
Warrenville Public Library District

28W751 Stafford Place, Warrenville IL 60555-3002 • 630/393-1171 • warrenville.com

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, January 19, 2022, 7:00 p.m.
Location: Library Meeting Room

Special Meeting Procedures because of COVID-19:

- Masks are required for all (except those under 2 years of age).
- Because of social distancing measures, the number of people who may gather at the Library may be limited, making in-person attendance available on a first-come, first-served basis.
- The meeting will be broadcast live online at:
<https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)
- Public comments may be shared in person at the meeting or emailed to trustees@warrenville.com. Please use the subject line to indicate the email is a public comment for the Board Meeting. Emailed comments will be read during the meeting if they:
 - Include the commenter's first and last name
 - Are received at the above email address prior to the meeting's start time.
 - Are no more than 500 words in length and
 - Are free of any abusive or obscene language.

While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
 - a. Approve Remote Attendance and Participation **(ACTION)**
3. Approval of the agenda **(ACTION)**

*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
 - a. DuPage Foundation Distribution Budget

7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the December 15, 2021 Regular Board Meeting
 - b. Receive and file Financial Report for December
8. Regular Agenda
 - a. Approve payments for the period of December 16, 2021–January 19, 2022 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
10. New Business
 - a. COVID-19 paid leave **(ACTION)**
 - b. 2022 Library Holidays and Closures **(ACTION)**
 - c. Approve Revisions to Employee Handbook – Holidays **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**



3000 Woodcreek Dr., Ste. 310
Downers Grove, Illinois 60515

630.665.5556
dupagefoundation.org

January 7, 2022

Ms. Sandy Whitmer
Director
Warrenville Public Library District
28W751 Stafford Pl.
Warrenville, IL 60555

Dear Sandy,

Thank you for establishing your endowment fund(s) at the DuPage Foundation. We appreciate your confidence in the Foundation's ability to steward these charitable dollars on your behalf.

To determine the distribution budget for your fund(s), the Foundation has adopted a 12-quarter average spending policy based on September 30, 2021 fund balances.

This year the Board approved a 4.5% spending policy to calculate the following distribution budget for your organization:

Warrenville Public Library Designated Fund

\$1,200

An automatic distribution will be generated from your fund listed above on February 23 and a check will be sent to you shortly thereafter.

If you have questions regarding your fund, please contact David Weisz at 630.598.5310 or david@dupagefoundation.org or Matt Wilson at 630.598.5297 or matt@dupagefoundation.org.

Sincerely,

Barb Szczepaniak
Vice President for Programs

Fund ID: WLFE

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Nathaniel P. Wasson
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William E. Blum
Vice Chair
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WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Board of Trustees Meeting
December 15, 2021

1. Call to Order – Trustee DuRocher called the meeting to order at 6:34 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon (arrived at 6:38 pm) Picha, Ruzicka, Stull, Warren (arrived at 6:51 pm)

ATTENDING REMOTELY: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Paul Dobersztyn, IT Assistant Duncan Jones, Member Services Manager Jaime Perpich

STAFF ATTENDING REMOTELY: Marketing Specialist Kathy Gaydos, Acquisitions & Cataloging Manager Mary Kellie Marquez, Systems Administrator Cynthia Hinson

Trustee DuRocher asked the Board to allow Trustee Richardson to attend and participate remotely.

MOTION: Trustee Picha moved to allow Trustee Richardson to attend and participate remotely per the established policy. Trustee Ruzicka seconded.

Voice vote:

Ayes – all (Trustees DuRocher, Picha, Ruzicka, Stull)

Nays – none

Absent – Trustee Lezon and Warren

Motion carried

3. Approval of the agenda

Trustee DuRocher removed Items #18 and #19 pertaining to a closed session.

Trustee Stull asked to have Item #7.e removed from the Consent Agenda and added to the Regular Agenda as Item #8.c.

Director Whitmer switched Presentation items b. and c. to allow the Informational Presentation on electric supply to follow the audit presentation.

MOTION: Trustee Stull moved to approve the agenda as amended. Trustee Picha seconded.

Roll call vote:

Ayes – Trustees DuRocher, Picha, Richardson, Ruzicka, Stull

Nays – None

Absent – Trustees Lezon and Warren

Motion carried

Trustee Lezon arrived at 6:38 p.m.

4. Presentations

a. Presentation of the FY2021 Audit – Brian LeFevre, Sikich LLC

- Mr. Brian LeFevre from Sikich, LLC thanked the Board for allowing Sikich to perform the annual audit. He reviewed the audit for the fiscal year ending June 30, 2021.
- Mr. LeFevre explained the Management Discussion and Analysis is the executive summary of the audit and is written by the Library Director.
- He explained the Independent Auditor's Report is the financial statements prepared by the auditor.
- Mr. LeFevre explained the Statement of Activities and the Governmental Funds pages.
- The notes to the financial statements gives details to the policies in place for the audit.
- He explained the Deposits and Investments and how the funds are collateralized.
- He stated expenses were down, which is typical of the past year due to the pandemic and shutdowns, etc.
- He reviewed the Library's retirement account with Illinois Municipal Retirement Fund (IMRF). He explained the total pension liability, fiduciary net position and net pension liability. The library is currently just under 90% funded.
- Mr. LeFevre stated the second document is the Auditor's Communication to the Board of Trustees. This document communicates pending GASB requirements to the Board, adjusting journal entries and recommendations for improvement.
- There were no new accounting policies affecting the Library this year.
- Mr. LeFevre stated a few disbursements written in June meant for the next fiscal year cleared in June, resulting in some journal entries. The library has been advised to not hold checks to mail until the new fiscal year.
- Mr. LeFevre stated the audit went smoothly and the staff is very professional and easy to work with.

Trustee DuRocher asked if the library needs to move away from cash-basis method of accounting. Mr. LeFevre stated this is something the District could consider, but it isn't necessary because of the deficiencies reported this year. The District would need to determine if the financial information would be better presented under the accrual method. About one-half of libraries Sikich works with have audits done on accrual basis. The audit costs more, there is more work associated with preparation for the audit.

Trustee Warren asked if something like Microsoft 365 would be considered when reviewing GASB Statement No. 96, Subscription-based Information Technology Arrangements. Mr. LeFevre indicated this is a possibility and will be reviewed next year.

Trustee DuRocher thanked Mr. LeFevre for attending and presenting the audit.

Trustee Warren arrived at 6:51 p.m.

- b. Informational presentation on electric supply renewal contract – Paul Kalas, Vanguard Energy

Mr. Kalas, of Vanguard Energy Services explained his company's relationship to the Illinois Gas Cooperative. He explained how the cooperative was formed in the 1980's and its purpose.

Mr. Kalas reviewed the electric supply options available to the Library for the next contract term. Mr. Kalas pointed out that renewable green energy is only a fraction higher in cost.

Duncan Jones left the meeting at 7:04 p.m.

If the library choses to renew their contract, Mr. Kalas recommends the library remain with Direct Energy or sign with Constellation. The current agreement was signed in 2018 and expires in May 2022.

The trustees discussed their preferred terms.

Mr. Kalas stated Vanguard can assist with any energy related projects.

Mr. Kalas left the meeting at 7:50 p.m.

- c. Employee Recognition – Cynthia Makowski

Trustee DuRocher stated she remembered when she was hired and has done a wonderful job.

Cynthia Makowski acknowledged Sandy Whitmer's daily leadership. She thanked everyone on the board for their service to the library and the role the library has in the community. She feels the library has helped to make Warrenville a great place to raise a family.

The Board thanked Cynthia for her dedication and hard work.

Director Whitmer gave a recap of highlights of Cynthia's career.

Director Whitmer stated the staff and community are thankful for her contributions and she has left the library in a better place than when she began.

7. Consent Agenda

Trustee Stull read the amended consent agenda as follows:

- a. Approve Minutes of the November 17, 2021 Truth in Taxation Public Hearing
- b. Approve Minutes of the November 17, 2021 Regular Board Meeting

- c. Receive and file Financial Report for November
- d. Certify Statement of Economic Interest List and Authorize Submission+ of Information to DuPage County
- e. Adopt Resolution R-222 – Resolution Transferring Funds to the Special Reserve Fund
- f. Adopt Resolution R-223 – Resolution Confirming Library District's Participation in Illinois Libraries Present: Joint Purchasing of Library Programming, Events and Services

MOTION: Trustee Warren moved to approve the Consent Agenda as amended. Trustee Picha seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

Nays – None

Motion carried

8. Regular Agenda

- a. Approve payments for the period of November 18 – December 15, 2021

MOTION: Trustee Stull moved to approve payments in the amount of \$49,416.74 for the period of November 18, 2021 through December 15, 2021 including electronic payments and checks #8548 – 8594. Checks #8580, 8589 and 8591 are voided. Trustee Ruzicka seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

Nays – None

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to transfer \$175,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

Nays – None

Motion carried

- c. Adopt Ordinance #21-22-04 Ordinance Fixing Regular Meetings for 2022

MOTION: Trustee Stull moved to Adopt Ordinance #21-22-04 Ordinance Fixing Regular Meetings for 2022. Trustee Warren seconded.

DISCUSSION:

Trustee Stull suggested moving the date of the December 21, 2022 board meeting to an earlier date since it is very close to the holidays. Trustee Lezon stated December 21 is also the Winter Solstice.

Trustee DuRocher asked if the meeting could be moved to the week before. Director Whitmer stated action would need to be taken at that meeting for the Treasurer to approve and authorize payment of bills during that month and then ratify the payments in January.

The meeting could still be cancelled in November 2022 if the Board chooses.

AMENDED MOTION: Trustee Stull amended the motion to read:

Trustee Stull moved to amend her motion to Adopt Ordinance #21-22-04 Ordinance Fixing Regular Meetings for 2022 with the amendment for the December 2022 meeting to be held on December 14, 2022 instead of December 21, 2022. Trustee Warren seconded. Roll call vote:

Ayes – DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull Warren

Nays – none

Motion carried

9. Unfinished Business

- a. Consider electricity supply contract factors and authorize staff to execute contract

After discussion, it was the consensus of the Board to authorize Director Whitmer to execute an electric supply contract for a five-year term inclusive for e-certified energy.

MOTION: Trustee Stull moved to authorize Library staff to execute an electric supply contract for five years with Direct Energy inclusive of 100% e-certified green energy. Trustee Lezon seconded.

Roll call vote:

Ayes - DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

Nays - none

Motion carried

10. New Business – None

11. Director's Report

Director Whitmer stated she distributed two items to each trustee before the meeting began:

- a. A memo for the first three programs from the Illinois Present Programs. There is a conflict with the February program as it is also the February board meeting. The computer lab may be an optional space whether for the board meeting or the program depending on how many register.
- b. Article from the Chicago Tribune regarding school libraries and books being challenged and if they should be included in school libraries. She thought

it was a great introduction on what school librarians do. She stated parents are responsible for monitoring what their children are checking out from Warrenville Public Library District and there is a process if someone wants to challenge a book we own. She suggested the trustees review the library's Collection Development Policy on the library website.

Trustee Picha asked what type of business Smart Procurement is. Director Whitmer stated they are a for profit company that uploads purchase information to a database which companies can access if they want to do business with us. They request our purchasing records every quarter.

Trustee Picha asked why the visitor count was so much lower in November than October. Director Whitmer does not really know we were not very busy.

Trustee Warren stated his wife likes the hold option but wasn't sure if the hold and curbside are the same service. Member Services Jaime Perpich explained how a curbside item is handled and if an item is put on hold you come in and pick up the book inside the library.

12. Department Head Reports

- o Trustee DuRocher thanked Paul for the Leadership Cohort Recap.
- o Trustee Picha stated she liked MaryKellie Marquez's comment about surviving a week without Assistant to the Director Jackie Davis.
- o Trustee DuRocher asked about the new resident card pilot. Jaime stated the program will not continue, however she, Kathy Gaydos and Paul Dobersztyn are working on other ways to reach new residents.
- o Trustee Picha stated self checkouts are up to 70%.
- o Trustee Picha asked what the plan is for hiring a new graphic designer. Director Whitmer stated she does not have any plans at this time for this position.
- o Trustee Picha asked about the status of Diane Cabrera, part-time IT Project Assistant. Director Whitmer stated she was hired as a temporary employee for special projects and her last day is December 26.
- o Trustee DuRocher stated she attended the December 14 program and the audio on zoom was terrible. Paul Dobersztyn will investigate.

13. President's Report

Trustee DuRocher reported the next meetings and events:

Next board meeting is on January 19, 2022 at 7 p.m.

Director Whitmer asked if any Trustees wanted to attend the Illinois Library Association's Legislative Meet-up on January 24, 2022. Trustee Warren stated he would like to attend.

14. Treasurer's Report – Trustee Lezon reported everything looks good.

15. Secretary's Report – Trustee Stull reported everything looks good and she thanked the staff for decorating the Holly Days Christmas Tree.

16. Committee Reports – none
17. Trustee comments – none
18. Items for information and/or discussion – none
19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 8:38 p.m. Trustee Ruzicka seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

Heather Stull, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

December 31, 2021

WARRENVILLE
LIBRARY
INCOME

DECEMBER
2021

FUND BALANCES

PAGE 1

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 8/30/2021	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	1984389	99.7227%	7524	1979725	99.76%	876317	(300000)	1226	125827	188059	1027574	1654295
BLDG. & MAIN.	5518	0.2773%	21	5559	100.74%	107119	0	0	0	4587	26106	68572
TOTAL TAX (LEVIED)	1989907	100.00%	7545	1985284	99.77%	983436	(300000)	1226	125827	190646	1053680	1740867
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		187288	300000	0	0	0	7441	479847
ALBA LEMOS GIFT FUND	0		0	0		2979	0	0	0	0	2979	0
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0
TOTAL	1989907	100.00%	7545	1985284	99.77%	1399550	0	1226	125827	190846	1084100	2448591
FORMULA = A+B+C+D-E=F				A		B	C		D		E	F

12/15/2021

RESOLUTION #R-222
MOVE 300,000.00 FROM
CORPORATE FUND TO
SPECIAL RESERVE FUND

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: DEC 21

Corporate Fund

	Corporate Fund Month Ended Dec 31, 2021	Corporate Fund 12 Months Ended Jun 30, 2022	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 7,523.65	\$ 1,979,724.52	\$ 1,984,389.00	\$ 4,684.48	99.76 %
Copier	380.80	2,420.11	1,500.00	(920.11)	161.34 %
Fees	18.58	46.58	500.00	463.42	9.32 %
TIF Funds	0.00	0.00	2,600.00	2,600.00	0.00 %
Interest	99.15	889.15	2,000.00	1,110.85	44.46 %
Book Sales	162.00	378.88	1,000.00	823.32	37.67 %
Lost Books	373.40	1,377.33	3,000.00	1,822.67	45.91 %
Gifts / Memorials	200.00	250.00	1,000.00	750.00	25.00 %
Miscellaneous	2.00	476.37	1,000.00	523.83	47.64 %
Grants - Per Capita	0.00	19,887.73	16,940.00	(3,047.73)	117.99 %
Developer Donations	0.00	100,000.00	100,000.00	0.00	100.00 %
	8,749.38	2,105,881.22	2,113,829.00	8,277.78	99.61 %
Expenses					
Sal. - Administration	20,405.09	89,491.39	184,000.00	84,508.61	48.64 %
Sal. - Member Services	22,732.66	98,907.28	222,000.00	123,092.72	44.56 %
Sal. - Maintenance	2,851.43	12,098.62	26,000.00	13,801.38	46.53 %
Sal. - Marketing	7,804.15	29,125.62	83,000.00	53,874.38	35.09 %
Sal. - Public Services	46,943.84	192,455.01	461,000.00	258,544.99	42.67 %
Sal. - IT	14,286.17	54,913.57	104,000.00	48,086.43	52.80 %
Sal. - Technical Services	11,146.38	37,534.25	93,000.00	55,485.75	40.36 %
I.M.R.F. - Expense	9,141.17	53,854.89	117,000.00	63,145.11	46.03 %
Fica - Expense	9,352.35	37,645.84	86,000.00	48,364.16	43.77 %
Unemp. Comp.	317.59	558.83	2,000.00	1,441.17	27.94 %
Op - Mat'l Processing/Tech	163.19	2,783.26	9,800.00	6,836.74	28.78 %
Op - Mat'l Processing/Circ	319.20	886.10	4,846.00	3,958.90	18.29 %
Op - Postage	300.00	1,704.90	4,795.00	3,090.10	35.56 %
Op - Office Supplies	186.00	1,364.35	4,245.00	2,880.65	32.14 %
Op - Bank Fee's	7.71	486.69	1,000.00	633.41	46.86 %
Op - Automation Supplies	0.00	625.53	4,000.00	3,374.47	15.64 %
Op - Publishing	0.00	920.34	1,300.00	379.66	70.80 %
Equip. - Purchases	537.00	3,366.96	7,440.00	4,073.04	45.25 %
Equip. - Maintenance	213.83	1,333.72	3,000.00	1,666.28	44.46 %
Auto. - Software	0.00	11,720.50	15,900.00	4,179.50	73.71 %
Auto. - Purchases	788.70	1,100.76	3,800.00	2,699.24	28.97 %
Auto. - Maintenance	5,237.89	31,570.58	60,200.00	28,629.42	52.44 %
L. Ins. - Workmen's Comp	0.00	0.00	4,000.00	4,000.00	0.00 %
Ins. - Multi Peril Package	0.00	12,768.00	14,350.00	1,582.00	88.98 %
L. Ins. - Officer / Dir	0.00	0.00	8,000.00	8,000.00	0.00 %
Ins. - Health / Life	4,584.08	26,162.93	76,500.00	50,337.07	34.20 %
Pd - Recruiting	0.00	180.00	1,500.00	1,320.00	12.00 %
Pd - Staff Appreciation	0.00	332.88	3,800.00	3,667.12	8.54 %
Pd - Staff / Tuition Reimburse	0.00	0.00	750.00	750.00	0.00 %
Pd - Staff / Dues	275.00	1,212.00	2,775.00	1,583.00	43.88 %
Pd - Staff / Meetings	1,080.00	2,887.64	16,950.00	14,062.38	17.04 %
Pd - Staff / Transportation	607.38	1,163.11	2,750.00	1,586.89	42.29 %
Pd - Trst / Dues	0.00	153.00	150.00	(3.00)	102.00 %
Pd - Trst / Migs	0.00	330.00	3,050.00	2,720.00	10.82 %
Pd - Trst / Transportation	0.00	0.00	750.00	750.00	0.00 %
Pd - Trustee Misc.	0.00	72.95	500.00	427.05	14.59 %
Cont. - Lawyer	0.00	675.00	4,000.00	3,325.00	16.88 %
Cont. - Accounting	1,041.99	5,954.73	13,500.00	7,545.27	44.11 %
Cont. - Collection	8.95	80.55	1,000.00	919.45	8.06 %
Cont. - Audit	0.00	5,950.00	7,650.00	1,700.00	77.78 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: DEC 21

Corporate Fund

Cont. - Consultants	0.00	0.00	7,500.00	7500.00	0.00 %
Lib. Mat. - Adult Books	4,097.05	24,621.71	52,500.00	27678.29	46.90 %
Lib. Mat. - Youth Books	1,725.97	17,673.75	36,800.00	19126.25	48.03 %
Lib. Mat. - Adult AV	1,311.20	5,931.86	20,000.00	14088.14	29.68 %
Lib. Mat. - Youth AV	336.30	1,812.31	5,000.00	3087.69	38.25 %
Lib. Mat. - EBooks	8,340.35	21,074.89	35,000.00	13925.11	60.21 %
Lib. Mat. - Periodicals	0.00	8,824.64	8,200.00	-624.64	107.62 %
Lib. Mat. - Internet Subscript	0.00	28,287.27	25,000.00	-1287.27	105.15 %
Ps - Programs Adult	343.60	2,489.28	8,500.00	6010.72	29.29 %
Ps - Programs Youth	489.47	1,942.35	8,000.00	6057.65	24.28 %
Ps - Refunds / Fines / Fees	0.00	34.23	1,000.00	865.77	3.42 %
Ps - Printing	2,913.79	5,803.79	13,800.00	7886.21	42.06 %
Ps - PR / Publicity	1,401.09	4,554.78	10,570.00	6015.22	43.09 %
Ps - Misc.	150.00	150.00	650.00	500.00	23.08 %
Gas	468.80	1,392.69	7,000.00	5817.31	19.75 %
B & M - Water / Sewer	156.08	443.12	1,000.00	556.88	44.31 %
Electricity	2,478.02	19,883.76	37,000.00	17116.24	53.74 %
Telephone	1,339.62	8,099.76	17,300.00	9200.24	46.82 %
Debt Repayment	0.00	140,000.00	140,000.00	0.00	100.00 %
Debt Certificate Interest	0.00	14,029.50	26,700.00	12670.50	52.64 %
Contingency	52.72	52.72	2,000.00	1,947.28	2.64 %
	186,058.80	1,027,574.09	2,113,720.00	1,086,146.91	48.61 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: DEC 21

	Building & Maintenance Fund Month Ended Dec 31, 2021	Building & Maintenance Fund 12 Months Ended Jun 30, 2022	Building & Maintenance Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 21.13	\$ 5,558.80	\$ 5,518.00	\$ (40.80)	100.74 %
	21.13	5,558.80	5,518.00	(40.80)	100.74 %
Expenses					
Maintenance	1,905.00	13,095.50	36,200.00	23104.50	36.18 %
Maintenance Supplies	0.00	171.11	2,000.00	1828.89	8.56 %
Security	0.00	2,308.72	10,550.00	8243.28	21.86 %
Snow Removal	390.00	390.00	20,000.00	19610.00	1.95 %
Hvac	1,891.42	5,918.89	5,250.00	-668.89	112.74 %
Janitorial Supplies	114.70	615.44	10,000.00	9384.66	6.15 %
B & M - Landscape Maint	266.00	3,607.92	8,110.00	4,502.08	44.49 %
	4,587.12	26,105.58	92,110.00	66,004.42	28.34 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: DEC 21

Alba Lemos Gift Fund

	Alba Lemos Gift Fund Month Ended Dec 31, 2021	Alba Lemos Gift Fund 12 Months Ended Jun 30, 2022	Alba Lemos Gift Fund Budget	Balance	% Received Expended
Income					
	0.00	0.00	0.00	0.00	
Expenses					
Lib. Mat. - EBooks	\$ 0.00	\$ 2,979.00	\$ 3,000.00	\$ 21.00	99.30 %
	0.00	2,979.00	3,000.00	21.00	99.30 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: DEC 21

Special Reserve Fund

	Special Reserve Fund Month Ended Dec 31, 2021	Special Reserve Fund 12 Months Ended Jun 30, 2022	Special Reserve Fund Budget	Balance	% Received Expended
Income	0.00	0.00	0.00	0.00	
Expenses					
Equip. - Purchases	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00	0.00 %
Auto. - Purchases	0.00	11.89	13,150.00	13,138.11	0.09 %
Maintenance	0.00	7,428.90	58,000.00	48,571.10	13.27 %
Security	0.00	0.00	7,500.00	7,500.00	0.00 %
	0.00	7,440.79	86,650.00	79,209.21	8.69 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
Dec 31, 2021

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash in Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	190,671.20
Fifth Third 8004	2,250,865.85
Fifth Third 8000	<u>12,061.93</u>

2,454,083.98

General Fixed Assets

\$ 5,519,239.00

TOTAL ASSETS

\$ 7,973,322.98

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.

7,520.49

7,520.49

LONG - TERM LIABILITIES

Debt Certificate Payable

1,410,000.00

1,417,520.49

EQUITY

Fund Balance

\$ 6,555,802.49

TOTAL LIABILITIES & FUND BALANCE

\$ 7,973,322.98

See Accountant's Compilation Report

8a. REGULAR AGENDA

Approve payments for the period of December 16, 2021 – January 19, 2022

A partial bill list is included on the following page(s).

A complete bill list with SUGGESTED MOTION will be provided at the Board Meeting

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
December 16, 2021 - January 19, 2022

Date	Num	Name	Amount
01/19/2022	8595	Accounting Services, Inc.	-528.00
01/19/2022	8596	Ambius	-286.00
01/19/2022	8597	Baker & Taylor	-10.62
01/19/2022	8599	Baker & Taylor	-3,153.04
01/19/2022	8600	Baker & Taylor	-193.43
01/19/2022	8601	Baker & Taylor	-2,967.86
01/19/2022	8602	Baker & Taylor	-64.66
01/19/2022	8603	Baker & Taylor	-14.88
01/19/2022	8604	BlueWire Communications	-471.00
01/19/2022	8605	Cavendish Square	-177.93
01/19/2022	8606	Chem-Wise Pest Management	-595.00
01/19/2022	8607	Davis, Jackie	-13.80
01/19/2022	8608	Direct Energy Business	-2,388.41
01/19/2022	8609	Jancz-Urban, Velya	-180.00
01/19/2022	8610	Konica Minolta Business Solutions	-185.83
01/19/2022	8611	Kurtis, Julie	-25.05
01/19/2022	8612	LIMRICC Purchase of Health Insurance Prog	-8,050.52
01/19/2022	8613	Midwest Tape	-1,261.56
01/19/2022	8614	Midwest Tape	-61.79
01/19/2022	8615	Moser, Sandra	-50.00
01/19/2022	8616	Moser, Sandra	-50.00
01/19/2022	8617	Paddock Publications	-128.80
01/19/2022	8618	Provantage LLC	-1,368.50
01/19/2022	8619	Service Master Commercial Cleaning	-1,905.00
01/19/2022	8620	Shamrock Garden	-72.95
01/19/2022	8621	Sikich LLP	-1,700.00
01/19/2022	8622	Technology Management Revolving Fund	-475.00
01/19/2022	8623	Unique	-35.80
01/19/2022	8624	Vanguard Energy Services, LLC	-752.63
01/19/2022	8625	World Book, Inc.	-999.00
01/19/2022	8626	Quill Corporation	-170.55
01/19/2022	8627	Alarm Detection Systems, Inc.	-655.71
01/19/2022	8628	Illinois Library Association	-560.78
01/19/2022	8629	News Bank, Inc.	-1,499.00
01/19/2022	8630	SYNCHRONY BANK/AMAZON	-1,198.74
01/19/2022	8631	Sam's Club/Synchrony Bank	-232.22
12/16/2021	Electronic	Comcast	-213.40
12/16/2021	Electronic	Northern Illinois Gas	-208.77
12/16/2021	Electronic	Paylocity	-209.27
12/22/2021	Electronic	Konica Minolta Premier Finance	-167.00
12/23/2021	Electronic	Fusion, LLC	-75.50

12/25/2021	Electronic	Chase Ink	-2,085.19
12/30/2021	Electronic	Paylocity	-187.10
01/19/2022		Bloomscapes Landscaping, Inc.	-4,365.00
01/19/2022		OverDrive	-896.44
			-40,891.73

8b. REGULAR AGENDA

Approve transfer of funds

A transfer recommendation with SUGGESTED MOTION will be provided at Board Meeting if needed

Each month, a transfer of funds to the Fifth Third Operating account may be necessary to cover anticipated expenditures.

10a. NEW BUSINESS

COVID-19 paid leave (ACTION)

The intent of this proposal is to provide all employees with 2 weeks of paid leave for COVID-19 related absences in each quarter of the year. It is important to encourage employees to stay home if sick so we avoid an outbreak among our employees.

With the resurgence of COVID-19, Director Whitmer recommends awarding a lump sum amount (2 weeks) of paid leave to all employees for COVID-19 related absences. Not all employees have sufficient amounts of annual leave, sick leave or PTO accrued to cover an extended absence if a need to quarantine or isolate occurs.

The initial 2 weeks of leave will be available for use through March 31, 2022. Should COVID-19 persist, the Library Director will have the option to reset all employees' COVID-19 paid leave balance to 2 weeks on April 1, June 1, September 1. (For full-time employees, 75 hours is the two-week equivalent. For part-time employees, the two-week equivalent will be pro-rated based on each position's authorized weekly hours.)

Examples of COVID-19 related absences include but are not limited to:

- Vaccination or test appointment (employee or minor child) and resulting effects or illness.
- Employee's need to quarantine or isolate
- Employee's need to care for a family member who needs to quarantine or isolate

Employees wishing to use COVID-19 paid leave will be required to provide a written (or emailed) request for time off which includes the reason for the request.

Employees will not forfeit holiday pay if COVID-19 paid leave is used immediately before or after a paid holiday.

Accruals, balances and approvals will be managed by administrative staff. (Accruals and balances will not be calculated or displayed in Paylocity.)

Upon separation of employment, this leave will not be eligible for payout and will not be reported as sick leave to IMRF.

If COVID-19 paid leave is approved by the Board, the initial amount of paid leave will be retroactive to December 26, 2021. If an employee has taken time off for a COVID-19 related absence between December 26 and January 19, 2022, the employee may request COVID-19 paid leave be substituted for unpaid time off, annual leave, sick leave or PTO used for the absence. Administration will make the necessary adjustments in payroll and other records.

SUGGESTED MOTION: Approve two weeks of paid COVID-19 leave for all employees for December 26, 2021 through March 31, 2022 and authorize the Library Director, at her discretion, to award two weeks of paid COVID-19 leave for all employees for each quarter beginning April 1, June 1, September 1 and January 1. COVID-19 paid leave will not be cumulative beyond the end of a quarter. Upon separation of employment COVID-19 paid leave will not be paid out or reported as sick leave to IMRF.

10b. NEW BUSINESS

2022 Library Holidays and Closures (ACTION)

Director Whitmer recommends the following changes to our typical holiday schedule for 2022.

In 2022, paid holidays for Christmas Eve, Christmas Day, New Year's Eve and New Year's Day fall on Saturday and Sunday. This means most of our full-time staff must take 4 floating holidays. This can create challenges with scheduling staff for desk coverage, so Director Whitmer is recommending closing on the Monday after each holiday to accommodate 2 of the 4 floating holidays.

Staff were surveyed about potential changes to our 2022 holiday schedule, specifically regarding Mother's Day, Father's Day, Thanksgiving, Christmas and New Year's. Results of the survey are attached.

- There was not enough staff interest to close on Mother's Day and Father's Day.
- Staff indicated a preference for staying open until 5 pm on the day before Thanksgiving (instead of closing at 1 pm) and closing all day the day after Thanksgiving. The day before Thanksgiving will no longer be a paid holiday, but the day after Thanksgiving will be a paid holiday.
- Staff showed a preference for closing the Monday after the Christmas and New Year's holidays.

Warrenville's Independence Day parade falls on a Sunday this year. Director Whitmer recommends closing on parade day because streets surrounding the library will be inaccessible as early as 3 pm.

Additionally, Director Whitmer recommends closing on Friday, August 19 for SWAN Expo. This is a one-day "conference" for members of SWAN and a great learning opportunity for all of our employees.

The Management Team has selected Friday, November 4 for a Staff In-service.

The full holiday and closure schedule for the remainder of 2022 is recommended as follows:

Date of closure	Reason	Paid Holiday?
Sunday, April 17	Easter	No
Sunday, May 29	Day before Memorial Day	No
Monday, May 30	Memorial Day	Yes
Sunday, July 3	Parade	No (Employees who participate in parade will be paid)
Monday, July 4	Independence Day	Yes
Friday, August 19	SWAN Expo	No (Employees who attend will be paid)
Sunday, September 4	Day before Labor Day	No
Monday, September 5	Labor Day	Yes
Friday, November 4	Staff In-service	No (Employees who attend will be paid)

Wednesday, November 24 at 5 pm	Day before Thanksgiving	No
Thursday, November 25	Thanksgiving	Yes
Friday, November 26	Day after Thanksgiving	Yes
Saturday, December 24	Christmas Eve	Yes
Sunday, December 25	Christmas Day	Yes
Monday, December 26	In lieu of floating holiday for December 25	No
Saturday, December 31	New Year's Eve	Yes
Sunday, January 2, 2023	New Year's Day	Yes
Monday, January 3, 2023	In lieu of floating holiday for December 31	No

The Board has the discretion to designate additional holidays/closures and may wish to discuss whether it is appropriate to add federal and/or state holidays to the library's schedule. A list of federal and state holidays is included on the following pages. The holidays to consider include:

Monday, January 17 – Birthday of Martin Luther King Jr. (Federal and State)

Friday, February 11 – Lincoln's Birthday (State)

Monday, February 21 – Washington's Birthday (Federal and State)

Monday, June 20 – Juneteenth (Federal and State)

Monday, October 10 – Columbus Day (Federal and State); some organizations now refer to this as Indigenous Peoples' Day

Tuesday, November 8 – General Election Day (State)

Friday, November 11 – Veterans Day (Federal and State)

Federal holidays (U.S. Office of Personnel Management)

2022 Holiday Schedule

Date	Holiday
Friday, December 31, 2021*	New Year's Day
Monday, January 17	Birthday of Martin Luther King, Jr.
Monday, February 21**	Washington's Birthday
Monday, May 30	Memorial Day
Monday, June 20*	Juneteenth National Independence Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Columbus Day
Friday, November 11	Veterans Day
Thursday, November 24	Thanksgiving Day
Monday, December 26*	Christmas Day

*If a holiday falls on a Saturday, for most Federal employees, the preceding Friday will be treated as a holiday for pay and leave purposes (See 5 U.S.C. 6103(b)). If a holiday falls on a Sunday, for most Federal employees, the following Monday will be treated as a holiday for pay and leave purposes (See Section 3(a) of Executive Order 11582, February 11, 1971). See also our Federal Holidays – "In Lieu Of" Determination Fact Sheet at <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/Federal-Holidays-In-Lieu-Of-Determination>

**This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.



ILLINOIS

JB Pritzker, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Janel L. Forde, Director

MEMORANDUM

TO: Heads of Agencies, Boards and Commissions, Chiefs of Staff,
Personnel and Labor Relations Managers and Payroll Officers

FROM: Janel L. Forde, Director *JLF*

DATE: November 19, 2021

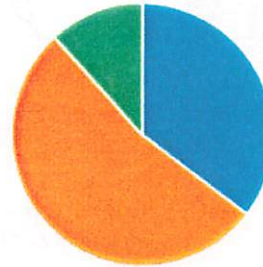
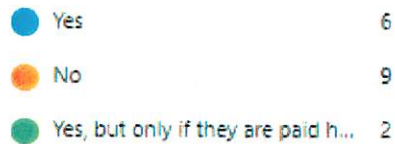
SUBJECT: State Holiday Calendar for 2022 and 2023

Please note that holidays are subject to change due to continuing negotiations between the State and various unions.

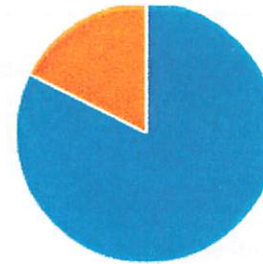
	<u>2022</u>	<u>2023</u>
New Year's Day	Friday, December 31	Monday, January 2
Martin Luther King Day	Monday, January 17	Monday, January 16
Lincoln's Birthday	Friday, February 11	Monday, February 13
Washington's Birthday (President's Day)	Monday, February 21	Monday, February 20
Memorial Day	Monday, May 30	Monday, May 29
Juneteenth	Monday, June 20	Monday, June 19
Independence Day	Monday, July 4	Tuesday, July 4
Labor Day	Monday, September 5	Monday, September 4
Columbus Day	Monday, October 10	Monday, October 9
General Election Day	Tuesday, November 8	No General Election
Veterans' Day	Friday, November 11	Friday, November 10
Thanksgiving	Thursday and Friday, November 24 and 25	Thursday and Friday, November 23 and 24
Christmas	Monday, December 26	Monday, December 25

Staff survey results

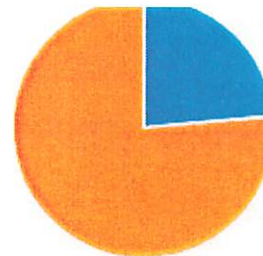
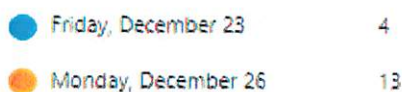
1. Should the library be closed on Mother's Day and Father's Day? (If closed, it is not likely these would be paid holidays.)



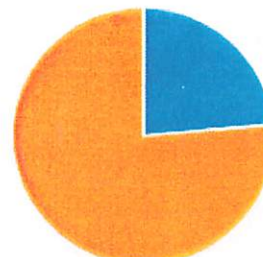
2. Should the library close at 5 pm the day before Thanksgiving (instead of 1 pm) AND be closed Thanksgiving Day AND be closed the day after Thanksgiving? (In this scenario, only Thanksgiving Day and the day after Thanksgiving would be paid holidays.)



3. In 2022 the Library will be closed on Saturday, December 24 and Sunday, December 25. Both days are paid holidays. Because these holidays fall on the weekend, full-time staff will need to take two floating holidays. If the library could close on one additional day to better accommodate the floating holiday, which date would you prefer?



4. In 2022/23 the Library will be closed on Saturday, December 31 and Sunday, January 1. Both days are paid holidays. Because these holidays fall on the weekend, full-time staff will need to take two floating holidays. If the library could close on one additional day to better accommodate the floating holiday, which date would you prefer?



5. Do you have any other questions, comments or concerns about library closures/holidays?

Comments/Questions
The additional days around Christmas and New Years weekends...would these be paid days for non full-time staff? <i>Director's response: no.</i>
Just a note that I don't feel too passionate about my selections (except for maybe december 23rd which would be great to prepare for christmas) so whatever works best would be great!
I think that being closed the day after these holidays would better accommodate those who are traveling for them.
Veterans Day should be a library paid holiday.
Need to consider how many times if any someone needs to change out the return bin with several days closed in a row.

10c. NEW BUSINESS

Approve Revisions to Employee Handbook – Holidays (ACTION)

The following revisions are included:

- Replace paid holiday for ½ day before Thanksgiving with full day the day after Thanksgiving.
- Updated language to clarify some aspects of administration of holiday pay.

Additional revisions may be needed if the board chooses to add any state or federal holidays.

PROPOSED POLICY:

HOLIDAYS

5.4

The following are paid holidays for all employees:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day
	New Year's Eve Day

For full-time employees, if a holiday falls on a day when an employee would not have been scheduled to work, the employee will receive a floating holiday which may be taken at the mutual convenience of the employee and the Library within two weeks before or two weeks after the holiday. The Library may opt to close for an additional day to accommodate floating holidays for all full-time employees.

Part-time employees will receive pay for each holiday listed above on a pro-rated basis, using the following formula to determine the average shift: the total number of hours worked in the previous fiscal year divided by 52, divided by 5. (For new part-time employees, the regular weekly hours assigned to the position will be used to calculate holiday pay.) For part-time employees holiday pay is granted without regard to the employees' schedules. Part-time employees are not eligible for floating holidays. In addition to Easter Sunday, the Library will be closed the Sunday before both Memorial Day and Labor Day. These are not paid holidays.

The Library is closed on the following days, but these are not paid holidays:

Easter Sunday
Sunday before Memorial Day
Sunday before Labor Day

An employee may celebrate religious holidays that are meaningful to the employee but not part of the Library holiday schedule. The employee may use vacation time, take unpaid time off or discuss other potential arrangements with the immediate supervisor. The employee should notify the supervisor of such a need at least two weeks in advance of the holiday.

CURRENT POLICY: HOLIDAYS

5.4

The following are paid holidays for all employees:

New Year's Day	Thanksgiving Eve Day (1:00 p.m. closure)
Memorial Day	Thanksgiving Day
Independence Day	Christmas Eve Day
Labor Day	Christmas Day
	New Year's Eve Day

For full-time employees, if a holiday falls on a day when an employee would not have been scheduled to work, the employee will receive as equivalent time off the number of hours that he/she is normally scheduled to work per day, such equivalent time off will be taken at the mutual convenience of the employee and the Library within two pay periods of the holiday.

Part-time employees will receive pay for each holiday on a pro-rated basis, using the following formula to determine the average shift: the total number of hours worked in the previous fiscal year divided by 52, divided by 5. (For new employees, the budgeted number of hours will be used to determine the average shift.)

To be eligible for holiday pay, an employee must work or have a pre-approved absence for the regularly scheduled work day immediately preceding and immediately following the holiday.

In addition to Easter Sunday, the Library will be closed the Sunday before both Memorial Day and Labor Day. These are not paid holidays.

The Library will close for no more than two (2) consecutive days for a holiday.

An employee may celebrate religious holidays that are meaningful to the employee but not part of the Library holiday schedule. The employee may use vacation time, take unpaid time off or discuss other potential arrangements with the immediate supervisor. The employee should notify the supervisor of such a need at least two weeks in advance of the holiday.

REDLINE VERSION OF POLICY:

HOLIDAYS

5.4

The following are paid holidays for all employees:

New Year's Day	Thanksgiving Eve Day (1:00 p.m. closure)
Memorial Day	Thanksgiving Day
	<u>Day after Thanksgiving</u>
Independence Day	Christmas Eve Day
Labor Day	Christmas Day
	New Year's Eve Day

For full-time employees, if a holiday falls on a day when an employee would not have been scheduled to work, the employee will receive ~~as equivalent time off the number of hours that he/she is normally scheduled to work per day, a floating holiday which may~~ such equivalent time off will be taken at the mutual convenience of the employee and the Library within two ~~pay periods of weeks before or two weeks after~~ the holiday. The Library may opt to close for an additional day to accommodate floating holidays for all full-time employees.

Part-time employees will receive pay for each holiday listed above on a pro-rated basis, using the following formula to determine the average shift: the total number of hours worked in the previous fiscal year divided by 52, divided by 5. (For new part-time employees, the regular weekly hours assigned to the position ~~budgeted number of hours~~ will be used to ~~determine the average shift~~ calculate holiday pay.) For part-time employees holiday pay is granted without regard to the employees' schedules. Part-time employees are not eligible for floating holidays.

~~To be eligible for holiday pay, an employee must work or have a pre-approved absence for the regularly scheduled work day immediately preceding and immediately following the holiday.~~

In addition to Easter Sunday, the Library will be closed the Sunday before both Memorial Day and Labor Day. These are not paid holidays.

The Library is closed on the following days, but these are not paid holidays:

Easter Sunday

Sunday before Memorial Day

Sunday before Labor Day

~~The Library will close for no more than two (2) consecutive days for a holiday.~~

~~An employee may celebrate religious holidays that are meaningful to the employee but not part of the Library holiday schedule. The employee may use vacation time, take unpaid time off or discuss other potential arrangements with the immediate supervisor. The employee should notify the supervisor of such a need at least two weeks in advance of the holiday.~~

11. DIRECTOR'S REPORT

December 2021

Sandy Whitmer

COVID-19 Activities / Update

Although the Management Team discussed the possibility of returning to virtual-only programming, no changes have been made to our mitigation strategies. We continue to comply with the Governor's requirement that masks be worn indoors. The CDC updated its guidance for isolation and quarantine. The DuPage County Health Department adopted this guidance on December 28. The library uses this guidance when an employee reports a positive test result, experiences symptoms or has been in close contact with an individual who tested positive.

A compliment from one of our members (shared by Kyrie):

A mom of two littles came in, one too young to wear a mask and the other too young for a vaccine, and was very appreciative of the signage and precautions we are doing to keep her family safe. She told me she didn't feel safe going to stores with her kiddos or even sending her oldest to a preschool, but that she felt very safe bringing her family here. I wish I would have gotten her name!

Just wanted to share that your hard work keeping us all safe is very appreciated by staff and community alike.

Other Items

- I participated in the evaluation of online portfolios prepared by students of the College of DuPage's Library Technical Assistant program. This is the "capstone" project for LTA candidates.
- At the request of resident Connie Schmidt, I submitted information about the library's 2021 activities that supported the goals of the DuPage Monarch Project to Lonnie Morris, the project coordinator, for inclusion in the DMP's annual report. (The report was emailed to all library trustees.)
- I worked with Paul Kalas to finalize a 5-year contract with Direct Energy for electricity supply. The final rate per kW was slightly higher than the quote presented at the December Board Meeting, but will be offset with a one-time bill credit.

Continuing Ed/Professional Development

In December, I viewed the following webinars/meetings:

- SWAN Quarterly Meeting
- Accessing and Utilizing 2020 Census Data
- Cultural Competence; Identifying Microaggressions

FOIA Requests

- None

STATISTICAL SNAPSHOT	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021	Feb 2021	Jan 2021
TOTAL CIRCULATION (physical items)	11,623	12,736	13,073	13,270	13,930	14,929	14,104	11,077	11,518	13,237	11,922	11,850
WPLD items checked out at WPLD	6,442	7,497	7,053	7,501	7,777	8,848	9,207	6,258	6,245	7,354	6,467	6,618
Auto-renewals of WPLD Items	3,566	3,849	4,372	4,198	4,660	4,321	3,310	3,504	3,785	4,153	3,932	3,812
Other Library Items Checked out at WPLD	1,615	1,390	1,648	1,571	1,493	1,760	1,587	1,315	1,488	1,730	1,523	1,420
DOWNLOADABLE CIRCULATION	2,409	2,422	2,514	2,207	2,482	2,647	2,378	2,326	2,218	2,428	2,311	2,584
Overdrive/Libby	1,357	1,309	1,439	1,222	1,369	1,425	1,291	1,234	1,239	1,284	1,248	1,378
Overdrive (magazines) fka RB Digital	56	84	81	49	41	137	67	57	70	105	26	219
Hoopla	996	1,029	994	936	1,072	1,085	1,020	1,035	909	1,039	1,037	987
INTERLIBRARY LOANS												
Received from SWAN Libraries	1,601	1,358	1,593	1,519	1,440	1,718	1,531	1,280	1,447	1,693	1,487	1,396
Received from Non-SWAN Libraries	11	16	7	8	13	16	34	14	23	14	9	7
Sent to SWAN Libraries	1,880	1,918	1,914	1,774	1,808	1,758	1,629	1,564	1,820	2,006	1,809	1,448
Sent to Non-SWAN Libraries	22	15	15	21	13	17	27	19	28	12	0	0
COLLECTION												
Physical Materials Added	624	662	709	604	586	781	632	423	494	1,156	169	202
Physical Materials Withdrawn	263	159	1,056	1,525	1,058	381	1,123	193	816	644	608	294
Total Collection Size	140,518	139,831	139,011	139,506	139,206	139,256	141,370	140,369	139,219	138,483	136,469	136,751
Physical materials	81,344	80,739	80,043	80,787	80,852	81,132	82,393	81,735	81,105	81,039	80,455	80,261
Overdrive books	44,125	44,113	44,059	43,904	43,693	43,557	44,544	44,392	44,099	43,590	43,113	43,698
Overdrive audiobooks	15,049	14,979	14,909	14,815	14,661	14,567	14,433	14,242	14,015	13,854	12,901	12,792
PROGRAMS												
Number of Adult Programs	18	16	16	17	6	7	16	7	17	3	5	4
Adult Program Attendance	150	97	137	148	57	70	129	82	178	75	235	294
Number of Teen Programs	3	5	4	7	4	5	7	10	9	7	5	5
Teen Program Attendance	44	53	22	68	2	15	22	32	18	32	21	27
Number of Youth Programs	14	19	20	15	8	17	16	7	15	15	14	13
Youth Program Attendance	218	220	268	229	346	508	370	102	231	189	199	183
Book-A-Librarian Sessions	14	14	12	12	0	0	0	0	0	0	0	0
Book-A-Librarian Attendance	3	2	2	2	0	0	0	0	0	0	0	0
OUTREACH												
Adult Outreach Events	0	0	0	0	0	0	0	0	0	0	0	0
Adult Outreach Attendance	0	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Events	0	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Attendance	0	0	0	0	0	0	0	0	0	0	0	0
Youth Outreach Events	0	1	3	0	1	0	1	1	0	0	0	0
Youth Outreach Attendance	0	11	44	0	300	0	30	91	0	0	0	0
LIBRARY CARDS												
Total Resident Cards Active	9,682	9,693	9,830	9,740	9,609	9,619	9,733	9,665	9,648	9,626	9,603	9,591
Resident Cards Issued In Person	38	31	35	52	42	72	66	27	24	25	14	20
Online Cards Issued	2	9	9	9	7	9	8	17	8	6	7	13
New Resident Cards Issued & Mailed**	0	75	71	90	0	0	0	0	0	0	0	0

STATISTICAL SNAPSHOT	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021	Feb 2021	Jan 2021
VISITOR COUNT	4,747	3,899	5,176	5,088	5,150	6,008	6,664	2,921	2,838	3,034	2,507	2,440
STUDY ROOM USES	108	108	162	116	98	88	0	0	0	0	0	0
MEETING ROOM USES (public)	0	2	1	1								
GRAB & GO VISITS*	0	0	0	0	0	0	0	1,832	2,838	3,034	2,427	2,453
CURBSIDE PICKUPS	19	28	26	25	51	29	42	34	45	49	80	104
COMPUTERS & TECHNOLOGY												
Computer Sessions	414	411	388	415	403	427	407	333	322	371	285	224
Wifi Sessions	1,245	1,355	1,559	1,539	1,597	1,548	1,314	948	1,017	1,191	776	897
Website Visits	7,808	8,311	8,432	10,273	9,339	9,378	9,712	8,981	8,399	11,476	8,205	8,473
MARKETING												
eNews Subscribers	5,490	5,476	5,450	5,475	5,426	5,384	5,334	5,331	5,316	5,335	5,332	5,333
eNews Open Rate	35%	29%	28%	26%	33%	29%	36%	35%	35%	39%	37%	28%
Facebook Followers	1,275	1,275	1,273	1,266	1,264	1,264	1,250	1,245	1,234	1,233	1,224	1,219
Instagram Followers	346	341	336	336	334	329	325	314	311	309	298	285

*Greeter stand removed in mid-May 2021, no longer using Grab & Go manual counts. Going forward, we will rely on people counters at entrances for our visitor counts.

**The New Resident Project has been paused after a 3 month trial period (September-November 2021). Going forward, Member Services will work with Marketing to determine other ways to reach new WPLD residents

12. ASSISTANT TO THE DIRECTOR'S REPORT

December 2021

Jackie Davis

Administration

- Sent financials to Accounting Services for processing
- Assembled the December board packet
- Processed checks for signature and mailing
- Composed minutes of the December 15 Board Meeting
- Made two bank deposits for daily receipts and the copy machines
- Along with Sandy met with Fifth Third Bank representative
- Transferred funds from Propay to Fifth Third
-

Human Resources

- Processed three payrolls.
- Sent IMRF and monthly financial information to Accounting Services
- Terminated Destiny Scott and Diane Cabrera employment
- AFLAC Open Enrollment was held
- Reviewed Assistant to the Director and Maintenance Manager job descriptions with Sandy
- Filed CMS Creditable Coverage Form with the Center for Medicare and Medicaid to Medicare Eligible employees
- Worked with Gail Smith to organize a retirement luncheon for Cynthia Makowski (actually Gail did 99% of the work)
- Submitted two separations to Equifax
- Ordered flowers for a bereavement

Meetings

- Board of Trustee Regular Board Meeting – December 15
- Management Team Meetings – December 7

Maintenance

- Ly continues to maintain the building on a daily basis Monday-Friday.
- Ly washed the window sills on the building and removed cobwebs.
- Holiday decorations were put up on the ledge and removed by the end of the year.

12. PUBLIC SERVICES REPORT

December 2021

Paul Dobersztyn

Highlights

- Julie Kurtis and Paul Dobersztyn continue to work on Beanstack, training staff and working with Marketing to create reading logs and instructions for the website. The Winter Reading Challenge started on January 1, 2022.
- The library hosted **35** total events in December with **287** participants. We had **54** views of our recorded events.
- Public Services hosted **4** passive programs including the Winter Crafts to go with **71** total participants.
- The first Ageless Grace session in December was extremely popular and the event returns on a regular basis on January 5, 2022.
- The Dungeons and Dragons teen event has showed immense interest and hosts an average of 12 attendees each session.
- Databases have shown a growth in usage over the past three months. We've added three new Youth Services databases including: AtoZ Online Maps, AtoZ Food and AtoZ the USA by World Trade Press. We will be adding two more Newsbank Components in January: Black Life in America and the Chicago Community Collection.
- Julie Kurtis and Paul Dobersztyn submitted programming and content articles to Marketing for the Spring 2022 Reading Matters newsletter.

Personnel

- No changes

Professional Development

- **36** sessions of CE were completed by the Public Services Department in December.
- **37.5** total hours of CE were completed.
- Topics that were covered: Beanstack training, KnowBe4 Staying Safe for the Holidays training, Authentic Voices in Children's and Teen Literature, Too Many Bags: how to address someone bringing in too much stuff, Combating Workplace Injustice and other topics.
 - A full list can be provided by the Public Services Manager.
- Julie Kurtis and Taylor Haring attended the C2E2 convention on 12/10. Below is a recap of their experience.
 - Taylor

"Our two biggest takeaways from C2E2 are tons of program ideas and inspiration for future "convention" programming at the library. Homewood Library gave a really cool presentation on their nerd-oriented programs such as their "Grown-Up Geek" series where 18+ members come to the library to take part in their favorite fandom, Broadway karaoke nights, cosplay workshops, to virtual escape rooms via Zoom. After walking around the Con, Julie and I did a lot of brainstorming on how we would create a convention style library program, incorporating elements such as Artist's Ally, Cosplay Photo Ops, and Trivia. If we were to make it a multiple day affair, like most conventions are, we even thought of making an incentivized badge to be punched for each day a participant attended our program. Overall, a really fun experience!
 - Julie

Attending C2E2 was a great experience to learn the ins and outs of a comicon. Taylor and I were able to discuss a lot of the features and how

we could turn it into a Warrentonville fandom-con situation when things open up a bit more to allow more people. I also met the author/illustrator of Catstronauts and got his card- Could be a cool author visit potentially

Programming / Outreach (Not entered in Communico)

Book a Librarian: 2 Puzzles: 1 Teen Volunteers: 1

- Paul Dobersztyn met with Jenna Mains (telephone) from Newsbank on 12/1/21.
- Diana Abraham attended the WVEC Meeting (virtual) on 12/9/21.
- Julie Kurtis, Paul Dobersztyn and Kathy Gaydos met on 12/9/21 to discuss the content and layout of the Spring Reading Matters.
- Paul Dobersztyn attended a WYFS CAC meeting (virtual) on 12/14/21.

Non SWAN InterLibrary Loan

Item Requests Processed: 17; Materials Received: 11; Materials Lent: 22

12. MEMBER SERVICES REPORT

December 2021

Jaime Perpich

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	6,736	57.95%
Enterprise catalog/mobile app (Renewals)	53	0.46%
Autorenewals	3,566	30.68%
Staff Assisted Checkout	1,246	10.72%
Offline Checkout (SWAN overnight processing issue)	22	0.19%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	5,364	79.63%
Selfcheck 2 (Near Vending Machine)	1,372	20.37%
TOTAL TRANSACTIONS	6,736	100.00%

Highlights/Projects:

Curbside

19 curbside orders were filled in December 2021.

Mary, Kathy S. and Sarah facilitated a discussion regarding the future of curbside pickup, with consideration of staff safety, the current demand for curbside, and the convenience of the service for our members and other cardholders. We will continue our curbside service as is (Curbside Pickup table at the upper-level Stafford Place entrance) until the demand decreases. We will not provide delivery to vehicle.

New Resident Card Activation

Since the November board meeting, 3 New Residents fully activated their WPLD library cards.

A total of 11 New Resident cards have been fully activated.

Microsoft Teams Kickoff: Monday, December 13

All Circulation Services (Member Services & Collection Support Specialists) ventured into the world of Microsoft 365, including the use of Teams for project development, the chat feature, and an introduction to ways our department can use this resource. Jaime began reviewing files in the Circulation Department folder on the F-drive in preparation for uploading folders and files directly to Microsoft Team's channels. As staff continue to get more acquainted with using Teams features, Jaime will work with the department staff to determine how Teams and other Microsoft applications can serve us best.

Meetings

Weekly Management Team Meeting – Jaime

12/7/21 – Teams, Channels & F-Drive Migration - Jaime/Cynthia

12/8/21 – New Resident Project & Museum Pass Discussion – Jaime/Kathy G.

12/14/21 – Monthly Meeting – Jaime/Sandy

12/21/21 – Schedule Review - Jaime/Stephanie

12/21/21 – Schedule Review – Jaime/Sarah

12/21/21 – Schedule Review – Jaime/Kathy S.

12/21/21 – Job Description Review – Jaime/Sandy

12/22/21 - Schedule Review - Jaime/Mary

12. MARKETING REPORT

December 2021

Kathy Gaydos

Activities

Winter Reading Challenge

- Downloaded, reviewed and customized vendor's flyers and social media promotional materials
- Created, edited and finalized webpage
- Created, edited and finalized paper reading log
- Updated website News page with info on the challenge

Winter 2021-2022 Library Events

- Illinois Library Presents/Silvia Moreno-Garcia January event...customized in-library flyer for display and social media messages, reviewed and edited Communico event entry and added image
- Displayed January flyers on slat walls and other key locations
- Shared eNews of January events with District 200

Spring Reading Matters (March-May, 2022)

- Created publicity production schedule and shared with public services and designer
- Edited initial submissions from public services
- Created in-house copy for content review and date check by public services

Welcome Email Campaign to New Cardholders

New cardholders receive a series of five emails designed to introduce our catalog, features, eMedia collections, databases and staff.

Received Card	Dates	Emails Received	Average Open Rate
October	16-31	1-5	38% final
November	1-15	1-5	32% final
November	16-30	1-4	30% in progress
December	1-15	1	60% in progress

Fall 2021 Welcome Back to the Library campaign

- Jaime pulled winner of November (final) drawing for a Target gift card.

Content Articles (reviewed, edited and posted on website and/or social media)

- Get to know Miriam by Miriam...in English and Spanish (reviewed by Diana)
- Tutor.com by Mandy
- Kwanzaa by Taylor
- Holiday offerings by Diana
- Tumblebooks in Spanish by Diana

Staff Picture Days

- Scheduled and requested staff to wear their new library shirt (December 2-3) or wear holiday-themed clothing/accessories (December 16-20) for photo and video opportunities (individual choice to be photographed).
- Took pictures for use on social media. Holiday photos and videos received many likes and comments. Photos in staff shirts will be spread out on social media over next few months.

Graphic Designer activities

- Updated general library tri-fold brochure...waiting on final proofread
- Created 6 youth banners
- Created sign for used puzzle giveaway in lower-level entrance
- Updated holiday-themed library card sign
- Created and displayed closing sign for December and January

Miscellaneous

- Reviewed "how did you hear about event?" data collected in Communico for fall events...Reading Matters was top response, followed by closely by website, staff and eNews; will continue to monitor
- Showed Miriam and Sarah K how to use Marketing camera and then upload and file the photos on our hard drive
- Created sign for Gift Card Holder event craft pickup
- Drafted Marketing Assistant job description and submitted to Sandy

Website activities related to maintaining website:

- Creating, reviewing and editing content; monitoring and responding to issues; submitting help desk tickets to Communico (in December, problem with display of Search window; issue with how closing dates are displayed)
- In December, updated homepage, Ancestor.com database mention, software availability on Technology page and in-library use options for charging cables

eNews activities related to producing biweekly newsletters:

planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing and monitoring contact lists; monitoring responses

Social Media activities related to managing three social media platforms:

planning what events and resources are included; reviewing file photos or slides (take and create as needed); scheduling; monitoring local agencies and other libraries; responding to staff request for additional social media support; updating content tracking documents; boosting events with paid ad support

Meeting/Webinar Attendance

Management Team meetings—12/7/21

Meeting with Jaime re: new mailer program—12/8/21

Meeting with Paul and Julie to discuss spring events and content—12/9/21

Library Board Meeting via Zoom—12/15/21

Publicity Statistics

eNews (Constant Contact)

Subscribers: 5,490

Average open rate: 35%

Social Media

Facebook Followers: 1,275

Instagram Followers: 346

Popular post on social media in December 2021:



Warrenville Public Library District

Published by Kathy Quinn · December 22, 2021 at 10:45 AM ·



Hats, masks, socks, sweaters and lights...just our festive way of saying Happy Holidays from the staff at #WPLD.

Stay safe and healthy, everyone!

#holidays2021 #seasonsgreetings



Facebook: 59 reactions (likes, comments, shares); 540 reach

12. TECHNICAL SERVICES REPORT

December 2021

MaryKellie Marquez

Collection Maintenance:

624 items created
263 items discarded
48 items repaired
25 discs cleaned
255 other items handled

Department Highlight: December was a busy month for the Technical Services team. MaryKellie headed the "Holly Days" tree decorating committee with members Gail Smith, Kyrie Kenny-Sumrak, Mandy Wilson, and Sarah Kratz. While the library didn't win official bragging rights, the tree got many compliments and votes on FaceBook. MaryKellie completed training to become a certified Mental Health First Aider for Adults through Mental Health First Aid USA. Gail got a perfect "A" in her reference course for her LTA program. Gail also coordinated with Jackie Davis to arrange the boxed lunch celebration for Cynthia Makowski's retirement.

Trainings/Meetings:

MaryKellie Marquez attended/participated in:

12/1/21- Replay of the November SWAN Fireside Chat, and viewed the Ryan Dowd training, Homelessness 201.

12/2/21- Viewed the ASPEN trainings on searching, group records, and accounts & recommendations, as well a training, Let's Talk About Color Blindness.

12/3/21- Attended the virtual training, Cultural Competence.

12/6/21- Viewed the ASPEN trainings on masquerade mode & holds, and eResources. Also attended the introduction meeting of the SWAN staff and other co-chair of the Acquisitions & Cataloging User Group.

12/7/21- Partook in my only December one-on-one with Sandy, as well as the Management Team Meeting.

12/8/21- Attended the in-person, six-hour training on Mental Health First Aid at Edward Hospital/Linden Oaks Behavioral Health.

12/9/21- Attended the virtual training, Identifying Microaggressions.

12/13/21- Completed the KnowBe4 training, as well as viewed the (11/4/2021) replay of Cataloging Advisory User Group Meeting.

12/14/21- Viewed the TED Talk by Elisabeth "Biz" Lindsay-Ryan, The Danger of Silence: Why We Need to Talk to Our Kids About Race & Difference.

12/15/21- Viewed the Ryan Dowd training, Too Many Bags.

12/16/21- Attended the virtual training, Tackling Racism in Our Library Catalog, and viewed the Ryan Dowd training on hoarding.

12/22/21- Watched two talks by Kimberle` Crenshaw on Intersectionality, and viewed the Ryan Dowd training, Jerks with Homes.

12/27/21- Viewed the Ryan Dowd training, Advanced Body Language, and took down decorations from the Holly Days tree with Gail Smith.

12/28/21- Participated in a fun end-of-the-year SWAN Fireside Chat.

Gail Smith completed the KnowBe4 training, watched the documentary, "Change the Subject," as well as viewed the Ryan Dowd trainings on prejudice, domestic violence & sexual assault, getting hit on by customers, and how to safely stop fights.

Sarah Lapp viewed the documentary, "Change the Subject" and viewed the Ryan Dowd training on hoarding on 12/22/21.

12. IT DEPARTMENT REPORT

December 2021

Cynthia Makowski & Duncan Jones

Cynthia

Meetings, Training, etc.

- Management Team meetings [1]
- Meetings with IT vendors [3]
- Microsoft Teams data migration planning meeting [1]
- Monthly Board Meeting (online)

Consulting with, training, and assisting part-time IT staff with return of failed host server system board; software updates and Teams installation on PCs and laptops; server upgrades, migration, and hard disk management; software license management; password change planning; local and cloud backup management; Office 2021 rollout.

Duncan

Training/Meetings

- RAILS: Technology Assessment and Purchasing
- KnowBe4: Security [2]
- TechSoup: Microsoft Program Offerings
- One-on-one Teams orientation [1]
- IT vendor meetings [3]

Continued individual and group training with Cynthia and Diane

Completed the conversion of shared Google Docs to SharePoint/Teams.

Finished preparing new laptops for use.

Completed transitioning computers, servers and network storage devices to the new application servers, and began decommissioning the old servers. Completed the upgrade of the second host server.

Deployed replacement UPS devices in server room.

Worked with Faronics to resolve display issue in DeepFreeze console.

Input the 2022 holidays in auto attendant and public PC management systems.

Updated inventory and other documentation for servers, small devices, and wireless network.

Worked with Kent to update Active Directory and begin rolling out Office 2021 to PCs and laptops.

Reset passwords/deleted accounts for former employees Destiny Scott and Diane Cabrera.

Received additional replacement hotspots. Updated mobile device kit packaging and inventory spreadsheets and placed in circulation.

Began obtaining quotes for FY23 budget.

Assisted staff users with email, printing, ipad updates and app installation, SWAN troubleshooting, self-check scanner issue, mobile devices.

Diane

Assisted staff user with label printing and file copying.

Completed peer training w/Duncan, documentation, inventory and security awareness projects.

13. PRESIDENT'S REPORT

Next Meetings or Events

(as of Thursday, January 13, 2022)

Wednesday, January 19, 2022 at 7 pm
Regular Board of Trustees Meeting
Library Meeting Room

Wednesday, February 16, 2022 at 7 pm
Regular Board of Trustees Meeting
Library Meeting Room

Future Agenda Items:

February

- Review Closed Session Minutes

ILA Legislative Meet-up

ILA's annual Legislative Meet-up will take place virtually on Monday, January 24, 2022 from 10-11 am. It's not too late to sign up. If you wish to participate, please let Sandy know and she will register you for the event. (Trustee Warren and Director Whitmer are registered to attend.)

14. TREASURER'S REPORT

Developer Donations

The City of Warrenville informed the Library that the developer donation balance as of December 31, 2021 is \$9,702.54.

Consumer Price Index and the Tax Cap

The Property Tax Extension Limitation Law (PTELL), commonly referred to as the tax cap, limits the library's property tax increase to the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year.

The percentage increase of the CPI from December 2020 to December 2021 is 7%. This means the library may levy up to 5% more than the 2021 levy extension amount. The following chart shows the history of CPIs used for PTELL. This is the first time the CPI has exceeded the 5% cap since PTELL was enacted. (This will impact our 2022 levy, the proceeds of which will be received in 2023 for the 2023-2024 fiscal year.

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021
2020	260.474	1.4%	1.4%		2021	2022
2021	278.802	7.0%	5.0%		2022	2023