



Regular Meeting of the Board of Trustees

Wednesday, April 15, 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.)

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 agenda or have them moved to Action or Discussion. Discussion-only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Minutes
 - p. 3..... i. Approve Minutes of the March 18, 2026 Regular Board Meeting
 - b. Financials
 - p. 9..... i. Receive and file Financial Report for March 2026
8. Action Items
 - p. 15..... a. Approve payments for the period of March 18 – April 15, 2026 **(ACTION)**
 - p. 17 b. Approve monthly transfer of funds from commercial checking to operational checking **(ACTION)**
 - p. 18 c. Approve PLA reimbursements for Trustee Lezon **(ACTION)**
9. Discussion Items
 - p. 19 a. ALA Exhibits June 25-29
 - p. 20 b. Radon mitigation update
 - p. 21 c. Board Meeting Recordings

10. Director's Report

p. 22 a. Reminder: Statement of Economic Interest – Due May 1

p. 25..... 11. Department Head Reports

12. President's Report

p. 37..... a. Next meetings or events

p. 37 13. Treasurer's Report

14. Secretary's Report

15. Committee Reports

16. Trustee Comments

p. 38 17. Closed Session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body..." (Director's Evaluation) **(ACTION)**

18. Discussion/action resulting from the above closed session - Recommendations for the Director's Compensation **(ACTION)**

19. Adjournment



Minutes of the Regular Meeting of the Board of Trustees

Wednesday, March 18, 2026, 7:00 p.m.

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

2. Roll Call – Trustee Stull called roll call:

3.

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

ABSENT: Pyszka

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

4. Approval of the agenda

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

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

5. Presentations – None

6. Public comments – None

7. Correspondence – None

8. Consent Agenda

Trustee Schmidt read the consent agenda as follows:

- a. Approve Minutes of the February 18, 2026 Regular Board Meeting
- b. Receive and file Financial Report for February 2026
- c. Approve updated Employee Handbook Section 3.8 Inclement Weather & Emergency Closings
- d. Approve updated Policy #110 Bylaws of the Warrenville Public Library District's Board of Trustees
- e. Approve updated Policy #216 Homebound Delivery
- f. Approve new Policy #325 Lost, Found & Unclaimed Property

- g. Approve updated Policy #371 Study Rooms
- h. Approve new Policy #445 Medical Emergency

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

DISCUSSION: Trustee Schmidt stated she would like to make a change to Policy #110 – Bylaws. On page 2 of the policy under Section 4: Goals, sentence a. - the word citizen should be changed to read resident.

The Board was in agreement with this suggestion.

Trustee Warren moved to approve the consent agenda as amended. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

8. Regular Agenda

- a. Approve payments for the period of February 19 – March 15, 2026

MOTION: Trustee Picha moved to pay invoices in the amount of \$82,917.25 for the period of February 19, 2026 through March 18, 2026 including electronic payment and checks #11005 through #11056. Trustee Lezon, seconded.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- c. Approve transfer from IL Funds to Fifth Third Commercial Checking

MOTION: Trustee Picha moved to transfer \$400,000 from IL Funds to the Fifth Third Commercial checking account. Trustee Lezon seconded.

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

Nays – none

Absent – Pyszka
Motion carried

9. Unfinished Business

- a. Approve updated Policy #130 Investment

MOTION: Trustee Lezon moved to approve updated Policy #130 Investments. Trustee DuRocher seconded.

DISCUSSION: Trustee Lezon stated she thinks Commercial Paper should be removed from the policy as its unsecured. The Board was in agreement with this suggestion.

MOTION: Trustee Lezon moved to approve updated Policy #130 Investments as amended. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- b. Approve new Policy #112 Public Comment

MOTION: Trustee Schmidt moved to approve new Policy #112 Public Comments as presented. Trustee Picha seconded.

DISCUSSION: Director Stuhlmann explained the attorney stated we cannot require people to sign in but can urge them to. He also suggested a paragraph regarding the public recording comments as long as it does not interfere with the meeting and to remove the statement about emailing public comments ahead of time. Director Stuhlmann corrected all of these items in the new policy.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- c. Approve updated Policy #135 Fund Balance

MOTION: Trustee Lezon moved to approve updated Policy #135 Fund Balance as presented. Trustee Warren seconded.

DISCUSSION: Director Stuhlmann discussed the Working Cash Fund and if it could be dissolved and rolled into the Corporate Fund. The library's attorney stated the easiest way to track these funds as restricted funds is to keep the Working Cash Fund as is.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

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

MOTION: Trustee Warren moved to approve new Policy #122 Sale of Disposal of Surplus Property as presented. Trustee Lezon seconded.

DISCUSSION: Director Stuhlmann stated the attorney rewrote/rearranged most of the policy. Director Stuhlmann explained the major changes he made, some of which were made to follow state statute.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

Trustee Picha asked if the library's attorney is on retainer or bills by the document reviewed. Director Stuhlmann stated billing is per document/hour.

10. New Business

- a. Approve Non-resident Library Card Participation for FY27 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

MOTION: Trustee Picha moved to approve the library's non-resident library card participation for FY27 utilizing the Tax Bill Method for calculation of the non-resident fee and 15% calculation for non-resident renters. Trustee Lezon seconded.

DISCUSSION: Director Stuhlmann stated this is the same calculation that has been done in the past.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- b. 2026 LACONI Trustee Banquet, April 17

After discussion, it was decided no one will attend the banquet this year.

c. ALA Conference Exhibits, June 26-29

Director Stuhlmann stated the ALA Conference is in Chicago from June 25-30. He originally budgeted for 5 trustees to attend the exhibits at \$150 per person. RAILS is offering exhibit hall passes for \$40 each so everyone could now attend.

After discussion, it was decided Trustees Lezon, Schmidt, Stull and Warren will attend the exhibits.

11. Director's Report

a. Update: Radon mitigation

Director Stuhlmann reported the Radon Mitigation work is almost complete. On March 19 the electrician will complete the electrical hook up.

b. Reminder: Statement of Economic Interest – Due May 1

Director Stuhlmann reminded trustees their Statement of Economic Interest is due to the County by May 1.

12. Department Head Reports

Trustee Stull asked Public Services Manager Paul Dobersztyn about FanCon. Mr. Dobersztyn stated it is going to be bigger and better than last year with more vendors and participants.

Trustee Picha asked Ian Stevens how the job descriptions are going. He replied they were going well.

13. President's Report – Trustee Stull

a. Next meetings or events

Trustee Stull reminded the Board that there is a Committee of the Whole Budget Meeting on April 15 at 6 p.m. with the regular meeting following.

14. Treasurer's Report – Trustee DuRocher reported the library earned \$5,279.38 in interest at Illinois Funds in February.

Trustee DuRocher stated the staff in-service day on March 6 was wonderful.

15. Secretary's Report - none

16. Committee Reports

a. Personnel Committee – Director's Evaluation

Trustees DuRocher and Picha explained how the evaluation process works. Deadline for submitting their evaluations is April 6.

17. Trustee Comments - none

18. Items for information and/or discussion - none

19. Adjournment

Trustee Schmidt moved to adjourn the meeting at 8:17 p.m. Trustee DuRocher seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Psyzka

Motion carried

Respectfully submitted,

Connie Schmidt, Treasurer
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

March 31, 2026

WARRENVILLE
LIBRARY
INCOME

MARCH
2026

FUND BALANCES

PAGE 1

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2025	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	2,463,829	100.0000%	141	2,462,217	99.93%	955,809	(125,000)	1,828	188,730	191,699	1,958,728	1,523,028
TOTAL TAX (LEVIED)	2,463,829	100.00%	141	2,462,217	99.93%	955,809	(125,000)	1,828	188,730	191,699	1,958,728	1,523,028
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-
SPECIAL RESERVE	-		0	-		356,715	125,000	-	-	13,953	44,917	436,798
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-
TOTAL	2,463,829	100.00%	141	2,462,217	99.93%	1,538,371	0	1,828	188,730	205,652	2,003,645	2,185,673
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: March 2026

Corporate Fund

	Corporate Fund Month Ended Mar 31, 2026	Corporate Fund 12 Months Ended Jun 30, 2026	Corporate Fund Budget	Variance	% of Budget
Income					
Taxes Levied	\$ 140.68	\$ 2,462,217.27	\$ 2,463,829.00	\$ 1,611.73	99.93 %
Copier	844.35	6,566.65	6,000.00	(566.65)	109.44 %
Extended Use Fees	92.12	117.12	0.00	(117.12)	
Fees	3.00	83.00	50.00	(33.00)	166.00 %
TIF Funds	0.00	70,255.00	75,000.00	4,745.00	93.67 %
Interest	5,742.90	67,591.35	40,000.00	(27,591.35)	168.98 %
Book Sales	0.00	92.00	250.00	158.00	36.80 %
Lost Books	373.92	2,814.75	2,500.00	(314.75)	112.59 %
Creator Cart	25.43	354.91	250.00	(104.91)	141.96 %
Gifts / Memorials	0.00	4,854.55	1,900.00	(2,954.55)	255.50 %
Miscellaneous	0.00	842.21	0.00	(842.21)	
Hotel/Motel Tax	0.00	0.00	17,217.00	17,217.00	0.00 %
Grants - Per Capita	12,746.00	35,158.63	22,564.58	(12,594.05)	155.81 %
	19,968.40	2,650,947.44	2,629,560.58	(21,386.86)	100.81 %
Expenses					
Sal. - Administration	20,443.14	194,719.63	268,000.00	73,280.37	72.66 %
Sal. - Member Services	20,876.42	192,129.21	281,000.00	88,870.79	68.37 %
Sal. - Maintenance	3,189.03	27,841.83	38,000.00	10,158.17	73.27 %
Sal. - Marketing	9,972.15	94,453.81	130,000.00	35,546.19	72.66 %
Sal. - Public Services	42,051.31	390,913.63	546,000.00	155,086.37	71.60 %
Sal. - IT	5,070.00	48,181.90	66,000.00	17,818.10	73.00 %
Sal. - Technical Services	7,756.50	73,917.75	101,000.00	27,082.25	73.19 %
I.M.R.F. - Expense	10,865.33	93,206.65	136,000.00	42,793.35	68.53 %
Fica - Expense	7,934.56	74,831.45	109,000.00	34,168.55	68.65 %
Unemp. Comp.	0.00	260.93	1,025.00	764.07	25.46 %
Op - Mat'l Processing/Tech	616.72	5,037.10	9,800.00	4,762.90	51.40 %
Op - Mat'l Processing/Circ	39.79	2,048.19	3,450.00	1,401.81	59.37 %
Op - Postage	1,247.63	4,038.84	5,310.00	1,271.16	76.06 %
Op - Office Supplies	104.72	2,665.84	3,415.00	749.16	78.06 %
Op - Bank Fee's	1.56	507.57	1,300.00	792.43	39.04 %
Op - Automation Supplies	463.72	3,298.46	4,000.00	701.54	82.46 %
Op - Publishing	0.00	904.72	1,250.00	345.28	72.38 %
Equip. - Purchases	3,600.00	9,608.05	10,420.00	811.95	92.21 %
Equip. - Maintenance	38.19	236.27	500.00	263.73	47.25 %
Auto. - Software	27.98	8,619.56	22,425.00	13,805.44	38.44 %
Auto. - Purchases	0.00	138.36	3,000.00	2,861.64	4.61 %
Auto. - Maintenance	326.40	38,172.07	51,125.00	12,952.93	74.66 %
L. Ins. - Workmen's Comp	21.00	2,892.00	2,800.00	(92.00)	103.29 %
Ins. - Multi Peril Package	0.00	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	16,061.85	124,133.94	177,000.00	52,866.06	70.13 %
Pd - Recruiting	0.00	135.00	500.00	365.00	27.00 %
Pd - Staff Appreciation	87.79	421.38	6,300.00	5,878.62	6.69 %
Pd - Staff / Tuition Reimburse	0.00	0.00	1,800.00	1,800.00	0.00 %
Pd - Staff / Dues	0.00	1,619.00	3,800.00	2,181.00	42.61 %
Pd - Staff / Meetings	590.00	4,814.21	21,640.00	16,825.79	22.25 %
Pd - Staff / Transportation	52.50	1,187.85	6,700.00	5,512.15	17.73 %
Pd - Trst / Dues	0.00	160.00	160.00	0.00	100.00 %
Pd - Trst / Mtgs	0.00	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.	120.93	200.75	700.00	499.25	28.68 %
Cont. - Lawyer	0.00	675.00	3,500.00	2,825.00	19.29 %

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: March 2026

Corporate Fund

Cont. - Accounting	1,210.05	10,874.80	13,885.00	3,010.20	78.32 %
Cont. - Collection	108.35	394.00	500.00	106.00	78.80 %
Cont. - Audit	0.00	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	2,956.98	24,053.28	52,500.00	28,446.72	45.82 %
Lib. Mat. - Youth Books	1,855.19	27,042.90	40,000.00	12,957.10	67.61 %
Lib. Mat. - Adult AV	550.56	10,024.91	15,000.00	4,975.09	66.83 %
Lib. Mat. - Youth AV	365.69	4,479.75	9,800.00	5,320.25	45.71 %
Lib. Mat. - EBooks	4,825.84	57,161.17	71,700.00	14,538.83	79.72 %
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	1,770.51	8,684.46	12,400.00	3,715.54	70.04 %
Ps - Programs Youth	1,343.81	6,555.51	12,000.00	5,444.49	54.63 %
Ps - Hotel/Motel	800.00	12,221.00	17,217.00	4,996.00	70.98 %
Ps - Refunds / Fines / Fees	0.00	100.00	500.00	400.00	20.00 %
Ps - Printing	0.00	7,199.65	12,200.00	5,000.35	59.01 %
Ps - PR / Publicity	842.15	3,034.59	12,500.00	9,465.41	24.28 %
Ps - Misc.	0.00	109.79	1,750.00	1,640.21	6.27 %
Maintenance	5,698.00	42,204.11	59,020.00	16,815.89	71.51 %
Maintenance Supplies	0.00	887.53	2,200.00	1,312.47	40.34 %
Security	2,903.04	10,713.34	12,285.00	1,571.66	87.21 %
Gas	2,166.09	6,749.10	7,000.00	250.90	96.42 %
Snow Removal	360.00	18,436.00	21,000.00	2,564.00	87.79 %
Hvac	6,348.00	13,406.40	17,000.00	3,593.60	78.86 %
B & M - Water / Sewer	338.60	1,772.73	2,000.00	227.27	88.64 %
Electricity	3,226.38	36,791.51	46,000.00	9,208.49	79.98 %
Telephone	1,729.11	11,002.71	15,000.00	3,997.29	73.35 %
Janitorial Supplies	375.25	3,212.01	4,700.00	1,487.99	68.34 %
B & M - Landscape Maint	366.09	7,835.93	15,568.00	7,732.07	50.33 %
Debt Repayment	0.00	155,000.00	155,000.00	0.00	100.00 %
Debt Certificate Interest	0.00	8,208.75	14,876.00	6,667.25	55.18 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	191,698.91	1,958,728.21	2,764,317.00	805,588.79	70.86 %

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: March 2026

Special Reserve Fund

	Special Reserve Fund Month Ended Mar 31, 2026	Special Reserve Fund 12 Months Ended Jun 30, 2026	Special Reserve Fund Budget	Variance	% of Budget
Income	0.00	0.00	0.00	0.00	
Expenses					
Equip. - Purchases	\$ 2,258.13	\$ 2,258.13	\$ 40,000.00	\$ 37,741.87	5.65 %
Auto. - Purchases	0.00	30,964.27	57,700.00	26,735.73	53.66 %
Maintenance	11,695.00	11,695.00	70,000.00	58,305.00	16.71 %
Security	0.00	0.00	3,000.00	3,000.00	0.00 %
	<u>13,953.13</u>	<u>44,917.40</u>	<u>170,700.00</u>	<u>125,782.60</u>	<u>26.31 %</u>

See Accountants Compilation Letter

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis

Mar 31, 2026

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	240,790.50
Fifth Third 8004	526,709.57
Illinois Funds 1260	<u>1,423,973.11</u>

2,191,958.18

General Fixed Assets

\$ 5,235,092.00

TOTAL ASSETS

\$ 7,427,050.18

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>6,282.59</u>
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6,282.59

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,270,000.00</u>
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1,276,282.59

EQUITY

Fund Balance	<u>\$ 6,150,767.59</u>
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TOTAL LIABILITIES & FUND BALANCE

\$ 7,427,050.18

8a. ACTION ITEMS

Approve payments for the period of March 18 – April 15, 2026 **(ACTION)**

A partial bill list (bills received as of April 10, 2026) is attached. An updated bill list which includes bills received through April 15 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
March 19 - April 15, 2026

Date	Num	Name	Amount
04/15/2026	11057	4imprint	-1,595.00
04/15/2026	11058	Accounting Services, Inc.	-632.00
04/15/2026	11059	Alarm Detection Systems, Inc.	-769.98
04/15/2026	11060	Amazon Capital Services, Inc.	-84.26
04/15/2026	11061	Bloomscapes Landscaping, Inc.	-1,981.00
04/15/2026	11062	CASA of DuPage County	-100.00
04/15/2026	11063	Cavendish Square	-186.03
04/15/2026	11064	Crestline Specialties, Inc.	-368.76
04/15/2026	11065	Direct Energy Business	-2,827.77
04/15/2026	11066	Dobersztyn, Paul	-1,317.17
04/15/2026	11067	Full Circle Cheese	-360.00
04/15/2026	11068	Granacki, Victoria Ann	-150.00
04/15/2026	11069	Hertz Electric	-240.00
04/15/2026	11070	Ingram Library Services	-5,078.87
04/15/2026	11071	Ingram Library Services	-673.72
04/15/2026	11072	Konica Minolta Business Solutions	-22.02
04/15/2026	11073	Libraria	-403.96
04/15/2026	11074	LIMRICC Purchase of Health Insurance Prog	-22,393.81
04/15/2026	11075	Midwest Tape	-3,820.07
04/15/2026	11076	Midwest Tape	-920.48
04/15/2026	11077	Midwest Tape	-416.04
04/15/2026	11078	Naperville Area Humane Society	-25.00
04/15/2026	11079	NextEra Energy Services Midwest, LLC	-1,307.39
04/15/2026	11081	OCLC INC.	-402.84
04/15/2026	11082	Peregrine, Stime, Newman, Ritzman & Bruck	-2,137.50
04/15/2026	11083	Jason Stuhlmann	-898.04
04/15/2026	11084	Kleinwachter, Sue	-525.00
04/15/2026	11085	Pineiro, Rita	-100.00
04/15/2026	11086	Playaway Products LLC	-236.96
04/15/2026	11087	Service Master Commercial Cleaning	-2,849.00
04/15/2026	11088	Unique	-29.55
04/15/2026	11089	Wheaton Park District	-68.00
04/15/2026	11090	League of Enchantment	-100.00
04/09/2026	11091	Service Master Commercial Cleaning	-2,537.13
04/15/2026	11092	Demco	-549.98
04/15/2026	11093	DuPage Radon Contractors	-11,695.00
04/15/2026	11094	Western DuPage Services	-725.00
04/15/2026	11095	Davis, Jackie	-23.06
03/23/2026	Electronic	Northern Illinois Gas	-560.85
03/26/2026	Electronic	AFLAC	-94.30
03/31/2026	Electronic	Paylocity	-530.65
03/31/2026	Electronic	Warrenville, City of	-169.30
03/31/2026	Electronic	Konica Minolta Premier Finance	-406.12

8b. ACTION ITEMS

Approve monthly transfer of funds from commercial checking to operational checking **(ACTION)**

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

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

8c. ACTION ITEMS

Approve 2026 PLA Conference reimbursements for Trustee Sandy Lezon
(ACTION)

Suggested motion: Move to approve 2026 PLA Conference reimbursements in the amount of \$_____ for Trustee Sandy Lezon.

Trustee Lezon attended the 2026 PLA Conference from April 1-3 in Minneapolis, along with Jason and Paul. As trustees do not have library credit cards, Trustee Lezon needed to pay for things out of pocket. Conference reimbursements include hotel, mileage reimbursement, parking and meals.

A full amount for reimbursement will be provided at the Board Meeting.

9a. DISCUSSION ITEMS

2026 ALA Conference Exhibits (discussion)

Last month we discussed the upcoming ALA Conference in Chicago at McCormick Place from June 25-30. I found out that we are able to register for the discounted RAILS exhibit passes up until June 20.

After last month's discussion, I noted that Connie, Sandy, Heather and Rick were interested. Is that still true? Anyone else interested?

To recap from last month:

The exhibits hall offers lots of vendors to talk to, ranging from publishers to architects to supply and furniture companies, etc. There are frequently free giveaways, such as galleys of books, tote bags, etc. There are tend to be poster sessions, round table talks, or other informational sessions.

Exhibit Hours

Friday, June 26 5:30 pm – 7:00 pm

Saturday, June 27 9:00 am – 5:00 pm

Sunday, June 28 9:00 am – 5:00 pm

Monday, June 29 9:00 am – **12:30 pm**

It can be a fun day, though it does require driving downtown. If anyone does attend, I would not recommend going on Monday, as vendors are usually tearing down early on the last day, so there won't be as much to see.

9b. DISCUSSION ITEMS

Radon Mitigation Update (discussion)

Our radon mitigation is complete. The radon removal exhaust system was successfully installed. Shawn at DuPage Radon Contractors said that their monitors were registering low, safe levels after completion of the project.

He did say they are not officially licensed to do testing, just the mitigation. So, while he said he is confident that we are now in a good place, he recommended getting the building tested again, though he acknowledged we don't have to.

Would the Board like me to schedule radon testing again so that we can officially confirm the mitigation has been successful?

9c. DISCUSSION ITEMS

Board Meeting Recordings (discussion)

We video and audio record the regular Board Meetings, which we have no obligation to do. We then post the video to YouTube and keep a file on our network server, where it takes up a fair amount of space (over 50 GB). We also have no real obligation to keep the recordings other than that according to the Local Records Act we must keep recordings for 60 days past the approval of the minutes.

Audio recordings of closed sessions must be made and retained for 18 months after approval of the minutes, and then can be destroyed, which we review twice a year.

My two questions for the Board:

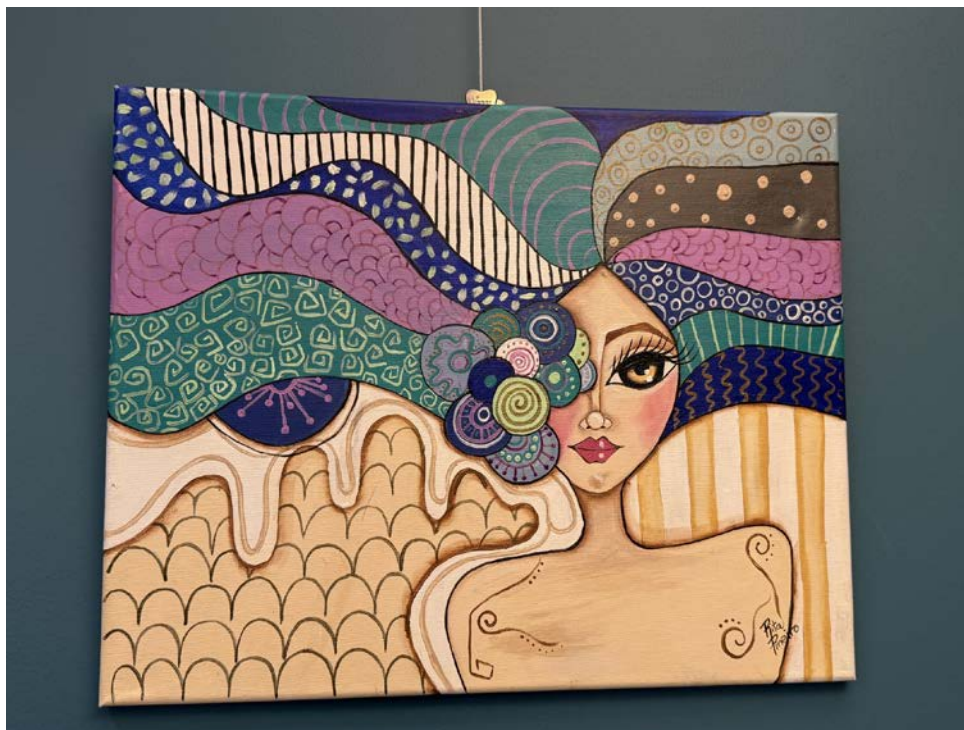
1. Do you want to still want to continue to record and post the regular meetings?
2. Regardless, since we have the YouTube videos available for viewing and downloading should we need to, do you have any problem with Duncan and I deleting old audio and video recordings from our server in order to free up space?

Update - Dollywood Imagination Library

We met with Andi from the Imagination Library and other partners in our cohort in March. KidsMatter has officially signed the paperwork agreeing to be the fiscal nonprofit sponsor. I have also begun filling out some paperwork for our role, as well. There have been more items to take care of, but between the PLA Conference and getting the budget prepared for this meeting, I haven't attended to them all. Regardless, we are on track to go live by the summer. I will have more details next month.

New Art

As briefly mentioned in Kathy's report, Diana has worked with the DuPage Hispanic Alliance to have artists display their art in our Quiet Room. In March new art by Rita Piñeiro was installed, and it's a sharp and beautiful contrast to the previous exhibit. Please go enjoy!



Statement of Economic Interest

As of this writing, there are still two trustees who have not yet filed their Statement of Economic Interest with the County. **The deadline is May 1.**

Remember that there is a possible monetary fine if you do not file your SEI by the deadline.

Miscellaneous

- I updated our Non-Resident Card participation to RAILS on 3/20/26.
- I attended the PLA Conference at the beginning of April. I will write more summary and thoughts for May's meeting.

Meetings & Programs for March

- One-on-one meetings with Managers
- Payroll Training with Ian (March 2 & 16)
- Warrenville ADA Transition Plan Committee Meeting (March 4)
- League of Women Voters Declaration of 1776 Exhibit Opening (March 4)
- SWAN Quarterly (March 5)
- Management Team Meetings (March 10 & 24)
- Assisted at Monthly Board Game Night (March 10)
- Meeting w/MaryKellie and Paul to discuss EDIFact Invoicing (March 13)
- Dolly Parton's Imagination Library Breakfast (March 25)
- Dolly Parton's Imagination Library Meeting (March 27)
- Safety Committee Meeting (March 26)

Trainings & Webinars for March

- KnowBe4
 - Behind the Hack: Exposing Tech Support Scams
 - KnowBe4 Pretexting - "Tech Support" Social Engineering

Public Comments

"I am so impressed with the Ramadan craft I received from the library. I was amazed by all the pieces I got. The lights and the clouds and the metal ring and the wooden base and the moon and the stars. I did have trouble working with the fishing line and my husband suggested putting black construction paper behind the circle and sticking the objects on that. I did that and I thought it was even more dramatic. I think the Warrenville library is great. Love the concerts too."

STATISTICAL SNAPSHOT	March 2026	Feb 2026	Jan 2026	Dec 2025	Nov 2025	Oct 2025	Sep 2025	Aug 2025	July 2025	June 2025	May 2025	Apr 2025	Mar 2025
TOTAL CIRCULATION (physical items)	14,916	13,367	14,494	12,970	13,699	14,496	13,719	15,140	16,705	15,534	13,862	14,018	14,735
WPLD items checked out at WPLD	8,437	7,356	8,258	6,733	9,177	7,653	7,501	7,760	9,835	9,666	9,443	9,223	8,241
Auto-renewals of WPLD Items	4,609	4,307	3,876	4,328	4,522	4,450	4,302	5,501	4,580	4,239	4,419	4,795	4,676
Other Library Items Checked out at WPLD	1,870	1,704	2,630	1,909	1,928	2,393	1,916	1,879	2,290	1,629	1,701	1,832	1,818
DOWNLOADABLE CIRCULATION	4,149	3,916	4,517	3,928	3,655	3,931	3,765	3,918	4,252	3,973	3,941	3,788	4,047
OverDrive/Libby	2107	2083	2270	2008	1872	1983	1971	2,007	2,300	2059	2065	2001	2107
OverDrive (magazines) fka RB Digital	361	335	425	376	343	431	382	375	378	371	343	395	361
Hoopla	1681	1498	1822	1544	1440	1517	1412	1,536	1,574	1543	1533	1392	1579
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,766	1,620	2,273	1,830	1,866	2,311	1,818	1,790	2,178	1,550	1,597	1,755	1,738
Received from Non-SWAN Libraries	5	11	11	3	3	21	20	5	18	18	12	17	17
Sent to SWAN Libraries	1,816	1,486	1,552	1,283	1,324	1,595	1,501	1,653	1,813	1,761	1,563	1,634	1,605
Sent to Non-SWAN Libraries	8	5	5	5	4	10	8	9	8	12	11	8	16
COLLECTION													
Physical Materials Added	507	845	613	384	407	477	292	462	489	589	439	802	482
Physical Materials Withdrawn	316	353	144	657	686	564	393	183	1,216	2,332	102	469	304
Total Collection Size	142,127	142,199	141,578	141,989	142,390	142,606	142,759	141,059	145,454	145,965	140,647	145,962	145,595
Physical materials	74,408	74,099	73,390	73,688	73,968	74,081	74,087	71,905	76,148	76,564	76,068	76,297	76,306
OverDrive books	46475	46664	46801	46943	47118	47250	47414	47,843	48,003	48,120	43,304	48430	48033
OverDrive audiobooks	21244	21436	21387	21358	21304	21275	21258	21,311	21,303	21,281	21,275	21235	21256
PROGRAMS													
Number of Adult Programs	23	25	20	16	21	29	27	23	20	20	18	18	19
Adult Program Attendance	243	245	172	131	197	322	327	1149	701	364	196	164	274
Number of Teen Programs	9	7	11	5	8	8	9	6	6	8	9	6	8
Teen Program Attendance	65	34	89	26	62	30	46	21	56	82	173	37	74
Number of Youth Programs	34	27	35	17	24	29	20	15	26	33	18	30	25
Youth Program Attendance	833	612	611	440	601	785	457	290	641	793	659	819	716
Book-A-Librarian Sessions	14	14	14	13	14	14	10	14	14	14	14	14	14
Book-A-Librarian Attendance	2	4	4	2	4	1	7	3	6	3	4	5	6
OUTREACH													
Adult Outreach Events	2	1	1	0	0	2	1	2	1	1	1	3	0
Adult Outreach Attendance	196	10	90	0	0	125	50	360	12	15	30	78	0
Teen Outreach Events	1	0	0	0	2	1	0	0	0	0	1	0	0
Teen Outreach Attendance	12	0	0	0	22	20	0	0	0	0	10	0	0
Youth Outreach Events	3	3	6	2	4	6	1	3	5	3	8	5	4
Youth Outreach Attendance	132	111	86	122	460	718	157	738	524	214	1621	495	325
LIBRARY CARDS													
Total Resident Cards Active	6,492	6,440	9,667	9,782	9,751	9,736	9,682	9,628	9,594	9,531	9,484	9,437	9,456
Resident Cards Issued In Person	58	59	70	41	38	76	60	62	79	59	60	44	56
Online Cards Issued	9	16	19					19	12	11	15	9	7
VISITOR COUNT	10,113	9,774	9,068	8,297	7,335	8,569	10,658	10,564	10,989	10,685	10,341	9,374	9,556
STUDY ROOM USES	324	320	296	285	297	315	331	282	389	339	311	326	313
MEETING ROOM USES (public)	7	11	8	6	7	10	7	2	0	3	8	6	4
CURBSIDE PICKUPS	16	13	12	19	15	8	12	11	15	7	12	11	18
COMPUTERS & TECHNOLOGY													
Computer Sessions	742	704	610	535	508	440	611	598	741	618	632	644	716
Wifi Sessions	2783	2688	2441	2355	2489	2767	2646	2448	2930	2548	2338	2410	990
Website Visits	20,034	23,266	21,405	18,307	22,152	17,665	16,456	22,077	19,430	19,356	20,960	15,443	17,653
MARKETING													
eNews Subscribers	7,049	7,053	7,057	7,051	7,152	7,162	7,109	6,780	6,771	6,760	6,771	6,720	6,731
eNews Open Rate	43%	51%	53%	51%	58%	53%	53%	52%	53%	53%	52%	50%	52%
Facebook Followers	2,257	2,215	2,197	2,185	2,171	2,154	2,140	2,131	2,109	2,088	2,064	2,034	1,994
Instagram Followers	669	662	652	644	630	624	613	604	602	598	590	580	565

11a. ASSISTANT TO THE DIRECTOR REPORT

March 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 March board meeting minutes for review by the Secretary
- Organized 2 pickups for the Food Pantry
- Along with Jason and Ly selected lawn and snow services for this year
- Obtained window washing bids
- Contacted vending company due to malfunctioning beverage machine and we received a new vending machine

Meetings and Continuing Education

- Attended the annual Staff Day on March 6 and completed the CPR training
- Management Team meeting on March 10 and 24
- Completed two KnowB4 courses assigned by Duncan
Behind the Hack: Exposing Tech Support Scams
Pretexting "Tech Support" Social Engineering"

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 in the emergency exit lights
- 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
- 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
- Cleaned the ground lights outside the library by the concert area
- Took the Quiet Room artwork done and packaged up for pickup
- Hung up the artwork for April's display in the Quiet Room
- Was in attendance when the radon mitigation work was done

11b. PUBLIC SERVICES REPORT

March 2026

Submitted by Paul Dobersztyn

Highlights

- The library hosted **58** total live events in February with **871** participants.
- We hosted 1 passive program that included the Crafts to Go: Ramadan hosting **20** participants.
- The seventh and final Sunday Music Matinee featured the Twangtown Paramours on 3/29 with **43** in attendance. This was a great concert to cap off the season. It was a full room and everyone enjoyed the act. I am preparing the final report to submit to the city for reimbursement.
- A few months ago, Kyrie Kenny-Sumrak added a writing nook to the Youth Services Department to encourage young writers to practice their skills in the library. The Writing Nook continues to see a lot of action and was updated with thematic word searches; letter prompts and mazes with a luck of the Irish twist in March.
- Julie Kurtis replaced all Monarch, Bluestem, Caudill and Lincoln Award books with the current winners and nominees. Creating a new display in the Youth Services Department.
- Kyrie Kenny-Sumrak presented our first 3D Printing class for kids in grades 3-5. The kids worked with the website TinkerCad which is a free resource under our Makerspace area of the website. I walked all fifteen students, over three different classes, through the process of creating and editing their own .stl file from beginning to end. Using the skills I learned myself from teaching the classes, I was also able to create a personalized trophy for the Battle of the Fandoms bracket winners.



- Mark Arellano and Diana Abraham hosted a mobile reference desk at the Warrenville Horizons on 3/12. Eight total Book-a-librarian sessions were held during this outreach event. More are planned in the upcoming months.
- Some of FanCon lead-up events have been garnering great support. Julie Kurtis hosted two K-pop Dance classes for grades K-8, with over 30 in attendance. Taylor Haring hosted our first ever K-pop trading card swap/meetup with 19 in attendance.
- Our personalized book bags returned for this programming cycle and we had 24 elementary kids signed up! This program requires that each child fills out a form so that we can tailor their book selections to their interests with each bag containing two books to check out and a few prizes to keep. Julie Kurtis and Kyrie Kenny-Sumrak run this program on a quarterly basis. It is extremely popular for budding readers.
- Youth Services has a new collection of Wonderbooks and Vox Books, and will be adding Tonies audiobooks as well. The collection is curated by Kyrie Kenny-Sumrak.

Professional Development

- **10** sessions of CE were completed by the Public Services Department in March.

- **2.25 total** hours of CE were completed.
- Topics covered include: Exposing Tech Support Scams and LGBTQ+ Inclusive Schools and Libraries.

Personnel

- Anushka is continuing her work with us as a Little Friends intern.

Reading Challenges

- 500 Books Before Fifth Grade – Started September 1, 2025
 - Total Participation
 - 44 registrants
 - 2 completions
 - 3,723 total books read so far.
- 1000 Books Before Kindergarten
 - Total participation:
 - 217 registrants
 - 39 completions
 - 65,561 total books read so far.
- The 100 Books Before High School
 - Total participation since the launch:
 - 93 registrants
 - 2,779 total books read
 - 14 completions so far

Programming / Outreach / Meetings (Not entered in Communico)

Book a Librarian: 4 Puzzles: 2 / Teen Volunteers: 9 (11.5 total hours)

Homebound Deliveries: 2 Deliveries/Pickups, 4 items checked out, 5 total participants

- Julie Kurtis has reached out to Bower and Johnson about Summer Reading presentations.
- Kyrie Kenny-Sumrak visited two Bower Kindergarten classes to do a fun read aloud and talk about upcoming programs; this is becoming a monthly visit which I love! I have reached out to Johnson and Wiesbrook Elementary but they have not yet taken me up on the offer. See pictures below.
- Tom Hill has been working with Ace Hardware, the Field Museum, Warrenville in Bloom and our local Eagle Scout to bring a seed library to WPLD. He has worked with Marketing to repackage seeds that have been donated. We're hoping for a June launch for the seed library.
- Diana Abraham hosted the Western Suburbs Homeschool Nature Group on 3/5 & 3/19.
- Diana Abraham attended the Winfield Township Mental Health Board Meeting on 3/2.
- Paul Dobersztyn co-chaired the SWAN Aspen Users Group meeting on 3/10.
- Paul Dobersztyn attended Management Team meetings on 3/10 & 3/24.
- Diana Abraham attended a Family Connection Meeting at the Trinity Lutheran Church on 3/10.
- Julie Kurtis, Mandy Wilson, Taylor Haring and Paul Dobersztyn attended a FanCon meeting on 3/11.
- Diana Abraham met with Amari from Outreach Warrenville to plan targeted programs for the GPS and Quest Kids programs for the Summer and Fall on 3/11.
- Paul Dobersztyn met with Marketing on 3/12 to discuss Summer Reading and programming publicity regarding Reading Matters.
- Paul Dobersztyn met with MaryKellie Marquez and Jason Stuhlmann on 3/13 to discuss the EDI setup for Ingram.

- Miriam Montano and Diana Abraham attended the Johnson Family School dinner on 3/19. During this month's Johnson Family Dinner, State Senator Karina Villa's office mentioned they were very happy to hear we would be hosting a KNOW YOUR RIGHTS program at our library. They gave us more Know Your Rights index cards and whistles. I turned those over to Miriam Montano who will be hosting the program.
- Diana Abraham and Mandy Wilson attended the CAC meeting on 3/23.
- Diana Abraham hosted the Little Friends Job Seekers prep class panel discussion with our librarians on 3/23.
- Diana Abraham provided Storytime Outreach at the Bloom Childcare Center in Warrenville on 3/25.
- Taylor Haring and Paul Dobersztyn attended a Safety Committee meeting on 3/26.



Non SWAN InterLibrary Loan

Item Requests Processed: 10; Materials Received: 5; Materials Lent: 8

11c. MEMBER SERVICES REPORT

March 2026

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8,298	55.63%
Aspen catalog/mobile app (Renewals)	191	1.28%
Autorenewals	4,609	30.90%
Staff Assisted Checkout	1,818	12.19%
TOTAL TRANSACTIONS	14,916	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,966	59.85%
Selfcheck 2 (Near Vending Machine)	3,332	40.15%
TOTAL TRANSACTIONS	8,298	100.00%

Department Highlights

Curbside

In March we had 16 Curbside Pickups with 9 unique users.

Continuing Education

Member Services staff participated in 4.5 hours of Continuing Education in March. There was an additional 45 hours (5 hours/9 staff) for the In-Service Day.

Meetings

I attended 1 Management Team meeting and 1 Safety Committee meeting and a 1-on-1 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.
- Participated in a Little Friends Job Seekers Panel.

11d. ACQUISITIONS & CATALOGING REPORT

March 2026

Submitted by MaryKellie Marquez

Collection Maintenance

- 507 items created
- 316 items discarded
- 55 items repaired
- 44 discs cleaned

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

MaryKellie

- “Navigate Difficult Conversations & Listen with Compassion,” 3/2/26
- “Heartsaver First Aid, CPR & AED,” 3/6/26
- “Foundations of AI Safety and Short-Term Risks,” 3/11/26
- “Behind the Hack: Exposing Tech Support Scams and KnowBe4 Pretexting- “Tech Support” Social Engineering,” 3/12/26.
- “Your Leaders Are Not Okay: The Real Cost of the ‘Corner’ Office,” 3/12/26
- “Reader’s Advisory: Ideas & Practices 2026,” 3/18/26
- “Creating LGBTQ+ Affirming Schools & Libraries in Today’s Climate,” 3/19/26
- Right To Be Town Hall 3/20/26
- “Adult Programming Start to Finish,” 3/25/26 (recorded 3/23/26)
- “Bystander Intervention to Support Trans* Equality,” 3/25/26

Gail

- KnowBe4 training
- Safety quiz
- Assisted with inventory
- Continued to process materials for Youth
- Began planning for National Library Week
- Worked with Little Friends intern and spoke to Little Friends on job panel

MaryKellie’s Meetings:

- Warrenton ADA Steering Committee meeting 3/4/26
- All staff in-service 3/6/26.
- 1-on-1 with Jason 3/10/26.
- Management Team meetings 3/10/26 & 3/24/26.
- Meeting with Paul and Jason regarding EDIFACT for Ingram 3/13/26.
- ATLAS MMRT 3/20/26

11e. HUMAN RESOURCES

March 2026

Submitted by Ian Stevens

Staff/Recruiting

- The Library is fully staffed with no openings.

HR Procedures

- Ran payrolls in Paylocity on 3/2, 3/16, and 3/30 (the latter is paid in April).
- IMRF: March payroll to accountant 3/26. February Wage Report submitted 3/9.
- Paylocity upgraded their payroll process. New in-house documentation has been created for authorized staff. Jason was trained 3/2 and 3/16 and will run payroll 4/13.
- Updated the staff job description template for managers to input their team's duties and tasks as part of a project to review, revise, and update all job descriptions.
- Creating a Summary Plan handout to cover staff benefits overview in one place. The library doesn't require one under ERISA (The Employee Retirement Income Security Act of 1974); we decided it would be a good resource for current and future staff.
- Worked on budget requirements and discussed ideas with Jasons
- Applied for tax exempt status at Staples and then ordered supplies for the new name tag project. Marketing gave some great ideas, and David designed an awesome template
- Meet with staff to discuss a variety of HR procedures and inquiries.

Meetings

- Management Team meeting 3/10 and 3/24
- Board meeting 3/28
- Monthly meeting with Jason 3/11
- Meet with Jason to train on new payroll processing 3/ & 3/16
- Staff In-service Day 3/6
- Meet with various staff to discuss a variety of HR issues/topics/policies including benefits, coverage, and safety. My door is always open.
- LIMRiCC virtual meeting for new workers comp UCGA submission site 3/31

Training/Continuing Education/Webinars

- Equifax – Onboarding to Offboarding 3/12
- HR Source – Straight from The Source: Apprenticeship/Interns 3/25
- SHRM – Leave Compliance 3/35 Beyond Total Rewards 3/31
- HRCI – Mental Health 3/9 Exempt vs nonexempt 3/4
- HRCI - Immigration Employment 3/17, Effective 1 on 1s 3/23
- KnowBe4 – Hacks in social media, Inside Man S7Ep3 (IT security) 3/3
- AskJAN – Beyond Visibility Accommodation in ADA 3/12

11f. IT DEPARTMENT REPORT

March 2026

Submitted by Duncan Jones

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

User Support

- I helped staff with printers, laptops, and 3D printing.
- Book a Librarian- I helped a member with learning Canva to make fliers.

Troubleshooting

- I worked with our vendor to replace the Scan Station after hardware failure.
- I resolved an issue with prints fading on a printer.
- I resolved an issue with accessing the self-check statistics reports.
- I resolved an issue with logging on to a laptop.
- I investigated an issue with printing and session management on the public PCs.

Project/Goal

- I programmed and replaced a Meeting Room light pod.
- I inventoried and formatted our old computers for storage and disposal.
- I replaced several cables in various Tech To Go kits

Planning

- I worked with Canva to acquire software licenses for staff and researched how to setup and manage administration pre- and post-deployment.
- I audited several WPLD website pages for Marketing in preparation for the website update.
- I prepared the FY 2027 budget draft.
- I began researching replacing our firewall due to increasing licensing costs.
- I ordered a replacement Wi-Fi controller to replace aging hardware.

Meetings

- I met with Patty from District 200 to show her around our 3D printer.
- I met with Chris from KnowBe4 to discuss their new features.
- I met with the Management Team.
- I met with Jason for one-on-one meetings.

Tickets

- 4 opened, 4 closed, 7 pending

11g. Marketing Department REPORT

March 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:

Summer 2026 *Reading Matters* (RM) newsletter

- Developed summer 2026 timeline for RM tasks and related publicity; shared with Paul.
- Received first draft of program content from Paul; reviewed and met with Paul to ask questions and make suggestions.
- Received second content draft; reviewed, clarified additional points and proceeded to edit; asked Miriam to revise the original Spanish translations for a few Spanish and bilingual programs.
- Provided edited content for designer and for Comunico event entry purposes.
- Began design work to produce first draft of RM.

Event Publicity

- **Sensory Open House:** updated the flyer with the April date for Diana's use at outreach events.
- Began design work on digital slides and flyers for summer programs.

FanCon 2026

- **Webpage:**
 - Asked Julie and Paul to review the webpage for accuracy and to update the social story content; received and posted the updated social story.
 - Adjusted website a few times to reflect exhibitor additions and deletions.
 - Made edits regarding event sponsors.
- **City ads:** Created three different ads for use in Hometown Happenings and the City's digital calendar; edited one of the ads with the library name.
- Completed designing all Marketing materials for 2026 such as flyers, digital images and rack cards.
- Printed several materials: flyers (main event, volunteers, library cards), digital images, rack cards and sandwich boards.
- eNews: Dedicated an entire edition to promote attendance at the March lead-up events.
- Created and posted several messages on social media regarding volunteer recruitment, special edition library cards and the main event on April 11.
- Passed along questions on social media to Julie and Paul before responding.
- Helped with finalizing wording to be used for the Scavenger Hunt, including the reverse side to list the event sponsors.
- Provided MSD staff with information on inserting the FanCon rack cards into Holds beginning March 30.

Summer Reading Challenge

- Began designing various publicity pieces such as reading logs and bookmarks.
- Weighed in on wording for a label to be affixed to books given away as completion gifts.
- Designed the gift book label template for PS use for SRC and other purposes.

Concerts on the Commons

- Began designing various publicity pieces for the summer concert series, including bookmarks.

Content Development/Review

- **Laptops for in-library use:** Recorded a fun video with Duncan and Gail disposing of the old laptops and ushering in the new laptops. Edited the video and added it to YouTube and other social media. Included the video in an eNews article reminding our public about the laptops. Also took photographs for use in social media.

Community Outreach

- **Prepped the Go Box for several outreach efforts:**
 - Morton Arboretum March 14; added signage about free library programs open to the public
 - Johnson School Family Dinner March 19
 - Johnson School Breakfast March 21
- **DuPage Hispanic Alliance art project in our Quiet Room:** Compiled a file of images from the Calaveras artist's visit for Diana to share with the DuPage Hispanic Alliance. Also discussed another upcoming artist project with Diana and the need to update the artist information.
- **Warrenville Horizons:** Created and printed an additional program flyer for this audience; prepped the Go Box, including Homebound Delivery applications.
- **Preserve at Cantera:** Discussed several dates and logistics with Diana about an upcoming library card registration event there.
- **Park District Storywalk project:** Received an update from Sheri at the Park about the Storywalk at Summerlakes...The projected Grand Opening ceremony is Monday, April 27 at 4 pm. The library is involved in providing the book that will be the first story. Bookmarks will be coming our way soon promoting the StoryWalk and the Grand Opening. Bookmarks will be placed at all three service desks, as the library logo is included on the bookmark.
- **Seed Library project:** Met with Tom and David to learn more details about this project. We gave Tom several suggestions for how to proceed with labeling the seed packets and logistics for setting up a display. I also requested additional details about the boy scout and the scope of the project to be used in publicity.
- **Outreach Event coordination:** To involve me in the process and provide adequate advance notice, I developed a spreadsheet for Public Services staff to complete with information about upcoming events and desired publicity materials.

Website 2026

- Website audit: Began reviewing documentation provided by managers as part of the existing website audit.
- Registered for an online course on the basics of building a website, as this was recommended by another library who has made website changes in accordance with Web Content Accessibility Guidelines (WCAG).
- Met with the Marketing Director at Aurora library to learn more about their process for updating their website to be WCAG compliant and to learn more about remediating accessibility documents. Prepped for the meeting and also reviewed documents she provided as a follow-up to the meeting.

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

- Quoted, submitted designs for and ordered customized paper pads through 4imprint for the upcoming SWAN Acquisitions Networking Group meeting that will be hosted at our library by MaryKellie and Gail.
- Quoted, submitted design for and ordered custom stickers through Sticker Mule for the FanCon Committee to be used as giveaways.
- Produced more business cards for Diana to support her outreach initiatives.
- Updated our Sticker Mule tax exemption status.
- Designed a dummy case for the new Tonie collection items like the video game cases.

Administrative

- Reviewed updates made by David to his job description to include his extensive work on the new website development; will submit the description edits on the new template.
- **Budget for FY27:** Reviewed current Marketing line items; added a request to attend the annual Library Marketing Conference; adjusted mailing and print amounts in anticipation of increased delivery costs given the recent increases and instability of gas prices. Also, reviewed Marketing technology needs and reviewed them with Duncan.
- **Knowledge Exchange donation bin:** Responded to an email, noting logistical considerations about this organization wanting to host a permanent bin on our property.
- **Management Team Meeting agenda item:** Added “What’s on the Horizon” as a permanent agenda item and also discussed with Jason. It’s intended for all managers to report on their upcoming projects, especially regarding new collections and programs, so that Marketing can be brought into the loop early in the process.

Miscellaneous

- **Giveaway item orders:** Accepted quotes and approved imprints for stadium cups, paper seeds, chip clips, erasers and pens. Explained to staff when to use them; updated the rubric of what items go in the new cardholder welcome bags.
- **Issues with giveaway items:** Resolved issue with 4imprint vendor on bad print quality on the stadium cups which resulted in them reprinting part of the order.
- **Scan Station out of order:** Updated the website to remove it as being out of service.
- **Dolly Parton’s Imagination Library:** Reviewed their extensive brand guide; asked Jason for clarification on when/what forum to move forward with publicity.
- **Sensory Kits:** Corrected the digital slide and flyer for this item.
- **Laminator:** Asked Jackie to order new laminator rolls and asked Ly to install them.

Meetings/Webinars

Kathy:

- 3/10 & 3/24/26: Management Team meetings

Kathy & David:

- 3/3/26: Webinar: Know Be4 Tech Scams
- 3/4/26: Webinar: Accessibility 101 by Communico
- 3/6/26: Staff In-Service
- 3/9/26: Meeting with Aurora Library Marketing Director
- 3/11/26: Paul to review summer content
- 3/23/26: Tom to discuss Seed Library

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In March, made a change to the setup of the website article about the Scanner to be able to add an Out of Service message more quickly if the problem arises again. (It did, in early April, though just for one day.)

eNews activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses. In March, developed a fun April Fool’s message for the regularly scheduled April 1 edition about overnight library hours.

- eNews (Constant Contact) stats:
 - Subscribers: 7,049
 - Average open rate: 43%; Click rate: 3%
 - New Cardholders campaign—average open for 10 sends: 67%

Social Media activities related to managing Facebook and Instagram:

planning what events and resources are included; reviewing file photos, digital slides and video; taking photos and videos as needed; posting/changing cover pages and profiles; scheduling; monitoring local

agencies and other libraries; responding to staff requests for additional social media support; monitoring and responding to public comments; implementing ad spending; sharing public comments posted on our platforms with staff; reviewing stats and updating tracking documents. In March...among other postings...

- Posted a photo of one of the WRC youth prize winners.
- Photographed and posted of an adult prize winner, and also shared her story about the book bag (included in the photo) she won years ago that she still brings to the library on every visit.
- Posted an image to boost attendance at her K-pop Trading event; also, posted photos of the actual event.
- Posted photos of staff at In-Service Day learning CPR and group shots.

Social Media stats:

- Facebook Followers: 2,257
- Instagram Followers: 669

**Popular Facebook post in March (maybe most popular ever)
4,540 views; 136 reactions (likes, comments, shares)**



12. PRESIDENT'S REPORT

Next Library Meetings or Events as of April 10, 2026

- **IF NEEDED** - Wednesday, May 20 at 6 pm
Committee of the Whole (Budget) Meeting in Library Meeting Room
- Wednesday, May 20 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, June 17 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, July 15 at 7 pm
Regular Board Meeting in Library Meeting Room

13. TREASURER'S REPORT

IL Funds Interest

- IL Funds – In March we made \$5,345.44 in interest.

17. CLOSED SESSION

Executive Director Evaluation (**ACTION**)

Suggested motion: Move to enter Closed Session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the “appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body...”

This closed session is to discuss, without the Director present, the compiled evaluation results and changes to the Director’s compensation. Following the Board’s discussion, the Director is invited into the closed session and is given a copy of the compiled evaluation. The Personnel Committee shares highlights from the evaluation and informs the Director about any changes in compensation. The Director has the opportunity to ask questions and discuss any concerns with the Board.

In May, the Director will distribute a list of 2-3 potential performance goals for the next evaluation period. The Personnel Committee distributes a form for trustees to submit suggested performance goals.

The evaluation cover sheet is signed by those present for the evaluation discussion, attached to a copy of the compiled evaluation form and filed in the Director’s personnel file.

18. DISCUSSION/ACTION RESULTING FROM CLOSED SESSION

Recommendations for Director’s Compensation (**ACTION**)

Suggested motion: Move that the Executive Director receives _____ %/\$ increase in salary for FY27.

In open session, the Board votes to approve any changes in the Director’s compensation. This vote must be specific, identifying any percentage or dollar increase in salary and/or any change in benefits.