

Meeting of the Byron Public Library District  
Operations Committee  
Board Room  
Byron Public Library District  
100 S. Washington St. Byron, IL 61010  
August 18, 2025

Committee Members Present: Rachel Hansen and James Chisholm  
Also Present: Jason Shirley

Dr. Hansen called the meeting to order at 5:37 pm.

The committee discussed updating the language on the Meeting Room Policy and Updating the No Show Policy for programs in the Creative Studio.

The language for the Meeting Room Policy will be changed from non-profit to non-profit and educational purposes.

The Adult cancellation policy will read, "If you miss to reserved programs in a row without providing 24 hours notice or for a non-emergency, you will be unable to reserve a spot in a program the following month. If you have already reserved a spot for the following month, the staff has the right to cancel that reservation."

Mr. Chisholm said to write up the discussed changes and present them to the Board at the September meeting.

Dr. Hansen adjourned the meeting at 5:50