	157	738	524	214	1621	495	325	195	180
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,667	9,782	9,751	9,736	9,682	9,628	9,594	9,531	9,484	9,437	9,456	9,550	9,613
Resident Cards Issued In Person	70	41	38	76	60	62	79	59	60	44	56	42	32
Online Cards Issued	19					19	12	11	15	9	7	9	9
<b>VISITOR COUNT</b>	9,068	8,297	7,335	8,569	10,658	10,564	10,989	10,685	10,341	9,374	9,556	8,363	7,392
<b>STUDY ROOM USES</b>	296	285	297	315	331	282	389	339	311	326	313	282	274
<b>MEETING ROOM USES (public)</b>	8	6	7	10	7	2	0	3	8	6	4	6	4
<b>CURBSIDE PICKUPS</b>	12	19	15	8	12	11	15	7	12	11	18	6	14
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	610	535	508	440	611	598	741	618	632	644	716	557	527
Wifi Sessions	2441	2355	2489	2767	2646	2448	2930	2548	2338	2410	990	2151	2473
Website Visits	21,405	18,307	22,152	17,665	16,456	22,077	19,430	19,356	20,960	15,443	17,653	19,380	15,056
<b>MARKETING</b>													
eNews Subscribers	7,057	7,051	7,152	7,162	7,109	6,780	6,771	6,760	6,771	6,720	6,731	6,720	6,674
eNews Open Rate	53%	51%	58%	53%	53%	52%	53%	53%	52%	50%	52%	54%	46%
Facebook Followers	2,197	2,185	2,171	2,154	2,140	2,131	2,109	2,088	2,064	2,034	1,994	1,978	1,956
Instagram Followers	652	644	630	624	613	604	602	598	590	580	565	564	556

## 12a. ASSISTANT TO THE DIRECTOR REPORT

January 2026

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 January board meeting minutes for review by the Secretary
- Organized 1 pickup for the Food Pantry
- Met with Jason to review sections to add to the Assistant to the Executive Director manual

### Meetings and Continuing Education

- Management Team meeting on January 27
- Completed two KnowB4 courses assigned by Duncan
  - Phishing PAB it
  - How to Spot Phishing Scams
- 2026 Security Awareness
- Jason, Ly and Jackie did a very thorough walk about of the mechanical systems.

### Staff Recognition Committee

- Gail, Jason and I reviewed the final menu and seating assignments for the March 6 Staff/Trustee Luncheon at Eddie Merlots. Gail has also arranged the payment details.

### Maintenance - Ly Tran

- Continues to maintain the building daily Monday-Friday
- Washed the windowsills on the building
- Arranged the meeting room for programs every week, sometimes twice a day
- Ly is checking and replacing batteries as needed monthly
- Changes the staff lounge water bottles as needed
- Changes elevator lights as needed
- Cleared snow and salted sidewalks when necessary
- Helped load the food in the food pantry van (1 pickups)
- Brought in the lower-level return bin on some mornings when staff was not in attendance
- Emptied the book drop and checked the boiler on closed holidays and the emergency closing day
- Ly moved one of the rotating paperback exchange racks to the storage room. Ly and Jackie moved books from the remaining rack, moved the rack and restocked.
- Ly is having the water checked for chemicals
- Cintas inspected the sprinkler system

## 12b. PUBLIC SERVICES REPORT

January 2026

Submitted by Paul Dobersztyn

### Highlights

- The library hosted **57** total live events in January with **808** participants.
- We hosted 9 passive programs that included the Winter Reading Kickoff Scavenger Hunt, hosting about **64** participants.
- Mandy Wilson, Julie Kurtis and Tom Hill hosted The Wonderful World of Oz Escape Room on 7 different days, hosting 42 sessions totaling 163 in total attendance. It was very well received, and I want to commend all their hard work presenting a fun family-oriented program for all ages.
- The Winter Reading Challenged started officially on January 1, 2026.
  - 233 registrants
  - 163 completions
  - 243,285 minutes read so far
- The fifth Sunday Music Matinee featured the Zazz Jazz Trio on 1/18 with **42** in attendance.
- The Family Art Studio program has also received a lot of great praise lately. Kyrie Kenny-Sumrak does an amazing job hosting and presenting our library member's artwork in the library.
- The Read to a Therapy Dog program will be growing soon due to demand. We will be adding an extra hour in Spring and Summer, helping more young readers in our community.
- Diana Abraham and Julie Kurtis hosted another 1,000 Books Before Kindergarten graduation ceremony in January. Since inception, our readers have read over 60,000 books just in this challenge alone.
- We had several cancellations of programs in January due to weather related closures.

### Professional Development

- **9** sessions of CE were completed by the Public Services Department in January.
- **6 total** hours of CE were completed.
- Topics covered include: 2026 Security Awareness training, Narcan training, and more.
  - A full list can be provided by the Public Services Manager.

### Personnel

- Mark Arellano completed his mid-year check-in on 1/12.
- Kyrie Kenny-Sumrak completed her mid-year check-in on 1/26.
- Taylor Haring completed her mid-year check-in on 1/27.
- Julie Kurtis and Diana Abraham completed their mid-year check-ins on 1/29. Julie Kurtis received a new set of goals for the rest of this fiscal year.
- Michelle DeGrace was administered her 90 Day Evaluation on 1/30 as well as her mid-year check-in.
- Tom Hill completed his mid-year check-in on 1/30.
- Anushka is back working on craft projects for Fan Con, tidying up our bookshelves, assisting with weeding books with Mary Kellie and sanitizing our Discovery Room toys. I shared her job performance review with her job coach from school and with her work program counselor at Little Friends. She has done outstanding work and has a positive attitude.

## Reading Challenges

- 500 Books Before Fifth Grade – Started September 1, 2025
  - Total Participation
    - 36 registrants
    - 0 completions
    - 2,383 total books read so far.
- 1000 Books Before Kindergarten
  - Total participation:
    - 211 registrants
    - 33 completions
    - 61,203 total books read so far.
- The 100 Books Before High School
  - Total participation since the launch:
    - 91 registrants
    - 2,563 total books read
    - 12 completions so far

## Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 4 Puzzles: 2 / Teen Volunteers: 4 (4 total hours)

Homebound Deliveries: 3 Deliveries/Pickups, 7 items checked out, 5 total participants

- Paul Dobersztyn completed applications for the Bob Walters Commons for the Summer 2026 concerts on 1/2/26. We received the permits the following week.
- Diana Abraham attended a Johnson Family Connection meeting on 1/6.
- Paul Dobersztyn met with new Midwest Tape rep on 1/6.
- Diana Abraham hosted the WSHNG homeschool group (Western Suburbs Homeschool Nature Group) on 1/8.
- Paul Dobersztyn met with MaryKellie Marquez and Jason Stuhlmann on 1/9 to discuss the addition of video games. Storage equipment has been ordered, the starting collection will be purchased soon. We are aiming for a June launch.
- Paul Dobersztyn met with David Cassara, Kathy Gaydos, Jason Stuhlmann and a team of Communico Staff to discuss the new website creation on 1/12.
- Julie Kurtis, Taylor Haring, Mandy Wilson and Paul Dobersztyn attended a FanCon committee meeting on 1/12.
- Diana Abraham hosted a Monroe Middle School Essentials classroom on 1/13. Taught them how to use the card catalog and search for books on their project topics. We then began a volunteer project they would later finish at Monroe. The project was creating decorated kerchiefs to place in the animal shelter kennels.
- Diana Abraham hosted a Hubble Middle School Essentials classroom on 1/15. They toured the library and enjoyed the Teen Lounge. 15 students in attendance.
- Miriam Montano and Diana Abraham attended the Johnson Family Dinner on 1/15.
- Diana Abraham participated as a Lunch and Learn panelist at Little Friends Center. Answered questions about hosting a neurodiverse volunteer at the library on 1/16.
- Diana Abraham attended the City of Warrentville IDEC meeting on 1/20.
- Diana Abraham hosted WSHNG homeschool group on 1/22 (at this session, they donated \$40.00 to the library; it was given to Jackie Davis).
- Diana Abraham attended the WWECC (Wheaton Warrentville Early Childhood Collaborative) meeting of the whole on 1/23.

- Taylor Haring led a safety committee meeting on 1/26, Paul Dobersztyn, Laurie Rex, Ian Stevens and Jason Stuhlmann were in attendance.
- Paul Dobersztyn met with the Wheaton Warrenville League of Women's Voters on 1/28 to discuss a historical exhibit that the library will host in September 2026.
- Diana Abraham presented Storytime Outreach at the Bloom Childcare Center in Warrenville on 1/29, 27 in attendance.
- Kyrie Kenny-Sumrak visited Bower Kindergarten classrooms on 1/30, interacting with 50 students.
- Diana Abraham attended WWECC Play Date at the Wheaton Public Library on 1/30.

### **Non SWAN InterLibrary Loan**

Item Requests Processed: 33; Materials Received: 11; Materials Lent: 5

### **Member Feedback**

- A long-time library member expressed how she appreciated the extra quiet time she experienced during the Sensory Friendly Open House. - Diana Abraham
- They love that it's a fun free thing for the family to do and get the kids involved. Impressed with the quality of the room. It's a lot of fun. It's great we offer it because they are so expensive to do elsewhere. - Julie Kurtis
- During the Hubble visit, I recognized one of the paraprofessionals as a past teen volunteer. I called Kathy for a photo opportunity and to chat with the young man about his experience at our library. - Diana Abraham

## 12c. MEMBER SERVICES REPORT

January 2026

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8,738	60.29%
Aspen catalog/mobile app (Renewals)	195	1.34%
Autorenewals	3,786	26.74%
Staff Assisted Checkout	1,685	11.63%
TOTAL TRANSACTIONS	14,494	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	5,217	60.7%
Selfcheck 2 (Near Vending Machine)	3,521	40.3%
TOTAL TRANSACTIONS	8,738	100.00%

### Department Highlights

#### Curbside

In January we had 12 Curbside Pickups with 8 unique users.

#### Continuing Education

Member Services staff participated in 7 hours of Continuing Education in January.

#### 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.
- Helped MaryKellie with ongoing inventory process.
- Processing the 2025 NCOA (National Change of Address) report, removing out of state former members. Number of active members WILL go down significantly in the coming months due to inactivity. WPLD has been in SWAN since 12/7/2020, and SWAN removes accounts after 5 years of inactivity, so there will be a large number removed automatically by SWAN.

## 12d. ACQUISITIONS & CATALOGING REPORT

January 2026

Submitted by MaryKellie Marquez

### Collection Maintenance

- 613 items created
- 144 items discarded
- 38 items repaired
- 46 discs cleaned

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

#### MaryKellie

- Home Bound Delivery with Adult Services Librarian, Taylor 1/6/26.
- Relabeled storage books to reflect character names, not authors (On-going).
- Cataloged and processed all Ingram orders and Midwest Tape orders 1/6/26.
- Created a new vendor binder.
- Worked on Catalyst Leadership OS 2.0 1/7/26.
- Used Excel sheet to pull all B&T order cards for items NOT being reordered from Ingram.
- Ryan Dowd's "Narcan" program 1/8/26.
- RAILS presents Dr. Courtney Tsahalis, "Neurodivergence and Customer Service," 1/12/26.
- KnowBe4 training 1/14/26.
- Right to Be, "Bystander Intervention in honor of Renee Good," 1/16/26.
- Niche Academy "Giving Effective Feedback," 1/21/26.
- Wrapped all the Youth Service books that needed dust jackets 1/26/26.
- Worked with Little Friends volunteer on making foam superhero masks using the foam cutter 1/26/26.
- Created PP slides and agenda for SWAN's ACNG upcoming meeting 1/27/26.
- RAILS program with Mazi Robinson, "Path to Leadership: Detaching from Approval Seeking and Criticism," 1/28/26.
- Finished RAILS Catalyst Program homework on coaching vs. managing others 1/28/26.
- Emailed RAILS Catalyst Program Team 5 for pre-meeting check-in 1/28/26.
- Copy cataloged Youth's Ingram order 1/29/26.
- Wrapped 13 Ingram boxes of books 1/30/26!

#### Gail

- Met with Jackie and Jason re: in-service luncheon.
- Worked with Little Friends volunteer.
- Created a workspace for Little Friends volunteer.
- Food pantry pick-up assistance.

- KnowBe4 training.
- Staff survey re: FanCon.
- Calculated the Ingram orders; separated the Adult orders from Youth orders 1/29/26.

### **MaryKellie's Meetings**

- Met with Paul and Jason to go over upcoming video game collection and where/how the physical games will be stored/retrieved 1/9/26.
- Met with Diana to discuss Little Friends volunteer review and plans going forward 1/12/26.
- Management Team meetings 1/13/26 & 1/27/26.
- ATLAS MMRT meeting 1/16/26.
- Board Meeting 1/21/26.
- SWAN's Acquisitions and Cataloging Networking Group facilitator meeting 1/22/26.
- RAILS Technical Services Networking meeting 1/23/26.

### **Strategic Plan Updates**

**Learn & Grow-Collections:** MaryKellie met with Paul and Jason regarding what kinds of video games will be circulating, where they will be housed and worked with SWAN on loan rules.

**Community Connections-Community Engagement/Collaboration:** MaryKellie & Gail continued to collaborate with Diana on working with Little Friends volunteer and supervised the volunteer for a portion of their Mondays in Acquisitions and Cataloging Department.

**Community Connections-Socialization and Connection:** Gail put on her Social Committee hat to work with Jackie & Jason on planning the in-service day lunch at Eddie Merlot's for all staff and Board Trustees.

## **12e. HUMAN RESOURCES**

January 2026

Submitted by Ian Stevens

### **Highlights**

- With the new year bringing changes in HR employment law, policy, and trends, I signed up for several webinars from trusted groups, including HRIS, SHRM, and HR Source. The webinars covered laws and policies already enacted, upcoming laws, and trends/changes to watch for in the year ahead or great refreshers on current and established laws and trends.

### **Staff/Recruiting**

- The Library is fully staffed with no openings.

### **HR Procedures**

- Ran payrolls in Paylocity on 1/5 and 1/19.
- IMRF: January payroll to accountant 1/28. December Wage Report submitted 1/12.
- Paylocity upgraded their payroll process. The in-house documentation has now been created for authorized staff. In the new year, Jason will be trained next month.
- Completed Hartford Workers Comp annual audit and submitted for analyzing 1/28.
- Updated employee emergency contact list with new hires and updated 1/5.
- New annual law poster received 1/9 and after review was posted in breakroom 1/13.
- Meet with staff to discuss a variety of HR procedures and inquiries.

### **Meetings**

- Management Team meeting 1/13 and 1/27
- Board meeting 1/21
- Monthly meeting with Jason 1/14
- Met with Jason to go over job descriptions 1/30
- Safety meeting 1/26
- 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 Brew – I-9 update 1/15
- Ryan Dowd – Narcan use and training 1/8
- HR Source/Vista Safety – OSHA recordkeeping review 1/27
- HR Executive/Paycom - Top HR Trends 1/22
- KnowBe4 – Inside Man Ep6 and Phishing Security training 1/6 and 1/7
- SHRM – Law Posters: How and Why 1/22
- HRCI – Leave & Accommodation 1/12 Trends & Compliance 1/20
- Lighthouse HR – HR Myth Busting in 2026 1/28
- Marsh & McLennan – 2026 Laws and Policy Review & update 1/15

## 12f. IT DEPARTMENT REPORT

January 2026

Submitted by Duncan Jones

### User Support

- I helped staff with printing, Teams, voicemail, and Excel.
- I helped members with 3D printing, printing, and using the catalog.

### Troubleshooting

- I resolved an issue with the Self-check monthly report not being sent.
- I reattached an iPad back to its mount.
- I investigated why several third-party services were not sending emails,
  - Nationwide Microsoft service issues.
- I resolved Workflows crashing on a Member Services PC.
- I resolved an issue with PowerPoint not saving files.
- I resolved an issue with Teams not opening URLs.
- I resolved a recurring issue with the YS desk PC not printing.

### Project/Goal

In addition to the usual monthly tasks- PC and server updates, toner replacement, hotspot and Roku management, board meeting video editing, phishing training planning...

- I completed deploying new laptops for staff.
- I adjusted the access permissions of a shared folder, upon request.
- I tuned up Makerspace Project Tracker,
  - Added monthly and annual statistics, and a “canceled” status.
- I adjusted the Incident Tracking form for 2026,
  - Added a button to go to the form for ease of use.
- I worked with our third-party vendor to upgrade our elevator and fax phone lines.

### Planning

- I began researching alternative software for managing iPads as our current one has announced end-of-life.
- I adjusted the hours on the public computers for our Sensory Open house.
- I planned a preliminary 3D print tour with a district 200 school coordinator.

### Meetings

- I met with Management Team.
- I met with Jason.

### Training

- I watched a webinar about a new service for managing museum passes.

### Tickets

- 7 opened, 6 closed, 6 pending

# 12g. Marketing Department REPORT

January 2026

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

- Created first designed draft that included another round of date changes from PS.
- Kathy reviewed the designed copy and checked with Paul on a few details.
- Incorporated Kathy's and Paul's edits and sent copies to all PS staff with instructions to review the details of their programs to make sure all information is correct; gave Jason a review copy to check.
- Incorporated edits and a few changes from PS staff and sent to proofreading team.
- Compared event listings in RM to each program's Communico listing; discovered some discrepancies and resolved with Paul.
- Incorporated a few minor changes, did a final proof and sent to Hagg Press.
- Requested and received a quote from Hagg Press to print 7,700 newsletters and mail approx. 7,200. Approved their print-ready file.

## Event Publicity

- **Winter Reading Challenge** rack cards: Explained to MS staff the details for inserting rack cards into books on the Holds shelf to publicize WRC. Two, two-sided cards were designed, each with WRC on one side and the other sides were book recommendations for Romantasy reads and *Blind Date with a Book* program.
- **Blind Date with a Book** program/display: Created a rack card with pertinent information, printed and cut copies, distributed to MS and desks.
- **ESL Conversation Group**: Revised the flyer with the new February-only dates and to include details in Spanish.
- **Sensory Friendly Open House**: Updated the flyer with details for January's program and gave to Diana to review; printed 50 copies for her to pass along to key contacts at the school district and other collaborators. Wrote an article for eNews.
- **Tech Talk: Cutting the Cord**: Helped Kyrie cancel the event in Communico then rescheduled the event for January 21 at Taylor's request. Had to quickly learn a few things about this facet of Communico that we don't normally use. Also created an image to use in a Facebook post to boost registration for the new date.

## FanCon 2026

- **Fandom March Madness**: Created and submitted print-ready files for a large tournament bracket.
- **Special edition library card**: Designed for 2026; submitted to printer for review.
- **Giveaway bag**: Updated the design and approved design with 4imprint printer.
- **Button making**: Updated designs and shared files with PS for their use.
- **Lanyard**: Began design process.
- Reviewed all Marketing collateral from 2025 event and created a 2026 plan, with dates and deliverables.
- Communicated with FanCon Committee about status of several FanCon activities and requested final details to move forward with publicity and signage; also listed several publicity items that we won't repeat this year because they were not impactful in 2025.

## Content Development/Review

- **National Word Nerd Day:** Reviewed and edited content from Paul for use in social media.
- **Youth Services Writing Center:** Reviewed content and discussed needed changes with Kyrie resulting in a name change to Writing Nook.
- **3D Printing:** Reviewed and edited content from Paul for use on social media and in eNews.
- **Genealogy Club:** Reviewed and edited content from Tom for use in eNews and possibly social media.

## Community Outreach

- Added all the Johnson Family Dinner Go Box request dates to my calendar and prepped the January 15 box with current flyers and info about ongoing programs.
- **DuPage Hispanic Alliance art project in our Quiet Room:** Met with Diana to discuss the art projects that will be coming to the library this year. Reviewed and provided feedback to Diana about the first artist's bio description. Finalized a bio statement, in English and Spanish, and created placards for the individual pieces. Helped with the installation.
- **City's IDEC Smiles campaign:** Coordinated with Diana on how to set up this display, including what type of signage and publicity we would provide to enhance the campaign. Requested and received a logo file from the City for use in our internal signage. We created signs with instructions for the public and also took pictures of staff posing with the frame, some trying to take selfies. Set up the large frame and pictures of staff.
- **Wheaton Warrentville Early Childhood Collaborative:** As requested by Diana, I reviewed their new website that lists the library as a partner. The website is well done.
- **City of Warrentville Bike Rodeo May 16, 2026:** Received an email from the City with this year's date. Responded that our new Outreach Coordinator will be handling this event now and included Diana in the response.

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

- Created new signs for public restrooms to be placed behind each toilet and on the diaper changing tables about flushing only toilet paper.
- Helped Jason and Ly take down and best preserve the Historical Society Hokusai art window decal.
- Helped PS test an escape room for upcoming program.
- Responded to a contact from the Palatine Public Library requesting advice and background information detailing my path into graphic design/marketing in libraries.
- Produced 200 Library Services brochures for Member Services.

## Administrative

- Responded to an email from Miriam about how PRC promotes their programs with a suggestion that we meet, including Paul and Diana, to discuss how we can integrate our promotion content with their distribution channels and how we apply this learning to other partners, outreach efforts and Spanish-speaking community.
- Requested clarification about subscribing new staff members to Constant Contact (our eNews carrier) during the onboarding process.
- Participated in a Zoom meeting with the Communico rep about the status of certain features in their system and to review website and app mockups they created; had a separate Teams meeting immediately following to wrap up and determine next steps on our end.
- As requested in Management Team Meeting by Paul, I made several comments and suggestions to the proposed changes to the Homebound Delivery Service policy.
- Met with David to discuss his annual goals and next steps for updating his job description to encompass his efforts to improve and update the website.

- Met with Jason to go over my job description, asking for clarity on a few points and making suggestions to remove or add some functions.
- Unplanned Closing January 23: Created or updated information for public and staff including eNews, website banner, social media posts and entry door signs.

### Miscellaneous

- Responded to RAILS Marketing Listserve inquiries about in-library brochures and use of social media archives.
- Reviewed the rack cards Taylor produced highlighting staff picks for 2025 and provided input about making edits for increased readability for future projects.
- Asked PS staffers to weigh in on a paper cutter I would like to purchase.
- Applied new Flush Only Toilet Paper signs above each toilet and changing table in the main-level public restrooms (Womens, Mens, Family).

### Meetings/Webinars

#### Kathy:

- 1/12/26: Zoom meeting with Communico rep, Jason, Paul and David
- 1/13 & 1/27/26: Management Team meetings
- 1/16/26: Roundtable: Accessibility Beyond the Building webinar
- 1/22/26: Lunch meeting with Comms managers at City, Park and Dist. 200
- 1/27/26: Communico: Create demo and training
- 1/28/26: Meeting with Jason to discuss my job description

#### David:

- 1/5/26: Security Awareness Training webinar
- 1/12/26: Zoom meeting with Communico rep, Kathy, Jason and Paul
- 1/16/26: Roundtable: Accessibility Beyond the Building webinar
- 1/27/26: Communico: Create demo and training

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In January, worked on updating the Database page, creating two new suggested layouts. Reviewed with Paul and decided to table any major redo of the page until after the website update is completed. Will make updates to include Explora buttons. Also started creating a spreadsheet to be used to audit current website pages.

**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: 7,057
  - Average open rate: 53%
  - New Cardholders campaign—average open for 9 sends: 69%

**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 January...

- Requested all staff pose for pictures around the library touting their favorite feature or collection for use in social media; Taylor agreed to pose and offer Best Books content.
- Thanks to Diana's quick thinking, took photos and videos of a District 200 paraprofessional here with Hubble Middle School Essentials classroom students. He was a library regular when he was a child; took group photos of the school students. Also, sent video to the Dist. 200 Comms Director to check that we could share it on our social channels.

- Asked Julie to coordinate a photo op time with the Naperville Area Humane Society dogs that come for our Read to a Dog program; took photos and posted on social.
- Used photos other staff shared from their programs: Kindergarten Graduation, History of Henna and Escape Room.
- Social Media stats:
  - Facebook Followers: 2,197
  - Instagram Followers: 652

Popular FB post in January: 1,838 views; 48 reactions (likes, comments, shares)



### **13. PRESIDENT'S REPORT**

Next Library Meetings or Events as of February 13, 2026

- 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
- Wednesday, May 20 at 7 pm  
Regular Board Meeting in Library Meeting Room

## 14. TREASURER'S REPORT

### IL Funds Interest

- IL Funds – In January we made \$5,874.57 in interest, leaving a balance of \$1,813,348.29. As of January 30, the IL Funds interest rate was down to 3.78%.

### DuPage Foundation

We have received our 2026 distribution from our designated account at DuPage Foundation, which increased this year to \$2,100.00.

### Donation

We received a generous donation from former Trustee Sharon Goodman and her husband Maury Goodman for \$2,500. Formerly, the donation was made directly to DuPage Foundation, but this time it was a check written directly to the Library, which we have deposited.

Would the board like to leave this in our operating coffers and put it towards budgeted items, or should we write a check to our designated fund at DuPage Foundation?

## 19. CLOSED SESSION

### Semi-annual Review of Closed Session Minutes (ACTION)

***Suggested motion:*** Move to enter Closed Session as allowed by 5 ILCS 120/2(c)(21) for the purpose of “discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”

Per the Open Meetings Act, every six months the Library Board is supposed to review its closed session minutes to determine recordings to be destroyed, minutes to be opened for public inspection, and minutes to remain sealed.

Per the previous director’s notes regarding releasing closed minutes, WPLD's general practice has been to:

1. Not release any minutes until the verbatim recording has been destroyed, which is allowed after 18 months.
2. Not release any minutes at which personnel matters are discussed. For example:
  - a. Discussion of a specific employee's performance
  - b. Interviewing candidates for hire (Director Interviews)
3. Not release any minutes in which the substance of the discussion may cause harm to an individual named in the minutes.
4. Release minutes for matters that have been resolved if doing so is in the best interests of the library and its constituents. For example:
  - a. Minutes about the sale or purchase of real estate after the transaction is complete
  - b. Minutes about interviewing candidates for a vacancy on the board

Though it is noted that the Board can always override these suggestions where they deem appropriate.

With the above in mind, Director Stuhlmann reviewed the closed session minutes from the last several years. While generally minutes would currently remain closed with the above guidelines, he would welcome a discussion in closed session about some of the minutes and whether they could be opened up or stay closed.

There is also one set of recordings that is now allowed to be destroyed, so that motion should be made.

The Board can decide to go into closed session to discuss, or instead decide to remove the closed session (#19) from the agenda and move the action item (#20, presented on the next page) to the regular agenda as item #8c.

**20. DISCUSSION/ACTION RESULTING FROM CLOSED SESSION**

**Release Closed Session Minutes and/or Destroy Closed Session Recordings  
(ACTION)**

***Suggested motion:*** Move to maintain the current status of all closed session minutes, and to delete the verbatim recordings for April 17, 2024.