

# FOUNTAINDALE PUBLIC LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES

March 19, 2026 | 7 p.m.

300 West Briarcliff Road | Bolingbrook | Margaret J. "Peggy" Danhof Board Room

View the meeting online via YouTube: <https://www.youtube.com/live/SbaBbXDkT-4>

- 1. Call to Order and Roll Call of Trustees**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Minutes for Approval**
  - a. Board Meeting – February 19, 2026
- 5. Comments from the Public**
- 6. Friends of the Library**
- 7. New Business – Action Items**
  - a. Appointment of 2026 Secretary Audit Liaisons
  - b. Approval of Artificial Intelligence Use Policy Section for the Employee Handbook
  - c. Approval of Ordinance 2026-1 – An Ordinance Approving Amendments to Bylaws of Board of Trustees of Fountaindale Public Library District
  - d. Approval of Resolution 2026-2 – A Resolution Authorizing Tressler LLP To Represent Fountaindale Public Library District's Interests Regarding Property Tax Appeal Board Appeal Docket No. 2025-03072 and Any Related Proceedings
- 8. Library Projects**
- 9. Correspondence**
- 10. Treasurer's Report**
- 11. Bills for Approval**
  - a. Bills Paid Report – Post February 2026
  - b. Bills Paid Report – March 2026
  - c. Bills Payable Report – March 2026
- 12. Director's Report – February 2026**
- 13. Unfinished Business**
- 14. Reports**
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Internal Board Operations
  - e. Executive Director Evaluation
- 15. Agenda Building for Next Meeting**
- 16. Announcements**
- 17. Adjournment**

## March 2026 Agenda Background

Paul Mills

### 7. New Business – Action Items

#### a. Approval of 2026 Secretary Audit Liaisons

Each year, the Board needs to approve appointments to be Secretary Audit Liaisons. The liaisons will review the minutes of the board meetings for the previous fiscal year and certify that the Board of Trustees' records are in order. This certification is a requirement of the Illinois Public Library Annual Report (IPLAR).

The review must be completed by August 1, 2026.

With the Board's approval, President Bermejo has named Trustee Bobby Armstrong and President Celeste Bermejo as the 2026 Secretary Audit Liaisons.

Suggested Motion: Motion to approve the appointment of Trustee Bobby Armstrong and President Celeste Bermejo as the 2026 Secretary Audit Liaisons.

#### b. Approval of Artificial Intelligence Use Policy Section for the Employee Handbook

To quote the introductory section of the draft policy, 'this policy ensures that AI is used ethically, responsibly, and in a manner that enhances library services while protecting the privacy and rights of library staff and patrons.'

Our attorney has reviewed this draft policy as well.

Suggested Motion: Motion to approve the Artificial Intelligence Use Policy Section for the Employee Handbook.

- c. Approval of Ordinance 2026-1 – An Ordinance Approving Amendments to Bylaws of Board of Trustees of Fountaindale Public Library District

This ordinance would approve the proposed change to add “active military duty” as an allowable reason for a trustee to attend a Board Meeting by means other than physical presence. This reason was recently approved by the State of Illinois.

Per the Bylaws, revisions may not be approved at the first meeting where they are presented. As this is the succeeding meeting to that presentation, the Board may approve them.

Suggested Motion: Motion to approve Ordinance 2026-1, an Ordinance Approving Amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District.

- d. Approval of a Resolution Authorizing Tressler LLP to Represent Fountaindale Public Library District’s Interests Regarding Property Tax Appeal Board Appeal Docket No. 2025-03072 and Any Related Proceedings

This resolution is designed to ensure that the property at issue in an assessment dispute is properly identified. The property in question is part of the Citgo Refinery, and the dispute was initiated by the two school districts that include the property, as does our library district. Our attorney recommended this resolution to ensure that everything is clear.

Suggested Motion: Motion to approve Resolution Authorizing Tressler LLP to Represent Fountaindale Public Library District’s Interests Regarding Property Tax Appeal Board Appeal Docket No. 2025-03072 and any related proceedings.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD FEBRUARY 19, 2026  
BOLINGBROOK, ILLINOIS**

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held in the Margaret J. "Peggy" Danhof Board Room, 300 West Briarcliff Road, Bolingbrook, Illinois on Thursday, February 19, 2026 at 7 p.m.

**CALL TO ORDER**

The meeting was called to order at 7 p.m. by President Celeste Bermejo.

**ROLL CALL**

The roll was called by recorder, Juanita Lennon, and a quorum was established.

**PRESENT**

Present at roll call were Marcelo Valencia, Kathryn Spindel, Sarah Siska, Jim Daunis Jr. and Celeste Bermejo.

**ABSENT**

Trustee Meraj Alam

Trustee Bobby Armstrong

Trustee Armstrong was out of town for work and was unable to attend the meeting in person.

## **FOUNTAINDALE STAFF PRESENT**

The following staff was present: Paul Mills and Juanita Lennon.

Nancy Korczak was present online.

## **PUBLIC PRESENT**

The following public was present: Jody Hargett and Jennie Mills.

## **APPROVAL OF TRUSTEE PARTICIPATION IN FEBRUARY 19, 2026 BOARD MEETING BY MEANS OTHER THAN BEING PHYSICALLY PRESENT**

President Bermejo reported that per Section 7 of the Open Meetings Act, she and Board Recorder Juanita Lennon received a written request from Trustee Bobby Armstrong to attend the February 19, 2026 Board Meeting by means other than being physically present. Trustee Armstrong wrote that due to his work obligations, he could not attend the Board Meeting this evening in person. Bermejo noted that employment purposes is one of the allowable reasons under the Open Meetings Act to request attendance and participation by means other than being physically present. Bermejo further reported that per Board Bylaws in Article III, Section 8, the trustees who are physically present shall determine by majority vote whether a trustee who is not physically in attendance may participate by other means – in this case, Zoom. If the vote is in favor, the trustee may vote on matters before the Board.

A motion to approve the Trustee Bobby Armstrong's request to participate in the February 19, 2026 Board Meeting by other means other than being physically present was made by Spindel, seconded by Valencia.

AYES: Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Armstrong, Alam

## **AGENDA APPROVAL**

Following the Pledge of Allegiance, Bermejo asked for a motion to approve the agenda.

A motion was made by Siska, seconded by Daunis.

AYES: Armstrong, Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Alam

## **MINUTES OF THE BOARD MEETING – JANUARY 15, 2026**

The minutes of the board meeting held January 15, 2026 were presented. A motion to approve the minutes was made by Daunis, seconded by Valencia. Minutes were approved as read.

AYES: Armstrong, Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Alam

## **MINUTES OF THE EXECUTIVE SESSION – JANUARY 15, 2026**

The minutes of the Executive Session held January 15, 2026 were presented. A motion to approve the minutes was made by Spindel, seconded by Valencia. Minutes were approved as read.

AYES: Armstrong, Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Alam

## **COMMENTS FROM THE PUBLIC**

None.

## **FRIENDS OF THE LIBRARY**

Jody Hargett reported that the Friends have received many donations this past month. Sales at the Book Cellar have been phenomenal.

## **NEW BUSINESS**

### **Approval Review of Ordinance 2026-1 – Ordinance Approving Amendments to Bylaws of Board of Trustees of Fountaindale Public Library District**

Trustee Kathryn Spindel and Trustee Meraj Alam reviewed the Bylaws earlier this year. The proposed change adds “active military duty” as an allowable reason for a trustee to attend a Board Meeting by means other than physical presence. The change was recently approved by the State of Illinois.

Per the Bylaws, revisions may not be approved until a succeeding meeting.

No motion made at this time.

### **Approval of Appointment of 2026 Executive Director Evaluation Liaisons**

The Evaluation Liaisons will be charged with organizing the evaluation process of the Executive Director’s evaluation.

With approval by the Board, President Bermejo has named Trustee Meraj Alam and Trustee Jim Daunis Jr. as the 2026 Executive Director Evaluation Liaisons.

A motion to approve the appointment of Trustee Meraj Alam and Trustee Jim Daunis Jr. as the 2026 Executive Director Evaluation Liaisons was made by Daunis, seconded by Valencia.

AYES: Armstrong, Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Alam

## **Approval of Family Neonatal Intensive Care Leave Section for the Employee Handbook**

Mills reviewed the provisions of this draft section for the Employee Handbook.

A motion to approve the Family Neonatal Intensive Care Leave section for the Employee Handbook was made by Spindel, seconded by Valencia.

AYES: Armstrong, Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Alam

## **LIBRARY PROJECTS**

Executive Director Mills provided an update on the monument sign. The engineer that Tria Architecture contracted with confirmed that the original foundation is adequate for the new monument. Construction work should begin in the next few weeks.

## **CORRESPONDENCE**

None.

## **TREASURER'S REPORT**

The Treasurer's Report for January, 2026 was presented by Treasurer Spindel and will be filed for audit.

## **BILLS FOR APPROVAL**

### **Bills Paid Report – February 2026**

Bills paid for the month of February in the amount of \$71,283.52 was presented for approval. Motion to approve was made by Daunis, seconded by Siska.

AYES: Armstrong, Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Alam

## **Bills Payable Report – February 2026**

Bills payable for the month of February in the amount of \$667,102.28 was presented for approval. Motion to approve was made by Spindel, seconded by Daunis.

AYES: Armstrong, Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Alam

## **DIRECTOR'S REPORT – JANUARY 2026**

Mills reported that the Will County ballot box has been delivered and is in the lobby now. Early voting will begin on Monday, March 2 in Meeting Room B.

Our new water bottle dispenser has been installed and is now operational.

Mills reminded the Board that the "Reclaiming the Narrative: Restoring Black Voices to the Story of Joliet" exhibit on the 3rd floor will close on February 27.

## **UNFINISHED BUSINESS**

None.

## **REPORTS**

### **Building**

None.

### **Finance**

None.

### **Strategic Plan**

None.

## **Internal Board Operations**

None.

## **AGENDA BUILDING FOR THE NEXT MEETING**

At the March board meeting, the Secretary Audit liaisons and the updated Trustee Bylaws ordinance will be on the agenda for approval.

## **ANNOUNCEMENTS**

The Lions Club will host their annual St. Patrick Day Dinner Dance on Saturday, March 14. Trustee Alam's photo booth will be available and Trustee Valencia's organization, Valencia Boxing will be present to help with event cleanup.

The annual Rotary Mac & Cheese cook-off is also on Saturday, March 14 at New Life Lutheran Church. Trustee Daunis will be participating in the cook-off and Trustee Alam's photo booth will also be available.

The Dancing with the Stars Bolingbrook event is next Saturday, February 28 at the Hilton Garden Inn Bolingbrook. Trustee Daunis will be a contestant.

Valencia Boxing is hosting a movie night on Wednesday, March 11. \$5 donations will be accepted.

The annual Valley View Educational Enrichment Foundation's Dinner & Auction will be held on Friday, March 6 at the Bolingbrook Golf Club.

The Bolingbrook Community Closet pop-up is happening this week, and moving forward the pop-ups will be scheduled every other month.

The Lions Club will host their annual Easter Egg Hunt on Saturday, April 4.

The Bolingbrook People's Choice Awards (formerly known as the BOBB Awards) will be held on Thursday, April 9 at 6 p.m.

## ADJOURNMENT

A motion to adjourn the meeting at 7:25 p.m. was made by Daunis seconded by Valencia.

AYES: Armstrong, Valencia, Spindel, Siska, Daunis, Bermejo

NAYES: None

ABSENT: Alam

Approved: \_\_\_\_\_  
Robert Armstrong, Secretary

\_\_\_\_\_  
Celeste M. Bermejo, President

## **Artificial Intelligence (AI) Use Policy (DRAFT February 2026)**

The purpose of this policy is to outline the rationale, principles, and guidelines for the use of AI within the Fountaindale Public Library District. This policy ensures that AI is used ethically, responsibly, and in a manner that enhances library services while protecting the privacy and rights of library staff and patrons.

This policy applies to all employees who use AI tools for authorized business purposes. AI tools and applications used by Library employees during their work include chatbots, recommendation systems, data analysis tools, and any other AI-driven technologies.

### **Guidelines**

Not all AI tools are approved for use in the workplace. Continuous monitoring and regular audits of AI systems will be performed to maintain their integrity and effectiveness.

The use of AI may not be suitable for all tasks and work functions. Examples of acceptable use of AI include the following job functions:

- To assist patrons with any AI-related queries or to demonstrate AI technology
- To generate ideas, lists, and recommendations for routine work
- To draft presentations and training documents
- To conduct basic research
- To edit documents for grammar, typos, and clarity
- Image generation and editing

AI is susceptible to producing outputs that deviate from intended results. These deviations, known as AI Hallucinations, can manifest as inaccurate, misleading, or entirely fabricated content. Due to the potential for realistic and convincing hallucinations, critical evaluation of all AI outputs is essential.

Employees must not have an expectation of privacy when using AI in the workplace. The employer retains the right to monitor all employee use of AI tools. Additionally, the following rules and regulations will apply when using AI:

- The employee must log into AI tools with their organization-provided email address.
- The employee must not enter any confidential information (including personal/proprietary information) into an AI Tool.
- Employees must not enter any offensive, discriminatory, or inappropriate content into an AI Tool.
- Employees must closely review any output generated by AI before using it. This must include reviewing that AI has not generated any content in violation of any library policies or copyright law, that no confidential information has been disclosed, and that the information generated is accurate.
- Employees must allow AI to track their prompt history. Prompt history should not be erased or tampered with.
- Employees must not use AI to conduct, engage in, or solicit illegal activities.
- Employees must not use AI alone to make employment decisions. This includes decisions regarding the hiring, discipline, suspension, termination, promotion, demotion or salary increase/decrease of employees. AI must not be used to evaluate or conduct performance reviews.
- Employees must not input personal information of a co-worker, patron, or vendor into AI.
- Employees must not represent AI work as their own and the District Communication Branding and Style Guide must be followed.
- Employees must use any AI or system in compliance with current laws and regulations relevant to library operations on both a state and federal level.

## **ORDINANCE 2026-1**

### **AN ORDINANCE APPROVING AMENDMENTS TO THE BYLAWS OF**

### **THE BOARD OF TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT**

WHEREAS, the Fountaindale Public Library District, Will and DuPage County, Illinois, is a public body created and existing under the laws of the State of Illinois; and

WHEREAS, the Fountaindale Public Library District desires to make certain amendments to its Bylaws; and

WHEREAS, the Board of Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois find that approving the Bylaws of the Board of Trustees of the Fountaindale Public Library District attached as Exhibit A is in the best interest of the District;

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL and DUPAGE COUNTY, ILLINOIS AS FOLLOWS:

Section 1: The foregoing recitals are incorporated in and made a part of this Ordinance as though fully set forth herein.

Section 2: The Bylaws of Fountaindale Public Library District attached as Exhibit A are hereby approved.

Section 3: The Board of Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois are authorized to take such further actions as may be necessary to carry out the purpose of this Ordinance.

Section 4: All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance are hereby modified or repealed to the extent of such conflict. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

Section 5: This Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED by roll call vote this 19th day of March, 2026.

AYES:

NAYS:

ABSENT:

---

Celeste M. Bermejo  
President, Board of Library Trustees

ATTEST:

---

Robert Armstrong  
Secretary, Board of Library Trustees

# **BYLAWS OF THE BOARD OF TRUSTEES OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT**

## **ARTICLE I**

### **OFFICE**

The principal office of Fountaindale Public Library District shall be located at the Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook, Illinois, 60440. The District may have such other offices within the boundaries of the District as the business of the District may require from time to time.

## **ARTICLE II**

### **BOARD OF TRUSTEES**

SECTION 1. The Board of Trustees shall consist of seven (7) members unless otherwise prescribed by law, such as if a vacancy occurs.

SECTION 2. The term of office for Trustees shall be six (6) years.

SECTION 3. Trustees shall be nominated and elected in accordance with the current Illinois Election Code (10 ILCS 5/1-1 et. seq.) and Public Library District Act of 1991, as amended from time to time (the "Act") (75 ILCS 16/1 et seq.).

SECTION 4. The Trustees shall take their oath of office as prescribed in Illinois law.

SECTION 5. RESIGNATION. Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall take place effective when the notice is delivered unless the notice specifies a future date; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Upon receipt of such resignation, the Board President or designee will notify

the Board of the resignation. A vacancy will be declared by the Board pursuant to 75 ILCS 16/30-25.

SECTION 6. CONFLICT OF INTEREST. Subject to the limitations listed in the gift ban section of the State Officials and Employees Ethics Act, 5 ILCS 430/10-10 et seq., Board members and officers will not solicit or accept gifts, loans, gratuities, discounts, favors, hospitality, or services. Trustees who must take an official action that may be construed as conflicting with personal, family, monetary, or employment interests should abstain from official action if there is no reasonable way to eliminate the conflict. Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties, in addition to any applicable provisions of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq.

SECTION 7. RIGHT TO INDEMNIFICATION. The Library will indemnify any present or former Trustees, officers, employees or agents to the fullest extent possible under applicable law against expenses, including attorneys' fees, judgments, fines, settlements and reasonable expenses, actually incurred by such persons relating to their conduct as a Trustee, officer, employee, member or agent of the Library, except that indemnification shall not apply to a breach of the duty of loyalty to the Library; for acts or omissions not in good faith or that involve intentional misconduct or knowing violation of the law; for a transaction from which any such person derived an improper personal benefit; or against judgments, penalties, fines and settlements arising from any proceeding by or in the right of the Library, or against expenses in any such case, where such person shall be adjudged liable to the Library.

SECTION 8. INSURANCE. The Library may purchase and maintain insurance on behalf of any person to the fullest extent permitted by applicable law.

SECTION 9. Trustees shall serve without compensation but shall be reimbursed with District funds for their actual and necessary expenses incurred in the performance of their duties.

SECTION 10. The Trustees acknowledge that the Bylaws and library policies must comply with all applicable laws.

## **ARTICLE III**

### **MEETINGS**

SECTION 1. REGULAR MEETINGS. The Board of Trustees shall hold regular monthly meetings, which shall normally be held on the third Thursday of each month at 7 p.m.

SECTION 2. SPECIAL MEETINGS. Special meetings of the Board of Trustees may be called by the President, the Vice President, or by any four (4) Trustees.

SECTION 3. PLACE OF MEETING. The Board of Trustees may designate any place convenient and open to the public as the place of meeting for the regular meeting. The Board of Trustees shall annually prepare a schedule of meetings showing date, time, and place; shall publish this schedule prior to January 1 of each year; and shall post it in the library. The person or persons authorized to call special meetings of the Board of Trustees may designate any place convenient and open to the public as the place for holding any special meeting called by them. If no designation is made, the place of meeting shall be in the 2nd Floor Board Room, 300 West Briarcliff Road, Bolingbrook, Illinois, 60440.

SECTION 4. CONDUCT OF MEETINGS. All meetings of the Board of Trustees, whether regular or special, shall be open to the public and shall be conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120/1-1 et seq.).

SECTION 5. NOTICE OF SPECIAL MEETINGS. In addition to the notice required by the Illinois Open Meetings Act, written or printed notice, stating the place, day, and hour of the special meeting and the purpose or purposes for which the meeting is called, shall be delivered to each Trustee, either personally or by email. If by email, such notice shall be deemed to be delivered when sent to the Trustee's formal Library District email address.

SECTION 6. QUORUM. A quorum at any meeting of the Board of Trustees of this District shall consist of four (4) Trustees. If a quorum is present, the affirmative vote of the majority of Trustees in attendance at the meeting shall be the act of the Board of Trustees, unless a vote of greater number is otherwise required by law.

SECTION 7. VOTING. Each Trustee, including the President of the Board of Trustees, present at a meeting of the Board of Trustees shall be entitled to one (1) vote upon each matter submitted for a vote at the meeting.

SECTION 8. REMOTE ATTENDANCE. If a quorum of the members of the Board is physically present as required by Section 2.01 of the Open Meetings Act, 5 ICLS 120/2.01, the Board may allow a physically absent Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of personal illness or disability, employment purposes or the business of the public body, a family or other emergency, or unexpected childcare obligation, or active military duty. However, no Trustee may attend a Board meeting by other means more than five times in any calendar year. "Other means," as used in these regulations, shall mean by video or audio conference. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the recording secretary of the Library District before the meeting unless advance notice is impractical. A Trustee may participate by other means at either an open meeting or a closed meeting of the Board. Written minutes of all Board meetings, whether open or closed, shall include whether the Trustee was physically present or present by means of audio or video conference. As the first item of business, the Trustees who are physically in attendance at a Library Board meeting shall determine, by majority vote, whether a Trustee who is not physically in attendance may participate in that meeting by other means. After such a vote in favor of participation, the remote Trustee may vote on matters before the Board.

SECTION 9. MANNER OF VOTING. All votes on any questions shall be by roll call.

# ARTICLE IV

## OFFICERS

SECTION 1. NUMBER. The officers of the Board of Trustees of the District shall be President, Vice-President, Treasurer, and Secretary. Each office shall be held by a different Trustee.

SECTION 2. ELECTION AND TERM OF OFFICE. Officers of the Board of Trustees shall be elected at the regular May meeting of the Board of Trustees following each biennial election. The term of office shall be two (2) years, ending on April 30 of each odd-numbered year. Each officer shall hold office until a successor shall have been duly elected or appointed.

SECTION 3. VACANCIES. Pursuant to the Public Library District Act of 1991, 75 ILCS 16/30-25, vacancies shall be declared in the office of Trustee by the Board when an elected or appointed Trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the District, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by the Act, or (iv) has failed to pay the library taxes levied by the District. Absence without cause from all regular Board meetings for a period of one year shall be a basis for declaring a vacancy. Vacancies shall be filled by appointment by the remaining Trustees until the next regular library election, at which time a Trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held.

# ARTICLE V

## DUTIES OF THE PRESIDENT

SECTION 1. The President shall be the principal officer of the Board of Trustees.

SECTION 2. The President may sign, with the Secretary or any other proper officer of the Board of Trustees or person authorized by the Board of Trustees, any deeds, mortgages, bonds, contracts, or other instruments that the Board of Trustees has authorized to be executed.

SECTION 3. The President shall preside over all meetings of the Board of Trustees.

SECTION 4. The President shall appoint the chairs and members of any committees deemed necessary by the Board of Trustees.

SECTION 5. The President shall be the ex officio member of any committee established by the Board of Trustees.

SECTION 6. The President shall appoint liaisons to other groups as needed.

SECTION 7. The President shall recommend to the Board an attorney to be retained by the Board for the District.

SECTION 8. With assistance from the Vice President, the President shall prepare an agenda for every meeting of the Board of Trustees.

SECTION 9. The President shall not have nor exercise veto powers.

SECTION 10. When there is a vacancy on the Board of Trustees, the President along with the advice and consent of the Board shall recommend a successor Trustee to be appointed in accordance with the Act.

SECTION 11. The President shall, in general, perform all such other duties as may be prescribed by law, by ordinance, or by resolution of the Board of Trustees and shall take care that such laws, ordinances, and resolutions are faithfully executed.

## **ARTICLE VI**

### **DUTIES OF THE VICE PRESIDENT**

SECTION 1. The Vice President shall preside at all meetings of the Board of Trustees during which the President is absent.

SECTION 2. The Vice President shall assist the President in preparing agendas for meetings of the Board of Trustees.

SECTION 3. The Vice President shall be responsible for organizing workshops, retreats, and in-service days that may be conducted by the Board of Trustees.

SECTION 4. The Vice President shall be responsible for coordinating the long-range planning efforts of the Board of Trustees.

## **ARTICLE VII**

### **DUTIES OF THE SECRETARY**

SECTION 1. The Secretary shall keep the corporate seal and all papers belonging to the District.

SECTION 2. The Secretary shall attend all meetings of the Board of Trustees and keep minutes of such meetings. The minutes shall include the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and a record of all other pertinent matters that affect the operation of the District. Copies of all papers filed with the Secretary, transcripts from journals and other records and files of the Secretary's office, certified under the corporate seal of the District, shall be evidence in all courts in like manner as if the original were produced.

SECTION 3. The Secretary shall ensure that all notices are duly given as required by law.

SECTION 4. The Secretary shall ensure that the corporate seal of the District is affixed to all documents, the execution of which on behalf of the District under its seal is duly authorized by law.

SECTION 5. The Secretary shall keep a register of the names, home addresses, mailing addresses, and telephone numbers of the Trustees of this District, which information shall be furnished to the Secretary by the several Trustees.

SECTION 6. The Secretary shall record, in a book to be kept for that purpose, all ordinances adopted by the Board of Trustees. At the foot of the record of each ordinance so recorded, a memorandum shall be made showing the date of passage and the date of publication or posting of such ordinance. This record and memorandum, or a certified copy thereof, shall be prima facie evidence of the passing and legal publishing or posting of such ordinances for all purposes whatsoever.

SECTION 7. The records of the Secretary shall be subject to an audit by two (2) other Trustees, appointed by the President, as prescribed in the Act.

SECTION 8. The Secretary shall have the power to administer oaths and affirmations for the purposes of the Act.

SECTION 9. The Secretary may designate a District employee or employees to assist with the aforementioned duties as appropriate.

## **ARTICLE VIII**

### **DUTIES OF THE TREASURER**

SECTION 1. The Treasurer of the District shall give bond to the District to faithfully discharge the duties of the office and to account to the District for all District funds coming into the hands of the Treasurer; the bond shall be in such amount and with such sureties as shall be approved by the Board. The amount of the bond shall be based upon a minimum of fifty percent (50%) of the total funds received by the District in the last previous fiscal year. The cost of any surety bond shall be borne by the District. If a

bond is not possible, the Treasurer shall ensure that commensurate insurance coverage is provided.

SECTION 2. The Treasurer shall receive all monies belonging to the District and shall keep and maintain accounts and records of the District that reflect all receipts, disbursements, and balances in any of the District funds. These accounts and records shall always be subject to inspection by any member of the Board of Trustees.

SECTION 3. The Treasurer shall promptly deposit or cause to be deposited all monies belonging to the District; such deposits shall be made in the name of the District in such banks or other depositories as shall be selected by the Board of Trustees and pursuant to 75 ILCS 16/35-25.

SECTION 4. The Treasurer shall insure that District funds are fully invested at all times in interest-bearing accounts as shall be approved by the Board of Trustees.

SECTION 5. The Treasurer shall at the end of each and every month, and more often if required by the Board of Trustees, submit an accounting to the Board of Trustees showing the status of the District treasury at the date of such accounting and the balance of funds in the treasury. This accounting shall be accompanied by a statement of all receipts into the treasury and all expenditures made by the treasury on behalf of the District. This accounting and statement shall be filed with the Secretary.

SECTION 6. An audit for each fiscal year shall be conducted by an accountant authorized to practice public accounting under the laws of the State of Illinois.

SECTION 7. In the absence of both the President and the Vice President, the Treasurer shall preside at the Board meeting.

SECTION 8. The Treasurer may designate a District employee or employees to assist with the aforementioned duties as appropriate.

## **ARTICLE IX**

### **COMMITTEES AND LIASONS**

The Board of Trustees shall meet as a committee of the whole for those activities that require committee action. However, the President may appoint separate committees and/or liaisons to other groups as may be determined by the Board of Trustees.

## **ARTICLE X**

### **CONTRACTS, CHECKS AND DEPOSITS**

SECTION 1. The Board of Trustees may authorize any one or more officers or employees of the District to enter into any contract or execute and deliver any instrument in the name of and on behalf of the District; such authority may be general or confined to specific instances.

SECTION 2. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of the District shall be signed by such officer or officers of the Board of Trustees or employee or employees of the District and in such manner as shall from time to time be determined by resolution of the Board of Trustees.

SECTION 3. All funds of the District not otherwise employed shall be deposited in a timely manner to the credit of the District in interest-bearing accounts in such banks or other depositories as the Board of Trustees may select.

## **ARTICLE XI**

### **BOOKS AND RECORDS**

The District shall keep correct and complete books and records of account, shall keep minutes of the proceedings of the Board of Trustees, and shall keep a record of the names, addresses, and telephone numbers of the Trustees. To the extent required by law and subject to the Library Records Confidentiality Act (75 ILCS 70/1) and other applicable laws, books and records of the District are open to inspection by any person residing in the District at all reasonable and proper times.

## **ARTICLE XII**

### **FISCAL YEAR**

The fiscal year of the District shall commence on July 1 and close on June 30 of each and every year.

## **ARTICLE XIII**

### **CORPORATE SEAL**

SECTION 1. The Corporate Seal of the District shall be in circular form and so constructed as to impress upon paper around the outer edge of said seal the words "THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT" and in the interior or center of said circle the words "CORPORATE SEAL ILLINOIS"; such seal is hereby adopted and declared to be a seal of the District. Said seal shall be used in all cases where it shall be required by the laws of the United States of America, the law or laws of any of the several States, or in the ordinances of the District.

SECTION 2. Said seal shall be kept in the District office.

## **ARTICLE XIV**

### **RULES OF PROCEDURE AND ORDER OF BUSINESS**

The current edition of Robert's Rules of Order shall govern the proceedings of the Board of Trustees except when in conflict with the foregoing rules.

## **ARTICLE XV**

### **AMENDMENTS**

These Bylaws may be amended by an ordinance proposed at any regular meeting of the Board of Trustees which is adopted at the next succeeding meeting.

## **RESOLUTION 2026-2**

### **RESOLUTION AUTHORIZING TRESSLER LLP TO REPRESENT FOUNTAINDALE PUBLIC LIBRARY DISTRICT'S INTERESTS REGARDING PROPERTY TAX APPEAL BOARD APPEAL DOCKET NO. 2025-03072 AND ANY RELATED PROCEEDINGS**

WHEREAS, the Fountaindale Public Library District (the "Library District") is a library district duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the Library District derives its rights, power and authority from the various sections of The Library District Code (the "Code"); and

WHEREAS, the Fountaindale Public Library District Board of Trustees is acutely aware of the need to provide high-quality governmental services and to have sufficient monies available through taxation in order to fund these services; and

WHEREAS, a major source of revenue for funding these governmental services is the Illinois real property tax; and

WHEREAS, the Will County Supervisor of Assessments set the 2025 assessments for the PDV Midwest Lemont Refinery located in Lemont, DuPage Township, Will County, Illinois, as set forth on the attached Exhibit A; and

WHEREAS, the parcels listed on Exhibit A are within the corporate boundaries of Fountaindale Public Library District;

WHEREAS, the Fountaindale Public Library District previously filed a Petition to Intervene with the Will County Board of Review in the assessment complaint filed by the Will County School District No. 92 and Lockport Township High School District No. 205; and

WHEREAS, the Will County Board of Review issued its Notice of Final Decision letters, dated January 28, 2026, setting the 2025 assessed value of the PDV Midwest Refining Lemont Refinery; and

WHEREAS, there is a pending appeal before the Illinois Property Tax Appeal Board involving property known as PDV Midwest Refining LLC's Lemont Refinery, located at 810 E. Romeo Road, Lemont, IL 60441 known as PTAB Docket # 2025-03072; and

WHEREAS, 35 ILCS 200/16-180, provides that "in all cases where a change in assessed valuation of \$100,000 or more is sought, the board of review shall serve a copy of the petition on all taxing districts as shown on the last available tax bill."

WHEREAS, Section 1910.60(d) of the Illinois Administrative Code allows any taxing body with a revenue interest in an appeal before the Property Tax Board may become an intervening party by filing a Request to Intervene through legal counsel in accordance with Section 1910.70(c) of the Illinois Administrative Code; and

WHEREAS, this assessed value will adversely affect the Library District's revenues; and

WHEREAS, the Fountaindale Public Library District Board of Library Trustees believes, and hereby declares that it is in the best interest of the Library District and its residents to authorize Tressler LLP to represent the Library District in the Property Tax Appeal Board Appeal Docket No. 2025-03072 and any related proceedings.

NOW, THEREFORE, BE IT RESOLVED BY THE OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES, WILL AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated as findings as if said recitals were fully set forth within this Section One.

SECTION TWO: The law firm of Tressler LLP is hereby authorized to represent the Library District in Property Tax Appeal Board Appeal Docket No. 2025-03072 and any related proceedings.

SECTION THREE: The President and Executive Director are hereby authorized to execute any necessary documents related to this matter or any subsequent proceeding.

SECTION FOUR: Any policy or resolution of the Library District which conflicts with the provisions of this resolution shall be and is hereby repealed to the extent of such conflict.

SECTION FIVE: Any and all policies or resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION SIX: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED THIS 19<sup>th</sup> day of March, 2026.

AYES:

NAYS:

ABSENT:

APPROVED THIS 19<sup>th</sup> day of March, 2026.

---

Celeste M. Bermejo  
President, Board of Trustees

---

Robert Armstrong  
Secretary, Board of Trustees

**"EXHIBIT A"**  
**PDV MIDWEST REFINING LEMONT REFINERY**

Parcel Number	2025 Assessed Value
12-02-25-200-010-0004	35,600
12-02-25-200-011-0004	199,005
12-02-25-300-013-0000	64,708,332
12-02-25-301-011-0000	13,300
12-02-25-302-004-0000	3,703,083
12-02-26-400-006-0000	648,533
12-02-26-400-007-0004	10,466
12-02-26-400-008-0004	23,527
12-02-26-400-009-0000	2,863,131
12-02-26-400-013-0000	21,700
12-02-35-200-002-0000	1,400
12-02-35-200-006-0000	6,700
12-02-35-200-007-0004	283,926
12-02-35-200-010-0000	27,360,133
12-02-35-200-012-0000	10,500
12-02-35-200-014-0004	60,376
12-02-35-200-015-0004	31,500
12-02-36-200-006-0000	6,139,054
12-02-36-100-011-0000	516,118
12-02-25-301-011-0000	13,300
12-02-36-100-010-0000	44,000



# February 2026 Monthly Board Report

## Executive Director (Paul Mills)

### Monument Sign Update

The mounting steel and plates for the sign are scheduled to arrive by March 19th, and the contractor anticipates mounting the steel to the existing foundation the week of the 24th. The sign would then be mounted and connected and the stone work will begin the week of the 30th.

### Early Voting

Early Voting and the Vote By Mail Drop Box continue to go well. Crowds have been light thus far, though things typically pick up the weekend before the Election.

## **Deputy Director (Nancy Korczak)**

This month the our Children's, Teen, and Adult departments wrapped up their Winter Reading programs. Patrons were very engaged in the program and happy to log their books. We saw an increase in signups in all age groups with a total of 244 children, 33 teens, and 244 adults.

I continue to serve as a board member of LIMRiCC, representing Fountaindale in our unemployment insurance pool. I have been re-elected to a four-year term, which will begin in May 2026.

# Adult & Teen Services Report (Debra Dudek)

## Department Summary

- Additional updates were made to the department procedure manual
- Tax forms have arrived and our staff continues to restock our supply and print off additional forms for patrons as needed
  - Free tax preparation services handouts were created and placed near the tax forms
- Seven ATSD staff contributed feedback to our Artificial Intelligence Tools Evaluation form
- Study room usage has remained consistent
- Staff conducted interviews and recruited a candidate for the vacant Teen Services Specialist position
- Staff created book displays featuring 'Black History Month', 'American Heart Month', 'Ramadan Reads', 'Cozy Baking', and 'Cursed Characters', 'Dragons', and 'Valentines Day'

## Adult Programming Highlights

- Winter reading program participation for adults increased this year
  - Adults - 244 (up from 124 in 2025)
- The library hosted a special exhibit of "Reclaiming the Narrative: Restoring Black Voices to the Story of Joliet" in the 3rd floor exhibit space
  - Black History Month programs included Drums, Banjos and 808s with Kelly Campos, Ayodele Drum and Dance Group and a movie screening of *Sinners*.
- A strong lineup of Summer Adventure-themed programs are scheduled for adults and teens
- The department planned and scheduled a majority of programs for summer, fall, and winter 2026, with new programs lined up for the beginning of 2027
- Top Programs - Ayodele Drum and Dance *co-hosted with the Children's Department* (60), Cooking with Chef Maddox: Snacks for Tailgating (42), Senior Social: Celebrating Lunar New Year (26), Genealogy Club: Homesteading Records (22), R&B Line Dancing (21), and Needle Felted Book Bird (18)

## Teen Programming Highlights

- Winter reading program participation for teens increased this year
  - Teens - 33 (up from 17 in 2025)
  - Participants logged 25,035 minutes (up from 12,321 in 2025)
- For Black History Month, the Vortex staff hosted several craft programs, including 'Fashion Forward: Ann Cole Lowe', 'Glow Up! Art Inspired by Mickalene Thomas', and 'Graffiti Art'
- Randi attended the 2nd annual VVSD Family Symposium on February 21 to connect families with the library's resources
- Hayley visited all three middle schools and the high school to host drop-in craft programs during the lunch period
- Alex and Josh created materials for the yearly March Snackness contest
- Top Programs - Teen Volunteering: Book Recommendations (80), Question of the Week (51), Teen Winter Reading Challenge (33), Early Release Craft (22), Glow Up! Art Inspired by Mickalene Thomas (17), Early Release Movie: *Big Hero 6* (13), and Felted Frog craft (12)

## Department Statistics

- One of our patrons completed their COHS coursework and became the 36th graduate of our program on February 9
- Three students continued their enrollment in Career One High School and have completed over 50% of their coursework
- One student completed their prerequisite and scholarship and is scheduled to begin their 30-day probation in March

# Children's Services (Joyce Arellano)

## Department Summary

- Children's Services completed a very successful Winter Reading Challenge. There were 244 participants, a 38% increase over last year! A big thank you to the Friends of Fountaindale for offering a free book from the Book Cellar to all our finishers!
- Our team received a lovely note from the parent of one of the Reading Dragons & Friends participants. The note said that the child "loves this program and his reading has improved exponentially since joining the program."
- We celebrated one anniversary this month. Congratulations to Children's Services Specialist, Rosemary B., for 18 years of service!

## Programming Highlights



- Children's Services offered 15 programs for Black History Month including Ayodele Drum & Dance (in partnership with Adult & Teen Services), The Magnificent Hats of Mae Reeves (Rachel), Honeybees of Charles Henry Turner (Chris and Rosemary), Black Innovation: A STEM Escape Room (Christina, Annalise, Andi), Make Your Mark: The Tattoos of Jacci Gresham (Isabel), Ella-Palooza (Sarah), Dress to Impress (Jordan) and Soul Food Scavenger Hunt (Soko).

- We supported Teen Services' Teen Volunteering Day by offering volunteer opportunities for our Reading and Math Buddies program led by Adrienne.
- We supported Outreach Services' Early Learning Expo. Christina staffed a table in Meeting Room B to promote CSD's events and services.



## Department Statistics

- 1,635 patrons attended CSD's 90 active (synchronous) programs.
- 491 patrons participated in 7 passive (asynchronous) programs.
- 244 children participated in the 2026 Winter Reading Challenge.
- 300 babies, toddlers and preschoolers are participating in 1000 Books Before Kindergarten. 25 new children signed up this month.
- 508 children are participating in Reading Dragons & Friends. 38 new children signed up this month.
- 1,061 reference questions were answered.
- 949 directional questions were answered.
- 18 one-on-one instruction sessions were completed.

# Circulation Services (Jacob Luce)

## Department Summary

- The quarterly RAILS count took place during the month of February. During this RAILS count we sent out a total of 65 bins with 1,758 items.
- Circulation staff prepared for early voting to start in March, including having early voting schedules on hand to hand out to patrons.
- A Lead Specialist continued the replacement of the old worn out labels on the AMH. The new AMH labels are looking great. The labeling helps staff identify key areas of the AMH to communicate any necessary information to service technicians if the AMH requires servicing.
- The Circulation Manager attended a meeting with the Director, Deputy Director and the IT manager to have an overview on the new SenSource people counter dashboard. The library has begun utilizing this new people counter as a replacement for the now discontinued AXIS people counter.
- The Aides have been doing a great job cleaning the shelves since this task was incorporated into their workflow; shelf cleaning has continued for the month of February. The Aides have finished the Adult Nonfiction collection and have started cleaning shelves in the Sci-Fi and Fantasy collection.
- The Department Manager and Assistant Manager interviewed candidates for the open Specialist position. A candidate has been selected, the job was offered to the candidate, the candidate accepted and will start in March.
- The Associate Manager and Lead Specialist interviewed candidates for the open Aide position. A candidate has been selected, the job was offered to the candidate, the candidate accepted and will start in March.

## Department Statistics

- 193 new library cards were issued in person, 25 of those being reciprocal borrower cards, 39 patrons signed up for library cards online.
- 145 license plate stickers were renewed, a 28% increase from February 2025.
- 381 patrons utilized our Drive-Thru.
- 2,063 items were checked out through Drive-Thru.
- 733 items were checked out through the On-site Lockers.
- 123 items were checked out through the BRAC Lockers.

# Collection Services (Christina Theobald)

## Department Summary

Brett and Lily participated in the Early Learning Expo on February 21st. The Expo highlighted programs, collections and resources for early learners and their families. They manned a table and showcased the library's digital resources, Home Learning and Readalong books, Launchpads, Whazoodles, STEAMboxes and Dolls available for checkout. It was a great turnout and Brett and Lily were excited to promote all that we have to offer to our patrons!



- Christina, Brett and Lily planned out displays through the end of July. They also collaborated with Mary and Katie to centralize display workflow on Basecamp.
- At the end of the month, Christina and Liz began conducting interviews for the open Collection Services Librarian position.
- Christine Jason published a new Christian Fiction newsletter. The theme was Christie Award winning authors.
- Christina, Liz, Brett and Lily participated in the virtual RAILS Collection Development Networking group meeting. Liz and Bini attended the LACONI Tech Services Acquisitions Round-Up, where presentations from several library vendors were featured. Liz and Bini also attended a webinar on Amazon grids. Liz and Isabel attended a webinar on new RDA updates. Lauren and Connie continue their online course on subject analysis, while Isabel completed two courses in Coassemble: *Searching and holds in Leap* and *Cataloging in Leap*.

## Department Statistics

- 2,634 new items were added to the collection.
- 4,685 old and worn items were withdrawn from circulation.
- 225 incoming interlibrary loans were processed for our patrons.
- 215 outgoing interlibrary loans were shared with other libraries.
- 470 items were repaired, 294 invoices were paid and 208 boxes were opened.
- 7.3% of collection is considered “dead”, defined as items not circulated in 2 years. We are under the standard recommendation of less than 10% dead.
- 5.8% of collection is considered “grubby”, defined as having circulated 75 times or more. We are under the standard recommendation of less than 10% grubby.

## Collection Highlights

- 19% increase in digital circulation compared to last February.
- Digital circulation was 23% of the library’s total circulation.
- Studio 300 equipment experienced the highest positive circulation growth, with 519 more circs and a 29% increase compared to last year.

- Following in circulation growth was our Music collection, garnering 375 more circs and a 47% increase, Picture Books with 315 more circs and a 3% increase.
- Technology & Equipment, Juvenile Audiobooks, Adult Fiction and Juvenile World Languages also experienced positive circulation growth.
- The most popular collections continue to be Picture Books, Movies & TV, Adult Fiction and Adult Nonfiction books.
- 2,558 circs were yielded from a total of 39 displays. The most popular lobby displays were *Winter Reading* and *Black History Month* with 166 and 68 circs respectively. The *Black History Month* movie display garnered 103 circs.
- The most popular Children's displays were *Valentine's Day* with 184 circs, *Red and Pink* with 124 circs and *Ramadan and Spring Holidays* with 98 circs.
- The most popular adult fiction books were *Dear Debbie* by Freida McFadden, *Woman Down* by Colleen Hoover and *Half His Age* by Jennette McCurdy.
- The most popular adult nonfiction books were *Born a Crime: Stories from a South African Childhood* by Trevor Noah, *I'm Glad My Mom Died* by Jennette McCurdy, *107 Days* by Kamala Harris, *Skinnytaste: high protein 100 healthy, simple recipes to fuel your day* by Gina Homolka, *Nobody's Girl: a memoir of surviving abuse and fighting for justice* by Virginia Giuffre and *The Let Them Theory* by Mel Robbins.
- The most popular Juvenile books were *Dog Man: Mothering Heights* and *Dog Man: Big Jim Believes* by Dav Pilkey. The most popular picture books were *I broke my trunk!* and *Waiting is not easy!* Mo Willems. The most popular teen book was *Sunrise on the Reaping* by Suzanne Collins.
- The most popular movies were *The Smashing Machine*, *Springsteen: Deliver Me from Nowhere*, *Wicked: For Good* and *Tron: Ares*.

## Circulation by Branch

Branch	Feb 2025	Feb 2026	Change	% Changed
Building	41838	39513	-2325	-5.56%
Outreach	6279	6476	197	3.14%
Studio	1795	2314	519	28.91%
Digital	12142	14409	2267	18.67%
<b>Totals</b>	<b>62054</b>	<b>62712</b>	<b>658</b>	<b>1.06%</b>

## Digital Collection Usage

Digital Platform	Feb 2025	Feb 2026	Change	% Changed
Freegal	681	1802	1121	164.61%
Libby	7222	8021	799	11.06%
Hoopla	3444	3923	479	13.91%
PressReader	172	213	41	23.84%
Kanopy	434	365	-69	-15.90%
Palace Project	189	85	-104	-55.03%
<b>Totals</b>	<b>12142</b>	<b>14409</b>	<b>2267</b>	<b>18.67%</b>

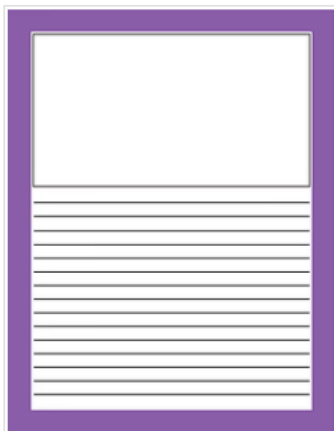
# Displays



# Communications (Melissa Bradley)

## Department Highlights

- Our Google Ads had 13,594 impressions and 2,136 clicks.
  - Campaigns with the most impressions:
    - Kanopy: 4,063 impressions; 481 clicks
    - Facebook: 3,043 impressions; 857 clicks
    - Digital Media: 2,606 impressions; 399 clicks
- We auto-renewed 289 library cards with Patron Point.
- We scheduled, wrote/edited and published 16 blog posts.
- Melissa created accessible Google Sheets for our monthly financial reports so we can continue to post them on our website.
- Melissa worked with the Bolingbrook Black History Month Awareness Club to design their annual program book.
- Steven met with Communico to get an update on the remaining Interact self-check tasks.
- Melissa, Steven, Paul and Juanita met to discuss the last of our website accessibility tasks.
- Sabrina created three story templates for the Kindness Day book submissions. She also designed several flyers, two digital billboard ads and voting signage.



## Media

- [Shaw Local](#) mentioned us as a mail-in ballot drop box location.
- [Shaw Local](#) mentioned us as an early voting site in Will County.
- [The Patch](#) and [Shaw Local](#) mentioned us as the location of Senator Loughran Cappel's Bolingbrook office hours.
- [The Patch](#) covered our Kindness Stories for Kindness Day 2026.

## Social Media Metrics

### Facebook

- 29 new followers
- 2,115 page views
- 41,242 people viewed our content (reach)
- 274 engagements (likes, comments, clicks, saves & shares)

### Instagram

- 21 new followers
- 6,511 people viewed our content (reach)
- 175 post engagements (likes, comments, saves & shares)
- 2,952 reel views

### TikTok

- 22 new followers
- 657 post engagements (likes, comments, favorites & shares)
- 8,964 views

## YouTube

- 4 videos & 4 shorts published
- 6 new subscribers (2,126 total)
- 8,365 views
- 222.2 hours of watch time
- 44,882 impressions (video thumbnails shown to viewers)

## Email Marketing Metrics

### MailChimp Blogs:

- 2,943 subscribers
- Average open rate: 20.71% (industry average is 29.5%)
- Average click rate: 0.90% (industry average is 2%)

### Patron Point:

- Average open rate: 33.57% (industry average is 29.5%)
- Average click rate: 12.09% (industry average is 2%)

# Facilities Operations (Tasos Priovolos)

## Department Summary

- Discussed the digital sign foundation engineering reports with the general contractor. We are waiting for an updated schedule on when this project will begin.
- Continued working with our architects to finalize some minor lighting specification changes and to review automation control requirements to the 3rd floor and meeting room LED conversion. New energy codes require some dimming controls on the new lighting we will be installing. Notice of public bid acceptance will be issued beginning of March.
- The controller upgrade project for our chiller system has been completed. We are currently working through some control logic changes on this controller and we should be completed with diagnosing any issues when the weather warms up and the units begin working. As with the other controller upgrades, this last major controller upgrade was needed since the original controllers are no longer supported and parts are no longer available.
- Installed and removed the Reclaiming the Narrative exhibit we had located on the 3rd floor.

## Zendesk

In February, 63 new maintenance tickets were created, and 63 new or existing tickets were completed.

# Finance (Jennie Nguyen)

## Highlights:

- Fiscal Year 2027 budget
  - The Finance Department is currently working on preparing the budget template for the upcoming fiscal year. The new fiscal year budget entails accounting for projects, service agreements, as well as the opportunity for the District Managers to streamline their budget accounts, if needed.
- Library Board Financial Reports
  - Collaborated with the Communication Manager and Executive Assistant with a special project whereby the Board treasurer's reports process was reformatted for accessibility. Accessibility testing ensures that digital products (websites, apps) are usable by people with disabilities and comply with the Americans with Disabilities Act (ADA) standards for state/local governments.
- Meetings/Trainings:
  - PTMA Investment Meeting - 02/27/2026

# Human Resources (Elena Flores)

## Staffing

### Open Positions

- Circulation Services Aide - Candidate Selected
- Circulation Services Specialist - Candidate Selected
- Teen Services Specialist - Candidate Selected
- Collection Services Librarian - Accepting Applications
- Human Resources Specialist - Accepting Applications

### Projects

- Completed the annual Worker's Compensation Audit with the Hartford.

# Information Technology (John Matysek)

## Highlights

- During the month of February, 70 new help desk tickets were created by FPLD staff, and 70 new or existing tickets were solved by IT staff.
- Updated Microsoft Windows on all library servers.
- Updated the underlying VMware vSphere system software on the main network server.
- Updated the most popular utility software on all Windows based patron computers.
- Worked with vendor TDI Vertical to troubleshoot an issue with "N11" type calls on the library phone system, and implement a solution.
- Along with Paul Mills, Nancy Korczak, and Jacob Luce, met with new vendor SenSource for an overview of the Veia web interface for the new main entrance people counter camera system.
- Configured and scheduled automated daily, weekly, and monthly reports for the new main entrance people counter camera system to be emailed to designated library staff members.
- Completed working with vendor TDI Vertical to troubleshoot and resolve an issue with the library's main HPE server/storage array.
- Along with multiple library staff, met with vendor Communico to discuss RFID functionality issues and potential solutions with their new Interact self check software system.
- Worked with vendor TDI Vertical to upgrade the library's Fortinet network firewall and associated switches to the latest manufacturer recommended software version.
- Worked with vendor TDI Vertical to troubleshoot and resolve an issue with the failed upgrade of one of the Fortinet network switches.
- Completed working with vendor Cisco regarding an issue with the voicemail speed dial option on the new 840 mobile phones used by staff with an unsuccessful resolution as the feature is not supported by Cisco.

# Outreach Services (Tana Petrov)

## Department Summary

- This month, Outreach represented the library at several community events: The 28th Bolingbrook Black History Month Awareness Club Event (205 attendees); Will County Kids Fair hosted by Will County Executive Jennifer Barento-Tarrant (209 attendees); VVSD Family (54 attendees).
- Outreach attended several professional training sessions, such as the B'LONG zoom meeting, Anderson's Bookshop Annual Children's Breakfast, Preschool Outreach Programmers, Spanish For Librarians and Annual Anti-Harassment Training.
- Monthly safety checks, including winter stair maintenance on the Bookmobile and washing of all three vehicles, have been completed.
- Our visits to the three middle schools with Teen Services are going strong, with 444 students served in February through book checkouts and crafts.
- Our Bookmobile visits to YMCA After School Programs continue to engage students in fun and educational activities! At our YMCA stop at Oak View Elementary School, kids did Dog Man-themed activities inspired by the books.
- This month, StoryPoint Bolingbrook book club discussed the book *Atmosphere* by Taylor Jenkins Reid. Heritage Woods book club has been enjoying the new format of *bringing your own book* to the book club.

## Programming Highlights

- Our programs at senior homes across Encore, StoryPoint, and Capital Care were a hit with making paper roses, Valentine's Day cards, reading jokes and sharing weird facts from the book *Radzi's Incredible Facts* (43 attendees).
- February 21: Early Learning Expo (formerly Preschool Round Up). In addition to local preschools, family and literacy-focused vendors participated, providing valuable resources and information to families. Many patrons mentioned how helpful and well-organized the event was (171 attendees).

- February 28: Happy Birthday, Pokémon! Hosted at Promenade Mall, this family-fun event was a huge success and included making Pokémon buttons, cupcakes, a scavenger hunt, and a Pokémon card giveaway (593 attendees).



## Department Statistics

- 3257 students attended booktalks
- 2138 visitors to the outreach vehicles
- 1218 preschoolers attended storytime
- 1061 reference questions answered
- 696 items retrieved from the off-site book drops
- 46 seniors attended programs
- 11 home-delivery patrons
- 10 adult volunteer hours completed

# Studio 300 (Jacinto Gonzalez)

## Department Summary

In February, staff continued adding instructional resources through Niche Academy trainings while also supporting a steady flow of patrons using our maker space, audio and video rooms.

A major highlight this month was the Scopes in the City partnership with the Adler Planetarium, which drew one of the largest audiences for a Studio-related program this year. Patrons were able to observe Jupiter and several of its visible moons through a telescope, generating curiosity about the telescopes available through the library. The Adler representative expressed a strong interest in continuing collaboration on future events.

Behind the scenes, the department focused on planning for upcoming programs. Spring program supplies were purchased, summer programs were scheduled, and staff check-ins were held to review ongoing projects and professional development goals.

Patron interactions remained strong throughout the month, with staff assisting patrons across our equipment and machines, including laser cutting, embroidery, 3D printing, photography, and video editing.

### Key department highlights and trends:

- Continued focus on staff training and documentation, including multiple Niche Academy modules getting finished or re-edited.
- Laser Cutter saw a surprising uptick in usage.
- Embroidery is seeing a rise in usage and interest.
- Sewing Machines continue to circulate throughout the month
- DJI Osmo 3 has been our most popular item, with both always being placed on hold or checked out. We will be adding a new one in March to keep up with demand.

## Memorable patron interactions and feedback:

- Scopes in the City was our most popular program
- One-on-ones were done for embroidery, 3d printing, digitizing, and photo restoration.

## Programming Highlights

Scopes in the City – Adler Planetarium Partnership (Adriana)

Studio 300 hosted the Adler Planetarium’s Scopes in the City program, welcoming 86 attendees.

Patrons were able to observe Jupiter through a telescope and learn about the planet and its moons.

The program generated excitement among attendees and strengthened the library’s partnership with the Adler Planetarium.

Design Basics: Creating Brand Identity

This program introduced patrons to the fundamentals of brand identity and visual design.

Participants explored how color, typography, and logo design work together to create a consistent brand presence.

## Additional Programming & Support (Summary)

- All About Lighting: A hands-on workshop where patrons practiced lighting techniques for photography and video.
- Photography Club: Hosted a monthly meeting with 11 participants, including four new members joining the group.
- Film Club: Seven patrons attended a discussion of *West Side Story*, engaging in conversation about film themes and storytelling techniques.
- ShortHaus: Hosted the monthly meeting, and a blog highlighting the upcoming spring directors was published.
- Fountaindale Film Fest was planned out, and it is being developed for the summer. It will include a series of film-focused classes that will lead to the 3rd annual short film festival.

## Department Statistics

- **193** circulating equipment checkouts
- **10 programs** with **138 total attendees**
- **251** patrons used the audio booths
- **171** used the general conference rooms
- **57** used podcast studios
- **123** used video suites
- **288** Computer sessions

# Fountaindale Public Library February 2026 Statistics

## Membership

- Active cardholders: 39,649
- New cardholders: 193
- Total visits: 26,182

## Circulation

Building	Outreach	Lockers	Digital	Total
36,717 (62.9%)	6,353 (10.9%)	856 (1.5%)	14,409 (24.7%)	62,712

## Interlibrary Loan

- Items received for patrons: 225
- Items sent to other libraries: 215

## Collection

- Total physical items owned: 207,382
- New physical items added: 2,634

## Programming

### Programs Offered

Children	Teens	Adults	Cross-Departmental	Online	Total
255	41	50	1	4	351

### Programming Attendance

Children	Teens	Adults	Cross-Departmental	Online	Total
7,186	762	533	60	8,964	17,505

## Reference

Directional Questions	Reference Questions	One-on-One Sessions
2,564	3,603	258

## Spaces

Meeting Room Usage	Study Room Usage	Studio Room Usage
78	494	402

## Technology

Wireless sessions	Computer usage	Website visits
18,645	3,314	41,362

## Social Media

Facebook Likes	Instagram Followers	TikTok Followers
6,361	2,186	1,613

## Comparisons

Comparison	This Year	Last Year	% Change
Circulation	62,712	62,054	1.06%
Visitors	26,182	21,833	19.92%
Cardholders	36,649	33,570	9.17%
Room Bookings	974	841	15.81%
Reference Questions	3,603	3,487	3.33%
Computer Usage	3,314	2,458	34.83%
Wi-Fi	18,645	16,467	13.23%
Programs	17,505	15,516	12.82%