



Regular Meeting of the Board of Trustees

Wednesday, October 21, 2026, 7:00 p.m.

Location: Library Meeting Room

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

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
 - a. Staff Anniversaries – Diana 20 years
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

Minutes

- p. 3.....** a. Approve Minutes of the September 16, 2026 B&A Public Hearing
- p. 4.....** b. Approve Minutes of the September 16, 2026 Regular Board Meeting

Financials

- p. 10.....** c. Receive and file Financial Report for September 2026
- p. 16.....** d. Approve payments in the amount of \$_____ for the period of September 17 – October 21, 2026, including electronic payments and checks #_____ through #_____, with checks #_____ being voided.
- p. 18.....** e. Approve monthly transfer of funds in the amount of \$_____ from the commercial checking account to the operational checking account.
- p. 18.....** f. Approve transfer of funds in the amount of \$600,000 from the 5/3 commercial checking account to the IL Funds account.

Policies

- p. 19.....** g. Approve updated Employee Handbook sections 2.1, 2.4 and 4.18 to be in accordance with updated IL law

8. Action Items

- p. 23.....** a. Approve updated Section 5.14 of the Employee Handbook (**ACTION**)
b. Approve updated LIMRiCC IGA & Bylaws
- p. 29.....** i. Approve Resolution #235 Amending the IGA with LIMRiCC + an “Approve” vote on the associated ballot form (**ACTION**)
- p. 37.....** ii. Approve Resolution #236 Amending LIMRiCC’s bylaws + an “Approve” vote on the associated ballot form (**ACTION**)
- p. 45.....** iii. Approve Resolution #237 to execute the updated IGA to join LIMRiCC (**ACTION**)

9. Discussion Items

- p. 48.....** a. Anti-Harassment Training
p. 49..... b. 2027 Consolidated Election Update

p. 50.....10. Director’s Report

p. 53.....11. Department Head Reports

p. 65.....12. President’s Report

- a. Upcoming meetings or events

p. 65.....13. Treasurer’s Report

14. Secretary’s Report

15. Committee Reports

16. Trustee Comments

17. Adjournment



**Minutes of the
Budget & Appropriation Public Hearing
September 16, 2026**

1. Call to order - Trustee Stull called the meeting to order at 7:00 p.m.
2. Roll Call – Trustee Stull called roll call

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

ABSENT: Trustees DuRocher, Pyszka

STAFF: Executive Director Jason Stuhlmann, Assistant Director Paul Dobersztyn, Administrative Assistant Erika Dismaya-Navaleza, Cataloging and Acquisitions Manager MaryKellie Marquez, Marketing and Communications Manager Kathy Gaydos, IT Manager Duncan Jones, HR Manager Ian Stevens, Member Services Manager Laurie Rex

- a. Approve Remote Attendance and Participation, if needed - none
3. Public comments on the Budget & Appropriation Ordinance - none
4. Trustee / Staff Comments on the Budget & Appropriation Ordinance
 - a. Trustee Picha stated she had no comments.
 - b. Trustee Schmidt thanked Jason and the staff for their hard work in preparing the Budget and Appropriation Ordinance.
5. Adjournment

MOTION – Trustee Lezon moved to adjourn the meeting. Trustee Warren seconded.

Roll call vote:

Aye – Trustees Lezon, Picha, Schmidt, Stull, Warren

Nays - none

Absent: Trustees DuRocher, Pyszka

Motion carried and the meeting was adjourned the meeting at 7:03 p.m.

Respectfully submitted,

Connie Schmidt, Secretary
Board of Trustees
Warrenville Public Library District



**Minutes of the
Regular Meeting of the Board of Trustees
September 16, 2026**

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

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

ABSENT: Trustee DuRocher

ALSO ATTENDING: Trustee Pyszka (via Zoom, observing only)

STAFF: Executive Director Jason Stuhlmann, Assistant Director Paul Dobersztyn, Administrative Assistant Erika Dismaya-Navaleza, Cataloging and Acquisitions Manager MaryKellie Marquez, Marketing and Communications Manager Kathy Gaydos, IT Manager Duncan Jones, HR Manager Ian Stevens, Member Services Manager Laurie Rex

- a. Approve Remote Attendance and Participation – Trustee Pyszka attended the meeting remotely via Zoom as an observer and was not counted toward the quorum.

3. Approval of the agenda

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

Roll call vote:

Aye – Trustees Lezon, Picha, Schmidt, Stull, Warren

Nays - None

Absent - Trustees DuRocher, Pyszka

Motion carried

4. Presentations

- a. Executive Director Stuhlmann recognized MaryKellie for five years of service to the Library. He highlighted her leadership in cataloging and acquisitions development, successful completion of the library inventory project, involvement in library committees and events, support of staff, and active participation in the broader library community. Congratulations were extended on this milestone.
 - b. MaryKellie reported that the library recently became a SWAN cataloging library. This designation allows staff to create and maintain catalog records directly rather than relying on another library, improving efficiency in processing specialized

collections. During the six-month trial period, records will be reviewed before being shared through OCLC and made available to other libraries.

- c. Trustee Stull congratulated MaryKellie on her five years of service to the Library.

5. Public comments – none

6. Correspondence

- a. Executive Director Stuhlmann reviewed legal memoranda from Ancel Glink. He reported that the Library is already compliant with the state requirement to post 9-8-8 Suicide & Crisis Lifeline information. He also noted that the Library's Personnel Handbook already complies with state requirements regarding paid leave for employees serving jury duty, consistent with the Library's support of civic service.

7. Consent Agenda

a. Minutes

- i. Approve Minutes of the August 19, 2026 Regular Board Meeting

b. Financials

- i. Receive and file Financial Report for August 2026
- ii. Approve payments in the amount of \$ 65,781.69 for the period of August 20 – September 21, 2026, including electronic payments and checks #11321 through #11367, which check #11353 being voided.
- iii. Approve monthly transfer of funds in the amount of \$ 225,000 from the commercial checking account to the operational checking account.

c. Ordinance, Resolutions & Associated Items

- i. Adopt Ordinance 2026-02 – Budget & Appropriation Ordinance for Fiscal Year 2026-2027 and the Certificate of Authenticity
- ii. Approve Public Disclosure of “Total Compensation” posting for Fiscal Year Ending June 30, 2027, as required by Illinois Public Act 97-0609
- iii. Adopt Resolution #234 - Resolution to Determine Estimate of Funds Needed for 2026-2027 Fiscal Year
- iv. Approve Chief Fiscal Officer’s Certificate of Estimated Revenue for 2026-2027 Fiscal Year
 - 1. Trustee Picha thanked Jason for providing a narrative explaining each item and the reasons behind it, noting that the explanations were well done.

*MOTION: Trustee Picha moved to approve the consent agenda. Trustee Lezon seconded.
Roll call vote:*

Aye – Trustees Lezon, Picha, Schmidt, Stull, Warren

Nays - None

Absent - Trustees DuRocher, Pyszka

Motion carried

8. Action Items

- a. Approve Library closing on Friday, March 5, 2027 for Staff Day
 - i. Executive Director Stuhlmann reported that Staff Development Day is tentatively planned for the first Friday in March. Staff are considering Stop the Bleed training following this year's AED and CPR training and will coordinate with the fire department regarding availability. Additional activities have not yet been finalized, but a full-day program is anticipated.

MOTION: Trustee Picha moved to approve the Library closing on March 5th, 2027 for Staff Development Day. Trustee Schmidt seconded.

Roll call vote:

Aye – Trustees Lezon, Picha, Schmidt, Stull, Warren

Nays - None

Absent - Trustees DuRocher, Pyszka

Motion carried

- b. Approve Updates to Employee Medical Insurance Coverage
 - i. Executive Director Stuhlmann reported that LIMRiCC health insurance premiums for 2027 increased approximately 4.5%, significantly less than the 15% increase budgeted, allowing the Library to remain approximately \$8,000 under budget. He recommended changing the Library's insurance contribution basis from the HDHP/HSA plan to the PPO 1500 plan effective January 1, 2027, which would allow the Library to cover 100% of employee-only medical insurance premiums for most full-time staff. Trustees discussed plan options, eligibility requirements, and the impact on employee coverage. Full-time employees remain eligible for medical coverage through LIMRiCC.

MOTION: Trustee Picha moved to approve the Library covering 100% of the PPO 1500 Plan premium for full-time employees beginning January 1st, 2027. Trustee Lezon seconded.

Roll call vote:

Aye – Trustees Lezon, Picha, Schmidt, Stull, Warren

Nays - none

Absent - Trustees DuRocher, Pyszka

Motion carried

- c. Approve Updates to Employee Dental Insurance Coverage
 - i. Executive Director Stuhlmann recommended extending dental and vision coverage to qualifying part-time employees who work 20 or more hours per week and have completed one year of service. The proposal is possible due to lower-than-anticipated medical insurance premium increases, allowing the Library to remain within budget. Trustees discussed projected costs, employee eligibility requirements, and the impact on employee benefits.

MOTION: Trustee Picha moved to approve the Library-paid vision coverage and dental insurance coverage for full-time and qualifying part-time employees, effective January 1st, 2027. Trustee Warren seconded.

Roll call vote:

Aye – Trustees Lezon, Picha, Schmidt, Stull, Warren

Nays - None

Absent - Trustees DuRocher, Pyszka

Motion carried

d. Approve Updates to Employee Life/AD&D Insurance Coverage

- i. Executive Director Stuhlmann recommended increasing the Library-paid life insurance and AD&D benefit from \$30,000 to \$50,000 and extending coverage to qualifying part-time employees who work 20 or more hours per week and have completed one year of service, effective January 1, 2027. He noted that the additional cost is minimal and can be accommodated within the projected insurance savings. Trustees discussed the proposal and its budget impact.

MOTION: Trustee Picha moved to approve the Library-paid \$50,000 life insurance and AD&D coverage for full-time and qualifying part-time employees, effective January 1st, 2027. Trustee Lezon seconded.

Roll call vote:

Aye – Trustees Lezon, Picha, Schmidt, Stull, Warren

Nays - None

Absent -Trustee DuRocher

Motion carried

- ii. Executive Director Stuhlmann thanked the Board for approving the benefit enhancements and expressed appreciation on behalf of staff.

9. Discussion Items

a. Reminder: 2027 Consolidated Election

- i. Director Jason Stuhlmann reminded the Board that the Consolidated Election will be held on April 6, 2027. Election packets are available at the Member Services Desk, and the filing period runs from November 16, 2026, at 9:30 a.m. through November 23, 2026, at 5:00 p.m. Notices have been posted in the library newsletter, on the website, and on the bulletin board. No election packets had been picked up as of the meeting date. Trustee discussion included signature requirements for candidate petitions, with approximately 47 signatures required and a recommendation to obtain additional signatures beyond the minimum.

b. Review first draft of Levy Ordinance and Truth in Taxation Notice

- i. Director Stuhlmann reviewed the proposed tax levy ordinance and explained that the CPI limit for 2026 is 2.7%. The Library proposes an 8% over-levy to

capture new property growth, with the County rolling the levy back to the legal limit. He noted that maximizing the allowable levy supports operating costs, future capital projects, and the Special Reserve Fund. Board members expressed support for the approach. No action was required; the ordinance will return for the Truth in Taxation hearing.

10. Executive Director's Report

- a. Auditors completed final fieldwork and are preparing their final report, which will include updates related to new GASB standards.
- b. Trustees discussed options for completing the required annual anti-harassment training and reached consensus to complete the training as a group prior to the December Board meeting.
- c. The League of Women Voters exhibit is on display at the Library through the end of the month.
- d. The Library website was updated to include information regarding FOIA requestor verification. An email filter was also implemented to help ensure FOIA requests are routed to the appropriate inbox.
- e. The Library may host a future DuPage Imagination Library meeting.

11. Department Head Reports

- a. Trustee Picha expressed appreciation that the Library currently has no staff vacancies and noted the value it has to the community. Trustees also commended Diana Abraham's community outreach efforts and thanked staff for their continued excellent work and dedication.

12. President's Report

- a. Trustee Stull announced that the next regular Board meeting will be held at 7:00 p.m. on October 21. The November 18 regular Board meeting will include the Truth in Taxation Public Hearing. The Board was also advised that the December 9 meeting may begin at either 6:30 p.m. or 7:00 p.m., depending on anti-harassment training scheduling. Trustee Stull also commended Library staff for their excellent work and dedication.

13. Treasurer's Report

- a. Executive Director Jason Stuhlmann reported that the Library earned more than \$6,000 in interest during August. The Library also received approximately \$976,000 in property tax revenue through tax distributions received on September 4 and September 15.

14. Secretary's Report

- a. Trustee Schmidt commended Erika Dismaya-Navaleza for the seamless transition in preparing Board meeting minutes and expressed appreciation for maintaining the established format.

15. Committee Reports – none

16. Trustee Comments

- a. Trustee Picha commended staff for a successful Community Resource Fair and expressed appreciation for the continued curbside pickup and home delivery services. She also announced her decision not to seek reelection after nearly 20 years of Board service due to anticipated travel commitments and thanked the Board and library staff for their dedication to the community.
- b. Trustee Schmidt shared information about an upcoming Rethinking Lawns: Integrating Healthy Habitats for Pollinators program on October 29th seminar on native landscaping and encouraged consideration of incorporating more native plants into the Library's grounds. Executive Director Stuhlmann indicated that he and Assistant Director Dobersztyn would be happy to meet with Trustee Schmidt regarding the program.
- c. Trustee Schmidt invited Board members to participate in the Library's Día de los Muertos ofrenda display, offered to coordinate contributions, and highlighted the recently unveiled Warrenville mural.
- d. Trustees discussed the potential benefits of expanding native landscaping, including reduced maintenance and long-term cost savings.

17. Adjournment

With no further business remaining, Trustee Stull adjourned the meeting at 8:11 p.m.

Respectfully submitted,

Connie Schmidt, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

September 30, 2026

WARRENVILLE LIBRARY INCOME LEVY	SEPTEMBER 2026	FUND BALANCES											PAGE 1
	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2026	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT	
CORPORATE	2,541,862	100.0000%	1105839.8	2,488,881	97.92%	914,487	-	10,388	52,984	188,528	651,639	2,804,714	
TOTAL TAX (LEVIED)	2,541,862	100.00%	1105839.8	2,488,881	97.92%	914,487	-	10,388	52,984	188,528	651,639	2,804,714	
DEFERRED REVENUE	-		0	-		-	0	-	-	-	-	-	
WORKING CASH	-		0	-		225,847	0	-	-	-	-	225,847	
DEVELOPER DONATIONS	-		0	-		-	0	-	-	-	-	-	
SPECIAL RESERVE	-		0	-		425,834	-	-	-	-	-	425,834	
ALBA LEMOS GIFT FUND	-		0	-		-	0	-	-	-	-	-	
CAPITAL PROJECT	-		0	-		-	0	-	-	-	-	-	
TOTAL	2,541,862	100.00%	1105839.8	2,488,881	97.92%	1,566,168	0	10,388	52,984	188,528	651,639	3,456,395	
FORMULA = A+B+C+D-E=F				A		B	C		D		E	F	

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: September 2026
Corporate Fund

	Corporate Fund Month Ended Sep 30, 2026	Corporate Fund 12 Months Ended Jun 30, 2027	Corporate Fund Budget	Variance	% of Budget
Income					
Taxes Levied	\$ 1,105,839.82	\$ 2,488,881.42	\$ 2,541,861.97	\$ 52,980.55	97.92 %
Copier	1,021.80	2,558.45	6,000.00	3,441.55	42.64 %
Fees	0.00	16.00	50.00	34.00	32.00 %
TIF Funds	0.00	0.00	72,500.00	72,500.00	0.00 %
Interest	7,415.09	21,567.20	50,000.00	28,432.80	43.13 %
Book Sales	0.00	34.00	250.00	216.00	13.60 %
Lost Books	403.99	1,202.21	2,500.00	1,297.79	48.09 %
Creator Cart	46.95	154.40	250.00	95.60	61.76 %
Gifts / Memorials	1,500.00	1,500.00	0.00	(1,500.00)	
Miscellaneous	0.00	120.68	0.00	(120.68)	
Hotel/Motel Tax	0.00	0.00	21,198.00	21,198.00	0.00 %
Grants - Per Capita	0.00	25,831.50	22,412.00	(3,419.50)	115.26 %
DuPage Foundation Grant	0.00	0.00	2,100.00	2,100.00	0.00 %
Developer Donations	0.00	0.00	1,202.00	1,202.00	0.00 %
	1,116,227.65	2,541,865.86	2,720,323.97	178,458.11	93.44 %
Expenses					
Sal. - Administration	17,882.70	64,685.86	276,000.00	211,314.14	23.44 %
Sal. - Member Services	21,053.04	62,980.45	290,400.00	227,419.55	21.69 %
Sal. - Maintenance	2,998.69	9,226.18	38,600.00	29,373.82	23.90 %
Sal. - Marketing	10,599.00	31,797.01	139,000.00	107,202.99	22.88 %
Sal. - Public Services	44,427.75	132,152.50	569,600.00	437,447.50	23.20 %
Sal. - IT	5,298.00	15,894.00	68,900.00	53,006.00	23.07 %
Sal. - Technical Services	8,161.67	24,371.27	105,400.00	81,028.73	23.12 %
I.M.R.F. - Expense	11,868.37	33,704.71	144,000.00	110,295.29	23.41 %
Fica - Expense	8,032.51	24,817.28	114,000.00	89,182.72	21.77 %
Unemp. Comp.	0.00	261.99	1,247.00	985.01	21.01 %
Op - Mat'l Processing/Tech	36.00	1,657.57	10,000.00	8,342.43	16.58 %
Op - Mat'l Processing/Circ	1,417.79	2,305.58	5,475.00	3,169.42	42.11 %
Op - Postage	36.60	964.63	5,575.00	4,610.37	17.30 %
Op - Office Supplies	234.63	1,288.29	4,240.00	2,951.71	30.38 %
Op - Bank Fee's	338.98	421.82	1,000.00	578.18	42.18 %
Op - Automation Supplies	342.32	1,026.80	4,750.00	3,723.20	21.62 %
Op - Publishing	0.00	55.20	1,250.00	1,194.80	4.42 %
Equip. - Purchases	422.32	1,730.41	7,320.00	5,589.59	23.64 %
Equip. - Maintenance	92.56	381.35	1,300.00	918.65	29.33 %
Auto. - Software	30.43	6,241.29	15,125.00	8,883.71	41.26 %
Auto. - Purchases	0.00	126.55	3,000.00	2,873.45	4.22 %
Auto. - Maintenance	467.05	9,857.52	49,313.00	39,455.48	19.99 %
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00 %
Ins. - Multi Peril Package	0.00	0.00	24,500.00	24,500.00	0.00 %
L. Ins. - Officer / Dir	0.00	0.00	1,600.00	1,600.00	0.00 %
Ins. - Bonds	0.00	0.00	500.00	500.00	0.00 %
Ins. - Health / Life	15,098.54	69,594.71	224,000.00	154,405.29	31.07 %
Pd - Recruiting	0.00	159.00	500.00	341.00	31.80 %
Pd - Staff Appreciation	0.00	667.72	5,750.00	5,082.28	11.61 %
Pd - Staff / Tuition Reimburse	0.00	0.00	500.00	500.00	0.00 %
Pd - Staff / Dues	215.00	845.00	3,670.00	2,825.00	23.02 %
Pd - Staff / Meetings	0.00	1,809.21	15,675.00	13,865.79	11.54 %
Pd - Staff / Transportation	49.41	1,152.97	4,550.00	3,397.03	25.34 %
Pd - Trst / Mtgs	0.00	40.00	1,150.00	1,110.00	3.48 %
Pd - Trst / Transportation	0.00	77.75	650.00	572.25	11.96 %

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: September 2026
Corporate Fund

Pd - Trustee Misc.	9.98	49.56	700.00	650.44	7.08 %
Cont. - Lawyer	0.00	1,642.50	3,500.00	1,857.50	46.93 %
Cont. - Accounting	3,081.03	5,554.58	16,166.00	10,611.42	34.36 %
Cont. - Collection	59.10	118.20	500.00	381.80	23.64 %
Cont. - Audit	3,500.00	3,500.00	9,450.00	5,950.00	37.04 %
Lib. Mat. - Adult Books	1,852.31	8,261.11	52,500.00	44,238.89	15.74 %
Lib. Mat. - Youth Books	2,815.81	12,439.05	40,000.00	27,560.95	31.10 %
Lib. Mat. - Adult AV	1,797.33	3,313.88	15,000.00	11,686.12	22.09 %
Lib. Mat. - Youth AV	917.54	3,574.61	9,900.00	6,325.39	36.11 %
Lib. Mat. - EBooks	6,185.75	26,270.35	77,700.00	51,429.65	33.81 %
Lib. Mat. - Library of Things	0.00	0.00	6,000.00	6,000.00	0.00 %
Lib. Mat. - Periodicals	780.00	9,775.92	10,750.00	974.08	90.94 %
Lib. Mat. - Internet Subscript	3,459.40	21,516.41	27,844.00	6,327.59	77.27 %
Ps - Programs Adult	1,082.18	3,131.63	12,450.00	9,318.37	25.15 %
Ps - Programs Youth	749.54	2,387.05	12,000.00	9,612.95	19.89 %
Ps - Hotel/Motel	1,000.00	10,155.00	21,198.00	11,043.00	47.91 %
Ps - Refunds / Fines / Fees	0.00	5.76	500.00	494.24	1.15 %
Ps - Printing	0.00	2,328.85	11,500.00	9,171.15	20.25 %
Ps - PR / Publicity	0.00	63.32	8,950.00	8,886.68	0.71 %
Ps - Misc.	0.00	376.89	4,250.00	3,873.11	8.87 %
Maintenance	3,124.00	9,122.00	58,345.00	49,223.00	15.63 %
Maintenance Supplies	368.23	710.11	2,000.00	1,289.89	35.51 %
Security	813.00	1,613.79	11,475.00	9,861.21	14.06 %
Gas	269.80	869.57	9,000.00	8,130.43	9.66 %
Snow Removal	0.00	0.00	13,400.00	13,400.00	0.00 %
Hvac	0.00	0.00	16,000.00	16,000.00	0.00 %
B & M - Water / Sewer	0.00	564.29	2,200.00	1,635.71	25.65 %
Electricity	5,145.13	15,342.57	50,000.00	34,657.43	30.69 %
Telephone	1,068.50	3,330.45	12,300.00	8,969.55	27.08 %
Janitorial Supplies	621.23	1,549.42	4,800.00	3,250.58	32.28 %
B & M - Landscape Maint	725.00	3,116.18	14,314.00	11,197.82	21.77 %
Debt Repayment	0.00	0.00	160,000.00	160,000.00	0.00 %
Debt Certificate Interest	0.00	0.00	11,741.00	11,741.00	0.00 %
Contingency	0.00	661.69	1,000.00	338.31	66.17 %
	188,528.22	651,639.36	2,848,973.00	2,197,333.64	22.87 %

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: September 2026
Special Reserve Fund

	Special Reserve Fund Month Ended Sep 30, 2026	Special Reserve Fund 12 Months Ended Jun 30, 2027	Special Reserve Fund Budget	Variance	% of Budget
Income					
	0.00	0.00	0.00	0.00	
Expenses					
Equip. - Purchases	\$ 0.00	\$ 0.00	\$ 40,000.00	\$ 40,000.00	0.00 %
Auto. - Purchases	0.00	0.00	107,200.00	107,200.00	0.00 %
Maintenance	0.00	0.00	50,000.00	50,000.00	0.00 %
Security	0.00	0.00	1,000.00	1,000.00	0.00 %
	0.00	0.00	198,200.00	198,200.00	0.00 %

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
Sep 30, 2026

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	295,155.44
Fifth Third 8004	1,109,303.10
Illinois Funds 1260	<u>2,057,533.01</u>
	3,462,476.55

General Fixed Assets	<u>\$ 4,447,926.00</u>
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TOTAL ASSETS	<u><u>\$ 7,910,402.55</u></u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>6,079.50</u>
	6,079.50

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>825,000.00</u>
	831,079.50

EQUITY

Fund Balance	<u>\$ 7,079,323.05</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 7,910,402.55</u></u>
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7d. CONSENT AGENDA

Approve payments in the amount of \$_____ for the period of September 17 – October 21, 2026, including electronic payments and checks #_____ through #_____, with check #_____ being voided.

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
September 17 - October 21, 2026

Date	Num	Name	Amount
10/21/2026	11368	Atlas	-50.00
10/21/2026	11369	David Cassara	-196.19
10/21/2026	11370	Cavendish Square	-186.03
10/21/2026	11371	Direct Energy	-5,795.58
10/21/2026	11372	Ethan Sellers Music LLC	-1,050.00
10/21/2026	11373	Konica Minolta Business Solutions	-94.74
10/21/2026	11374	Accounting Services, Inc.	-648.00
10/21/2026	11375	Today's Business Solutions, Inc.	-3,410.30
10/21/2026	11376	BlueWire Communications	-883.50
10/21/2026	11377	Warrenville Ace Hardware	-28.76
10/21/2026	11378	Ott To Print Green	-221.00
10/21/2026	11379	Service Master Commercial Cleaning	-2,724.00
10/21/2026	11380	USPS Warrenville Postmaster	-850.00
10/21/2026	11381	Guo, Xinming	-285.00
10/21/2026	11382	Wheaton Park District	-68.00
10/21/2026	11383	Lakeview Books	-221.91
10/21/2026	11384	Ollis Book Corporation	-75.92
10/21/2026	11385	S&S Worldwide	-64.89
10/21/2026	11386	Ambius	-757.81
10/21/2026	11387	Peregrine, Stime, Newman, Ritzman & Bruck	-906.50
10/21/2026	11388	Automated Logic Contracting Services	-2,080.00
10/21/2026	11389	Unique	-19.70
10/21/2026	11390	Alarm Detection Systems, Inc.	-800.79
10/21/2026	11391	RAILS	-900.00
10/21/2026	11392	SWAN	-7,797.00
10/21/2026	11393	Demco	-643.86
10/21/2026	11394	Marcos J. Arellano	-605.39
10/21/2026	11395	Smith, Gail	-73.72
10/21/2026	11396	Kurtis, Julie	-160.43
10/21/2026	11397	Marquez, MaryKellie	-156.68
10/21/2026	11398	Western DuPage Services	-725.00
10/21/2026	11399	NextEra Energy Services Midwest, LLC	-27.00
10/21/2026	11400	Erika Dismaya-Navaleza	-39.22
10/21/2026	11401	Kenny-Sumrak, Kyrie	-78.59
10/21/2026	11402	Playaway Products LLC	-259.96
10/21/2026	11403	AT&T	-482.71
09/21/2026	Electronic	Nicor Gas	-252.69
09/25/2026	Electronic	Paylocity	-533.03
10/01/2026	Electronic	Warrenville, City of	-172.63
10/01/2026	Electronic	AFLAC	-38.14
10/07/2026	Electronic	Konica Minolta Premier Finance	-397.32
10/09/2026	Electronic	Granite Telecommunications	-150.04
10/16/2026	Electronic	Chase Ink	-2,611.32
10/19/2026	Electronic	Nicor Gas	-252.42
10/21/2026		Ingram Library Services	-5,710.28
10/21/2026		Midwest Tape	-3,808.04
10/21/2026		Quill Corporation	-1,186.34

TOTAL

-48,480.43

7e. CONSENT AGENDA

Approve monthly transfer of funds in the amount of \$_____ from the commercial checking account to the operational checking account.

Each month, a transfer to the Fifth Third Bank operating account is 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 transfer sheet with final transfer amounts will be provided at the Board Meeting.

7f. CONSENT AGENDA

Approve transfer of funds in the amount of \$600,000 from the 5/3 commercial checking account to the IL Funds account.

In September we received the bulk of our fall tax distributions. We should transfer some more money to IL funds to keep maximizing our interest earnings. If we transfer \$600,000, then we will have \$2.6M earning the higher interest, and then we should still have enough to cover our bills for October and November.

If the Board wants to be a little more aggressive, I don't mind making a transfer every month. We could instead transfer \$700K or \$800K to IL Funds this month. Then we would just need to transfer some back in November so that we can make our internal transfer for paying bills. But this would give us a month to earn interest on an extra \$100-200K.

7g. ACTION ITEM

Approve updated Employee Handbook sections 2.1, 2.4 and 4.18 to be in accordance with updated IL law

Updates

On August 7, 2026, Governor Pritzker signed the Illinois Menopause Equity and Care Act, which will take effect on January 1, 2027. The law amends the Illinois Human Rights Act to include menopause-related conditions as a protected class under the framework already established for pregnancy and related conditions. Like pregnancy, employers are also required to reasonably accommodate menopause-related conditions.

Due to these changes, employers are recommended to update our Equal Employment Opportunity, Anti-Harassment, and Reasonable Accommodation policies

Therefore, we have updated sections 2.1, 2.4 and 4.18 of the Employee Handbook to include the recommended additions and language suggested by the law. (Note: To save paper, I have only included page 1 of section 4.18 as it is the only updated page of that section.)

2.1 EQUAL EMPLOYMENT OPPORTUNITY

The Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in any manner such that it violates applicable federal, state and local laws.

The Library will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, **menopause-related conditions**, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, reproductive health decisions, family responsibilities or any other category protected by applicable law.

Such action shall include but is not limited to initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to the HR Manager or the Executive Director. All such matters will be held in confidence*, thoroughly investigated and rectified if a policy violation is identified. Refer to the policy governing sexual and other types of harassment for more detailed information concerning the Library's investigative procedures (Section 4.18 / Policy #455).

The Library strongly encourages use of this policy if necessary and assures its employees that they need not fear any reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

*Confidentiality is not guaranteed. Reported information may need to be shared during the investigation.

2.4 REASONABLE ACCOMMODATIONS

Accommodations & Qualifications

The Library complies with the Americans with Disabilities Act, the Illinois Human Rights Act and Title VII of the Civil Rights Act and will provide reasonable accommodations for qualified individuals unless such accommodations would present an undue hardship for the Library.

Qualified individuals who may request a reasonable accommodation include:

- A qualified person with a disability is any individual with a disability, which includes any person who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of themselves or other individuals;
- An individual affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth;
- An individual experiencing menopause-related conditions; or
- An individual who requests reasonable accommodations that will allow the individual to meet the requirements of or practice their religion.

Reasonable accommodations apply to all covered employees and applicants and include hiring practices, job placement, training, pay practices, promotion and demotion policies, layoffs, and termination procedures.

Requesting Accommodation

Employees requiring reasonable accommodation in the workplace should submit a written request form (Appendix D) to the Executive Director, HR Manager or their manager as soon as possible. The request will be reviewed, and it will be determined if reasonable accommodation can be made. Requests may or may not require certification. Any approved accommodation will be periodically reviewed to ensure the best work conditions are being provided.

For more information regarding pregnancy in the workplace, please visit:

<https://dhr.illinois.gov/publications.html#pregnancy-rights>

<https://dhr.illinois.gov/rights/pregnancy-and-parental-rights.html>

4.18 POLICY PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION (Including Sexual Harassment) #455

It is the policy of Library to maintain a work environment free from all forms of harassment and discrimination and that all employees be treated with dignity, respect, and courtesy. It is a violation of Library policy for any employee to harass or discriminate against another individual in the workplace. Discrimination, harassment and sexual harassment are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). The Library will not tolerate harassment of Library employees by anyone, including any supervisor, co-worker, vendor, member, contractor, or other visitor of the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, **menopause-related conditions**, military or veteran status, genetic information, order of protection status, reproductive health decisions, family responsibilities or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

Sexual Harassment

“Sexual harassment” consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual’s dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another’s body; or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns.

Other Harassment

8a. ACTION ITEM

Approve updated Section 5.14 of the Employee Handbook (ACTION)

Suggested motion: Move to approve the updated Section 5.14 of the Employee Handbook, effective January 1, 2027.

Section 5.14 HEALTH/DENTAL/VISION/LIFE INSURANCE

In September, the Board voted to approve my suggestions for updated employee insurance coverage. This included:

- Switching the board-approved plan for premium cost-sharing coverage from the lowest-cost plan to the PPO1500 plan.
- Adding library cost-sharing coverage for part-time employees for dental, vision and life insurance.

We were a little rushed due to LIMRiCC's quick turnaround on needing to fill out the Open Enrollment information, so I had you approve things backwards. But now that you have approved the changes so that we update the Open Enrollment accordingly, we just need to formally update the Staff Handbook.

I made a few other changes for better readability, but the two biggest changes to this section are the change of wording from "lowest cost plan" to "current board-approved plan," and then of course adding library-covered dental/vision/life insurance coverage for part-time employees.

I have included the marked-up copy with the changes, as well as a clean copy for easier reading.

Thank you again for approving this. Staff are already excited.

5.14 HEALTH/DENTAL/VISION/LIFE INSURANCE

The Library is a member of The Library Insurance Management and Risk Control Combination (LIMRiCC) and participates in LIMRiCC's Purchase of Health Insurance Program (PHIP). Insurance plans through LIMRiCC are based on the calendar year, with open enrollment typically occurring in October or November and changes taking effect on January 1.

Each year, the Executive Director reviews the plans offered by LIMRiCC and makes a determination of which plans will be offered by the Library to employees. The Library covers a portion of the insurance premium costs for employees, as determined by the Board and outlined below. See Appendix I for the current board-approved plan being covered and a listing of current premium costs.

Full-Time Employees

~~Regular, full-time employees who are not in a temporary position~~ are eligible to enroll in health, dental, vision and life insurance plans, with a portion covered by the library.

Enrollment may occur at time of hire, during open enrollment (~~typically in October or November~~) or with a qualifying life event. Subsequent changes may only be made during open enrollment or with a qualifying life event.

When enrolled at time of hire, insurance coverage is effective on the first of the month following the employee's start date.

For full-time employees, premiums are shared by the Library and the employee as follows:

- ~~• Plans are based on a calendar year.~~
- ~~• Premium sharing is based on the lowest cost plan available. See Appendix I for a listing of current premium costs.~~
- ~~• The Library currently pays 100% of the lowest cost plan's single premium for the employee, regardless of the plan selected by the employee. This includes medical, dental and vision.~~
- ~~• The Library pays 50% of the lowest cost plan's premium for spouse, children and family, regardless of the plan selected by the employee. This includes medical, dental and vision.~~
- Medical, Dental & Vision
 - o Employee-only plans
 - The Library covers 100% of the premium for the current board-approved plan and lower-cost plans.
 - If an employee chooses a higher-cost plan, the Library will subtract the premium of the board-approved plan from the higher-cost plan to determine the employee's financial responsibility.
 - o Employee plans that include spouse, children or family
 - For board-approved and lower-cost plans, the Library will cover and subtract the employee-only cost of the chosen plan and cover 50% of the remaining premium for spouse, children or family to determine the employee's financial responsibility.
 - If an employee chooses a higher-cost plan, the Library will subtract the premium that would be covered under the board-approved plan from the higher-cost plan to determine the employee's financial responsibility.

- o The employee is financially responsible for the remainder of any remaining premium costs not covered by the library, which ~~The employee's portion of premium costs~~ will be deducted from the employee's pay. ~~This applies to medical, dental and vision plans.~~
- Life / AD&D (Accidental Death & Dismemberment)
 - o The Library pays 100% of the Basic Life / AD&D insurance plan premium for the employee.
 - o The employee is responsible for 100% of the premium for any Voluntary Life insurance plan, which ~~The employee's portion of premium costs~~ will be deducted from the employee's pay.
- The Library pays 100% of the LIMRiCC Administrative Fee of active employees.

Part-Time Employees

After completing one year of employment, part-time employees working at least 20 hours per week may be eligible to enroll in dental, vision and voluntary life insurance plans at their own cost, with a portion covered by the library. Per LIMRiCC, part-time employees are not eligible for medical insurance.

Enrollment may occur at the employee's 1-year anniversary, during open enrollment (typically in October or November) or with a qualifying life event. ~~Premiums will be deducted from the employee's pay. Initial enrollment is made during the open enrollment period.~~ Subsequent changes may be made during open enrollment or at the time of a qualifying life event.

For part-time employees, premiums are shared by the Library and the employee as follows:

- Dental & Vision
 - o Employee-only plans
 - The Library covers 100% of the premium for the current board-approved plan and lower-cost plans.
 - If an employee chooses a higher-cost plan, the Library will subtract the premium of the board-approved plan from the higher-cost plan to determine the employee's financial responsibility.
 - o Employee plans that include spouse, children or family
 - For board-approved and lower-cost plans, the Library will cover and subtract the employee-only cost of the chosen plan and cover 50% of the remaining premium for spouse, children or family to determine the employee's financial responsibility.
 - If an employee chooses a higher-cost plan, the Library will subtract the premium that would be covered under the board-approved plan from the higher-cost plan to determine the employee's financial responsibility.
 - o The employee is financially responsible for the remainder of any remaining premium costs not covered by the library, which will be deducted from the employee's pay.
- Life / AD&D (Accidental Death & Dismemberment)
 - o The Library pays 100% of the Basic Life / AD&D insurance plan premium for the employee.
 - o The employee is responsible for 100% of the premium for any Voluntary Life insurance plan, which will be deducted from the employee's pay.
- The Library pays 100% of the LIMRiCC Administrative Fee of active employees.

Other Information

- Although the library may offer an HSA qualified High Deductible Health Plan, the library does not contribute to the employees' Health Savings Accounts.
- The Executive Director may make recommendations to the Library Board of Trustees regarding premium sharing, HSA contributions or other changes to insurance benefits.
- The Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law, but will endeavor to make changes to plans offered or the premium sharing only at the start of a plan year.
- A Summary ~~plan description (SPD)~~ of Benefits and Coverage (SBC) is available online or from Human Resources. The plan documents are the final authority in all matters relating to these benefits and will govern in the event of any conflict.
- LIMRiCC decisions may dictate eligibility requirements, available plans, plan benefits and plan costs.

5.14 HEALTH/DENTAL/VISION/LIFE INSURANCE – Clean copy

The Library is a member of The Library Insurance Management and Risk Control Combination (LIMRiCC) and participates in LIMRiCC's Purchase of Health Insurance Program (PHIP). Insurance plans through LIMRiCC are based on the calendar year, with open enrollment typically occurring in October or November and changes taking effect on January 1.

Each year, the Executive Director reviews the plans offered by LIMRiCC and makes a determination of which plans will be offered by the Library to employees. The Library covers a portion of the insurance premium costs for employees, as determined by the Board and outlined below. See Appendix I for the current board-approved plan being covered and a listing of current premium costs.

Full-Time Employees

Full-time employees are eligible to enroll in health, dental, vision and life insurance plans, with a portion covered by the library.

Enrollment may occur at time of hire, during open enrollment or with a qualifying life event. Subsequent changes may only be made during open enrollment or with a qualifying life event.

When enrolled at time of hire, insurance coverage is effective on the first of the month following the employee's start date.

For full-time employees, premiums are shared by the Library and the employee as follows:

- Medical, Dental & Vision
 - o Employee-only plans
 - The Library covers 100% of the premium for the current board-approved plan and lower-cost plans.
 - If an employee chooses a higher-cost plan, the Library will subtract the premium of the board-approved plan from the higher-cost plan to determine the employee's financial responsibility.
 - o Employee plans that include spouse, children or family
 - For board-approved and lower-cost plans, the Library will cover and subtract the employee-only cost of the chosen plan and cover 50% of the remaining premium for spouse, children or family to determine the employee's financial responsibility.
 - If an employee chooses a higher-cost plan, the Library will subtract the premium that would be covered under the board-approved plan from the higher-cost plan to determine the employee's financial responsibility.
 - o The employee is financially responsible for the remainder of any remaining premium costs not covered by the library, which will be deducted from the employee's pay.
- Life / AD&D (Accidental Death & Dismemberment)
 - o The Library pays 100% of the Basic Life / AD&D insurance plan premium for the employee.
 - o The employee is responsible for 100% of the premium for any Voluntary Life insurance plan, which will be deducted from the employee's pay.
- The Library pays 100% of the LIMRiCC Administrative Fee of active employees.

Part-Time Employees

After completing one year of employment, part-time employees working at least 20 hours per week are eligible to enroll in dental, vision and life insurance plans, with a portion covered by the library. Per LIMRiCC, part-time employees are not eligible for medical insurance.

Enrollment may occur at the employee's 1-year anniversary, during open enrollment (typically in October or November) or with a qualifying life event. Subsequent changes may be made during open enrollment or at the time of a qualifying life event.

For part-time employees, premiums are shared by the Library and the employee as follows:

- Dental & Vision
 - o Employee-only plans
 - The Library covers 100% of the premium for the current board-approved plan and lower-cost plans.
 - If an employee chooses a higher-cost plan, the Library will subtract the premium of the board-approved plan from the higher-cost plan to determine the employee's financial responsibility.
 - o Employee plans that include spouse, children or family
 - For board-approved and lower-cost plans, the Library will cover and subtract the employee-only cost of the chosen plan and cover 50% of the remaining premium for spouse, children or family to determine the employee's financial responsibility.
 - If an employee chooses a higher-cost plan, the Library will subtract the premium that would be covered under the board-approved plan from the higher-cost plan to determine the employee's financial responsibility.
 - o The employee is financially responsible for the remainder of any remaining premium costs not covered by the library, which will be deducted from the employee's pay.
- Life / AD&D (Accidental Death & Dismemberment)
 - o The Library pays 100% of the Basic Life / AD&D insurance plan premium for the employee.
 - o The employee is responsible for 100% of the premium for any Voluntary Life insurance plan, which will be deducted from the employee's pay.
- The Library pays 100% of the LIMRiCC Administrative Fee of active employees.

Other Information

- Although the library may offer an HSA qualified High Deductible Health Plan, the library does not contribute to the employees' Health Savings Accounts.
- The Executive Director may make recommendations to the Library Board of Trustees regarding premium sharing, HSA contributions or other changes to insurance benefits.
- The Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law, but will endeavor to make changes to plans offered or the premium sharing only at the start of a plan year.
- A Summary of Benefits and Coverage (SBC) is available online or from Human Resources. The plan documents are the final authority in all matters relating to these benefits and will govern in the event of any conflict.
- LIMRiCC decisions may dictate eligibility requirements, available plans, plan benefits and plan costs.

8bi. ACTION ITEM

Approve Resolution #235 Amending the IGA with LIMRiCC + an “Approve” vote on the associated ballot form (ACTION)

***Suggested motion:** Move to approve Resolution #235 Amending the IGA with LIMRiCC, as well as an “Approve” vote on the associated ballot form.*

LIMRiCC Updates

As mentioned previously, this summer LIMRiCC merged with WIN to create a larger LIMRiCC group that has better purchasing power, hence our lower-than-expected premium increases come January 1.

As a result of the merger, LIMRiCC has amended their IGA. Attached is their recommend resolution stating all of the changes. **Additions are in bold** and ~~deletions are struck through~~.

For our purposes, the changes appear to be minor, updating or deleting language and modifying some dates and late/non-compliance fees.

I recommend we approve the resolution and vote “Approve” on the associated ballot.



R-235

RESOLUTION AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement providing for Risk Management and authorizing membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect the current policies and practice; and

Whereas, the Board of the Library of the Insurance Manage and Risk Control Combination desires to now propose substantive changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

Whereas, the Board of the Library of the Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW THEREFORE, BE IT RESOLVED by the President and the Board of the Library and Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

Section 1: That the recitals set forth above are incorporate as Section 1 of this Resolution.

Section 2: It is proposed that “Public Libraries” are included as an entity that can enter into a contract with LIMRiCC, along with “Library Districts, [Public Libraries], Boards of Library Trustees, Library Systems, and Intergovernmental Entities that provide services to Public Library Districts.”

Section 3: It is proposed that Article I (C)(2) “Agreements of Members” be amended to: “The LIMRiCC **Board** may contract with private or public ~~corporations~~ **consultants** for assistance in the processing of claims and the member will share in the cost of administering and paying the claims as provided in this contract.”

Section 4: It is proposed that Article I (C)(3) “Agreements of Members” be amended to: “The member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of ~~\$50.00~~ **one hundred (\$100.00)** dollars will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year.”

Section 5. It is proposed to eliminate outdated language in Article I (E)(1) “Period of Coverage”: ~~“The initial coverage provided by LIMRiCC shall include all claims by members for persons whose employment is terminated by such member during the period from July 1, 1993, through December 31, 1993. Coverage shall be continued from year to year thereafter on a calendar year basis, unless terminated therein.”~~

Section 6: It is proposed that Article II “The Self-Insurance Program” of the former agreement be entirely eliminated. This is an insurance product no longer provided by LIMRiCC.

Section 7: It is proposed that in the updated IGA, the new Article II be titled, “EMPLOYEE BENEFIT INSURANCE PROGRAM”

Section 8: It is proposed that in Article II (A)(1) “Purchase of Health Insurance Plan” that “Health Insurance” be added to the list of the products that LIMRiCC provides to its members:

- **Health Insurance**
- Life insurance Benefits
- Accidental Death and Dismemberment Benefits
- Employee Assistance Benefits
- Dental Insurance
- Vision Insurance

Section 9: It is proposed that in Article II (A)(1) “Purchase of Health Insurance Plan” that language be added allowing former members of the WIN network to purchase short- and long-term disability insurance: “Furthermore, short term and long term disability insurance will be offered to current members of LIMRiCC who were members of the Wellness Insurance Network (WIN) as of September 1, 2026. Notwithstanding anything to the contrary in this Section H, individuals who were receiving disability coverage from Member as of 1/1/2026 and were considered part-time employees but only worked a minimum of 17.5 hours per week will remain Qualified Employees solely for the purposes of receiving disability coverage. By arranging for the purchase of these insurance products on behalf of all Members, LIMRiCC can achieve savings in premiums.”

Section 10: It is proposed that in Article II (A)(2) “Changes in Participant Administration Fee” that the words “or special” be added to a sentence: “The Board of Directors has the authority to change any component of the Administrative fee at any regular **or special** meeting of the Board of Directors, provided all Members of the Insured Participants of the Program have been provided with thirty (30) days’ notice of said meeting and of the proposed change to the Base Administration Fee and/or the Participant Administration Fee, which proposed change must be included on the meeting agenda.”

Section 11: It is proposed that in Article II (H) “Employee Qualifications” that the following bolded print be added: “Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees **on an employer-paid basis** unless

a full-time employee specifically opts out of the life insurance benefit. **Employees may opt out of the life insurance coverage and Members may offer voluntary life insurance for those seeking additional coverage.** Each member is responsible for retaining and housing documentation [...]"

Section 12: It is proposed that in Article II (J) "Mandatory Member Meetings" that following bolded print be added: "Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the ~~2024~~ **2027** plan year, failure to have (1) representative attend without good cause, will result in a fee of **one hundred and fifty (\$150) dollars.**"

Section 13: It is proposed that in Article II (M) "New Membership" that new members, including members joining from the WIN pool must participate in the program for two years. It adds the following language: "New members must participate in the Program for at least two years."

Section 14: It is proposed that in Article II (O) "Refund Adjustment Policy for HIP" that "90 days" also be spelled out to 'ninety days.'

Section 15: It is proposed that in Article II (P) "Term of the Program" that outdated language be removed: "LIMRiCC has been operating a purchase of health insurance program since on or about March 1, 1994 for the purchase of health insurance products. This ~~revised Article III and Program amends LIMRiCC's purchase of health insurance program and shall become effective on the 1st day of December, 2015, provided that by such date that there are no less than twenty (20) members of LIMRiCC who have elected in writing to participate in the Program, and shall continue in effect thereafter until terminated.~~"

Section 16: It is proposed that in Article II (P)(1): "Term of the Program" that the following bolded language be added: "Members shall have the right to cancel participation in the Program by providing **one hundred and twenty (120) days** written

notice to the Board of Directors. **In the event that a Member cancels participation in the Program, the Member will not be allowed to rejoin unless at least two (2) years have passed and the member has at least fifty-one (51) enrolled lives for six (6) consecutive months.**"

Section 17: It is proposed that the email address be changed from ~~mtannehill@limrice.org~~ to ~~benefits@limrice.org~~ for the purposes of notices or communication with LIMRiCC electronically.

Section 18: It is proposed that in Article III (A)(2) to reword this clause thusly: "To furnish full cooperation ~~with LIMRiCC's attorney's, claims administrator~~ **by** with any agent, employee, officer, or independent contractor **with** LIMRiCC's **attorneys or claims administrator** relating to the purposes and powers of LIMRiCC.

Section 19: It is proposed that Article III (B) (3) "Rights of Members" that the outdated language relating to Metropolitan Library System be eliminated: ~~When rights of Members to participate in benefits are dependent on the length of time in participation, the member shall be credited for its participation in the predecessor programs of the Metropolitan Library System (formerly Suburban Library System).~~"

Section 20: The proposed effective date of the amendments is December 16, 2026.

Section 21: That the President of the Board is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

Section 22: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance and Risk Control Combination this 16th Day of September, 2026.

ADOPTED by the Warrenville Public Library District this 21st day of October 2026 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

ATTEST:

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

(SEAL)

PROPOSED AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT BALLOT

The Library Insurance Management and Risk Control Combination (“LIMRiCC”) Board of Directors adopted a Resolution setting forth proposed amendments to the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination (“IGA”) and to the By-Laws of the Organization. These changes are being made to allow the Wellness Insurance Network (WIN) Libraries to join our pool, as well as to fully clean up the language of the IGA. The proposed changes are fully set forth in the enclosed Resolution. A “clean” copy of the IGA and the by-laws is being provided to you.

The proposed amendments are being provided in **two (2) Resolutions**.

Both must be approved by the Library’s Board of Trustees and signed copies must be returned. Ballots must be returned for **both amendments**.

**AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT
AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK
COMBINATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE INTERGOVERNMENTAL
AGREEMENT**

The date that the proposed amendment is to become effective is December 16, 2026.

Members are invited to vote to “Approve” or “Disapprove” this propose amendments.

APPROVE _____

DISAPPROVE _____

Each LIMRiCC Member entitled to vote must return its ballot (two ballots total) to LIMRiCC on or before 5 pm on **December 15, 2026**.

8bii. ACTION ITEM

Approve Resolution #236 Amending LIMRiCC's bylaws + an "Approve" vote on the associated ballot form (ACTION)

***Suggested motion:** Move to approve Resolution #236 Amending LIMRiCC's bylaws, as well as an "Approve" vote on the associated ballot form.*

LIMRiCC Updates

Again, as a result of the merger, LIMRiCC has also amended their bylaws. Attached is their recommend resolution stating all of the changes. **Additions are in bold** and ~~deletions are struck through~~.

They once again update or delete some language and dates and make mention of their merger. But for our purposes, the changes appear to be minor.

I recommend we approve the resolution and vote "Approve" on the associated ballot.



R-236

RESOLUTION AMENDING THE AMENDED BY-LAWS OF THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) ORGANIZATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE BY-LAWS OF THE ORGANIZATION

WHEREAS, the By-Laws governing the organization of the Library Insurance Management and Risk Control Combination ("LIMRiCC") has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC, the organization itself, and to reflect the current policies and practice; and

Whereas, the Board of the Library of the Insurance Manage and Risk Control Combination desires to now propose substantive changes to the By-Laws that will update the LIMRiCC By-Laws; and

Whereas, the Board of the Library of the Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW THEREFORE, BE IT RESOLVED by the President and the Board of the Library and Insurance Management and Risk Control Combination ("LIMRiCC"), as follows:

Section 1: That the recitals set forth above are incorporate as Section 1 of this Resolution.

Section 2: It is proposed that in Article I, "Change of Name," that the entity's name **remain** Library Insurance Management and Risk Control Combination that is

“voluntarily established by contracting Library Systems, including the Metropolitan Library System, Boards of Library Trustees, **Public Libraries**, Library Districts, and Intergovernmental Entities that provide services to Public Libraries, Library Districts, and Library Systems (Members).”

Section 3: It is proposed that Article II “The Previous Programs” be renamed to “Purpose-Limitation of Participation”.

Section 4: It is proposed that the first paragraph of Article II “Purpose – Limitation of Participation” be amended to read (**Bolded is added text**): “The purpose of LIMRiCC is to provide conventional insurance coverage and/or self-insurance for claims against its Members, including any one or more of the following types of insurance coverage: **Health; Life; Accidental Death and Dismemberment; Employee Assistance Program; Dental; Vision; certain ancillary voluntary products; Unemployment Compensation. Furthermore, long-term disability will be offered to current members of the Wellness Insurance Network (WIN) as of September 1, 2026.**”

~~Building and Contents General~~

~~_____ Liability~~

~~_____ Automobile Liability~~

~~_____ Errors and Omissions~~

~~_____ Worker’s Compensation~~

~~_____ Boiler and machinery~~

Section 5. It is proposed to eliminate outdated language in Article II “Purpose-Limitation of Participation” regarding previous programs: ~~“The following programs have previously been established by agreement between the Suburban Library System, Metropolitan Library System, and participating Libraries:~~

~~A. _____ The Unemployment Compensation Pool~~

~~B. _____ The Program providing Joint Self Insurance~~

~~These Programs established by LIMRiCC are referred to herein as the “Previous Programs.”~~

~~It is the intent that the Previous Programs be continued through the agreements with LIMRiCC without interruption of coverage and providing credits where indicated from the prior coverage.~~

~~All credit balances in Member's accounts under the Previous Programs shall be transferred to the Member's accounts under the LIMRiCC Program. There shall be no interruption of coverage from the Previous Program."~~

Section 6: It is proposed that Article IV "Directors and Officers," paragraph A, be amended. Text that is **bolded** is added. "There is hereby established a Board of Directors of LIMRiCC. The Board of Directors of LIMRiCC **currently** shall consists of **five** Board members at Large. **Effective January 1, 2027, four (4) current members of WIN will join the Board thereby creating a Board of nine (9) members. At the first Board meeting in January 2027, Board Officer Elections shall take place as provided in paragraph E below."**

Section 7: It is proposed that in Article IV, (B) "Directors and Officers", the paragraph be modified as followed. **Bolded** text is additional text: "**In Spring 2027 and each Board election thereafter**, the call for **Board** candidates will be conducted from January 1 to January 31 with the electronic voting to be held from February 15 through March 31. Each Member will have one (1) vote for each slated position. ~~No individual will serve more than two (2) consecutive terms as Board Member at Large.~~ **Unless otherwise specified in Paragraph C, the term for the Board Member at Large is three (3) years."**

Section 8: It is proposed that in Article IV (C) "Directors and Officers" that the paragraph be modified as follows. **Bolded** text is additional text: ~~The first term for Board Members shall begin on April 1, 2010.~~ For the **Spring 2027** elected term, the three **seven** Board members who receive the most votes shall serve for **three** ~~two~~ years, **the candidate with the eighth highest vote will serve for two years, and the candidate with the ninth highest vote will serve for one year.** In the event of a tie, the Board members that will serve for two years will be determined by a lottery. **The intent is for the Board to be comprised of nine (9) for the 2027 term, eight (8) for the 2028**

term, and seven (7) for the 2029 term and thereafter. [...] Thereafter all Board Members shall serve for ~~two~~ **three** year terms.”

Section 9: It is proposed that in Article IV (E) “Directors and Officers” that the paragraph be modified as follows. **Bolded** text is additional text: “The Board of Directors of LIMRiCC shall ~~elect~~ ~~appoint~~ from among their number a ~~Chairman~~, **President**, a Vice-President, Secretary, and Treasurer. The Board of Directors may also appoint additional officers and assign duties to them. **At the first Board meeting in January 2027, Board Officer elections shall take place. Officer elections shall again take place in June/July 2027 once the newly elected board is seated.**”

Section 10: It is proposed that in wherever in the bylaws the text uses the term Chairman, it should be now be replaced with the term **President**. It is further proposed that wherever the text uses the term Vice-Chairman, it should be replaced with the term **Vice-President**.

Section 11: It is proposed that in Article IV (K) “Directors and Officers” that the following **bolded** print be added: “[...] At least four (4) prior written notice of regular of special meetings shall be given to all Directors and an Agenda specifying the subject of any special meeting shall accompany any such notice. Such notice may be given by electronic mail or US mail. **Remote attendance is permitted subject to the in-person attendance of a quorum.**”

Section 12: It is proposed that in Article V (A)(1) “Power of the Board of Directors” that following bolded print be added: ““LIMRiCC staff **and agents** are designated to managed the LIMRiCC programs, provided the annual compensation for these services shall not exceed the following without the consent of fifty percent (50%) of the Members.”

Section 13: It is proposed that in Article VI(C) “Liability of LIMRiCC, Its Officers and Directors” that language be added saying: “**The Board will obtain standard Director and Officers and Errors and Omissions coverage policies for the Board Members.**”

Section 14: It is proposed that in Article IX that the LIMRiCC address be modified to the current address: 668 N. River Rd, Naperville, IL 60563.

Section 15: The proposed effective date of the amendments is December 16, 2026.

Section 16: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not more than 90 days before the proposed effective date of the amendment, either by electronic mail or the US mail.

Section 17: That the proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

Section 18: That the President of the Board is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

Section 19: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance and Risk Control Combination this 16th Day of September, 2026.

ADOPTED by the Warrenville Public Library District this 21st day of October 2026 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

ATTEST:

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

(SEAL)

PROPOSED AMENDMENTS TO THE BY-LAWS BALLOT

The Library Insurance Management and Risk Control Combination (“LIMRiCC”) Board of Directors adopted a Resolution setting forth proposed amendments to the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination (“IGA”) and to the By-Laws of the Organization. These changes are being made to allow the Wellness Insurance Network (WIN) Libraries to join our pool, as well as to fully clean up the language of the IGA. The proposed changes are fully set forth in the enclosed Resolution. A “clean” copy of the IGA and the by-laws is being provided to you.

The proposed amendments are being provided in **two (2) Resolutions**.

Both must be approved by the Library’s Board of Trustees and signed copies must be returned. Ballots must be returned for **both amendments**.

AMENDING THE AMENDED BY-LAWS OF THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) ORGANIZATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE BY-LAWS OF THE ORGANIZATION

The date that the proposed amendment is to become effective is December 16, 2026.

Members are invited to vote to “Approve” or “Disapprove” this propose amendments.

APPROVE_____

DISAPPROVE_____

Each LIMRiCC Member entitled to vote must return its ballot (two ballots total) to LIMRiCC on or before 5 pm on **December 15, 2026**.

8biii. ACTION ITEM

Approve Resolution #237 to execute the updated IGA to join LIMRiCC (ACTION)

***Suggested motion:** Move to approve Resolution #237 to execute the updated IGA to join LIMRiCC.*

LIMRiCC Updates

Now that the IGA and bylaws have been amended, we need to indicate our continued participation by executing the updated IGA. The resolution states our participation in the two programs.

I recommend we approve the resolution and continue our health insurance coverage through LIMRiCC.



R-237

RESOLUTION PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION ("LIMRICC")

BE IT RESOLVED by the Board of the Warrenville Public Library District (hereinafter referred to as the "Library") as follows:

1. **Authority:** This Resolution is adopted pursuant to the Intergovernmental Cooperation of the Clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Library Systems Act, and the Illinois Public Library District Act (or the Illinois Local Library Act where applicable).

2. **Findings:**

A. The Library Insurance Management and Risk Control Combination (LIMRICC) has heretofore been established by Intergovernmental Agreement among existing public libraries and library systems to provide the following programs:

☒ 1. The Unemployment Compensation Program

☒ 2. The Employee Benefits Program

A copy of the Intergovernmental agreement providing for these programs is attached hereto as Exhibit A.

B. It is in the best interest of the Library to participate in such of the above programs as are indicated by a checkmark in the appropriate box.

3. **Authorization:** That the President and the Secretary of this Library are, therefore, authorized and directed to execute an Intergovernmental agreement providing for the risk management and authorizing Membership in LIMRiCC for the programs hereinabove indicated, the Intergovernmental Agreement to conform substantially to the Intergovernmental Agreement attached hereto as Exhibit A and effective on January 1, 2027.

ADOPTED by the Warrenville Public Library District this 21st day of October 2026 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

ATTEST:

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

(SEAL)

9a. DISCUSSION ITEM

Anti-Harassment Training

Update

I had been under the impression that anti-harassment training was required of trustees, but I recently found out that it is not actually required, just recommended as best practice.

From iLEAD, the IL State Library's Trustee training portal:

Sexual Harassment Prevention Training

[Public Act 101-0221](#) amended the Illinois Human Rights Act (IHRA) to require all employees to complete sexual harassment prevention training annually.

We understand there has been confusion regarding whether public library trustees are also required to complete this annual training.

Under [775 ILCS 5/2-109](#), the employer (trustee) is responsible for ensuring that employees receive annual sexual harassment prevention training that meets or exceeds the minimum standards established by the Illinois Department of Human Rights (IDHR).

The IHRA does not presently require public library trustees, solely because of their role as elected or appointed board members, to personally complete annual sexual harassment prevention training.

However, trustee participation is **strongly encouraged as a best practice**. Trustees are responsible for adopting and reviewing workplace policies, including policies related to harassment and discrimination. Completing sexual harassment prevention training helps trustees make informed policy decisions, better understand their governance responsibilities, and support a safe, respectful, and legally compliant workplace.

If the board would rather not do the training, that is fine, and we can cancel the committee of the whole meeting that we were going to have in December.

But if you would still like to do the training, then we can still have the committee of the whole meeting at either 6 or 6:30 pm.

- Paylocity (our payroll company) has a 60 minute training that is good, but would require us to start the COW meeting at 6 or maybe even 5:55 or 5:50 pm.
- The IL Dept of Human Rights has that 23-minute video I've previously mentioned, which means we could start at 6:30 pm. BUT, this video is just an AI voice reading a slideshow presentation. It makes most of the salient points, but is incredibly dry.

What would the board like to do?

9b. DISCUSSION ITEM

2027 Consolidated Election Update

Reminder

Just a reminder of the information previously mentioned about the April election.

- **Candidate Packets** – Candidate packets are now available for pickup at Member Services or on our website.
- **Petitions** - The first day to begin circulating petitions for signatures was Tuesday, August 25, 2026.
- **Filing Period – 9:30 am to 5:00 pm**
 - o Monday, November 16, 2026 – Friday, November 20, 2026
 - o Monday, November 23, 2026

We have posted public notice on the bulletin board, website and eNewsletter.

Update

Staff, former staff and trustees have been trying to recruit potential candidates. As of this writing, three candidate packets have been taken from Member Services. Hopefully at least three candidates file so that we have a full ballot.

Audit

In September I prepared the remaining items for the auditors, who were here on September 16 to do the final fieldwork and kept me very busy. Later this month, the auditors and I will be working on the MD&A. Once that is complete and they have finished the final report, Martha will visit at the November meeting to present the completed audit to the board.

Administrative

Erika has been keeping busy settling into her role. We continue to do a little bit of training, but she has been learning and becoming independent very quickly:

- Prepared and sent financials to Accounting Services for processing
- Processed various electronic payments and checks for signature and mailing
- Made bank deposits for daily receipts and copy machines
- Transferred funds from Propay to Fifth Third
- Went to the post office to mail ILL's
- Ordered supplies
- Compiled the September board meeting minutes for review by the Secretary
- Troubleshoot various issues with payments, invoices and credits

FOIA Requests - In both September and October we received commercial FOIA requests. We have 21 days to respond to commercial requests. September's request was fulfilled, and Jason is working on October's.

Miscellaneous

- **Dolly Parton Imagination Library**
 - o Registration is up to 240 kids as of October 16. I've assisted a couple of parents with questions about receiving books.
 - o Our library will be hosting the first in-person meeting for the Imagination Library's DuPage group on October 21.

Meetings & Programs for September

- One-on-one meetings with Managers
- Jason, Diana & Ian meeting about internship (September 1)
- DPIL DuPage online meeting (September 10)
- Safety Committee Meeting (September 10)
- 9/11 Remembrance at Fire District (September 11)

- Bluey & Community Resource Fair (September 12)
- Meeting with Little Friends about internship (September 17)
- Vacation (October 4-12)

Trainings & Webinars for September

- KnowBe4
 - o 2026 Common Threats
- Sikich
 - o Yellow Book session 8: Preparing an Accounting Policies and Procedures Manual
- SWAN Meeting recordings
 - o SWAN Quarterly
 - o SWAN Fireside Chat

Member Comments

9/12/26 - Thank you, Stephanie! You are amazing!!! ❤️

I truly appreciate your diligence and all the effort you put into working with me to secure books for our book club. You continually show up, go the extra mile, and do your very best to accommodate all of us. Your patience and dedication are so appreciated!

Thanks again! Denise Pertell

9/25/26 - I wanted to let you know how great Diana and Taylor were today. After the dance company completely flaked, instead of disappointing the kids, Diana got a dance class going and kept the kids happy and interested. From an adult standpoint, you could see she was struggling, but she kept a smile on her face and tried. My daughter loved it!

Taylor came in for the second session. Utilizing her outside skills, she got the boys moving and engaged. Even my son who was super reluctant to attend and participate was moving and grooving and following along. The dance circle at the end was a lot of fun for all the kids.

They did great, and stepped up when really needed.

10/15/26 - I just wanted to let you know that a library visitor came up to the MS desk today and wanted me to relay a message that she thinks that Mark is great. She said that every time she is in the library he is so very knowledgeable and helpful.

STATISTICAL SNAPSHOT	Sep 2026	Aug 2026	July 2026	June 2026	May 2026	April 2026	March 2026	Feb 2026	Jan 2026	Dec 2025	Nov 2025	Oct 2025	Sep 2025
TOTAL CIRCULATION (physical items)	14,258	15,250	16,454	16,611	13,513	14,645	14,916	13,367	14,494	12,970	13,699	14,496	13,719
WPLD items checked out at WPLD	9,674	8,141	9,615	10,219	7,075	7,905	8,437	7,356	8,258	6,733	9,177	7,653	7,501
Auto-renewals of WPLD Items	4,584	5,077	4,727	4,406	4,581	4,651	4,609	4,307	3,876	4,328	4,522	4,450	4,302
Other Library Items Checked out at WPLD	1,791	2,032	2,112	1,986	1,857	2,089	1,870	1,704	2,630	1,909	1,928	2,393	1,916
DOWNLOADABLE CIRCULATION	4,395	4,461	4,562	4,311	4,296	4,309	4,149	3,916	4,517	3,928	3,655	3,931	3,765
OverDrive/Libby	2,291	2,370	2,397	2,127	2,220	2,213	2,107	2,083	2,270	2,008	1,872	1,983	1,971
OverDrive (magazines) fka RB Digital	466	470	450	461	437	442	361	335	425	376	343	431	382
Hoopla	1,638	1,621	1,715	1,723	1,639	1,654	1,681	1,498	1,822	1,544	1,440	1,517	1,412
MUSEUM PASSES	27	37	35	55	41	32	26	9	2	22	13	23	35
Museum Adventure Pass	16	27	22	28	26	22	25	8	1	15	12	20	30
Explore More Illinois	11	10	13	27	15	10	1	1	1	7	1	3	5
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,693	1,931	1,916	1,817	1,744	2,029	1,766	1,620	2,273	1,830	1,866	2,311	1,818
Received from Non-SWAN Libraries	13	9	19	29	9	10	5	11	11	3	3	21	20
Sent to SWAN Libraries	1,778	1,875	1,681	1,684	1,613	1,687	1,816	1,486	1,552	1,283	1,324	1,595	1,501
Sent to Non-SWAN Libraries	4	2	20	18	11	5	8	5	5	5	4	10	8
COLLECTION													
Physical Materials Added	656	753	759	617	781	488	507	845	613	384	407	477	292
Physical Materials Withdrawn	431	435	391	587	263	660	316	353	144	657	686	564	393
Total Collection Size	143,544	143,283	142,978	142,762	143,011	142,703	142,127	142,199	141,578	141,989	142,390	142,606	142,759
Physical materials	75,632	75,414	75,109	74,787	74,946	74,616	74,408	74,099	73,390	73,688	73,968	74,081	74,087
OverDrive books	46,010	46,020	46,074	46,215	46,378	46,519	46,475	46,664	46,801	46,943	47,118	47,250	47,414
OverDrive audiobooks	21,902	21,849	21,795	21,760	21,687	21,568	21,244	21,436	21,387	21,358	21,304	21,275	21,258
PROGRAMS													
Number of Adult Programs	27	22	28	21	29	24	23	25	20	16	21	29	27
Adult Program Attendance	294	451	1,168	189	191	539	243	245	172	131	197	322	327
Number of Teen Programs	7	7	4	7	6	8	9	7	11	5	8	8	9
Teen Program Attendance	28	17	14	58	9	237	65	34	89	26	62	30	46
Number of Youth Programs	34	14	32	33	18	32	34	27	35	17	24	29	20
Youth Program Attendance	808	272	735	973	283	1,353	833	612	611	440	601	785	457
Book-A-Librarian Sessions	14	14	17	14	14	14	14	14	14	13	14	14	14
Book-A-Librarian Attendance	2	3	7	3	4	2	2	4	4	2	4	1	7
OUTREACH													
Adult Outreach Events	1	3	1	1	4	2	2	1	1	0	0	2	1
Adult Outreach Attendance	30	83	35	108	387	81	196	10	90	0	0	125	50
Teen Outreach Events	0	0	1	0	2	0	1	0	0	0	2	1	0
Teen Outreach Attendance	0	0	38	0	200	0	12	0	0	0	22	20	0
Youth Outreach Events	8	2	2	3	6	3	3	3	6	2	4	6	1
Youth Outreach Attendance	464	492	434	206	1,338	188	132	111	86	122	460	718	157
LIBRARY CARDS													
Total Resident Cards Active	6,889	6,840	6,758	6,707	6,615	6,546	6,492	6,440	9,667	9,782	9,751	9,736	9,682
Resident Cards Issued In Person	62	101	78	94	70	61	58	59	70	41	38	76	60
Online Cards Issued	10	12	13	12	25	12	9	16	19				
VISITOR COUNT	10,671	10,338	11,789	11,864	8,941	10,527	10,113	9,774	9,068	8,297	7,335	8,569	10,658
STUDY ROOM USES	367	337	360	343	301	336	324	320	296	285	297	315	331
MEETING ROOM USES (public)	9	2	2	6	8	8	7	11	8	6	7	10	7
CURBSIDE PICKUPS	9	16	15	15	18	9	16	13	12	19	15	8	12
COMPUTERS & TECHNOLOGY													
Computer Sessions	707	720	691	777	649	658	742	704	610	535	508	440	611
Wifi Sessions	2964	2731	2896	2764	2440	2843	2783	2688	2441	2355	2489	2767	2646
Website Visits	25,284	26,866	22,893	23,513	24,572	18,473	20,034	23,266	21,405	18,307	22,152	17,665	16,456
MARKETING													
eNews Subscribers	7,164	7,345	7,349	7,293	7,196	7,143	7,049	7,053	7,057	7,051	7,152	7,162	7,109
eNews Open Rate	50%	49%	46%	56%	51%	44%	43%	51%	53%	51%	58%	53%	53%
Facebook Followers	2,619	2,530	2,465	2,403	2,355	2,326	2,257	2,215	2,197	2,185	2,171	2,154	2,140
Instagram Followers	736	718	712	707	697	685	669	662	652	644	630	624	613

11a. Assistant Director REPORT

September 2026

Submitted by Paul Dobersztyn

Public Services

Highlights

- The library hosted **68** total live events this month, with **843** participants. The Public Services Department hosted **6** passive events with the Costume Swap, Crafts to Go and the Community Resource Fair with a total of **287** participants.
- The Community Resource Fair was a huge success for the second year in row. Diana Abraham planned an amazing event, but was supported by a lot of hard-working staff that day, along with willing volunteers. The city's parking lot was utilized for the Touch-a truck portion of the event which has participation from the fire district, police department, park district and public works. This was a big factor of drawing people into the building for the dozens of organizations supplying information about their services. Bluey made an appearance as well which drew a lot of families to the event as well.
- 240 Active Children in the Dolly Parton Imagination Library. 13 graduated from the program so far.
- The Youth Services department launched a new collection of Youth Board Games. They are located by the Discovery Room.
- *Warrenville Library's support is so appreciated by the NFP @ Immanuel. The library collected 408 pounds in September. For the third quarter, the poundage total is 1,331. Thank you again for continuing to be a collection site for our Warrenville neighbors.* - received from Jodie, food donation volunteer.
- Diana Abraham and Taylor Haring stepped in for the youth dance classes in September. The presenter didn't show up due to a mix up, but they both displayed professionalism and their unique dancing skills.
 - o We received a nice note from a mom that registered for the dance program. She apparently liked our effort at covering the program. Taylor was a tremendous help with assisting--lifesaver!

Professional Development

- 7 sessions of CE were completed by the Public Services Department in September.
- **4.75 total** hours of CE were completed.
- Topics covered include: DuPage Foundation Bright & Early, 2026 Common Cyber Threats by KnowB4 and Winter Spring 2027 Youth Books.

Personnel

- No changes.

Reading Challenges

- Adult Fall Back Reading Challenge: 9/1-11/30.
 - o Total participation:
 - 66 registrants
 - 124,042 Minutes read
 - 33 completions so far
- 500 Books Before Fifth Grade
 - o Total Participation
 - 110 registrants
 - 6 completions
 - 9,621 total books read so far.

- 1000 Books Before Kindergarten
 - o Total participation:
 - 247 registrants
 - 50 completions
 - 80,668 total books read so far.
- The 100 Books Before High School
 - o Total participation since the launch:
 - 113 registrants
 - 3,397 total books read
 - 19 completions so far

Programming / Outreach / Meetings (Not entered in Communico)

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

Homebound Deliveries: 2 Delivery/Pickups, 10 items checked out, 5 total participants

- Diana Abraham hosted Naperville 203 Transition students on 9/2.
- Paul Dobersztyn met with Midwest Tape rep Katherine Dunne on 9/3 to discuss Hoopla pricing and other new products available.
- Paul Dobersztyn met with Kathy Gaydos on 9/3 & 9/10 to discuss Winter Reading Matters.
- Diana Abraham visited the Park District's Homeschool program-presented on getting a library card and pertinent programs on 9/3 & 9/10.
- Diana Abraham attended a Johnson Family Dinner meeting on 9/8 at Trinity Lutheran.
- Taylor Haring and Paul Dobersztyn attended Safety Committee meeting on 9/10.
- Paul Dobersztyn and Jason Stuhlmann attended the 9/11 Remembrance ceremony at the Warrenville Fire District.
- Mandy Wilson and Diana Abraham met with Amari from Outreach: Warrenville to discuss teen engagement programs for their GPS program on 9/14.
- Diana Abraham attended the City of Warrenville IDEC meeting on 9/15.
- Julie Kurtis, Taylor Haring, Mandy Wilson, Paul Dobersztyn and MaryKellie Marquez attended a FanCon meeting on 9/15.
- Diana Abraham met with Jason and Ian regarding the Little Friends internship becoming a paid position. Met again with Anthony, Jason and Ian on 9/17 to finalize the paperwork for the Memo of Understanding. It was agreed that Emily will be paid through a grant providing funds to Little Friends.
- Mandy Wilson attended the Book Club at Wheaton Warrenville South High School on 9/17.
- Diana Abraham hosted the WIC (Women Infant and Children) bus came to sign families up for benefits (with DuPage County Health Department) on 9/17 while the Developmental Screenings by Metropolitan Family Services were being held.
- Diana Abraham attended the DuPage Foundation Bright and Early collaborative meeting on 9/22. We discussed early childhood engagement opportunities and potential partnerships.
- Julie Kurtis, Diana Abraham, Kyrie Kenny-Sumrak and Paul Dobersztyn Met with Jean Peterson from Ollis books on 9/23.
- Mark Arellano and Diana Abraham hosted a table at the American Legion Post 589 for Burger Night on 9/23.
- Julie Kurtis visited ACES Academy on 9/30.
- Kyrie Kenny-Sumrak visited three Kindergarten classrooms at Johnson on 9/30.
- Julie Kurtis visited the 2nd Grade classes at Bower on 10/1.
- Diana Abraham made a prize basket for the Park District's Healthy Heroes event since no one could attend this year.
- Diana Abraham reviewed the Park District's social story for their Zombie Run for your Life event.

- A majority of Mandy Wilson's September was dedicated to making set pieces and props for the Haunted House.
 - o Created large prints of Creepy Tales characters, (Jasper Rabbit, the Creepy Carrots, the Creepy Underwear, that weird squirrel thing from Troubling Tonsils, the Creepy Crayon), painted large character stands with blacklight paint (used the acrylic barriers from COVID era), made creepy carrots from plastic cups. I made the assets by enlarging images from the books and rendering over them.
 - o Making lab machinery for Frankenstein's Lab out of paper, cardboard boxes, and other materials. Made an additional monster head out of cardboard.
 - o Made the costumes for the skeletons in the Goosebumps scene; painted the striped shirt and the red shirt with the lightning bolt, painted details on the skeletons. Made a stand for the mom skeleton out of PVC pipe to keep her upright.
 - o Made the portal door as seen in Coraline out of cardboard, paper, and reinforced it with PVC pipe.

Member Feedback

- A Johnson family was visiting and mentioned they liked seeing the books on Hispanic Heritage Month. I met the same family for the first time at the Johnson Family Dinners and they promised they would come to get library cards. Later the following week, they came to get their library cards!

TC: Warrenville Public Library, I would like
 you guys to know you have a wonderful library staff.
 I just finish a project and again Librarian Mark did
 a great job helping me. I can't thank him enough.
 And since I've been coming here all the librarians have been
 great. Just wanted to let you know your staff is efficient
 knowledgeable and patient and kind. Again I want to
 thank Mark again for taking the time to teach and help me.
 Warrenville Library Librarians Thank you.

From MaryBelle @ grateful patron

Non-SWAN InterLibrary Loan

Item Requests Processed: 13; Materials Received: 9; Materials Lent: 2

Maintenance

Paul Dobersztyn

- Continues ordering supplies through Quill to ensure cleaning crew has enough supplies as well as staff.
- Met with Western DuPage to discuss the mowing lines since the neighboring HOA has remarked that they weren't mowing the correct area.
- Met with lighting vendor to discuss Christmas light installation.

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.
- Adjusted the water fountain's pressure so it doesn't splash all over the wall behind it.
- Met with Western DuPage to discuss the mowing lines since the neighboring HOA has remarked that they weren't mowing the correct area.
- Repaired storage shelf in staff area.
- Replaced broken outlet cover in YS study room 2.
- Cleaned staff lounge refrigerator and freezer.
- Met with lighting vendor to discuss Christmas light installation.

11b. MEMBER SERVICES REPORT

September 2026

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,708	54.06%
Aspen catalog/mobile app (Renewals)	177	1.24%
Autorenewals	4,584	32.15%
Staff Assisted Checkout	1,789	12.55%
TOTAL TRANSACTIONS	14,258	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,269	55.38%
Selfcheck 2 (Near Vending Machine)	3,439	44.62%
TOTAL TRANSACTIONS	7,708	100.00%

Department Highlights

Curbside

We had 9 Curbside Pickups with 6 unique users.

Continuing Education

Member Services staff participated in 6.5 hours of Continuing Education.

Meetings

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

New Stats

Explore More Illinois - There were 11 total passes acquired: 5 to The Morton Arboretum; 1 to the DuPage Children's Museum; 2 to Cantigny, 1 to the Chicago Botanic Garden, 1 to Griffin Museum of Science and Industry and 1 to Fabyan Village and Japanese Garden.

Museum Adventure Pass - There were 16 total passes acquired: 8 to Brookfield Zoo; 6 to Cantigny; 1 to Lizzadro Museum of Lapidary aArt and 1 to Illinois Railway Museum

11c. ACQUISITIONS & CATALOGING REPORT

September 2026

Submitted by MaryKellie Marquez

Collection Maintenance

- 656 items created
- 431 items discarded
- 63 items repaired
- 37 discs cleaned

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

MaryKellie

- SWAN ACNG meeting, 9/10/26.
- KnowBe4 training, 9/8/26.
- RAILS, "Starting a Library Staff Green Team," 9/17/26.
- LACONI SAAM 2026 Unconference, 9/25/26.
- "Adaptive Umbrella," 9/29/26.
- OCLC, "WorldShare Collection Manager: What it is & How Libraries Use it," 9/29/26.

Gail

- SWAN ACNG meeting.
- KnowBe4 training.
- Worked on goals of auto-de-newing and inventory with MaryKellie.
- Decorated for September birthdays x3.

MaryKellie's Meetings:

- Board meeting, 9/16/26.
- ATLAS MMRT, 9/18/26.
- Management Team meeting, 9/22/26.
- Meetings with SWAN's Cynthia and Lucas: 9/2/26, 9/9/26, 9/11/26.

11d. HUMAN RESOURCES

September 2026

Submitted by Ian Stevens

Staff/Recruiting

Currently there are no open positions at the library.

HR Procedures

- Ran payroll in Paylocity on 9/14 and 9/28
- IMRF September payroll to accountant 9/23. August Wage Report to IMRF 9/14
- Paid AFLAC August account 9/3
- Staff job description template created for managers to input their team's duties and tasks as part of a project to review, revise, and update all job descriptions. Work in progress.
- Summary Plan handout was created so all staff have a benefits summary overview in one place. The document is being updated due to recent approved benefit changes.
- Meet with intern Emily (and Diana) to complete legal forms for her paid internship 9/23
- Created anniversary certificate for employee that was presented at last Board meeting
- Following LIMRICC benefits renewal announcement in August, the board approved new benefits for staff. Jason & I have been working on the various prep pieces for the November's staff Open Enrollment

Meetings

- Board meeting 9/16
- Jason Monthly Meeting – 9/15
- Managers meeting 9/1 & 9/2
- Emily (Intern) first day onboarding 9/23
- Meet with Jason and Diana to discuss having Little Friends Interns as a paid employee via LFI funding. Then we all meet with Anthony from LFI to confirm details 9/17
- 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

- Equifax – New I-9 standards 9/2
- Six Fifty HR – Compliance alignment 9/1
- HRCI – The Power of Documentation 9/21
- Know Be4 – Common Treats. Inside Man S6 Ep 9 9/7 IT security programs
- Paylocity – Enhanced Pay Grids 9/8, Time & Labor system function overview 9/23
- Completed September Safety Quiz on Bomb Threat and Active Shooter 9/2

11e. IT DEPARTMENT REPORT

September 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 sharing files in Teams, printing, opening video files, finding a TTG replacement cost file, identifying phishing emails, software installation upon request, and changing passwords.
- I helped members with Scan Station text translation.

Troubleshooting

- I scheduled a Konica maintenance call to resolve a clicking noise with the public copier.
- I investigated an issue with accessing Connexion via certain ports.
- I investigated an issue with the Adult Services coin tower bill acceptor being finicky.
- I swapped out a monitor in Member Services as the power button fell out of the old one.
- I investigated an issue with lines appearing on scanned documents from the Scan Station document fed scanner.
- I resolved an issue with a phone certification warning being displayed after renewing it.
- I evaluated a security advisory patch with 3rd party vendor.
- I resolved an issue with the sticky receipt printer not printing.
- I resolved an issue with the Adult Services Work printer resetting its IP address.
- I resolved an issue with the Dymo printer not printing correctly.

Project/Goal

- I replaced an old UPS unit.
- I added two CD players to the TTG collection.
- I configured Canva user roles for testing.
- I updated software and firmware on various devices including public PCs, servers, and NAS devices.

Planning

- I adjusted the public computers' hours to include the Sensory Friendly Open House.

Meetings

- I met with Kathy and David to go over Canva roles, permissions, sharing, and templates.
- I met with Comcast to gather information on our fiber options.
- I met with Jason for one-on-one meetings.
- I met with Management Team.
- I met with a patron for a Book-a-Librarian appointment.

Training

- From Invisible Labor to Line Items: Budgeting for the Library Work That's Actually Happening: RAILS webinar.
- Understanding Poverty: How to reduce conflict and serve patrons better: Ryan Dowd webinar.

Tickets

- 10 opened, 10 closed, 4 pending

11f. Marketing Department REPORT Department REPORT

September 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:

Newsletter Planning for 2027

- Key Dates for 2027: Prepared internal schedule for each season/quarter; shared with Paul for his input.
- Printer Dates for 2027: Prepared a schedule with dates and several key production parameters for review by Hagg Press. They reviewed and will comply with our parameters as stated.

Winter 2026-2027 Reading Matters (RM) newsletter

- Received first draft from Paul; reviewed content and styling; met with Paul to discuss and asked several questions.
- Received second draft from Paul along with several content articles; gave input to Paul about the Ancestry database article that might align with Genealogy in the new year and also asked for additional content to pair up with programs.
- Edited and formatted the content before passing along for design draft and entry into Communico. Several clarifications from staff were still needed about dates, registration status, spelling, etc.
- Worked with Paul to edit content of some programs to avoid direct mention of specific characters or books.
- Began design work on the first draft.
- Established schedule of activities relating to producing the newsletter and related publicity materials; shared with Paul.

Event Publicity

- **Community Resource Fair** (Sept. 12):
 - o Created closing sign for Quiet Room to accommodate PRC closet
 - o Forwarded an online form received by Marketing to Diana requesting space at the event
 - o Clarified all organizations with Diana for eNews and social media content.
 - o Set up the Sandwich boards and gave instructions to Public Services about how and when to put them out.
- **WWII Saga: Codebreakers** (Sept. 10): Set up "Register for Tomorrow" and "Register for Tonight's" event signs to try to attract last-minute attendees.
- **Reel Talk** (Sept. 17): Set up "Register for Tonight's" event signs to attract attendees.
- **Sensory Open House** (Sept. 27): Updated the flyer because details changed
- **Winter Reading Challenge**: Agreed with Paul that we will use the same generic type of wintery scenery to promote winter reading for the next few years. We won't give it a specific character or mention components consistent with a trademarked character.
- **Western DuPage Chamber of Commerce**: Communicated with my contact there about how they were noting our location on our events they were including in their newsletter (and same for other agencies). They explained it was a system issue they were trying to resolve and by the next edition locations were displayed as one would expect.

Sunday Music Matinees

- Entered details for all events into the Arts DuPage online calendar.
- Set up social media posts for the first two matinees this fall.

Content Development/Review

- **Ancestry.com/HeritageQuest Online:** Edited article submitted by Tom/Paul for use in winter *Reading Matters* and eNews in January.
- **Pokémon Club:** Edited article submitted by Paul for use in winter *Reading Matters*, possibly an eNews edition or social media.
- **Banned Books Tattoo Event:** Edited the video Taylor gave me to add captions, which is a necessary accessibility feature. Posted the video on Instagram and YouTube. Also, created another video using parts of Taylor's video for use on Facebook.

Community Outreach

- Prepared Go Boxes for
 - Homeschool outreach event on September 3 (Diana)
 - Johnson School community dinner on September 17 (Diana)
 - VFW Burger Night on September 23 (Mark)
 - Banned Books Tattoo event on October 3 (Paul)
- Updated flyers from previous events with information for display/distribution in advance of upcoming events where library staff will be present:
 - Horizons Senior Living for tech assistance on October 9
 - Preserve at Cantera library card registration on November 7
- Attended the Community Resource Fair and took photos and videos to share on social media; also chatted with several participants and library visitors at the event.

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

- **New Library Card Design:** Created first drafts of updated "Get a Library Card signage" to reflect the new library card design
- **Youth Board Game signs:** Updated existing Puzzle sign in the Youth Services area to include Board Games; laminated and adhered the sign.

Administrative

- **Staff In-Service Meeting:** Prepared a form for all staff to complete about their interest in topics and participation at the March 2027 meeting and submitted to Jason for his review; shared the link with all staff, and gave instructions and a deadline for completing.
- **Holiday-themed attire schedule:** Updated the yearly schedule of select dates around a holiday when staff can wear themed clothing and accessories. The purpose is to create enthusiasm for the holidays among staff and visitors, as well as to take photos for use in social media. In December, Jason approved wearing holiday attire for the whole month; shared the link in Staff Matters.
- **Copyrighted materials:** Reached out to my RAILS Marketing listserv for information about checking for copyrighted materials and general best practices for evaluating whether to include the use of a name or image. Received and reviewed several sources, and watched two quick videos. Briefly met with Paul to discuss the use of copyrighted materials in our programs and in program publicity.
- **Library Marketing Communications Conference:** Registered for this event November 11-12 in St. Louis and worked out some travel details with Jason.
- **Dolly Parton Imagination Library:** Asked Jason to download a file of enrollees and/or give me access to the platform so we can add people to our email lists. Upon accessing their portal, I discovered that my intended use is prohibited.
- **Elevator signs:** Asked Paul and Taylor if they had any knowledge from the fire marshal about required elevator signs, as I would like to update them to include something like "Do not use during a tornado."
- **2027 holidays:** Asked Jason to confirm the holiday and staff in-service closing dates so I can update the website and our closing signs.
- **Brand Style Guide:** Shared this document with Erika, explained how it might be helpful in her role; also conveyed I would be happy to meet to discuss it once she's had a chance to review it.

- **Incident Report:** Wrote and submitted an Incident Report after investigating shouting I heard at a time I was the PIC.

Meetings/Webinars

Kathy:

- o 9/1/26: Management Team Meeting
- o 9/16/26: Board Meeting
- o 9/17/26: Meeting with Communications cohorts at City and School
- o 9/18/26: Webinar: The Next Year of Library Marketing: Trends You Can Actually Use
- o 9/22/26: Management Team Meeting

Kathy & David:

- o KnowBe4: Common Threats
- o September's Safety quiz
- o Met with Duncan to discuss Canva setup and permissions

Website: Activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues.

New Website: Activities related to new website design project.

- Spent time setting up custom CSS to handle Communico Create shortcomings.
- Updated list of Create feedback for Communico.
- Continued work on header/footer designs across all viewports.
- Continued mapping navigation.
- Used Aspen spotlights to design automated book sliders.
- Completed preliminary design for the new homepage.

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 September, began sending eNews once a week. The content changed to a JOT (Just One Thing) focus. The objective in sending eNews more times but with a limited scope is to see if engagement increases for the highlighted service, collection or program. I've asked all staff your help in determining this because not all engagement is quantifiable. If asked if they hear more questions or comments about something that was recently highlighted in eNews, to let me know. Minor exception...the third Wednesday of the month will be devoted to events, whereby one event per age segment (All ages/Adult, Teen, Youth) will be highlighted.

- eNews (Constant Contact) stats in September:
 - o Total subscribers: 7,164 (down from 7,345)
 - o Average open rate: 50%; Click rate: 2%
 - o New Cardholders campaign—average open for 10 sends: 60%

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 September, worked with Taylor and Paul on various aspects of creating/editing content for the Banned Books Tattoo event. Also, worked with Julie to find photos from a previous event to help promote the Costume Swap on social media, and Diana to post about the upcoming Community Resource Fair to make sure participating agencies were tagged correctly.

Social Media stats:

- Facebook Followers: 2,619 (up from 2,530)
- Instagram Followers: 736 (up from 719)

Most popular Facebook post in September: 11,248 views; 127 reactions (likes, comments, shares)



Most popular Instagram post in September: 568 views; 47 reactions (likes, comments, shares)



12. PRESIDENT'S REPORT

Upcoming Library Meetings or Events as of October 16, 2026:

- Wednesday, November 18 at 7 pm
Truth in Taxation (TITA) Public Hearing in Library Meeting Room
- Wednesday, November 18 at 7 pm
Regular Board Meeting in Library Meeting Room
- Wednesday, December 9 at 6pm? 6:30 pm?
??? Committee of the Whole Meeting in Library Meeting Room
- Wednesday, December 9 at 7 pm (1 week earlier than usual)
Regular Board Meeting in Library Meeting Room
- Wednesday, January 20 at 7 pm
Regular Board Meeting in Library Meeting Room

13. TREASURER'S REPORT

IL Funds Interest

In September we made \$6,525.78 in interest.

Tax Distributions

We had another distribution at the end of last month, bringing September's total to \$1,105,839.

TAC Hotel Tax Grant

In October we received our reimbursement of \$16,799 for the Summer Concerts.

Genealogy Donation

We received a generous donation of \$1,500 in September to be put towards genealogy resources for the library.