

# **Glen Ellyn Public Library Board of Trustees**

## **Meeting of December 15, 2025**

### **3<sup>rd</sup> Floor Boardroom**

#### **CALL TO ORDER:**

President Volk called the meeting to order at 7:00 PM

#### **ROLL CALL:**

##### **Trustees Present:**

President:	Karen Volk	Vice President:	Kathy Slovic
Treasurer:	Andrew Savikas	Secretary:	Richard Jones
Trustee:	Chris Crawford	Trustee:	Kay Fillingham
Trustee:	Beth Murin		

##### **Staff Present:**

Dawn Bussey	Library Director
Julia Binkowski	Library Services Director
Maria Shackles	Youth Department Director
Maria Tachna	Assistant Director
Sara Youngs	Passport Coordinator

#### **AUDIENCE PARTICIPATION:**

Elaine Waite, Readers' Advisory and Collection Development Librarian, gave a brief presentation on the library's e-book and e-audio resources. She provided an overview of the digital platforms she oversees, noting that each has its own lending models and cost structures. Elaine reviewed Libby/Overdrive, Hoopla, and The Palace Project. The library currently spends just over \$100,000 annually on these e-book and e-audio resources. Goals Elaine will be working on in 2026 include increasing circulation across all three platforms by 3%, creating curated lists for patrons to browse, utilizing "Lucky Day" or "Skip the Line" options for high-demand titles, and continuing to monitor the usage of flex titles in Hoopla.

Sara Youngs, Passport Coordinator, gave a brief presentation on the passport services offered at the library. She has been in the role for a little over two years. Sara outlined her key responsibilities, which include serving as the facility site manager, overseeing passport agents, ensuring adequate staffing to process applications, and training new agents. The library currently has 24 passport agents, with two additional agents completing online training. All agents are required to complete annual recertification. Sara ensures that all required documentation is current and that sensitive materials are properly secured. She also oversees passport appointment scheduling, mailing procedures, and investigates opportunities for passport-related programming, such as passport fairs and outreach services. Sara concluded her presentation with service statistics. In 2025, the library processed 2,659 passport applications, took 2,318 passport photos, and generated over \$125,000 in revenue through this service.

#### **MINUTES OF PREVIOUS MEETING:**

Trustee Crawford moved to accept the minutes of the regular Library Board Meeting on

**November 17, 2025. Motion Seconded and Carried – Voice Vote - Unanimous.**

## **COMMUNICATIONS:**

The Board reviewed the monthly communications.

## **OFFICER’S REPORT:**

President Volk reported on the ILA Legislative Meetup. Trustee Fillingham, Director Bussey, and Assistant Director Tachna also attended the event. President Volk shared highlights from the experience and outlined the legislative priorities and requests ILA is advancing this year.

Treasurer Savikas reported on the financials this month. Of particular note, \$15,006.56 was paid to Sikich for consulting services for switch configuration and network troubleshooting, \$27,476.90 was paid to Krueger International for furniture updated with the 1<sup>st</sup> floor refresh, \$11,880.35 was paid to Library Furniture International for furniture updated with the 1<sup>st</sup> floor refresh, \$368,299.27 was paid to SMC Construction Services for construction progress, \$2,223.20 was paid to Luxer One for remote locker annual software, and \$1,350 was paid to Zoobean for the annual summer reading software fee.

## **FINANCIAL REPORTS:**

Treasurer Savikas **moved to authorize expenditures for goods and services totaling \$686,337.53 as listed in the December 2025 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote - Unanimous.**

Treasurer Savikas **moved to accept the November 2025 Revenue and Balance Sheet, and the December 2025 Expenditure Report. Motion Seconded and Carried – Voice Vote - Unanimous.**

## **LIBRARIANS’ REPORTS:**

Director Bussey reported on monthly statistics, noting positive trends across several service areas. Registered cardholders increased by 11% year-to-date. Adult database usage grew by 25%, driven primarily by Morningstar, *The New York Times*, and digital yearbook searches. Locker delivery usage remains strong. These trends were reflected in the statistical reports provided.

Foundation brick sales continue to progress steadily. Construction in the Youth Area is expected to be completed in January. The library received a \$15,000 grant from Milton Township to support a social worker intern. The goal is to use this grant to pilot the position and evaluate its potential long-term benefit to GEPL.

An initiative is underway to establish a quarterly advertising campaign on the west train line. The library is awaiting signed agreements from participating libraries, after which coordination will move forward with Metra’s marketing firm. Advertisements will run once per quarter for four weeks and will be displayed in vestibule spaces near the railing, rather than inside train cars.

The Marketing team is developing a digital display for Library of Things items in collaboration with Library Services; this project remains a work in progress. A “Listen to Stories” option has been added to the short story kiosk. The Social Committee recently hosted staff events, including a Be Kind event in November and a holiday luncheon held last Wednesday in

December.

Director Bussey concluded with three items to share:

1. The Village has not yet responded to the library's request regarding parking lot time restrictions.
2. Workshop hours will expand beginning January 1.
3. 2026 marks the 250th anniversary of the United States; the library will focus programming on this celebration early in the year while maintaining preparation for the Summer Reading Program beginning in May.

## **COMMITTEES:**

**Advocacy:** – President Volk requested that library trustees attend Village Board meetings on a quarterly basis.

## **NEW BUSINESS:**

### **Resolution 2024 – 3 and 4 Revised:**

Trustee Crawford moved to approve Resolution 2024 – 3 and 4, Revised Expenditure and Revenue Budgets for Fiscal Year 2025. Motion Seconded and Carried – Roll Call Vote – Unanimous.

### **Approval of Revised Salary Scale for FY2026:**

Vice President Slovick moved to the Revised Salary Scale for FY2026. Motion Seconded and Carried – Roll Call Vote – Unanimous.

### **Review Chapters 1-6 of the Illinois Public Library Standards, for the 2026 Per Capita Grant:**

The Board reviewed Chapters 1-6 of the Illinois Public Library Standards and discussed the checklists associated with each chapter.

### **Salary Adjustment for the Executive Director:**

Trustee Crawford moved to increase the Library Executive Director's annual salary upward 1.5% in addition to paying 100% of health care costs. Motion Seconded and Carried – Roll Call Vote – Unanimous.

## **EXECUTIVE SESSION:**

At 8:39, Trustee Crawford moved to adjourn the Regular Library Board Meeting and move into executive session for the purpose of semiannual review of the executive session minutes and recordings. Motion Seconded and Carried – Voice Vote – Unanimous.

Meeting adjourned at 8:40

Maria Tachna  
Assistant Director