



# BOARD REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** SCOTT KOEPEL, VILLAGE ADMINISTRATOR  
TRACEY CONTI, EXECUTIVE ASSISTANT & VILLAGE CLERK

**SUBJECT:** DISCUSSION: GUIDELINES FOR SENDING VILLAGE PRESS RELEASES AND SOCIAL MEDIA POSTS

**AGENDA:** 12/2/2025

**DATE:** 11/21/2025

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## ISSUE

Shall the Village Board discuss guidelines for sending Village press releases and social media posts?

## DISCUSSION

Two Trustees requested that this discussion item be added to the Village Board agenda. The Village does not have an official guideline or procedure for press releases and social media posts. Social media posts are commonly reviewed by the Village Administrator or a Department Head before posting. In addition, the Village President is often asked to review the content of social media posts. Press releases follow a similar review process.

The Village does have a Social Media Policy, but it only includes the following: informational only, no public comments, other communication methods, public information and transparency, content monitoring, and receive notifications.

## COST

There is no cost for the discussion.

## ATTACHMENTS

An updated press release template.  
Resolution 20241015AD Adopting a Social Media Policy

## RECOMMENDATION

The Village Board discuss guidelines for sending press releases and social media posts.



160 S Municipal Drive, Suite 110  
Sugar Grove, IL 60554  
630-391-7200  
Sugargroveil.gov

## PRESS RELEASE

NEWS FROM THE VILLAGE OF SUGAR GROVE

Contact: **NAME**  
**TITLE**  
630.391.XXXX  
[...@sugargroveil.gov](mailto:...@sugargroveil.gov)

### Village of Sugar Grove Press Release Title

SUGAR GROVE, Ill. (Date) – enter text here

###



VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS

RESOLUTION NO. 20241015AD

RESOLUTION ADOPTING A SOCIAL MEDIA POLICY FOR THE VILLAGE OF  
SUGAR GROVE

WHEREAS, the Village of Sugar Grove Board of Trustees finds that it is in the best interest of the Village to adopt a social media policy;

NOW, THEREFORE, BE IT RESOLVED, by the President and the Board of Trustees for the Village of Sugar Grove, Kane County, Illinois, as follows:

The attached (Exhibit A) Village of Sugar Grove, Illinois – Social Media Policy is effective immediately.

All conflicting polices are repealed.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on this 15<sup>th</sup> day of October, 2024.

Jennifer Konen  
President of the Board of Trustees  
of the Village of Sugar Grove, Kane  
County, Illinois



ATTEST:

  
Tracey Conti  
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Matthew Bonnie	✓	_____	_____	_____
Trustee Sean Herron	✓	_____	_____	_____
Trustee Heidi Lendi	✓	_____	_____	_____
Trustee Michael Schomas	✓	_____	_____	_____
Trustee Sean Michels	✓	_____	_____	_____
Trustee James F. White	✓	_____	_____	_____

## Exhibit A

### Village of Sugar Grove, Illinois – Social Media Policy

**Purpose:** The Village of Sugar Grove recognizes that social media services, such as Facebook, Twitter and Instagram, have become increasingly common forms of communication among residents, media outlets, government agencies, businesses and others. Using this technology, the Village has additional avenues by which to share news releases, inform the public about initiatives and highlight events and media coverage. Additionally, social media provides the ability to share other information that supports the goals and mission of the Village. The Village's social media pages are not intended to be public forums. Rather, they are another method for the Village to communicate with the community.

#### General Guidelines:

1. **Informational Only:** All social media posts are designed as a one-way communication tool. Posts from the Village are for informational purposes only. **Comments, replies, or discussions on posts are disabled** to ensure clarity and efficiency in disseminating important information.
2. **No Public Comments:** Public comments or replies to any posts will not be permitted. Any attempt to comment will be automatically blocked or removed. The Village encourages residents and businesses to direct questions, concerns, or feedback through other appropriate channels (see below).
3. **Other Communication Methods:** If you need to contact the Village, please use the following methods:
  - **Village Directory:** <https://www.sugargroveil.gov/village-elected-officials-and-staff>
  - **Email:** [vclerk@sugargroveil.gov](mailto:vclerk@sugargroveil.gov)
  - **Citizen Action Line:** <https://www.sugargroveil.gov/submit-a-request-for-service>
  - **In-Person Visits:** Village Hall, 160 S Municipal Drive, Sugar Grove, IL
  - **In-Person Public Comment:** All meetings of the Village Board include a public comment period.
4. **Public Information and Transparency:** While the Village does not allow comments on its social media pages, we are committed to transparency. Meeting agendas, minutes, ordinances, and other public documents are available on the Village's official website, <https://www.sugargroveil.gov/minutes-and-agendas>.
5. **Content Monitoring:** All content posted by the Village to social media is subject to applicable laws, including the Illinois Open Meetings Act and Freedom of Information Act. The Village reserves the right to delete posts that are duplicated, outdated, or irrelevant, in order to maintain the accuracy and relevancy of information.
6. **Receive Notifications:** You can subscribe to our email lists to receive newsletters and important public meeting information at <https://www.sugargroveil.gov/sign-up-to-receive-notification>.

**Disclaimer:** The Village of Sugar Grove social media is managed by the Village administration. This page is not a public forum and is not monitored 24/7. For emergencies, please call 911. For non-emergency situations, contact Village Hall during normal business hours.