

VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES

Regular Meeting

Villa Park Public Library

Minutes

August 26, 2026 @ 7:00 pm

Board Room

Call to Order: President Luebker called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:03 pm.

Trustees Present: Deborah Canale, Jennifer Hovanec, Wanda Koeller, Laura Leishman, Dianne Luebker, Erin Payton

Trustees Absent: Mark McCleary

Also Present: Sandra Hill, Library Director; Matt Matkowski, Recording Secretary

Introduction of Visitors: Paul Koeller

Discussion of Revisions and Amendments to Agenda: None

Public Participation: None

Approval of the Minutes of the July 20, 2026 Finance Committee Meeting: Payton moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the July 22, 2026 Regular Board Meeting: Leishman moved the minutes be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Report of the Board President: Luebker reported that the Readathon went very well, had a great turnout, and surpassed its fundraising goals. She extended thanks to the organizers. Luebker reported that she met with members of the Friends of the Library on August 4, 2026 for the Friends audit and everything went well, though now the group needs to explore options thanks to a recent donation. Luebker reported she attended the District 88 breakfast and it was very nice. The August 7 Summer Reading finale and Movie in the Park went well with over 130 people in attendance. Planning for the Hill party is underway. Luebker further reported that she attended the Friends meeting, the Finance Committee met, thank you cards were filled out for Readathon participants, and Villa Fest was very nice with good weather and a lot of fun.

Committee Reports: The Finance Committee met on August 20, 2026 and reviewed the budget draft and tax levy request. A discussion was held regarding the need for a Committee of the Whole meeting to review the newly revised employee handbook.

Treasurer's Report: Canale reported that she and Leishman reviewed the check register for August and all was in order.

Approval of bills/check register for July, 2026 (FY 2026) in the amount of \$130,533.04: Canale moved to approve the check register for July 2026 (FY 2026) in the amount of \$130,533.04. Koeller seconded the motion. A discussion was held regarding taking advantage of a roof warranty for future repairs. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: There was some discussion on the monthly financial report, line items, and investment interest.

RAILS News: Hovanec reported that October is AI Awareness month and RAILS is hosting a few different webinars to educate staff. The Illinois Library Association Executive Director will retire on August 31, 2026 and the hiring process for a replacement is in its final stages.

Legislative Update: Hovanec reported that E-Book legislation is back in the State Senate and that our State Senator is a chief co-sponsor of the bill. Hovanec reported the ALA adopted a library workers bill of rights and recommended the Board take a look at it at the policy level. There was some discussion regarding local government.

Professional Development: None

Report of the Friends of the Library Liaison: Leishman reported the Friends are very happy with the results of the August 1, 2026 Readathon. \$10,297 was raised from 113 donors. The Friends approved the start-up costs of the story stroll and funds for the Dolly Parton Imagination Library. The Friends sponsored the latest Movie in the Park. There is an upcoming cheese-themed fundraiser and film screening in November. The Friends are preparing for this year's St. Nick's Mart. The Friends received a large donation that will necessitate filling out paperwork to maintain 501(c)(3) status and are working with an accountant. Options regarding the donation will be discussed at the next Friends meeting on September 10, 2026.

Report of Gifts and Programs Sponsorships: Three Adopt-a-Magazine donations were received. The Library received \$8,150 from the Friends of the Villa Park Library.

Correspondence: None

Letters to Departing Staff Members & Thank You Letters: None

Deputy Director's Report:

It has been a productive and busy month since the last Library Board meeting. Much has been learned, much has been done, including experiencing two tornado warnings. Staff responded to both in a calm and professional manner that kept patrons and staff safe and secure.

Meetings:

- Attended weekly management meetings.
- Met with department heads to discuss electronic resources and budgets.
- Attended a Buildings & Facilities training in Orland Park on July 21.
- Attended Assistant Directors group meeting in Schaumburg on July 24.
- Met with donor Dr. Tugana, along with Hill and Elm Tree director Maggy Fedak, on July 29.

- Attended meeting regarding Dolly Parton Imagination Library on July 29.
- Attended Building Team Meeting with Hill, Michael McMahon, and Jeff Sand on July 31.
- Met several times with Hill and Sand regarding the Technology Plan.
- Attended ILA Awards Committee Meeting on August 4.
- Met with Hill, Hoffman, and Parker regarding Circulation/Outreach Associate job description.
- Attended POMS meeting on August 5.
- Attended District 88 Breakfast with Canale, Koehler, Leishman, Luebker, and Parker on August 6.
- Attended weekly update Zoom meetings with donor Dr. Tugana.
- Attended meeting regarding the Sandy Hill Celebration on August 10.
- Attended virtual product demonstration with Sand and FirstComm on August 10.
- Attended meeting at Addison Public Library with Birmingham and Balwierz regarding the Court Library Access Program on August 11.
- Met with staff regarding department budgets on August 12.
- Attended Friends of the Library meeting on August 12.
- Looking forward to attending SWAN Expo 2026 on August 21.

Training:

- Youth Services
 - Shadowed the Youth Desk on July 29.
- Trained by Hill in budget planning, technology planning, and much, much more.

Staff Training:

- Led the first of many building orientation tours for new staff on August 11.
- Opportunities for future orientations will be available to both new staff and existing staff who want a refresher.

Rotary:

- Attended weekly Rotary meetings.

In-Service:

- Assisted with planning for the upcoming August in-service.
- Presented some information to staff at the event.

ILA Annual Conference Cost Estimate

Staff Attending ILA

- Margaret Balwierz
- Matt Matkowski
- Gisela Parker

Conference Dates

- October 6-8, 2026

Conference Location

- Peoria Convention Center, Peoria, IL

Conference Registration

- $\$350 \times 3 = \$1,050$

Arrival/Departure

- Arrive evening of Monday, October 5, 2026
- Depart after conference on Thursday, October 8, 2026

Hotel

- Peoria Marriott Pere Marquette
- 3 rooms @ \$175/night
- Room total with taxes and fees: \$603.75
- $\$603.75 \times 3 \text{ rooms} = \$1,811.25 \text{ total}$

Parking

- $\$15/\text{day} \times 3 = \45
- $\$45 \times 3 \text{ cars} = \135

Mileage

- Current IRS mileage reimbursement rate: 72.5 cents/mile.
- VPPL to Hotel = 156 miles
- $156 \times 0.725 = \$113.10$
- $\$113.10 \times 3 \text{ cars} = \339.30

Per Diem

- It is estimated each staff will spend around \$60 per day on meals.
- Estimated per diem cost: \$540.

Totals

- With 1 car: \$3,559.35
- With 3 cars: \$3,875.55

Discussion regarding the recent Staff In-Service Day on August 14, 2026 and of the Summer Reading Finale on August 7, 2026.

Director's Report:

Board:

- B3: Burgers, Bags, and Business/August 26 from 4 to 8 p.m. Save the date for one of the [Villa Park Chamber of Commerce](#)'s most fun summertime events! Proud and excited to have Villa Park's very own [Stout's Sausage & BBQ](#) bringing their fire BBQ again this year! Come on out and support the local Villa Park Business community!
- Staff Inservice Day was Friday, August 14. We had a great day with visits to the Historical Society (2 groups), fire drill, tornado drill, updates from Matkowski and Hill, and demonstrations of six different services the library provides—3D printer, glowforge, scan station/microfilm reader, Explore More Illinois; van (Words on Wheels), and storytime. The sealcoating was delayed to August 21 because of threat of rain.

- If the Board approves, staff would advocate for adding another half day of training sometime in the spring to focus on safety training.
- Hill will be working with BMO, Fifth Third, PMA, and Illinois Funds on adding M. Matkowski to these accounts.
- Per email from SWAN (Aaron Skog), Hill contacted Senator Glowiak-Hilton's office to ask for sponsorship and cosponsoring of HB5236 (reforming library e-book pricing).
- Minutes for the August 20th Finance Committee Meeting will be in the September packet.
- The Finance Committee reviewed the Tax Levy Request. Hill reported the village is still working on the refinancing of the library debt. They also reviewed the proposed budget. Healthcare is projected to increase by 34 percent. Numerous expenditure lines were reduced in order to accommodate this increase. In addition, the interest income was adjusted higher than previous years.

Staff:

- New Circ/Outreach pages: Beth Green and Morgan Fuente.
- Training continues to be a priority for many of our new staff. In addition, staff is working on finetuning processes in the Administration.

Kiwanis/Rotary/Lions/Chamber/TriTown/Other Outreach

- The Kiwanis road rally is included in this report.
- Go Green and the library will be working together on a children's clothing swap in the fall.
- Rotary and Kiwanis are working on the night golf fundraiser. This info is also included in this report.
- District 88 Fundraiser is included in the board packet.

Services:

- Ongoing: Managers are working on revisions to the Collection Management Plan and reviewing the Employee Handbook.
- Technology Plan is presented for Board approval at this meeting.

Friends

- Readathon went well. We plan to start registrations for the Dolly Parton Imagination Library program at the September 26th Baby Resource Fair.
- Friends received a donation from Dr. Tugana.

Building Update:

- McMahon had the painters do some touch up painting.
- McMahon has had to contact Anthony Roofing for some leaking issues.
- Daniel Castillejo painted the new handicap parking bollards.
- SMC Construction sent James Van Vleet out to work on the punch list on Friday, August 21.

Hill received board consensus to add Deputy Director to financial accounts.

Hill asked staff to look at sustainability, recently identified as an American Library Association core value.

New Business:

Discussion of CY 2027 Library Budget Draft: A discussion was held regarding the CY 2027 Library Budget Draft.

Discussion of CY 2027 Tax Levy Request Draft: A discussion was held regarding the CY 2027 Tax Levy Request Draft.

Approval of Technology Plan for 2027 – 2029: Payton moved to accept the Technology Plan for 2027 – 2029. Koeller seconded the motion. There was a discussion of the plan. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Unfinished Business: None

Planning of Future Meetings: The next regular Library Board meeting will be held on Wednesday, September 23, 2026 at 7:00 pm. The Committee of the Whole will meet on October 24, 2026 at 9:30 am.

Around the Table: Payton reported she missed the July meeting due to being out of town for work; she participated in the July 4 parade; did karaoke with Rec Center personnel at Lufkin; gave blood for the first time; volunteered for a Rec Center sports equipment swap; was waitlisted for the puzzle competition; suggests a focus group for teen library programs; is producing a one act play for 6th, 7th, and 8th graders for the Fall. Matkowski reported a recent vacation and getting new glasses. Koeller reported she will be resigning from the Board for personal reasons. Hill reported she is looking forward to a staycation and taking care of some home projects. Canale reported she had a great time at the District 88 breakfast and the VP Chamber Bags event, where she won a prize. Hovanec showed off her geode nails and reported she started a rejuvenation project at her library; will be taking a vacation next week; her nephew started in his first varsity football game. Leishman reported she helped organize an in-person work conference in downtown Chicago; has more conferences coming up; and on Friday will be attending her first Cubs game since 5th grade. Luebker reported that her grandson bought some baseball cards at a tradeshow with money made from yardwork and then sold them at a card shop after haggling over the price.

Adjournment: Canale moved to adjourn. Leishman seconded. Motion carried on a voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 9:01 pm.

Respectfully submitted,

Matt Matkowski
Recording Secretary