Regular Meeting of the Board of Trustees

Wednesday, November 18, 2026, 7:00 p.m.
Location: Library Meeting Room

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

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. Presentation of the FY2026 Audit (Martha Trotter, Sikich LLP)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

    Minutes

p. 3..... a. Approve Minutes of the October 21, 2026 Regular Board Meeting

Financials

p. 8..... b. Receive and file Financial Report for October 2026

p. 14..... c. Approve payments in the amount of $_____ for the period of October 22 – November 11, 2026, including electronic payments and checks #____ through #_____, with checks #_____ being voided.

p. 16..... d. Approve monthly transfer of funds in the amount of $_____ from the commercial checking account to the operational checking account.

p. 16..... e. Approve transfer of funds in the amount of $_____ from the IL Funds account to the 5/3 commercial checking account.

f. Accept the FY2026 Financial Audit as presented by Sikich

Ordinance & Resolutions & Associated Items

p. 17..... g. Certify Compliance with Truth in Taxation Act

p. 18..... h. Adopt Ordinance #2026-03 Levy Ordinance for Fiscal Year 2026-2027

p. 20..... i. Certify the Certificate of Authenticity for Ordinance #2026-03 Levy Ordinance for Fiscal Year 2026-2027

8. Action Items

p. 21..... a. Approve Additional 2027/2028 Unpaid Holiday Closings (**ACTION**)
    i. Monday, July 5, 2027
    ii. Sunday, December 26, 2027
    iii. Sunday, January 2, 2028

9. Discussion Items

p. 22..... a. Review draft of Succession Plan

p. 27..... b. Review draft of Ordinance #2026-04 Fixing Regular Meetings

p. 29..... c. Consider year-end transfer to Special Reserve Fund

p. 31… 10. Director's Report

p. 35… 11. Department Head Reports

p. 47… 12. President's Report
    a. Next meetings or events

p. 47… 13. Treasurer's Report

14. Secretary's Report

15. Committee Reports

16. Trustee Comments

17. Adjournment

Warrenville Public Library District

Minutes of the
Regular Meeting of the Board of Trustees
October 21, 2026

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

2. Roll Call – Trustee Stull called roll call

   ATTENDING: Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
   ABSENT: Trustee 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, Community Outreach Coordinator Diana Abraham

   GUESTS: Resident Linda Pille; Enrique Abraham, guest of staff member Diana Abraham

3. Approval of the agenda

   MOTION: Trustee Schmidt moved to approve the agenda. Trustee DuRocher seconded.
   Roll call vote:
   Aye – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
   Nays - None
   Absent - Trustee Pyszka
   Motion carried

4. Presentations

   a. Assistant Director Paul Dobersztyn recognized Diana Abraham for her 20 years of service to the Library, highlighting her contributions across multiple departments, dedication to bilingual patron service, leadership in programming and collection development, and strong community connections. Staff and former staff shared remarks recognizing her professionalism, mentorship, kindness, and positive impact on patrons and colleagues. The Board congratulated and thanked Diana for her longstanding service and commitment to the Library.
   b. Diana Abraham thanked the Board, directors, staff, and community for their support throughout her 20 years of service. She expressed gratitude for the opportunity to

serve Warrenville families and residents and shared that the Library and community have been an important part of her life and family.

c. Trustee Schmidt praised Diana Abraham's dedication to library programming, noting her willingness to participate in a children's dance program despite an injury. Diana remarked that she was committed to ensuring the children enjoyed the program.
d. Diana and her guest departed following the recognition. A resident guest remained for the remainder of the meeting.

5. Public comments

    a. Resident Linda Pille introduced herself as a prospective candidate for Library Trustee and expressed appreciation for the library and its services.

6. Correspondence – None

7. Consent Agenda – Trustee Schmidt read the Consent Agenda:

    Minutes

    a. Approve Minutes of the September 16, 2026 B&A Public Hearing
    b. Approve Minutes of the September 16, 2026 Regular Board Meeting

    Financials

    c. Receive and file Financial Report for September 2026
    d. Approve payments in the amount of $53,557.84 for the period of September 17 – October 21, 2026, including electronic payments and checks #11368 through #1141.
    e. Approve monthly transfer of funds in the amount of $180,000 from the commercial checking account to the operational checking account.
    f. Approve transfer of funds in the amount of $600,000 from the 5/3 commercial checking account to the IL Funds account.

    Policies

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

    MOTION: Trustee Picha moved to approve the consent agenda. Trustee Lezon seconded.
    Roll call vote:
    Aye – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
    Nays - None
    Absent – Trustee Pyszka
    Motion carried

8. Action Items

    a. Approve updated Section 5.14 of the Employee Handbook

MOTION: Trustee Picha moved to approve the updated Section 5.14 of the Employee Handbook. Trustee DuRocher seconded.
Roll call vote:
Aye – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays - None
Absent – Trustee Pyszka
Motion carried

i. Executive Director Stuhlmann reviewed Employee Handbook updates reflecting the Board's previously approved changes to employee health insurance and part-time employee dental, vision, and life insurance coverage.
ii. Trustee Schmidt commented that the Library's benefits contribute to staff retention.

b. Approve updated LIMRiCC IGA & Bylaws
   i. Approve Resolution #235 Amending the IGA with LIMRiCC + an "Approve" vote on the associated ballot form

MOTION: Trustee DuRocher moved to approve Resolution #235 amending IGA with LIMRiCC and to cast an "Approve" vote on the associated ballot form. Trustee Warren seconded.
Roll call vote:
Aye – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays - None
Absent – Trustee Pyszka
Motion carried

ii. Approve Resolution #236 Amending LIMRiCC's bylaws + an "Approve" vote on the associated ballot form

MOTION: Trustee Picha moved to approve Resolution #236 amending LIMRiCC's bylaws and to cast an "Approve" vote on the associated ballot form. Trustee Warren seconded.
Roll call vote:
Aye – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays - None
Absent – Trustee Pyszka
Motion carried

iii. Approve Resolution #237 to execute the updated IGA to join LIMRiCC

MOTION: Trustee Warren moved to approve Resolution #237 authorizing execution of the updated IGA to join LIMRiCC. Trustee Picha seconded.
Roll call vote:
Aye – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren
Nays - None
Absent – Trustee Pyszka
Motion carried

9. Discussion Items

    a. Anti-Harassment Training

        i. Executive Director Stuhlmann reported that anti-harassment training is not required for elected trustees but is considered a best practice. The Board agreed to complete the 23-minute anti-harassment training video prior to the January 2027 Board meeting. Trustees unable to attend may complete the training independently.

    b. 2027 Consolidated Election Update

        i. Executive Director Stuhlmann reported that three trustee positions will be on the ballot for the April 2027 Consolidated Election. Two positions are for six-year terms, and one position is for a four-year term. The Board discussed trustee term designations and candidate filing procedures.

        ii. Executive Director Stuhlmann will consult with the County Clerk's office regarding filing requirements.

10. Executive Director's Report

    a. Executive Director Stuhlmann reported that the auditors completed fieldwork and are preparing the draft audit report for presentation at the November Board meeting.
    b. Executive Director Stuhlmann reported that several commercial FOIA requests had been received and processed.
    c. Executive Director Stuhlmann provided an update on the Dolly Parton Imagination Library program, noting strong local participation and ongoing funding challenges for some communities. Warrenville's program currently serves approximately 240 children.
    d. Executive Director Stuhlmann recognized Mark Arellano, Diana Abraham, and Taylor Haring for their contributions to recent library programs and events.

11. Department Head Reports

    a. Trustees DuRocher and Picha commended staff on the success of recent library programs and events, including the Bluey appearance and Haunted House, and thanked Assistant Director Paul Dobersztyn for his support of the Community Resource Fair.

12. President's Report

    a. Trustee Stull reviewed upcoming meeting dates, noting that the Truth in Taxation Public Hearing and Board Meeting will be held at 7:00 p.m. on November 18, 2026. She also noted that the December Board meeting will be held on December 9, 2026, at 7:00 p.m. due to the holiday schedule. The January 20, 2027 Board meeting will begin at 6:30 p.m. with anti-harassment training, followed by the regular Board meeting at 7:00 p.m.

13. Treasurer's Report

a. Trustee DuRocher noted that interest income was strong for the month due to higher cash balances. The Library earned more than $6,000 in interest during September.

14. Secretary's Report

    a. Trustee Schmidt reported no new business for the Secretary's Report.

15. Committee Reports – None

16. Trustee Comments

    a. Trustee Picha expressed appreciation to staff for their continued efforts in developing successful programs, outreach initiatives, and maintaining high-quality library services.
    b. Trustee DuRocher shared positive feedback from community members and nonresident patrons regarding the Library's programs, services, and facilities.
    c. Trustee Schmidt thanked staff for enrolling in a DuPage Monarch Project seminar to learn about incorporating native plantings on library grounds.

17. Adjournment

    With no further business remaining, Trustee Stull adjourned the meeting at 7:57 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

October 31, 2026

WARRENVILLE LIBRARY INCOME — OCTOBER 2026 — FUND BALANCES —

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2026	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	2,541,862	100.0000%	29216.94	2,518,098	99.07%	914,487	-	29,743	82,728	238,181	889,808	2,625,505
TOTAL TAX (LEVIED)	2,541,862	100.00%	29216.94	2,518,098	99.07%	914,487	-	29,743	82,728	238,181	889,808	2,625,505
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%	29216.94	2,518,098	99.07%	1,566,168	0	29,743	82,728	238,181	889,808	3,277,186
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: October 2026
Corporate Fund

	Corporate Fund Month Ended Oct 31, 2026	Corporate Fund 12 Months Ended Jun 30, 2027	Corporate Fund Budget	Variance	% of Budget
Income					
Taxes Levied	$ 29,216.94	$ 2,518,098.36	$ 2,541,861.97	$ 23,763.61	99.07 %
Copier	865.50	3,423.95	6,000.00	2,576.05	57.07 %
Fees	203.00	219.00	50.00	(169.00)	438.00 %
TIF Funds	0.00	0.00	72,500.00	72,500.00	0.00 %
Interest	8,561.56	30,128.76	50,000.00	19,871.24	60.26 %
Book Sales	0.00	34.00	250.00	216.00	13.60 %
Lost Books	264.00	1,466.21	2,500.00	1,033.79	58.65 %
Creator Cart	38.50	192.90	250.00	57.10	77.16 %
Gifts / Memorials	0.00	1,500.00	0.00	(1,500.00)	
Miscellaneous	0.00	120.68	0.00	(120.68)	
Hotel/Motel Tax	16,799.00	16,799.00	21,198.00	4,399.00	79.25 %
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	3,011.57	3,011.57	1,202.00	(1,809.57)	250.55 %
	58,960.07	**2,600,825.93**	**2,720,323.97**	**119,498.04**	**95.61 %**
Expenses					
Sal. - Administration	26,617.55	91,303.41	276,000.00	184,696.59	33.08 %
Sal. - Member Services	31,858.37	94,838.82	290,400.00	195,561.18	32.66 %
Sal. - Maintenance	4,535.15	13,761.33	38,600.00	24,838.67	35.65 %
Sal. - Marketing	15,908.04	47,705.05	139,000.00	91,294.95	34.32 %
Sal. - Public Services	67,149.81	199,302.31	569,600.00	370,297.69	34.99 %
Sal. - IT	7,947.00	23,841.00	68,900.00	45,059.00	34.60 %
Sal. - Technical Services	12,157.20	36,528.47	105,400.00	68,871.53	34.66 %
I.M.R.F. - Expense	11,042.09	44,746.80	144,000.00	99,253.20	31.07 %
Fica - Expense	12,283.49	37,100.77	114,000.00	76,899.23	32.54 %
Unemp. Comp.	70.50	332.49	1,247.00	914.51	26.66 %
Op - Mat'l Processing/Tech	746.50	2,404.07	10,000.00	7,595.93	24.04 %
Op - Mat'l Processing/Circ	47.34	2,352.92	5,475.00	3,122.08	42.98 %
Op - Postage	890.11	1,854.74	5,575.00	3,720.26	33.27 %
Op - Office Supplies	302.34	1,590.63	4,240.00	2,649.37	37.51 %
Op - Bank Fee's	68.39	477.21	1,000.00	522.79	47.72 %
Op - Automation Supplies	1,036.11	2,062.91	4,750.00	2,687.09	43.43 %
Op - Publishing	0.00	55.20	1,250.00	1,194.80	4.42 %
Equip. - Purchases	618.51	2,348.92	7,320.00	4,971.08	32.09 %
Equip. - Maintenance	94.74	476.09	1,300.00	823.91	36.62 %
Auto. - Software	1,010.43	7,251.72	15,125.00	7,873.28	47.95 %
Auto. - Purchases	0.00	126.55	3,000.00	2,873.45	4.22 %
Auto. - Maintenance	13,672.33	23,529.85	49,313.00	25,783.15	47.72 %
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	(6,197.96)	63,396.75	224,000.00	160,603.25	28.30 %
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	271.00	1,116.00	3,670.00	2,554.00	30.41 %
Pd - Staff / Meetings	989.35	2,798.56	15,675.00	12,876.44	17.85 %
Pd - Staff / Transportation	569.18	1,722.15	4,550.00	2,827.85	37.85 %
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 %

See Accountants Compilation Letter

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

Pd - Trustee Misc.	36.76	86.32	700.00	613.68	12.33 %
Cont. - Lawyer	906.50	2,549.00	3,500.00	951.00	72.83 %
Cont. - Accounting	1,196.22	6,750.80	16,166.00	9,415.20	41.76 %
Cont. - Collection	19.70	137.90	500.00	362.10	27.58 %
Cont. - Audit	0.00	3,500.00	9,450.00	5,950.00	37.04 %
Lib. Mat. - Adult Books	3,638.48	11,899.59	52,500.00	40,600.41	22.67 %
Lib. Mat. - Youth Books	4,285.50	16,724.55	40,000.00	23,275.45	41.81 %
Lib. Mat. - Adult AV	628.57	3,942.45	15,000.00	11,057.55	26.28 %
Lib. Mat. - Youth AV	1,406.16	4,980.77	9,900.00	4,919.23	50.31 %
Lib. Mat. - EBooks	3,621.45	29,891.80	77,700.00	47,808.20	38.47 %
Lib. Mat. - Library of Things	142.84	142.84	6,000.00	5,857.16	2.38 %
Lib. Mat. - Periodicals	0.00	9,775.92	10,750.00	974.08	90.94 %
Lib. Mat. - Internet Subscript	0.00	21,516.41	27,844.00	6,327.59	77.27 %
Ps - Programs Adult	663.51	3,795.14	12,450.00	8,654.86	30.48 %
Ps - Programs Youth	965.48	3,352.53	12,000.00	8,647.47	27.94 %
Ps - Hotel/Motel	1,050.00	11,205.00	21,198.00	9,993.00	52.86 %
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	3,337.52	12,459.52	58,345.00	45,885.48	21.35 %
Maintenance Supplies	53.02	763.13	2,000.00	1,236.87	38.16 %
Security	904.13	2,517.92	11,475.00	8,957.08	21.94 %
Gas	279.42	1,148.99	9,000.00	7,851.01	12.77 %
Snow Removal	0.00	0.00	13,400.00	13,400.00	0.00 %
Hvac	2,080.00	2,080.00	16,000.00	13,920.00	13.00 %
B & M - Water / Sewer	172.63	736.92	2,200.00	1,463.08	33.50 %
Electricity	5,795.58	21,138.15	50,000.00	28,861.85	42.28 %
Telephone	1,079.90	4,410.35	12,300.00	7,889.65	35.86 %
Janitorial Supplies	747.80	2,297.22	4,800.00	2,502.78	47.86 %
B & M - Landscape Maint	1,482.81	4,598.99	14,314.00	9,715.01	32.13 %
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 %
	238,181.55	**889,807.91**	**2,848,973.00**	**1,959,165.09**	**31.23 %**

See Accountants Compilation Letter

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

	Special Reserve Fund Month Ended Oct 31, 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 %**

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
Oct 31, 2026

Assets

CURRENT ASSETS	
Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	261,429.77
Fifth Third 8004	359,475.96
Illinois Funds 1260	2,665,114.76
	3,286,505.49
General Fixed Assets	$ 4,447,926.00
TOTAL ASSETS	**$ 7,734,431.49**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES	
I.M.R.F.	9,316.92
	9,316.92
LONG - TERM LIABILITIES	
Debt Certificate Payable	825,000.00
	834,316.92
EQUITY	
Fund Balance	$ 6,900,257.41
TOTAL LIABILITIES & FUND BALANCE	**$ 7,734,574.33**

7c. CONSENT AGENDA

Approve payments in the amount of $_____ for the period of October 22 – November 18, 2026, including electronic payments and checks #____ through #_____, with check(s) #_____ being voided.

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
October 22 - November 18, 2026

Date	Num	Name	Amount
11/18/2026	11412	Accounting Services, Inc.	-648.00
11/18/2026	11413	ComEd	-4,357.62
11/18/2026	11414	Daily Herald	-915.34
11/18/2026	11415	Elaine Dame	-700.00
11/18/2026	11416	Elite Chess	-150.00
11/18/2026	11417	Konica Minolta Business Solutions	-94.82
11/18/2026	11418	Kenny-Sumrak, Kyrie	-33.10
11/18/2026	11419	Oak Lawn Public Library	-75.00
11/18/2026	11420	Naperville Area Humane Society	-25.00
11/18/2026	11421	OverDrive	-1,658.85
11/18/2026	11422	Quill LLC	-736.92
11/18/2026	11423	ServiceMaster Commercial Cleaning	-2,724.00
11/18/2026	11424	Team One Repair, Inc.	-868.00
11/18/2026	11425	Violet Velvet Cooking Classes	-465.00
11/18/2026	11426	Western DuPage Chamber of Commerce	-680.00
11/18/2026	11427	Mandy Wilson	-109.36
11/18/2026	11428	We-Go Holiday Lights	-1,648.00
11/18/2026	11429	LIMRICC-UCGA	-42,424.52
11/18/2026	11430	Abraham, Diana	-38.21
11/18/2026	11431	Ambius	-391.72
11/18/2026	11432	Chase	-166,666.50
11/18/2026	11433	Marquez, MaryKellie	-52.04
11/18/2026	11434	Smith, Gail	-72.05
11/18/2026	11435	Unique	-49.25
11/18/2026	11436	Western DuPage Services	-724.99
11/18/2026	11437	Wheaton Park District	-68.00
11/18/2026	11438	Thomas Klise/Crimson Multimedia	-506.24
11/18/2026	11439	Hagg Press, Inc.	-2,314.56
11/18/2026	11440	NextEra Energy Services Midwest, LLC	-102.53
11/18/2026	11441	Ingram Library Services	-6,253.72
11/18/2026	11442	Midwest Tape	-5,678.27
11/18/2026	11443	Amazon Capital Services, Inc.	-395.22
10/22/2026	Electronic	AFLAC	-38.14
10/23/2026	Electronic	MegaPath	-110.69
10/26/2026	Electronic	Paylocity	-548.22
11/02/2026	Electronic	Warrenville, City of	-172.63
11/04/2026	Electronic	Konica Minolta Premier Finance	-397.32
11/13/2026	Electronic	Comcast	-336.90
	11279	VOIDED	
		TOTAL	**-243,230.73**

7d. 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.

7e. CONSENT AGENDA
Approve transfer of funds in the amount of $_____ from the library's IL Funds account to the library's Fifth Third commercial checking account.

I forgot that our annual debt payment gets written in November, and we will need to transfer a little bit back to our bank from the IL Funds account. After we determine the total payments for November and the internal Fifth Third transfer we need to cover those expenses, I will figure out how much we need to transfer back. I will bring this number to the board meeting.

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION OF COMPLIANCE
WITH THE TRUTH IN TAXATION LAW

I, HEATHER J. STULL, the duly qualified and presiding officer of the WARRENVILLE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, hereby certifies that the attached Levy Ordinance of THE WARRENVILLE PUBLIC LIBRARY DISTRICT for the fiscal year beginning July 1, 2026, was adopted in full compliance with the provisions of Section 4 through 7 of the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this 18th day of November 2026.

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

(SEAL)

Warrenville Public Library District

ORDINANCE 2026-03

TAX LEVY ORDINANCE FOR THE FISCAL YEAR BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027 FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS

WHEREAS, the Illinois Public Library District Act, 75 ILCS 16/1-1, et seq., as amended, requires all Illinois public library districts, including the Warrenville Public Library District ("Library District"), to adopt a combined annual budget and appropriation ordinance pursuant to the Illinois Municipal Budget Law, 50 ILCS 330/1, et seq., as amended, and other statutes, providing procedures for the passage of a budget and appropriation ordinance and a tax levy ordinance; and

WHEREAS, pursuant to said statutes, a budget and appropriation ordinance for the Library District has been prepared in tentative form and has been made available to public inspection for at least thirty (30) days prior to the adoption thereof, and a public hearing on said ordinance has been held prior to final action thereon, and notice of said hearing was published at least thirty (30) days prior to said hearing in a newspaper published either within the Library District or in a newspaper published within a county in which the Library District is located, and a certified copy of said ordinance has been published not less than seven (7) days prior to the adoption of this Ordinance, and said appropriation ordinance is hereby incorporated herein by reference; and

WHEREAS, in compliance with the Illinois Truth-In-Taxation Law, 35 ILCS 200/18-55 through 18-100, as amended, a public hearing on this Ordinance has been held prior to action hereon, and notice of said hearing was published at least seven (7) days and no more than fourteen (14) days prior to said hearing.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Warrenville Public Library District in DuPage County, Illinois, as follows:

SECTION 1. Ordinance No. 2026-2 (Budget and Appropriation Ordinance) previously passed by the Board at a regular meeting of the Board of Library Trustees of the Library District held on September 16, 2026 is incorporated by reference.

SECTION 2. A tax in the sum of TWO MILLION, SEVEN HUNDRED FORTY-FIVE THOUSAND, ONE HUNDRED EIGHTY DOLLARS AND NO CENTS ($2,745,180.00) shall be levied upon all taxable property within the corporate limits of the Library District according to the valuation of said property as is, or shall be assessed as equalized by State and County purposes for the current year 2026, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2026 ending June 30, 2027 for the specific objects and purposes indicated as follows:

			APPROPRIATED	LEVIED
1.	CORPORATE FUND			
	A.	Salaries	$1,766,000	$1,400,000
	B.	Benefits (IMRF, FICA, health insurance, unemployment)	$606,000	$400,000
	C.	Personnel Development (staff & trustee dues, meetings, travel)	$48,600	$45,000
	D.	Building Maintenance & Improvements	$300,000	$130,000
	E.	Building Utilities	$100,000	$70,000
	F.	Operating Expenses (Postage, Office, Publishing, Materials Processing)	$39,000	$24,000
	G.	Insurance (liability, worker compensation, etc.)	$34,000	$30,000
	H.	Contractual (legal, accounting, audit, consultants, etc.)	$106,000	$35,000
	I.	Equipment Purchases & Maintenance	$28,000	$20,000
	J.	Library Materials/Collections	$295,000	$240,000
	K.	Library Programs	$55,000	$45,000
	L.	Public Service (printing, refunds, PR/publicity)	$43,000	$30,000
	M.	Automation (software, hardware, purchases, maintenance)	$102,000	$100,000

N.	Contingency	$100,000	$1,180
O.	Additional Grants	$200,000	$0
P.	Gift Expenditures	$100,000	$0
P.	Debt Repayment	$175,000	$175,000

By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of $1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."

The foregoing appropriations are appropriated from the General Public Library Tax for the Corporate Fund. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the general property tax for the Library District's general corporate purposes.

		APPROPRIATED	LEVIED
2.	SPECIAL RESERVE FUND		
	Building Maintenance/Construction	$200,000	$0
	Automation Purchases	$200,000	$0
	Furniture/Equipment Purchases	$100,000	$0
	Security	$25,000	
3.	WORKING CASH FUND	$225,847	$0
4.	DEVELOPER DONATIONS	$0	$0

SUMMARY

Total Appropriations	$4,848,447	
Appropriated from sources other than a current levy	$2,103,267	
Levied as the General Public Library Tax		$2,745,180
Levied from Special Taxes		$0
TOTAL LEVY		**$2,745,180**

SECTION 3: That a certified copy of this Ordinance is to be filed with the County Clerk of Dupage County within the time specified by law.

SECTION 4: That this Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 18th day of November 2026, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

ATTEST:

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

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATE OF AUTHENTICITY
(LEVY ORDINANCE)

I, CONNIE SCHMIDT, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of the Levy Ordinance levying and assessing taxes for said Library District for the fiscal year beginning July 1, 2026 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on November 18, 2026.

I further certify that the attached Levy Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 18th day of November 2026.

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

(SEAL)

8a. ACTION ITEM
Approve Additional 2027/2028 Unpaid Holiday Closings (ACTION)

Suggested motion: Move to approve that the library be closed July 5, 2027, December 26, 2027 and January 2, 2028 as additional unpaid holidays.

2027/2028 Holidays
In 2027/2028, some holidays are falling on the weekend.

- **July 5, 2027** – The paid holiday Independence Day falls on a Sunday, which is our short day. I propose we close the library on Monday, July 5 as an additional unpaid holiday. While we don't always align with federal closures, this would not be an unusual decision as July 5 would be the federally observed holiday.
- **December 26, 2027** – The paid holiday of Christmas Day falls on a Saturday. I think it would be nice for staff to have the whole weekend off, rather than having to come work the Sunday after a holiday (we similarly closed the additional Sunday for Independence Day this year). I propose we close the library on Sunday, December 26 as an additional unpaid holiday.
- **January 2, 2028** – The paid holiday of New Year's Day also falls on a Saturday. Again, I think it would be nice for staff to have the whole weekend off. I propose we close the library on Sunday, January 2 as an additional unpaid holiday.

I am anxious to hear your thoughts.

9a. DISCUSSION ITEM
Review Draft of Succession Plan

Succession Plan
In reviewing the Illinois Standards for Public Libraries for our Per Capita Grant application last year, I found that a new requirement was having a Succession Plan, which we did not have. Thankfully, there is a template out there that many libraries have used, which made creating a Succession Plan for us relatively easy.

The following document is a draft of our new Succession Plan. The general purpose is to establish procedures and contingencies due to the absence, death or departure of the Executive Director and to facilitate the transition of leadership.

The plan talks about short-term absence, long-term absence, and replacement of the Executive Director. It discusses which staff will step in as the Acting Executive Director, board oversight, communications, and resources for the board and AED to use for finding an interim, consultant or permanent replacement.

As I said, I used a template, so the content of the Plan is pretty standard. I welcome your thoughts and questions. The only question I have hanging is determining alternate back-ups to the Assistant Director should Paul not be available to assume the AED role. I will be discussing this with Management Team. Beyond that, if there are not too many major changes, we can approve the Succession Plan at December's meeting.

Critical Information Document
Additionally, there will be a Critical Information document that will accompany the main Succession Plan. The purpose of this document will be to have important operational information compiled together so that the Acting Executive Director has a cohesive starting point for continuing operations without interruption. It includes contact information, banking information, timeline of annual deadlines, etc.

I am still working on this document, as I'd like it to be very thorough. While the Board does not need to approve this document, would the board like to see it once it is complete?

WARRENVILLE PUBLIC LIBRARY DISTRICT
SUCCESSION PLAN

Purpose

Leadership plays an essential role in the success of a nonprofit organization and a change in executive leadership is as inevitable as the passing of time. This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Executive Director (ED) and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

When making determinations about allowable absences of the Executive Director, the Board should pay close attention to the Employee Handbook leave policies. Questions related to leaves of absence may be directed to HR Source or the library's attorney.

In the event of an unplanned absence, the Executive Director, Assistant Director or member of the management team will immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Executive Director (AED) would be:

- Paul Dobersztyn, Assistant Director

Should the standing appointee to the position of AED be unable to serve, the first and second alternate appointees for the position of AED will be:

- TBD
- TBD

If this AED is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting director position. The Board may also consider the option of splitting director duties among the designated appointees.

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Authority and Compensation of the Acting Library Director
The person appointed as AED shall have the full authority for decision-making and independent action as the regular Executive Director.

The AED may be offered one of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the ED position;
- A bi-weekly payroll bonus during the AED period; or
- No additional compensation

Board Oversight
The Board President will be responsible for monitoring the work of the AED during the leave of absence period and will be sensitive to the special support needs of the AED in this temporary leadership role.

Communications Plan
Immediately upon transferring the responsibilities to the AED, the Board President will notify Board members of the delegation of authority and the AED, in conjunction with the Board President, will inform the staff.

As soon as possible after the AED assumes their role, Board members and the AED shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

- City of Warrenville Mayor and Administrative Staff
- RAILS & SWAN Executive Directors
- Attorney
- Accountant
- Bank

Completion of Short-Term Temporary Absence
The decision about when the absent Executive Director returns to lead the library should be determined by the Executive Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

Succession Plan in the Event of a Temporary Absence: Long-Term

A long-term absence is one that is expected to last more than three months. In addition to the procedures and conditions established for a short-term absence, the Board will give immediate consideration, in consultation with the Acting Executive Director, to either temporarily fill the management position left vacant by the AED or hire an interim director from outside the library. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the AED to carry the duties of both positions, or depending on the timing of the absence, it may be necessary to have an experienced library director in the position. Interim directors are not necessarily hired

full-time, but can be hired for a specific hours to complete specific tasks or to work side-by-side with the AED to consult on such tasks.

Determination of if an Interim Director is Needed
The criteria that the Board and Acting Executive Director should consider when determining whether or not to hire an Interim Director (or consultant to the Acting Executive Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming
- Current overall staffing and ability of AED to delegate some of their tasks

Skills and experience an Interim Director needs:

- Significant experience as the director of an Illinois library district
- Flexible schedule to allow for on-site presence, consultation with the AED and to attend board meetings
- Ideally, prior experience as an Interim Library Director

If the Board and Acting Library Director determine that an Interim Director (or consultant to the Acting Library Director) is needed, a representative from the Board should contact one or more of the contacts below, explain the situation, and ask if they could help find an interim or consultant.

- RAILS (general support)
  www.railslibraries.org
  630-734-5000

- HR Source (executive search capabilities)
  www.hrsource.org
  800-448-4584

- Kathy Parker Consulting (meets qualifications to act as interim)
  kathypconsult@gmail.com

- Deiters & Todd Library Consulting (executive search capabilities)
  www.deiterstodd.com
  847-305-1975

Completion of Long-Term Emergency Succession Period
The decision about when the absent Executive Director returns to lead the library would be determined by the ED and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

Succession Plan in Event of Permanent Change in Executive Director

DRAFT

A permanent change is one in which it is firmly determined that the Executive Director will not be returning to the position after an absence or due to termination. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search. If not already in place, the Search Committee will also determine the need to appoint an Acting Executive Director or hire an Interim Director using the criteria in above sections. The Board will then begin planning the search for a permanent Executive Director.

The Board has reviewed the job description of the Executive Director. The job description is attached. The Board has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, board of directors' relationships, financial operations, resource development and community presence.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Trustees and signed by the Board President and the Executive Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

A physical copy will be printed and kept locked in the library safe in the Administrative Assistant's office. One additional copy may be kept by the Library Board President. A digital copy for editing shall be kept on the network drive under F: > Administration > Succession.

Signatures of Approval for Warrenville Public Library District

Board President: _____ Date: _____

Board Secretary: _____ Date: _____

Executive Director: _____ Date: _____

Adopted: 12/09/2026
Revised: 12/09/2026

DRAFT

9b. DISCUSSION ITEM
Review draft of Ordinance #2026-04 Fixing Regular Meetings

2027 Schedule
We normally approve this Ordinance in December with little discussion. Since we made a change this summer to our meeting start times, it seemed worth bringing this for discussion in November.

The following draft outlines our 2027 meeting schedule. It follows the usual 3rd Wednesday at 7:00 pm, but with four exceptions:

- June 16 start time of 6:30 pm instead of 7:00 pm
- July 21 start time of 6:30 pm instead of 7:00 pm
- August 18 start time of 6:30 pm instead of 7:00 pm
- December 8 meeting being the second Wednesday instead of the third

I would like to hear the board's thoughts. Then I will bring a final version for your approval in December.

Warrenville Public Library District

ORDINANCE 2026-04
FIXING REGULAR MEETINGS

An Ordinance fixing the regular meetings of the Warrenville Public Library District Board of Trustees for the calendar year 2027.

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

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

NOW THEREFORE BE IT ORDAINED that the Board of Trustees of the Warrenville Public Library District, County of DuPage, State of Illinois, will hold the following meetings with the stated dates and times during the calendar year 2027 at the library located at 28W751 Stafford Place, Warrenville, Illinois or other locations as properly noticed:

January 20, 2026 @ 7:00 pm
February 17, 2026 @ 7:00 pm
March 17, 2026 @ 7:00 pm
April 21, 2026 @ 7:00 pm
May 19, 2026 @ 7:00 pm
June 16, 2026 @ 6:30 pm
July 21, 2026 @ 6:30 pm
August 18, 2026 @ 6:30 pm
September 15, 2026 @ 7:00 pm
October 20, 2026 @ 7:00 pm
November 17, 2026 @ 7:00 pm
December 8, 2026 @ 7:00 pm

I, Connie Schmidt, being the duly appointed Secretary of the Warrenville Public Library District Board of Trustees of the County of DuPage, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Library District Board of Trustees and that the foregoing is a true and correct copy of an Ordinance duly adopted by the Board of Trustees of the said Library District, at a regular meeting, duly convened and held on December 9, 2026.

_____
Connie Schmidt, Secretary
Warrenville Public Library District

(SEAL)

DRAFT

9c. DISCUSSION ITEM
Consider year-end transfer to Special Reserve Fund

Annual Transfer of Money to the Special Reserve Fund
In December 2025, the board approved a resolution to make the first transfer in several years to our Special Reserve Fund. Would we like to do this again this year?

The principle is that unspent money from the previous fiscal year is transferred from the Corporate Fund to the Special Reserve Fund using an approved resolution. This helps build up the Special Reserve Fund, which, per Ordinance 07-08-03, can be used for additional needed future spending outside of the regular budget for the following:

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

Ideally this occurs on an annual basis after the audit is complete.

The Last Few Years of Spending
As a reminder, the reason we had not been transferring money the previous few years is to accommodate for the deficit budgets we've had since FY22 when the Board and former Director Whitmer began making benefit improvements, coupled with our ongoing debt obligation.

	Corporate Budgeted Deficit	Corporate Actual Surplus/(Deficit)		Special Reserve Budgeted Spending	Special Reserve Actual Spending
FY2022	($89,483)	$170,673		$86,650	$27,090
FY2023	($229,631)	$18,887		$123,200	$64,373
FY2024	($227,790)	($7,817)		$70,840	$35,554
FY2025	($136,080)	$87,652		$57,000	$3,566
FY2026	($134,756)	$83,678		$170,700	$55,881
Total	**($817,740)**	**$253,073**		**$508,390**	**$186,464**
Current FY2027	($128,649)	TBD		$198,200	TBD
Potential New Total	**($946,389)**	**$225,024**		**$706,590**	**$384,664**

As you can see, we have been spending Special Reserve monies the last few years, though less than budgeted. Spending has been on building maintenance and to keep us up-to-date with our computers for staff and the public. With last year's transfer of $125,000, at the start of FY27 we had $425,824 in the Special Reserve Fund. If we spend all of this year's budgeted money, we will have $227,624 left in Special Reserves. Hopefully we will not need to spend the entire $198,200 this year, but regardless, after a few years of spending out of the Special Reserve Fund and not

putting anything back into it, it would be nice if this year we could continue getting back on track to making annual transfers to bolster it back up a bit.

While we have anticipated Corporate deficit spending totaling $817,740 for the last five fiscal years, we've managed to underspend enough to actually have a surplus of $253,073 instead. If do we spend all of this year's budgeted deficit of $128,649, we will still have a 5-year accumulated surplus of $124,424 come June 30, 2027. While this year may be tight and may have some deficit spending, given our habits of the last four years it is unlikely that we will actually spend the full deficit.

Transfer Recommendation
I would to continue making an annual transfer to keep our reserves healthy for future building projects and maintenance. With all of the above in mind, I would cautiously recommend a small transfer of $100,000 to the Special Reserve Fund.

I welcome the Board's thoughts, and then I will bring a resolution to December's meeting for approval either for the consent agenda or as a regular action item.

10. DIRECTOR'S REPORT

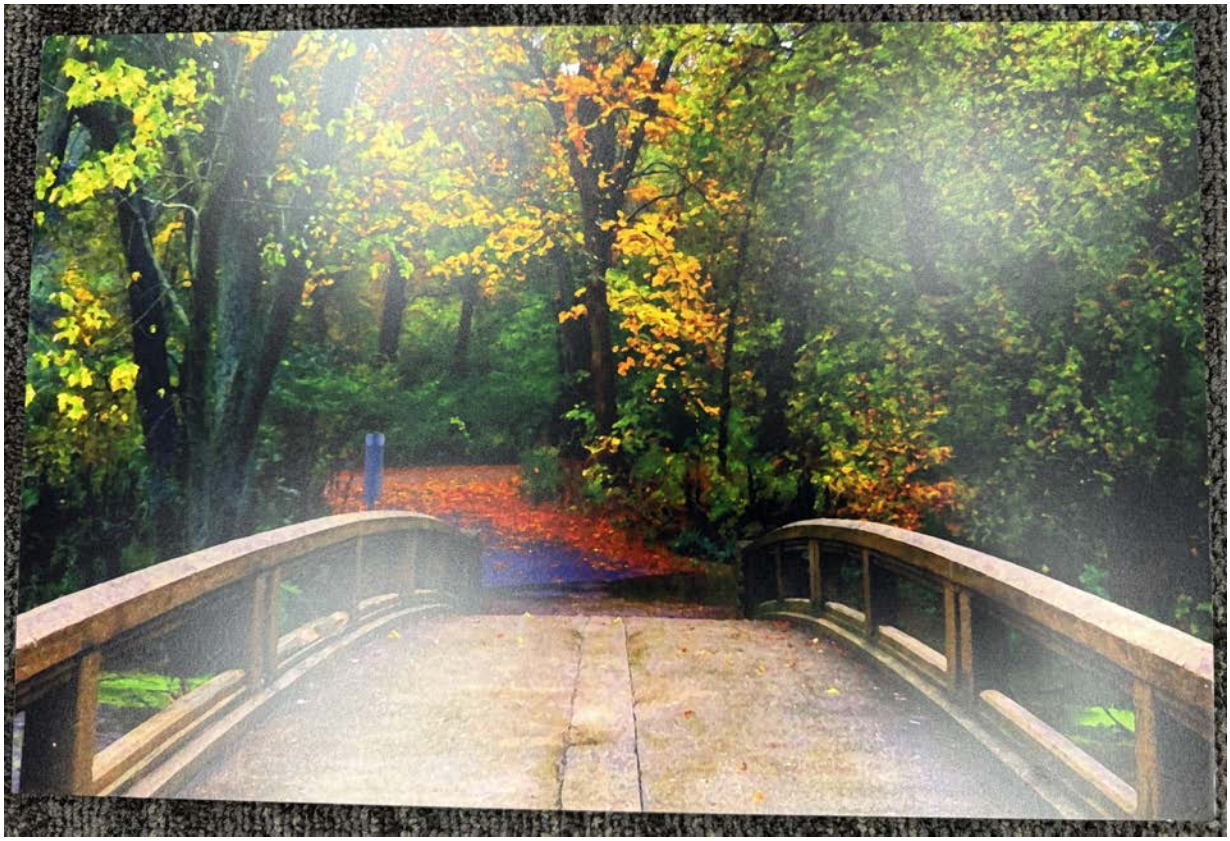
for November 2026 Board Meeting **submitted by Jason Stuhlmann**

December's Meeting

Kathy is looking to take a year-end holiday photo of the Board at December's meeting, so please wear something festive next month!

Art Donation

I'm happy to announce that Alice Fillers, who exhibited art in our Quiet Room last year, recently donated to the Library an art piece showcasing Warrenville. Titled 'Feels Like Home,' it is a digitally enhanced photograph of the DuPage River Bridge in Warrenville Woods during the autumn, taken a few years ago. Alice is moving away from Warrenville, and this piece reflects her love for Warrenville, which is why she thought we might like to have it on our walls. We will be hanging it in Adult Services along the windows.



Miscellaneous

- **Holiday Lights** – We had a new company come and install holiday lighting on our roofline, while Ly decorated our bushes and tree trunks with our leftover lights from last year. We look forward to turning them on during the week of Thanksgiving.

- **Election** – Besides Trustee DuRocher, we had 5 or 6 candidate packets picked up from Member Services. This week is the filing period, so we'll see how many folks actually file their petitions.
- **Audit** – I worked on the MD&A for the audit, which is now complete.
- **Resuming Projects** – I was thrown off track a bit with Jackie retiring, but now that Erika is mostly settled, I'm finally getting back to working on some projects on my list:
    - Capital Plan – Longstanding goal, will now be working with Paul on this.
    - Financial Plan – One of my goals and an item from the IL Standards. Also ties in a bit with the capital plan.
    - Strategic Plan – We'll be having a committee meeting in the new year, and I'll have a summary/report for you.
    - Policy Review – Hopefully after the new year, I'll have some policies for us to review again.

Meetings & Programs for October

- One-on-one meetings with Managers
- Ian meeting about insurance (October 2)
- Banned Books Tattoo Event (October 3)
- Vacation (October 4-12)
- Management Team Meeting (October 13 & 27)
- Friends of the Fourth Committee Meeting (October 15)
- DPIL DuPage Meeting (October 21)
- YS Desk (October 22)
- Meeting with Trustee Candidate (October 23)
- Meeting with administrators from another library (October 23)
- Meeting with administrators from another library (October 23)
- Meeting with Paul & Diana regarding outreach (October 26)
- DuPage Monarch: Rethink Lawns program with Paul (October 29)
- Meeting with contact at IGC (IL Gas Cooperative) (October 30)

Trainings & Webinars for October

- Annual FOIA Training through IL Attorney General website

Member Comments

While I don't have a specific incident or comment to reference this month, I just wanted to say that I am continually hearing lovely comments from members and visitors about our library and staff. Whether I'm walking by Member Services and someone makes a comment in passing to me that they love coming here instead of another library, or I hear someone comment at a local event (like the Tattoo Event or Cemetery Walk) that they love our library and the programs/events we offer (like a tattoo event in support of

books!), or in talking with potential trustee candidates about the library, folks have nothing but nice things to say about us.

I am so proud of the staff for all they do and of the board for how you support the staff, and continually thrilled and grateful to be here working with you all to maintain this wonderful institution for the community.

Administrative

Erika continues to be busy with all of her monthly duties:

- 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 October board meeting minutes for review by the Secretary
- Troubleshot various issues with payments, invoices and credits

STATISTICAL SNAPSHOT	Oct 2026	Sep 2026	Aug 2026	July 2026	June 2026	May 2026	April 2026	March 2026	Feb 2026	Jan 2026	Dec 2025	Nov 2025	Oct 2025
TOTAL CIRCULATION (physical items)	**14,798**	**14,258**	**15,250**	**16,454**	**16,611**	**13,513**	**14,645**	**14,916**	**13,367**	**14,494**	**12,970**	**13,699**	**14,496**
WPLD items checked out at WPLD	7,706	7,883	8,141	9,615	10,219	7,075	7,905	8,437	7,356	8,258	6,733	7,249	7,653
Auto-renewals of WPLD Items	4,839	4,584	5,077	4,727	4,406	4,581	4,651	4,609	4,307	3,876	4,328	4,522	4,450
Other Library Items Checked out at WPLD	2,253	1,791	2,032	2,112	1,986	1,857	2,089	1,870	1,704	2,630	1,909	1,928	2,393
DOWNLOADABLE CIRCULATION	**4,302**	**4,395**	**4,461**	**4,562**	**4,311**	**4,296**	**4,309**	**4,149**	**3,916**	**4,517**	**3,928**	**3,655**	**3,931**
OverDrive/Libby	2,259	2,291	2,370	2,397	2,127	2,220	2,213	2107	2083	2270	2008	1872	1983
OverDrive (magazines) fka RB Digital	440	466	470	450	461	437	442	361	335	425	376	343	431
Hoopla	1,603	1,638	1,621	1,715	1,723	1,639	1,654	1681	1498	1822	1544	1440	1517
MUSEUM PASSES	**30**	**27**	**37**	**35**	**55**	**41**	**32**	**26**	**9**	**2**	**22**	**13**	**23**
Museum Adventure Pass	29	16	27	22	28	26	22	25	8	1	15	12	20
Explore More Illinois	1	11	10	13	27	15	10	1	1	1	7	1	3
INTERLIBRARY LOANS													
Received from SWAN Libraries	2,176	1,693	1,931	1,916	1,817	1,744	2,029	1,766	1,620	2,273	1,830	1,866	2,311
Received from Non-SWAN Libraries	6	13	9	19	29	9	10	5	11	11	3	3	21
Sent to SWAN Libraries	1,752	1,778	1,875	1,681	1,684	1.613	1,687	1,816	1,486	1,552	1,283	1,324	1,595
Sent to Non-SWAN Libraries	8	4	2	20	18	11	5	8	5	5	5	4	10
COLLECTION													
Physical Materials Added	553	656	753	759	617	781	488	507	845	613	384	407	477
Physical Materials Withdrawn	141	431	435	391	587	263	660	316	353	144	657	686	564
Total Collection Size	**143,228**	**143,544**	143,283	142,978	142,762	143,011	142,703	142,127	142,199	141,578	141,989	142,390	142,606
Physical materials	75,502	75,632	75,414	75,109	74,787	74,946	74,616	74,408	74,099	73,390	73,688	73,968	74,081
OverDrive books	45,812	46,010	46,020	46,074	46,215	46378	46,519	46475	46664	46801	46943	47118	47250
OverDrive audiobooks	21,914	21,902	21,849	21,795	21,760	21687	21,568	21244	21436	21387	21358	21304	21275
PROGRAMS													
Number of Adult Programs	34	27	22	28	21	29	24	23	25	20	16	21	29
Adult Program Attendance	480	294	451	1168	189	191	539	243	245	172	131	197	322
Number of Teen Programs	6	7	7	4	7	6	8	9	7	11	5	8	8
Teen Program Attendance	23	28	17	14	58	9	237	65	34	89	26	62	30
Number of Youth Programs	37	34	14	32	33	18	32	34	27	35	17	24	29
Youth Program Attendance	1599	808	272	735	973	283	1353	833	612	611	440	601	785
Book-A-Librarian Sessions	14	14	14	17	14	14	14	14	14	14	13	14	14
Book-A-Librarian Attendance	1	2	3	7	3	4	2	2	4	4	2	4	1
OUTREACH													
Adult Outreach Events	2	1	3	1	1	4	2	2	1	1	0	0	2
Adult Outreach Attendance	135	30	83	35	108	387	81	196	10	90	0	0	125
Teen Outreach Events	1	0	0	1	0	2	0	1	0	0	0	2	1
Teen Outreach Attendance	5	0	0	38	0	200	0	12	0	0	0	22	20
Youth Outreach Events	6	8	2	2	3	6	3	3	3	6	2	4	6
Youth Outreach Attendance	710	464	492	434	206	1338	188	132	111	86	122	460	718
LIBRARY CARDS													
Total Resident Cards Active	6,917	6,889	6,840	6,758	6,707	6,615	6,546	6,492	6,440	9,667	9,782	9,751	9,736
Resident Cards Issued In Person	51	62	101	78	94	70	61	58	59	70	41	38	76
Online Cards Issued	16	10	12	13	12	25	12	9	16	19			
VISITOR COUNT	**10,867**	10,671	10,338	11,789	11,864	8,941	10,527	10,113	9,774	9,068	8,297	7,335	8,569
STUDY ROOM USES	**395**	367	337	360	343	301	336	324	320	296	285	297	315
MEETING ROOM USES (public)	**3**	9	2	2	6	8	8	7	11	8	6	7	10
CURBSIDE PICKUPS	**8**	9	16	15	15	18	9	16	13	12	19	15	8
COMPUTERS & TECHNOLOGY													
Computer Sessions	653	707	720	691	777	649	658	742	704	610	535	508	440
Wifi Sessions	3079	2964	2731	2896	2764	2440	2843	2783	2688	2441	2355	2489	2767
Website Visits	19,516	25,284	26,866	22,893	23,513	24,572	18,473	20,034	23,266	21,405	18,307	22,152	17,665
MARKETING													
eNews Subscribers	7,147	7,164	7,345	7,349	7,293	7,196	7,143	7,049	7,053	7,057	7,051	7,152	7,162
eNews Open Rate	42%	50%	49%	46%	56%	51%	44%	43%	51%	53%	51%	58%	53%
Facebook Followers	2,697	2,619	2,530	2,465	2,403	2,355	2,326	2,257	2,215	2,197	2,185	2,171	2,154
Instagram Followers	757	736	718	712	707	697	685	669	662	652	644	630	624

11a. Assistant Director REPORT

October 2026 **Submitted by Paul Dobersztyn**

Public Services

Highlights

- The library hosted **64** total live events this month, with **1,112** participants. The Public Services Department hosted **13** passive events with the Haunted House, Crafts to Go: Diwali and Day of the Dead Ofrendas with a total of **990** participants.
- The Haunted House was an unprecedented success this year, due to the hard work of Mandy Wilson. She envisioned the entire walkthrough and was responsible for building all of the large displays, props and decorations the filled the meeting room for four days. Over 800 people walked through the Haunted House in those four days. Below are some thoughts on her process:
    - *I presented the parameters of the program and my initial ideas to the committee. The HH would be held in the Meeting Room, and would be thematically appropriate for all ages. The committee brainstormed, and everyone contributed ideas for the HH's format and theme. We ultimately decided on Haunted Library. The experience would be a winding path through the meeting room where participants would pass by visually engaging "scenes" based on beloved spooky books and media. It would focus on spooky fun rather than actual scares. We aimed to represent media for every age group; our main picks were Frankenstein, Goosebumps Say Cheese and Die – Again!, Creepy Tales! and Coraline. We took stock of materials and decorations we already had, looked at the covid-era acrylic dividers, and the meeting adjourned.*
    - *The biggest things I'd change in a future iteration of this program would be allowing much more time for planning. The turnaround was very tight, so we sort of rushed through everything we needed to do as quickly as possible. I wanted to be able to give more direction to the others so they didn't feel confused about what to do, but I ended up not being able to provide that kind of structure in the time we had. I think with more time to plan and implement the haunted house could become an even more successful program in the future!*

Program Dates	Sensory Friendly	Regular	Total Attendance
10/9	64	252	316
10/10	34	112	146
10/11	N/A	92	92
10/12	86	177	263
			***Overall Attendance: 817**

*Attendance was based on how many times people entered the Haunted House, so people going through multiple times were counted more than once.

- October 3rd featured our Banned Book Flash Tattoo event at Sapphire Studios. Over 30 people showed up and 27 received tattoos that day. The tattoo shop donated over $500 to the ALA's Unite Against Book Bans fund. Sapphire Studios also applied for a Business Library card since they are within WPLD's district lines. Overall, it was a great event to collaborate with a local business and promote the freedom to read.
- 240 Active Children in the Dolly Parton Imagination Library. 13 graduated from the program so far.
- We hosted the second Music Matinee on Saturday, October 4th featuring Tom Sharpe from Mannheim Steamroller. We had **67** in attendance.

Professional Development

- Taylor Haring attended the Accessibility in Libraries presentation in October, below are her notes.

Best Practices for Assisting Vision Impaired

- Windows already has a screen reader built in to the OS. It's called Microsoft Narrator and can be accessed in the Accessibility settings.
- Something to consider: having screen readers but not providing headphones on hand (either for loan, freebies or purchase) seems counter-intuitive. Someone who would use a screen reader could keep them on their person anyways, but it's been far more common that library users are without them when here. (See note about inherent barriers**)
- The American Council of the Blind has guidelines for creating documents (pdfs) for low-vision users.
- Some libraries provide tactile maps of the building using braille, textures and high contrast colors. The speaker talked about a larger one that lived on a tabletop in a central location, but I've also seen portable ones at the Obama Library/Museum in Chicago.
- The BARD Mobile App is an app through the Talking Book and Braille Service (TBBD) that grants access to audiobooks and digital downloads for braille readers from the National Library Service for the Blind and Print Disabled. There is an application that libraries can fill out on behalf of their patrons.

Principles of Universal Design

- "The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design."
- Principles include use that is equitable, flexible, simple and intuitive, as well as including easily perceptible information and tolerance for error.
- **A lot of the examples given about universal design were about continuously checking in with these principals when considering library spaces and services and inherent barriers they might create.
- Another thing to consider is that libraries generally put their public into boxes (youth/teen/adult/senior/etc.) when in reality people have clusters of different needs. We discussed needs that didn't have to do with disability and how universal design could apply to those needs as well as disabilities.

Other Resources and Info

- Illinois Assistive Technology Program (IATP) has library programs where they talk about the technology they supply and how to use their services; they also have programs where users can borrow assistive technology from them for an extended period before they commit to buying them.
- ALA has ASL classes for library assistance and storytimes.
- Ingram has Dyslexia-Friendly lists for book ordering.
- The Dyslexic Positive Library Initiative has lots of helpful guidelines for collection development, reference and programming.
- I also walked away with a list of vendors that sell adaptive board games, including one that teaches kids to use AAC boards.

Personnel

- Our Library Interns have been very helpful. Emily has been instrumental in learning many Technical Services tasks. Justin and his job coach have been refreshing our bookmark rack cards. Both of the interns have been valuable assets to our departments.

Reading Challenges

- Adult Fall Back Reading Challenge: 9/1-11/30.
    - Total participation:

        - 71 registrants
        - 213,178 Minutes read
        - 53 completions so far
- 500 Books Before Fifth Grade
    - Total Participation
        - 112 registrants
        - 6 completions
        - 10,163 total books read so far.
- 1000 Books Before Kindergarten
    - Total participation:
        - 248 registrants
        - 50 completions
        - 81,360 total books read so far.
- The 100 Books Before High School
    - Total participation since the launch:
        - 113 registrants
        - 3,432 total books read
        - 19 completions so far

Programming / Outreach / Meetings (Not entered in Communico)
Book a Librarian: 4 Puzzles: 4 / Teen Volunteers: 5 (6.75 hours)
Homebound Deliveries: 2 Delivery/Pickups, 17 items checked out, 5 total participants

- Julie Kurtis visited Johnson School 2nd and 5th grade classrooms discussing books and library services.
- Diana Abraham met with Melissa from Clare Woods Academy of Warrenville on 10/1 to discuss their programming and how best to utilize our facilities. They will look into applying for a business library card.
- Diana Abraham attended the Fire Department Open House on 10/7.
- Diana Abraham hosted the Horizons mobile Book-a-Librarian program on 10/9. Mark Arellano received a phone consultation from a resident.
- Diana Abraham hosted an Ages & Stages Training for DuPage County Early Childhood Teachers and home workers (presented by Metropolitan Family Services) on 10/14.
- Taylor Haring attended the eMedia Library Consortium meeting on 10/14.
    - Multiple libraries in the room mentioned they have Palace Project, another e-content platform that seems very library forward.
    - Cost-per-circ is being used mostly in tandem with Metered Access and One Checkout models. We currently aren't utilizing it in Overdrive.
    - There's a discount offer to subscribe to All Access Comics through Overdrive at the library level.
    - There's an update in Libby that allows users to limit AI content available to checkout.
- Diana Abraham and Miriam Montano attended the Johnson Family Dinner on 10/15.
- Diana Abraham hosted Montessori School Storytime on 10/17.
- Taylor Haring attended ATLAS meeting regarding ADA accessibility at Orland Park Public Library on 10/20.
- Diana Abraham attended City of Warrenville's IDEC meeting on 10/20.
- Julie Kurtis and Diana Abraham met with Rob Innes from Libraria on 10/21.
- Mandy Wilson attended the Wheaton Warrenville South book club discussion on 10/22.
- Diana Abraham represented WPLD at the Johnson School Trunk or Treat on 10/24.
- Julie Kurtis, Taylor Haring, Mandy Wilson and Paul Dobersztyn attended FanCon Committee meeting on 10/26.
- Diana Abraham met Jason & Paul regarding the Heal the Healer program series hosted by the Aura Foundation of DuPage County on 10/26.
- Diana Abraham attended management team meeting on 10/27 to discuss possible grant projects.

- Taylor Haring and Mark Arellano attended Burger Night at the American Legion on 10/28.
- Diana Abraham provided Storytime at the Bloom Day Care Center on 10/29.

Non-SWAN InterLibrary Loan
Item Requests Processed: 17; Materials Received: 6; Materials Lent: 8

Maintenance

Paul Dobersztyn

- Continues ordering supplies through Quill to ensure cleaning crew has enough supplies as well as staff.
- Met with We-Go holiday lighting while they installed Christmas lights on rooflines and peaks.
- Attended DuPage Monarch Project presentation at the Danada Forest Preserve with Director Stuhlmann on 10/29.
- Contacted the organization Rethinking Lawns to schedule walkthrough of our property to see how we can plant more native plants.

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.
- Fixed broken outlet in Teen Lounge.
- Replaced laminator rolls on laminator machine in Marketing office.
- Met with Otis Elevator while they performed the annual elevator inspection. The library's elevator inspection passed and we updated the certificate displayed in the elevator.
- Met with We-Go holiday lighting while they installed Christmas lights on rooflines and peaks.
- Installed Christmas lights on tree trunks, trees and bushes on Stafford Place and lower-level entrance.

11b. MEMBER SERVICES REPORT

October 2026 **Submitted by Laurie Rex**

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8,174	55.20%
Aspen catalog/mobile app (Renewals)	137	.90%
Autorenewals	4,839	32.71%
Staff Assisted Checkout	1,658	11.20%
TOTAL TRANSACTIONS	14,798	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,590	56.15%
Selfcheck 2 (Near Vending Machine)	3,584	43.85%
TOTAL TRANSACTIONS	8,174	100.00%

Department Highlights

Curbside
We had 8 Curbside Pickups with 5 unique users.

Continuing Education
Member Services staff participated in 1 hour of Continuing Education.

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

New Stats
Explore More Illinois - There was 1 total pass acquired: The Morton Arboretum

Museum Adventure Pass - There were 29 total passes acquired: 14 to Brookfield Zoo; 10 to Cantigny; 2 to Illinois Railway Museum; 1 to Aurora Regional Fire Museum; 1 to Naper Settlement; and 1 to Chicago Botanic Garden

11c. ACQUISITIONS & CATALOGING REPORT

October 2026 **Submitted by MaryKellie Marquez**

Collection Maintenance

- 553 items created
- 141 items discarded
- 46 items repaired
- 61 discs cleaned

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

MaryKellie

- OCLC training, Tuesdays 10/6, 10/13, 10/20, 10/21.
- SWAN "Use It or Lose It," 10/14/21.
- SWAN Cataloging User Group meeting, 10/15/26.
- Library Day of Dialog, 10/22/26.

Gail

- Zoom meeting with Sam from SWAN re: Ingram records uploading into BLUEcloud.
- Met with Miriam, re: development goal.
- Worked with the Little Friends intern on Tuesdays.
- Worked to learn how to print Ingram orders.

MaryKellie's Meetings:

- Met with Gail to discuss her goal of auto de-newing with SWAN, 10/8/26.
- Went to Lansing Public Library with Gail to see the CoLibri cover machine, 10/9/26.
- Met with Cynthia from SWAN to go over more cataloging procedures, 10/21/26.
- Board Meeting, 10/21/26.
- FanCon, 10/26/26.
- Management Team meeting, 10/27/26.
- Went to Downers Grove Public Library to shadow their cataloging librarian with Gail, 10/29/26.



Gail using the CoLibri cover machine at Lansing Public Library.

11d. HUMAN RESOURCES

October 2026 **Submitted by Ian Stevens**

Staff/Recruiting

Currently there are no open positions at the library.

HR Procedures

- Ran payroll in Paylocity on 10/12 and 10/26
- IMRF October payroll to accountant 10/26. September report to IMRF 10/13
- Paid AFLAC October account 10/22
- Uploaded UCGA (workers comp) data to LIMRiCC for 3rd quarter 10/22
- 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.
- Handbook updates to staff (IL law changes, benefits updates) 10/23
- Received request from HR Source to serve on the Advisory Council and applied
- Summary Plan handout was created so all staff have a benefits summary overview in one place. The document is now being updated, branded for consistency and revised to include the recently approved Board benefit and LIMRiCC changes.
- Following LIMRiCC benefits renewal announcement in August, the board approved new benefits for staff. Jason & I worked on various staff communications for the November's Open Enrollment which runs from 9th to 20th of the month

Meetings

- Board meeting 10/21
- Management meeting 10/27
- Meet with Jason a few times to go over 2027 Open Enrollment
- Had meetings with all part-time staff to discuss the new benefit coverage options and any full timer that might have questions
- 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

- Lighthouse HR – The Human Advantage in HR 10/21
- Know Be4 – Inside Man S6 Ep 10 10/7 IT security programs
- Paylocity –Completed Anti-Harassment Training for manager 10/21
- Paylocity – Employee law pay readiness 10/20

Personal Experience

- During an October trip to Washington State and Vancouver BC, Canada I got to explore the downtown Vancouver Central Library. Nine levels dedicated to books, media, learning, and services. The largest library I have ever visited**.**

11e. IT DEPARTMENT REPORT

October 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 calendar invites, document scanner, Excel and Teams templates.
- I helped visitors with faxing and copying.
- I followed up on a member's database access issue.

Troubleshooting

- I tested a phone unit's touch-tone response for troubleshooting.
- I investigated an issue with lines on prints from the AS public printer.
- I investigated an issue with the AS public printer coin box not giving change.
- I worked with our vendor to replace the document scanner at the Scan Station.
- I resolved several issues with youth study room HDMI connections.
- I replaced a Member Services monitor due to a broken power button.
- I resolved an issue with Number Lock not activating on a staff computer.

Project/Goal

- I continued working with iPads for circulation.
- I replaced two Hotspots and the bulb in a Photo Lamp in Tech To Go.
- I added two additional Netflix Rokus to Tech To Go.
- I adjusted the orientation on meeting room projectors to be square again.

Planning

- I finalized Canva configuration before deployment.
- I worked with our MSP on planning our Firewall replacement.
- I confirmed that the worldwide PHP exploit did not affect our systems.

Meetings

- I met with Jason for one-on-one meetings.
- I met with Kathy to plan our Canva rollout.
- I met with Management Team.

Tickets

- 7 opened, 6 closed, 5 pending

11f. Marketing Department REPORT Department REPORT

October 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:

Winter 2026-2027 *Reading Matters* (RM) newsletter

- Reviewed current Warrenville mailing address data to determine how many newsletter copies to print.
- Requested, received and accepted the quote from Hagg Press to print the newsletter and ship extras to the library; also confirmed key dates for the quarter.
- Resolved a few issues with dates and room bookings; also resolved a problem after discovering I left off two events from the Communico entry list.
- Created first draft, which was reviewed by Kathy for her input and edits.
- Revised the first draft and handed it off to Jason and Paul/PS team for their review.
- Made minor changes and a few corrections submitted from PS; asked non-PS staff to proofread. Gail, MaryKellie and Riley M. offered their assistance.
- Used notes from proofreaders to make final adjustments to text.
- Addressed the text and placement of the ADA statement/request for services on all Communico event pages.

Event Publicity

- **Winter Publicity:** Began designing all slides, flyers and other publicity pieces.
- **Winter Reading Challenge:** Created all winter reading related materials and signage, submitted them for review and began production.
- **Tattoo event:**
    - Received and posted several images Paul gave me before the event to use on social media to raise awareness.
    - Resolved an issue with Paul and Sapphire Studios to change a setting on their Facebook page so we could tag them and collaborate on posts.
    - Posted several images of people getting tattoos or showing off their tattoos, and statistics about the event. See images at end of report.
- **Kindness Matters:** Updated the poster used last year to include mention of celebrating MLK Jr. birthday.
- **Sunday Music Matinee:** Posted from Tom Sharpe event and about November's Bourbon Aristocracy matinee.
- **Haunted House:** Took photos and videos to post on social media, to boost attendance at the House and to promote other fall programs like Día de los Muertos.
- **Wrapping Paper Exchange:** Met with Diana to briefly discuss this event that was not submitted to *Reading Matters*. We edited the Communico entry and played off ideas for social media posts to create awareness. I then drafted text for a flyer for David to create.
- **Storytime Halloween parades:** Checked with Kyrie and Riley about whether they planned to parade around the library so I could schedule time to take pictures and record video to post on social.

Content Development/Review

- **Dia de los Muertos:** Took pictures of all the displays put up by outside groups, the Board and our staff. Posted to social media, adding context about the importance of the tradition.

Community Outreach

- Prepared Go Boxes for
    - Fire District Open House October 7 (Diana)
    - Carmel Montessori Spooky Storytime October 17 (Diana)
    - Johnson School Trunk or Treat October 24 (Diana)
    - VFW Burger Night October 29 (Mark)
- Reproduced several large trunk-or-treat banners for Johnson event.
- Used photos Diana took at each event to promote our Outreach efforts and general library resources on social media.

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:** Made edits and finalized both English and Spanish versions of our "Get a Library Card" signs that appear on our screens and slat walls.
- **Día de lost Muertos:** Created a few new and reprinted several existing ofrenda signs for Miriam.
- **Quiet Room Art Exhibit:** Helped create signs for and set up the Little Friends Inklude display.
- Reprinted and assembled a new nametag for Mandy.
- Worked with Duncan to reach out to Communico and verify our safety in response to the recent PHP exploit.

Administrative

- **Staff In-Service Meeting:** Reviewed the input given by staff members on the form I developed and sent in late September asking about topics of interest, including several safety topics. Completed by 26 of 29 staffers. Created a document for Management Team to review. It included a summary of open-ended topics mentioned, quantifiable results to certain questions and the detailed suggestions given by several staff members. At the subsequent meeting, I shared my thoughts on what topics we should focus on to build our agenda and how much time to allot to each.
- **Meta Glasses:** These glasses record audio and video and are usually undetected by others. I shared an article with Management Team about the appropriateness of people wearing Meta glasses in the workplace, as these glasses impact personal privacy and the confidentiality of information.
- **Elevator signs:** Received clarification from the fire department (via Paul) about the state requirements for elevator signage.
- **Canva Pro:** Coordinated with Duncan to alert the test group about the timing of the rollout and a few key details about using this version of Canva compared to using a free subscription or other paid subscriptions.

Miscellaneous

- **2027 holiday/closing dates:** Updated the website with these closing dates.
- **Marketing Contact Form:** Responded to an inquiry from a COD student needing input for her Library Tech class about library marketing and also forwarded it to Paul for his input on other questions that were posed relating to programming.
- **Art Donation:** Created a placard for the piece of art donated by Warrenville resident, Alice Fillers.
- **Laminator roll:** Ordered new laminator film, alerted the staff that the machine would be down for a few days and then messaged again when it was up and running after Ly installed the new rolls. Coordinated with Paul to get the proper PS code, as we share the expense of the laminate film.
- **Park District help:** Laminated several items for the park district on short notice after their machine broke and they needed quick turnaround for their Fall Fest.
- **Rokus availability:** Provided MaryKellie with suggested wording for alerting members how many Roku devices they can have checked out on their library card at one time.

Meetings/Webinars

Kathy:

- 10/13 & 27/26: Management Team Meeting
- 10/21/26: Board Meeting
- 10/28/26: Webinar: Link in Bio with Instagram's VP Tessa Lyons

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

New Website: Continued work on this project to modify Communico's set-up to better suit our needs.

eNews activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses.

- eNews (Constant Contact) stats in October:
  - Total subscribers: 7,147 (down from 7,164)
  - Average open rate: 42%; Click rate: 1%
  - New Cardholders campaign—average open for 10 sends: 63%

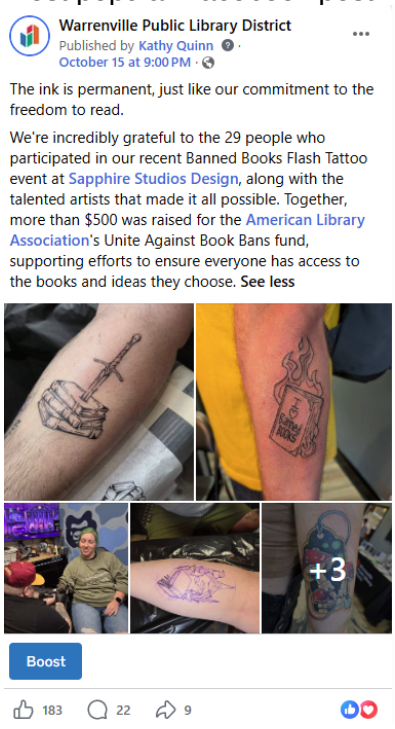
Social Media activities related to managing Facebook and Instagram:
planning what events and resources are included; reviewing file photos, digital slides and video; taking photos and videos as needed; posting/changing cover pages and profiles; scheduling; monitoring local agencies and other libraries; 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 October, asked for and received details to go along with the pictures Miriam took at the Hispanic Heritage Colombian Coffee event**.** Same for Paul and the Tom Sharpe Matinee, from which both images and video were shared.

Social Media stats:

- Facebook Followers: 2,697 (up from 2,619)
- Instagram Followers: 757 (up from 736)

Most popular Facebook post in October: 31,492 views; 183 reactions (likes, comments, shares)



Most popular Instagram post in October: 2,076 views; 88 reactions (likes, comments, shares)



12. PRESIDENT'S REPORT

Upcoming Library Meetings or Events as of November 13, 2026:

- Wednesday, December 9, 2026 at 7 pm (**1 week earlier than usual**)
  Regular Board Meeting in Library Meeting Room

- Wednesday, January 20, 2027 at 6:15 pm
  Committee of the Whole Meeting in Library Meeting Room
  Training: Annual anti-harassment training

- Wednesday, January 20, 2027 at 7 pm
  Regular Board Meeting in Library Meeting Room

- Wednesday, February 17, 2027 at 7 pm
  Regular Board Meeting in Library Meeting Room

- Wednesday, March 17, 2027 at 7 pm
  Regular Board Meeting in Library Meeting Room

13. TREASURER'S REPORT

IL Funds Interest
In October we made $7,581.75 in interest.

Tax Distributions
We received more distributions in October, totaling $29,217.

Developer Donations
In October, we made our annual request to the City and received $3,011.57 from the Develop Donations Fund.