

# 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, February 16, 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](mailto: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
7. Consent Agenda **(ACTION)**

- p. 3** ..... a. Approve Minutes of the January 19, 2022 Regular Board Meeting
- p. 10** ..... b. Receive and file Financial Report for January
- p. 18** ..... c. Approve budgeted PLA Conference expenditures of up to \$2,500 for  
Trustee Richardson

- p. 19** ..... d. Release Closed Session Minutes from the following Regular Board Meetings: April 18, 2007 (#3); May 16, 2007 (#1); January 16, 2008; December 17, 2008 (#1); January 20, 2010; February 17, 2010 (#1); April 21, 2010 (#2); March 16, 2011; May 18, 2011; March 21, 2012 (#2); June 20, 2012; May 15, 2013 (#2); May 21, 2014; May 27, 2015 (#2); May 18, 2016; April 19, 2017; April 18, 2018; April 17, 2019; and Release Closed Session Minutes from the following Special Board Meetings: April 30, 2008 and April 25, 2009; and Release Closed Session Minutes from the following Personnel Committee Meetings: April 11, 2007; May 9, 2007; May 6, 2008; April 26, 2010; June 7, 2012; May 15, 2013; May 19, 2015

8. Regular Agenda

- p. 20** ..... a. Approve payments for the period of January 20–February 16, 2022  
**(ACTION)**

- p. 22** ..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

- p. 23** ..... a. Approve Revisions to Employee Handbook – Revise Section 5.10 Family and Medical Leave of Absence and Eliminate Section 5.11 Unpaid Leave of Absence **(ACTION)**

- p. 29** ..... b. COVID-19 Mitigation Protocols **(ACTION)**

- p. 30**.. 11. Director's Report

- p. 33**.. 12. Department Head Reports

- p. 43**.. 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)**



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- 8. Regular Agenda
  - a. Approve payments for the period of January 20–February 16, 2022 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
- 10. New Business
  - a. Approve Revisions to Employee Handbook – Revise Section 5.10 Family and Medical Leave of Absence and Eliminate Section 5.11 Unpaid Leave of Absence **(ACTION)**
  - b. COVID-19 Mitigation Protocols **(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)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**Wednesday, January 19, 2022**

1. Call to order – Trustee Warren called the meeting to order at 7:01 p.m.
2. Roll Call

ATTENDING: Trustees Lezon, Picha, Ruzicka (arrived at 7:13 p.m.), Stull, Warren

ATTENDING REMOTELY: Trustee DuRocher

ABSENT: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Paul Dobersztyn

STAFF ATTENDING REMOTELY: Marketing Specialist Kathy Gaydos, Acquisitions & Cataloging Manager MaryKellie Marquez, Member Services Manager Jaime Perpich

a. Approve Remote Attendance and Participation

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

*MOTION: Trustee Picha moved to allow Trustee DuRocher to attend and participate remotely per the established policy. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all (Trustees Lezon, Picha, Stull, Warren)*

*Nays – none*

*Absent – Trustee Richardson and Ruzicka*

*Motion carried*

Trustee Warren turned the meeting over to Trustee DuRocher

3. Approval of the agenda
  - a. Director Whitmer removed items #19 and #20 pertaining to a closed session.
  - b. Director Whitmer added discussion under #18 – Items for information and/or discussion regarding the library's Unpaid Leave of Absence Policy.

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried*

4. Presentations – none
5. Public comments – none

6. Correspondence

a. DuPage Foundation Distribution Budget

Director Whitmer stated Trustee Stull had asked before the meeting if there was a designated use for these funds. Director Whitmer stated these funds are put into the general fund, with the intention to use them to help young readers and support the summer reading challenge.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the December 15, 2021 Regular Board Meeting
- b. Receive and file Financial Report for December

*MOTION: Trustee Picha moved to approve the consent agenda as read. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – DuRocher, Lezon, Picha, Stull, Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

8. Regular Agenda

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

*MOTION: Trustee Stull moved to approve payments in the amount of \$56,299.43 for the period of December 16, 2021 through January 19, 2022 including electronic payments and checks #8595 – 8641. Check #8596 is voided. Trustee Picha seconded.*

*Roll call vote:*

*Ayes – DuRocher, Lezon, Picha, Stull, Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Stull moved to transfer \$150,000 from commercial checking account to operating checking account. Trustee Picha seconded.*

*Roll call vote:*

*Ayes – DuRocher, Lezon, Picha, Stull, Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

9. Unfinished Business – none

Trustee Ruzicka arrived at 7:13 p.m.

10. New Business

a. COVID-19 paid leave

*MOTION: Trustee Stull moved to 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. Trustee Lezon seconded the motion.*

DISCUSSION:

Trustee DuRocher stated she had some concerns regarding the definition of two weeks paid leave. Director Whitmer stated two weeks for full time is 75 hours (37.5 hours per week). For part time the equivalent is two weeks of their normally scheduled hours (i.e., a 20 hour a week staff person would receive 40 hours; a 30 hour a week staff person would receive 60 hours).

Trustee DuRocher stated the CDC has mentioned COVID-19 will become an endemic and this is a short-term solution for what is happening right now. Director Whitmer stated it may be better to adopt this policy temporarily through March 31 and concentrate on sick leave benefits for employees. Full-time employees receive the equivalent of twelve 7.5 hour days per year. Currently part-time employees do not receive sick leave hours, only Paid Time Off (PTO).

Trustee DuRocher stated the end result is to increase safety for everyone by allowing staff members to have the option to stay home when they are sick, without using up their vacation time.

Trustee Picha suggested the financial implications of sick leave for part time employees also be reviewed.

Trustee Stull asked if Director Whitmer could research sick leave benefits at other libraries.

Director Whitmer stated the ideal situation is to have all part time staff working the same number of hours per week and earning benefits on those hours. The ideal time to implement these changes would be at the beginning of the fiscal year.

Trustee Stull asked if the COVID-19 policy should be effective through June 30, 2022. Director Whitmer stated that is correct.

Trustee Picha is in favor of amending the COVID-19 Policy and reviewing a sick leave policy in the future.

Trustee DuRocher stated she wants the policy to clearly state the reasons for COVID-19 related absence to include only:

- 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.

Trustee DuRocher stated this policy does not cover an employee who is uncomfortable working in a public space because of COVID-19.

After considerable discussion, Trustee Stull withdrew her original motion and made the following motion:

*MOTION: Trustee Stull moved to 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 the period from April 1 through June 30, 2022. 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. COVID-19 paid leave may be used for vaccination or test appointment for the employee or minor child and resulting effects or illness, employee's need to quarantine or isolate, or the employee's need to care for a child, spouse, domestic partner or parent, who needs to quarantine or isolate. Trustee Warren seconded the motion.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

#### b. 2022 Library Holidays and Closures

*MOTION: Trustee Stull moved to accept Director Whitmer's recommendation and approve the dates for library holidays and closures through January 2, 2023. Trustee Lezon seconded.*

#### DISCUSSION:

Director Whitmer asked if there were any other federal holidays the Board would like to be closed.

Discussion was held regarding giving each employee 1-2 floating holidays so they may choose the holidays they would like to be off. Trustee DuRocher stated federal holidays are often the days schools are closed and the members are visiting the library. Director Whitmer stated Youth Services normally has programs scheduled for those days.

Trustee Stull asked what the financial impact would be on the library to offer floating holidays to all staff.

Trustee Lezon asked why the library was closing on Monday, December 26. Director Whitmer stated it is due to the Christmas and New Year's holidays fall on the weekends when the majority of full-time staff are not scheduled to work. This means the full-time staff must take 4 floating holidays which can make it challenging to cover our service desks.



Director Whitmer reminded the Board this occurs only once every 6-7 years.

Trustee Lezon asked why the library is closed on Easter. Director Whitmer stated she does not decide what days to be closed, that is a Board decision. Trustee Ruzicka stated Easter is a family day. Trustee Lezon stated not everyone is a Christian. Director Whitmer asked if it is worth paying the staff to be in the building on a low traffic day.

Director Whitmer read the policy for an employee to celebrate religious holidays which are not part of the library's holiday schedule.

Trustee Picha stated Easter and Christmas are generally celebrated by the majority of the population.

Director Whitmer stated some part-time staff will lose hours due to the Monday closures. They receive holiday pay for December 24, 25, 31 and January 1, but if normally scheduled to work on a Monday, they will not receive pay if the library is closed on December 26 and January 2.

*Roll call vote:*

*Ayes – Trustee DuRocher, Picha, Stull, Ruzicka*

*Nays – Trustee Lezon and Warren*

*Absent – Trustee Richardson*

*Motion carried*

**c. Approve Revisions to Employee Handbook – Holidays**

*MOTION: Trustee Picha moved to approve revisions to Section 5.4, Holidays, in the employee handbook. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustee DuRocher, Lezon, Picha, Stull, Ruzicka, Warren*

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

11. Director's Report – Trustees Picha and DuRocher liked the compliment Kyrie received from a member regarding masks.

12. Department Head Reports

Trustee Picha thanked Julie Kurtis and Taylor Haring for their recap of their experience at the C2E2 convention.

Trustee DuRocher stated she noticed three new residents fully activated their library cards. Trustee Warren asked how many new resident cards were mailed. Jaime Perpich stated approximately 256 cards were mailed. Twelve cards were fully activated. Ms. Perpich added there was an increase in digital card registrations in January.

Trustee Picha stated she is happy curbside service will continue.

13. President's Report

Trustee DuRocher stated the next board meeting is February 16, 2022 at 7 p.m.

Trustee DuRocher asked Director Whitmer if a review of the closed session minutes needs to be completed before the February meeting. Trustee Stull volunteered to review the closed minutes before the board meeting.

14. Treasurer's Report

Trustee Lezon reported the library's balance of developer donations with the City of Warrenville is currently \$9,702.54.

Trustee Lezon reported the percentage increase of the CPI from December 2020 to December 2021 is 7%. The library may levy up to 5% more than the 2021 levy extension.

15. Secretary's Report – Trustee Stull reported everything looks great.

16. Committee Reports – none

17. Trustee Comments

Trustee Picha stated she attended The State of the DuPage County luncheon on January 19. The presenters from the County were collaborative and informative. The goals of the County are economic recovery and development, public health and safety, and an emphasis on crime reduction.

Trustee Stull reported on the expansion of the County building.

18. Items for information and/or discussion

a. Unpaid Leave of Absence Policy

Director Whitmer stated the Library's Unpaid Leave of Absence Policy is intended to make unpaid leave available to employees who are not eligible for leave provided by the Federal Family Medical Leave Act. However, the current policy requires employees be employed for at least one year before they are eligible for an unpaid leave of absence. New employees would not qualify. This leaves them without access to time off in cases where the employee or the employee's family member has a serious illness.

Director Whitmer stated she would like to remove the one-year eligibility requirement and present a revised policy to the Board in February. The Board did not express any objection to this change.

19. Adjournment

*Trustee Stull moved to adjourn the meeting at 8:13 p.m. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson*

*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**

**January 31, 2022**

WARRENVILLE  
LIBRARY  
INCOME

JANUARY  
2022

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 6/30/2021	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	1984389	99.7227%	0	1979725	99.76%	876317	(300000)	1410	127237	153029	1180803	1502676
BLDG. & MAIN	5518	0.2773%	0	5559	100.74%	107119	0	0	0	10093	38198	76480
TOTAL TAX (LEVIED)	1989907	100.00%	0	1985284	99.77%	983436	(300000)	1410	127237	163122	1216801	1579156
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%	0	1985284	99.77%	1399550	0	1410	127237	163122	1227221	2284850
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: Jan 31, 2022

Corporate Fund

	Corporate Fund Month Ended: Jan 31, 2022	Corporate Fund 12 Months Ended Jun 30, 2022	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 0.00	\$ 1,979,724.52	\$ 1,984,389.00	\$ 4,664.48	99.76 %
Copier	464.10	2,874.21	1,500.00	(1,374.21)	191.61 %
Fees	3.00	49.58	500.00	450.42	9.92 %
TIF Funds	0.00	0.00	2,500.00	2,500.00	0.00 %
Interest	365.40	1,254.55	2,000.00	746.45	62.73 %
Book Sales	0.00	376.68	1,000.00	623.32	37.67 %
Lost Books	427.88	1,805.21	3,000.00	1,194.79	60.17 %
Gifts / Memorials	0.00	250.00	1,000.00	750.00	25.00 %
Miscellaneous	159.47	635.84	1,000.00	364.16	63.58 %
Grants - Per Capita	0.00	19,987.73	16,940.00	(3,047.73)	117.99 %
Developer Donations	0.00	100,000.00	100,000.00	0.00	100.00 %
	<b>1,409.85</b>	<b>2,106,861.07</b>	<b>2,113,829.00</b>	<b>6,867.93</b>	<b>99.68 %</b>
<b>Expenses</b>					
Sal. - Administration	14,104.06	103,595.45	184,000.00	80,404.55	56.30 %
Sal. - Member Services	15,802.49	114,709.77	222,000.00	107,290.23	51.67 %
Sal. - Maintenance	1,971.38	14,070.00	26,000.00	11,930.00	54.12 %
Sal. - Marketing	4,171.50	33,297.12	83,000.00	49,702.88	40.12 %
Sal. - Public Services	31,507.95	223,962.96	451,000.00	227,037.04	49.66 %
Sal. - IT	13,553.79	68,467.36	104,000.00	35,532.64	65.83 %
Sal. - Technical Services	7,536.42	45,070.67	93,000.00	47,929.33	48.46 %
I.M.R.F. - Expense	14,194.05	68,048.94	117,000.00	48,951.06	58.16 %
Fica - Expense	6,376.04	44,021.88	86,000.00	41,978.12	51.19 %
Unemp. Comp.	180.87	739.70	2,000.00	1,260.30	36.99 %
Op - Mat'l Processing/Tech	182.82	2,946.08	9,600.00	6,653.92	30.69 %
Op - Mat'l Processing/Circ	90.85	976.95	4,845.00	3,868.05	20.16 %
Op - Postage	8.70	1,713.60	4,795.00	3,081.40	35.74 %
Op - Office Supplies	357.10	1,721.45	4,245.00	2,523.55	40.55 %
Op - Bank Fee's	52.40	518.99	1,000.00	481.01	51.90 %
Op - Automation Supplies	0.00	625.53	4,000.00	3,374.47	16.64 %
Op - Publishing	46.00	966.34	1,300.00	333.66	74.33 %
Equip. - Purchases	537.00	3,903.96	7,440.00	3,536.04	52.47 %
Equip. - Maintenance	185.83	1,519.55	3,000.00	1,480.45	50.65 %
Auto. - Software	3,448.50	15,169.00	15,900.00	731.00	95.40 %
Auto. - Purchases	0.00	1,100.76	3,800.00	2,699.24	28.97 %
Auto. - Maintenance	12,257.23	43,827.81	60,200.00	16,372.19	72.80 %
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	5,235.78	31,398.71	76,500.00	45,101.29	41.04 %
Pd - Recruiting	0.00	180.00	1,500.00	1,320.00	12.00 %
Pd - Staff Appreciation	72.95	405.83	3,900.00	3,494.17	10.41 %
Pd - Staff / Tuition Reimburse	0.00	0.00	750.00	750.00	0.00 %
Pd - Staff / Dues	0.00	1,212.00	2,775.00	1,563.00	43.68 %
Pd - Staff / Meetings	46.61	2,934.25	16,950.00	14,015.75	17.31 %
Pd - Staff / Transportation	13.80	1,176.91	2,750.00	1,573.09	42.80 %
Pd - Trst / Dues	0.00	153.00	150.00	(3.00)	102.00 %
Pd - Trst / Mtgs	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	907.80	6,862.53	13,500.00	6,637.47	50.83 %
Cont. - Collection	35.80	116.35	1,000.00	883.65	11.64 %
Cont. - Audit	1,700.00	7,650.00	7,650.00	0.00	100.00 %

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: Jan 31, 2022

### Corporate Fund

Cont. - Consultants	0.00	0.00	7,500.00	7500.00	0.00 %
Lib. Mat. - Adult Books	4,201.27	28,822.98	52,500.00	23877.02	54.90 %
Lib. Mat. - Youth Books	3,344.28	21,018.01	36,800.00	15781.99	57.11 %
Lib. Mat. - Adult AV	1,261.56	7,193.42	20,000.00	12806.58	35.97 %
Lib. Mat. - Youth AV	61.79	1,974.10	5,000.00	3025.90	39.48 %
Lib. Mat. - EBooks	896.44	21,971.33	35,000.00	13028.67	62.78 %
Lib. Mat. - Periodicals	0.00	8,824.64	8,200.00	-624.64	107.62 %
Lib. Mat. - Internet Subscript	1,499.00	27,786.27	25,000.00	-2786.27	111.15 %
Ps - Programs Adult	506.82	2,986.20	8,500.00	5503.80	35.25 %
Ps - Programs Youth	1,038.13	2,980.48	8,000.00	5019.52	37.26 %
Ps - Refunds / Fines / Fees	0.00	34.23	1,000.00	965.77	3.42 %
Ps - Printing	0.00	5,803.79	13,800.00	7996.21	42.06 %
Ps - PR / Publicity	119.40	4,674.18	10,570.00	5895.82	44.22 %
Ps - Misc.	0.00	150.00	650.00	500.00	23.08 %
Gas	1,806.07	3,188.76	7,000.00	3811.24	45.55 %
B & M - Water / Sewer	0.00	443.12	1,000.00	556.88	44.31 %
Electricity	2,388.41	22,272.17	37,000.00	14727.83	60.20 %
Telephone	1,328.41	9,428.17	17,300.00	7871.83	54.50 %
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	52.54 %
Contingency	0.00	52.72	2,000.00	1,947.28	2.64 %
	<b>163,029.38</b>	<b>1,180,603.47</b>	<b>2,113,720.00</b>	<b>933,116.53</b>	<b>55.85 %</b>

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: Jan 31, 2022

	Building Maintenance Fund				
	Building & Maintenance Fund Month Ended Jan 31, 2022	Building & Maintenance Fund 12 Months Ended Jun 30, 2022	Building & Maintenance Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 0.00	\$ 5,558.80	\$ 5,518.00	\$ (40.80)	100.74 %
	0.00	5,558.80	5,518.00	(40.80)	100.74 %
<b>Expenses</b>					
Maintenance	2,500.00	15,595.50	36,200.00	20604.50	43.08 %
Maintenance Supplies	0.00	171.11	2,000.00	1828.89	8.56 %
Security	655.71	2,962.43	10,550.00	7587.57	28.08 %
Snow Removal	5,615.00	6,005.00	20,000.00	13995.00	30.03 %
Hvac	0.00	5,918.89	5,250.00	-668.89	112.74 %
Janitorial Supplies	1,036.21	1,651.65	10,000.00	8348.35	16.52 %
B & M - Landscape Maint	286.00	3,893.92	8,110.00	4,216.08	48.01 %
	10,092.92	36,198.50	92,110.00	55,911.50	39.30 %

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: Jan 31, 2022

Alba Lemos Gift Fund

	Alba Lemos Gift Fund Month Ended Jan 31, 2022	Alba Lemos Gift Fund 12 Months Ended Jun 30, 2022	Alba Lemos Gift Fund Budget	Balance	% Received Expended
<b>Income</b>					
	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
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: Jan 31, 2022**  
**Special Reserve Fund**

	<b>Special Reserve Fund Month Ended Jan 31, 2022</b>	<b>Special Reserve Fund 12 Months Ended Jun 30, 2022</b>	<b>Special Reserve Fund Budget</b>	<b>Balance</b>	<b>% Received Expended</b>
<b>Income</b>	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
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	56,000.00	48571.10	13.27 %
Security	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>0.00 %</u>
	0.00	7,440.79	86,650.00	79,209.21	8.59 %

See Accountants Compilation Letter



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**Jan 31, 2022**

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	176,606.63
Fifth Third 8004	2,100,908.43
Fifth Third 8000	12,062.03
	<hr/>
	2,290,062.09

General Fixed Assets	<u>\$ 5,519,239.00</u>
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<b>TOTAL ASSETS</b>	<b><u><u>\$ 7,809,301.09</u></u></b>
---------------------	--------------------------------------

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>5,211.05</u>
	5,211.05

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,410,000.00</u>
	1,415,211.05

**EQUITY**

Fund Balance	<u>\$ 6,394,090.04</u>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$ 7,809,301.09</u></u></b>
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See Accountant's Compilation Report

## **7c. CONSENT AGENDA**

Approve budgeted PLA Conference expenditures of up to \$2,500 for Trustee Richardson

Trustee Richardson will attend the PLA Conference this spring. This is an approved, budgeted expense, but the Board needs to take this formal action to be in compliance with Local Government Travel Expense Control Act.

This month we are issuing a reimbursement check for airfare. Next month a per diem check will be issued.

## **7d. CONSENT AGENDA**

Release Closed Session Minutes from the following Regular Board Meetings:

April 18, 2007 (#3)	March 21, 2012 (#2)
May 16, 2007 (#1)	June 20, 2012
January 16, 2008	May 15, 2013 (#2)
December 17, 2008 (#1)	May 21, 2014
January 20, 2010	May 27, 2015 (#2)
February 17, 2010 (#1)	May 18, 2016
April 21, 2010 (#2)	April 19, 2017
March 16, 2011	April 18, 2018
May 18, 2011	April 17, 2019

AND

Release Closed Session Minutes from the following Special Board Meetings:

April 30, 2008  
April 25, 2009

AND

Release Closed Session Minutes from the following Personnel Committee Meetings:

April 11, 2007	June 7, 2012
May 9, 2007	May 15, 2013
May 6, 2008	May 19, 2015
April 26, 2010	

Trustee Stull and Director Whitmer reviewed all closed session minutes and agreed the minutes included above can be released at this time. Most of the minutes cover the Director's Evaluations.

There are no verbatim recordings to be destroyed at this time.

Trustee DuRocher suggested this item be placed on the consent agenda instead of a closed session. If any trustee wishes, this item can be removed to the Regular Agenda for general discussion, or to a Closed Session for specific discussion and/or inspection of minutes.

**8a. REGULAR AGENDA**

Approve payments for the period of January 20, 2022 – February 16, 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**  
**January 20 - February 16, 2022**

Date	Num	Name	Amount
02/16/2022	8642	Accounting Services, Inc.	-528.00
02/16/2022	8643	Ambius	-286.00
02/16/2022	8644	Baker & Taylor	-17.07
02/16/2022	8645	Baker & Taylor	-17.71
02/16/2022	8646	Baker & Taylor	-18.29
02/16/2022	8647	Baker & Taylor	-157.49
02/16/2022	8648	Baker & Taylor	-3,409.74
02/16/2022	8649	CDW Government, Inc.	-1,205.82
02/16/2022	8650	Demco	-577.39
2/16/2022	8651	Demco - VOIDED	0.00
2/16/2022	8652	Demco - VOIDED	0.00
02/16/2022	8653	Direct Energy Business	-2,183.94
02/16/2022	8654	EastWest Library Books	-169.75
2/16/2022	8655	EastWest Library Books - VOIDED	0.00
02/16/2022	8656	Ellie Presents	-300.00
02/16/2022	8657	Hill, Thomas	-32.59
02/16/2022	8658	LIMRICC Purchase of Health Insurance Prog	-7,369.39
02/16/2022	8659	Konica Minolta Business Solutions	-166.35
02/16/2022	8660	Midwest Tape	-1,700.12
02/16/2022	8661	Midwest Tape	-311.87
02/16/2022	8662	Moser, Sandra	-50.00
02/16/2022	8663	Moser, Sandra	-50.00
02/16/2022	8664	News Bank, Inc.	-2,732.00
02/16/2022	8665	Service Master Commercial Cleaning	-2,038.00
02/16/2022	8666	Jill Richardson	-454.19
02/16/2022	8667	SWAN	-38.49
02/16/2022	8668	Team One Repair, Inc.	-319.20
02/16/2022	8669	Technology Management Revolving Fund	-475.00
02/16/2022	8670	Unique	-62.65
02/16/2022	8671	Whitmer, Sandy	-18.75
02/16/2022	8672	Peregrine, Stime, Newman, Ritzman & Bruck	-337.50
01/21/2022	Electronic	Fusion, LLC	-70.23
01/25/2022	Electronic	Chase Ink	-3,028.06
01/27/2022	Electronic	Paylocity	-266.78
01/31/2022	Electronic	AFLAC	-245.26

-28,637.63



**9b. 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**

### **Approve Revisions to Employee Handbook – Revise Section 5.10 Family and Medical Leave of Absence and Eliminate Section 5.11 Unpaid Leave of Absence (ACTION)**

At the January 19, 2022 Board Meeting, Director Whitmer introduced the need to make revisions to the current provision for unpaid leave of absence for employees who are not eligible for a Family and Medical Leave of Absence (FMLA).

After the Board's discussion, it became clear that the Library's goal is to provide access to the provisions of the federal Family and Medical Leave Act to all employees, regardless of length of employment or number of hours worked. The federal law requires that we offer FMLA to employees who have worked for the library for at least 12 months and have worked at least 1,250 hours in the 12 months before taking leave.

Director Whitmer recommends the Unpaid Leave of Absence policy be eliminated in favor of applying the provisions of FMLA to all employees.

Director Whitmer recommends the FMLA section of the employee handbook be updated to include:

- 1) Access to FMLA for all employees (waive federal eligibility criteria of 12 months employment and 1,250 hours in previous 12 months)
- 2) Revisions from HR Source (highlighted in proposed revisions on following page):
  - Require employees to pay their share of insurance costs during an unpaid leave.
  - Employment benefits such as paid time off, annual leave and sick leave will not accrue during unpaid leave.
  - Holiday pay will not be granted during unpaid leave.
  - When leave is needed for planned medical treatment, employee should attempt to schedule treatment when not unduly burdensome to our operations.
  - Adds section addressing improper use of leave.

There is a budgetary impact for this change in policy, but the extent of the impact is not known until a leave of absence is requested. The impact may vary based on an employee's position and whether the employee is part-time or full-time. It is recommended that future budgets include additional funds, perhaps 5-10%, on top of the base amount for salaries to accommodate the potential expense of hiring temporary staff or increasing the hours of other positions to provide coverage for employees' extended absences.

***Suggested Motion: Approve Revisions to Employee Handbook – Revise Section 5.10  
Family and Medical Leave of Absence and Eliminate Section 5.11 Unpaid Leave of  
Absence***

## **FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY**

**5.10**

*This policy contains information consistent with and in addition to the information contained in the “Employee Rights Under the Family and Medical Leave Act” notice (found at the end of this policy and posted in the Staff Lounge) and is meant to provide additional information about the Library’s specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the “Employee Rights” notice and this policy, the “Employee Rights” notice will prevail.*

### **Basic Leave Entitlement**

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return. The Library waives the length of employment and hourly standards outlined in the federal Family and Medical Leave Act. All employees regardless of length of employment or hours worked are eligible. The “12-month period” is a rolling 12-month period, measured forward.

### **Reasons for Leave**

If an employee is eligible, the employee may take family/medical leave for any of the following reasons:

- (1) the birth of a child and in order to care for such child;
- (2) the placement of a child with the employee for adoption or foster care;
- (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or
- (4) because of the employee’s own serious health condition which renders the employee unable to perform one or more of the essential functions of the employee’s position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Employer who request leave because of reasons one or two or to care for a parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

### **Military Family Leave Entitlement**

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include

- (1) attending certain military events;
- (2) arranging for alternative childcare;
- (3) addressing certain financial and legal arrangements;



- (4) attending certain counseling sessions;
- (5) addressing issues related to short-notice deployment;
- (6) spending time with a covered family member who is resting and recuperating;
- (7) attending post-deployment briefings; and
- (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember. *This single 12-month period begins with the first day the employee takes the leave.* A covered servicemember includes:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and:
  - (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and
  - (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

### **Improper Use of Leave**

An employee may not be granted a FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

### **Notice of Leave**

If the FMLA leave is foreseeable, the employee must give the Library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence: submit written notice to Library Director. Failure to provide such notice may be grounds for delay of the leave.

Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures: notify supervisor of an absence not later than one hour prior to employee's scheduled start time. **When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations.**

The Library will use the Eligibility Notice (form WH-381) and Designation Notice (form WH-382) to inform the employee of eligibility and designation (approval) of leave.

### **Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition**

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave, and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

### **Certification for a Qualifying Exigency**

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library may also request additional information pertaining to the leave.

### **Certification for Servicemember Family Leave**

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library may also request additional information pertaining to the leave.

### **Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave**

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library may request additional information pertaining to the leave.

### **Substitution of Paid Leave**

FMLA leave is unpaid leave. If an employee requests leave for any FMLA-covered reason, the employee will be required to exhaust any remaining applicable paid time off. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the



leave period. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

### **Benefits During Leave**

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the employee will not accrue employment benefits, such as vacation pay and sick/personal pay, etc. Also during the unpaid portions of FMLA leave, the employee will not receive pay for holidays. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost.

### **Intermittent or Reduced Schedule Leave**

In the case of leave taken for a serious health condition, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the Library may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If leave is unpaid, the Library will reduce the employee's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform his or her job duties.

### **Job Restoration**

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay. An employee who took leave because of his or her own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.



# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

~~An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:~~

- ~~• Have worked for the employer for at least 12 months;~~
- ~~• Have at least 1,250 hours of service in the 12 months before taking leave;\* and~~
- ~~• Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.~~

~~\*Special "hours of service" requirements apply to airline flight crew employees.~~

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

Note: WPLD waives these eligibility criteria. All employees are eligible regardless of length of service or number of hours worked.

## REQUESTING LEAVE

## EMPLOYER RESPONSIBILITIES

## ENFORCEMENT



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division



## **10b. NEW BUSINESS**

### **COVID-19 Mitigation Protocols (ACTION)**

As this packet was being produced, Governor Pritzker announced plans to discontinue the indoor mask mandate on February 28.

The Library's Management Team will discuss which (if any) of our protocols should be adjusted. Per policy, we will rely on guidance from the Centers for Disease Control, the Illinois Department of Public Health and the DuPage County Health Department. We may also confer with other local entities and organizations.

The proposed mitigation protocol changes will be presented at the Board Meeting.

## **11. DIRECTOR'S REPORT**

### **January 2022**

**Sandy Whitmer**

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#### **General Activities**

- I submitted the library's annual certification to the Illinois State Library.
- Following situations that arose at other libraries because of mask requirements, I reached out to the Warrenville Police Department to better understand how they can assist us if a similar situation occurred at WPLD.
- The Library District's first director, Patricia Stockner, passed away on January 27. Pat was hired in 1977 as part of a "demonstration" grant, the goal of which was to demonstrate the benefits of library to the community with the ultimate goal of establishing a tax-supported library district. The referendum was successful and Pat continued as director until her retirement in 1995. Pat, and the boards she worked with, created a solid foundation for the library as we know it today. The Library was among the organizations to which memorial donations were directed. We posted some photos from Pat's era on Facebook as a way to remember her contributions.
- Completed mid-year evaluations for managers. Reviewed and signed mid-year evaluations for all other staff.
- Sought proposals for admin area photocopier (3-year lease is near end of term)
- Gathered information for property/liability insurance renewal. Considering move from current insurance broker to the Libraries of Illinois Risk Agency (LIRA), a group insurance pool.
- Transferred POTS (plain old telephone service) lines from Peerless to Granite. Granite is a full service telecommunications provider for the suburban purchasing cooperative. There is no change to our numbers, but we expect to save about \$200 per year.

#### **Continuing Ed/Professional Development**

In January, I viewed the following webinars/meetings:

- Aspen Catalog Kick off and assorted staff trainings
- RAILS Member Update
- ILA Legislative Update
- Beyond Banned Books (ILA Noon Network)
- Password Management Best Practices (SWAN)
- Recruiting & the Great Resignation (HR Source)

#### **FOIA Requests**

- Agha Haider – offer to provide electronic recycling services (not a request for information)

#### **Special Note**

- There was a typo in the dates for our 2022 Thanksgiving holiday closures. These are the correct dates:
  - Wednesday, November 23 – close at 5 pm
  - Thursday, November 24 – closed
  - Friday, November 25 - closed



STATISTICAL SNAPSHOT	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021	Feb 2021	Jan 2021
<b>TOTAL CIRCULATION (physical items)</b>	<b>13,385</b>	<b>11,623</b>	<b>12,736</b>	<b>13,073</b>	<b>13,270</b>	<b>13,930</b>	<b>14,929</b>	<b>14,104</b>	<b>11,077</b>	<b>11,518</b>	<b>13,237</b>	<b>11,922</b>	<b>11,850</b>
WPLD items checked out at WPLD	7,338	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	3,907	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	2,140	1,615	1,390	1,648	1,571	1,493	1,760	1,587	1,315	1,488	1,730	1,523	1,420
<b>DOWNLOADABLE CIRCULATION</b>	<b>2,697</b>	<b>2,409</b>	<b>2,422</b>	<b>2,514</b>	<b>2,207</b>	<b>2,482</b>	<b>2,647</b>	<b>2,378</b>	<b>2,326</b>	<b>2,218</b>	<b>2,428</b>	<b>2,311</b>	<b>2,584</b>
Overdrive/Libby	1528	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	142	56	84	81	49	41	137	67	57	70	105	26	219
Hoopla	1027	996	1,029	994	936	1,072	1,085	1,020	1,035	909	1,039	1,037	987
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	2,109	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	13	11	16	7	8	13	16	34	14	23	14	9	7
Sent to SWAN Libraries	2,203	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	19	22	15	15	21	13	17	27	19	28	12	0	0
<b>COLLECTION</b>													
Physical Materials Added	791	624	662	709	604	586	781	632	423	494	1,156	169	202
Physical Materials Withdrawn	927	263	159	1,056	1,525	1,058	381	1,123	193	816	644	608	294
Total Collection Size	139,473	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	80,278	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	44,083	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	15,112	15,049	14,979	14,909	14,815	14,661	14,567	14,433	14,242	14,015	13,854	12,901	12,792
<b>PROGRAMS</b>													
Number of Adult Programs	19	18	16	16	17	6	7	16	7	17	3	5	4
Adult Program Attendance	250	150	97	137	148	57	70	129	82	178	75	235	294
Number of Teen Programs	7	3	5	4	7	4	5	7	10	9	7	5	5
Teen Program Attendance	87	44	53	22	68	2	15	22	32	18	32	21	27
Number of Youth Programs	21	14	19	20	15	8	17	16	7	15	15	14	13
Youth Program Attendance	235	218	220	268	229	346	508	370	102	231	189	199	183
Book-A-Librarian Sessions	0	14	14	12	12	0	0	0	0	0	0	0	0
Book-A-Librarian Attendance	0	3	2	2	2	0	0	0	0	0	0	0	0
<b>OUTREACH</b>													
Adult Outreach Events	0	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	0
Teen Outreach Events	0	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	0
Youth Outreach Events	0	0	1	3	0	1	0	1	1	0	0	0	0
Youth Outreach Attendance	0	0	11	44	0	300	0	30	91	0	0	0	0
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,711	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	42	38	31	35	52	42	72	66	27	24	25	14	20
Online Cards Issued	9	2	9	9	9	7	9	8	17	8	6	7	13
New Resident Cards Issued & Mailed**	0	0	75	71	90	0	0	0	0	0	0	0	0

STATISTICAL SNAPSHOT	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021	Feb 2021	Jan 2021
<b>VISITOR COUNT</b>	4,622	4,747	3,899	5,176	5,088	5,150	6,008	6,664	2,921	2,838	3,034	2,507	2,440
<b>STUDY ROOM USES</b>	134	108	108	162	116	98	88	0	0	0	0	0	0
<b>MEETING ROOM USES (public)</b>	0	0	2	1	1								
<b>GRAB &amp; GO VISITS*</b>	0	0	0	0	0	0	0	0	1,832	2,838	3,034	2,427	2,453
<b>CURBSIDE PICKUPS</b>	47	19	28	26	25	51	29	42	34	45	49	80	104
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	409	414	411	388	415	403	427	407	333	322	371	285	224
Wifi Sessions	1,508	1,245	1,355	1,559	1,539	1,597	1,548	1,314	948	1,017	1,191	776	897
Website Visits	6,077	7,808	8,311	8,432	10,273	9,339	9,378	9,712	8,981	8,399	11,476	8,205	8,473
<b>MARKETING</b>													
eNews Subscribers	5,486	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	37%	35%	29%	28%	26%	33%	29%	36%	35%	35%	39%	37%	28%
Facebook Followers	1,285	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	350	346	341	336	336	334	329	325	314	311	309	298	285
<p>*Greeter stand removed in mid-May 2021, no longer using Grab &amp; Go manual counts. Going forward, we will rely on people counters at entrances for our visitor counts.</p> <p>**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</p>													

## **12. ASSISTANT TO THE DIRECTOR'S REPORT**

### **January 2022**

**Jackie Davis**

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#### **Administration**

- Sent financials to Accounting Services for processing
- Assembled the January board packet
- Processed checks for signature and mailing
- Composed minutes of the January 19 Board Meeting
- Made two bank deposit for daily receipts and the copy machines
- Transferred funds from ProPay to Fifth Third
- Completed by Freedom of Information (FOIA) training

#### **Human Resources**

- Processed two payrolls
- Entered new health insurance premiums in Paylocity
- Sent IMRF and monthly financial information to Accounting Services
- Processed Cynthia Makowski resignation
- Distributed COVID-19 Paid Leave documents to staff
- Created a file for tracking each employee's COVID-19 paid leave
- Distributed the new Holidays 5.4 for Employee Handbooks
- Completed and reviewed Ly's mid-year evaluation

#### **Meetings**

- Board of Trustee Regular Board Meeting – January 19
- Management Team Meetings – January 4 and 18
- Met with Duncan and Sandy regarding new online passwords for Administration – January 27

#### **Continuing Ed**

- SWAN webinar - PayPal payments

#### **Maintenance**

- Ly continues to maintain the building on a daily basis Monday-Friday.
- Ly washed the window sills on the building and removed cobwebs.
- Ly removed all the holiday decorations
- Put the flag at half-mast for January 6 and Harry Reid internment on January 8
- Swept and cleaned the lower level hallway where staff eat their meals
- Cleaned carpeting in front entrance area



## 12. PUBLIC SERVICES REPORT

### January 2022

Paul Dobersztyn

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#### Highlights

- The Winter Reading Challenge concluded on January 31<sup>st</sup>. **78** people signed up for the challenge. **74** of those registrants completed the challenge. We had **63** adults, **5** teens and **30** kids that participated in the challenge. Four winners were selected by Julie and Paul. Each winner was contacted to pick up their prize basket.
  - **587** badges were earned by our readers on the Beanstack app.
  - **71,555** total minutes (**1,119** hours) were logged in January.
- The library hosted **47** total events in January with **388** participants. We had **134** views of our recorded events.
- Public Services hosted **2** passive programs including the Exam Cram take home treats and a Winter Reading "What do you like to read in Winter" interactive display with **50** total participants.
- Julie added two new science kits to the collection: a new Snap Circuits kit and a Sphero mini kit.
- The first Illinois Libraries Presents author visit was held on January 26<sup>th</sup> featuring Silvia Moreno-Garcia.
- Paul Dobersztyn created an Aspen Admin launch team that includes: Jaime Perpich, Mandy Wilson, MaryKellie Marquez, Kathy Gaydos and Duncan Jones.
  - The team met on January 25 and submitted the configuration and go live form to SWAN.
  - The "go-live" date for Aspen will be Monday, March 14<sup>th</sup>, 2022.
  - Paypal will be accepted as a payment opportunity for library members to pay fines in their account.
  - All staff trainings are being distributed on a weekly basis in order to prepare the staff for the launch in March.

#### Personnel

- Mandy Wilson, Diana Abraham, Kyrie Kenny-Sumrak, Julie Kurtis, Taylor Haring, Tom Hill, Miriam Montano, Paul Dobersztyn and Sylvia Thompson received their mid-year evaluations.

#### Professional Development

- **21** sessions of CE were completed by the Public Services Department in January.
- **17.75** total hours of CE were completed.
- Topics that were covered: How to serve patrons with dyslexia, bystander intervention, SWAN Aspen all staff training and more.
  - A full list can be provided by the Public Services Manager.
- Julie Kurtis attended several Notable Children's Book Committee meetings (January 18-22), voting for the Notable Children's book awards. You can see the results of the awards by visiting -  
<https://www.ala.org/alsc/awardsgrants/notalists/ncb>
  - The awards are broken down into the following categories: Young Readers (Preschool – grade 2), Middle Readers (Grades 3-5), Older Readers (Grades 6-8) and All Ages.



### **Programming / Outreach (Not entered in Communico)**

Book a Librarian: 0\* Puzzles: 1 Teen Volunteers: 3

\*Book a Librarian were cancelled in January due to Omicron variant.

- Miriam Montano, Diana Abraham, Paul Dobersztyn and Julie Kurtis all submitted content to marketing.
- Public Services proofread the upcoming Spring Reading Matters newsletter and submitted edits back to marketing.
- Spring events were entered into Communico by Julie Kurtis and Paul Dobersztyn and published by Taylor Haring.
- Diana Abraham attended the city of Warrenville IDEC meeting on January 18<sup>th</sup> and reported the following:
  - Viewed presentations from SCARCE and Hope Fair Housing.
  - Our chair, Betsy Dudak resigned from her chair appointment.
  - They reviewed future monthly celebrations list.
  - Gathered questions for the police department regarding their involvement in the Commission.
  - Implicit Bias training module was presented.
  - Review and update Commission objectives.
- The Warrenville IDEC Holiday Recognition was featured in the Hometown Happenings and the library was mentioned as a resource to learn more about honoring the achievement of Dr. Martin Luther King Jr. The library had several displays during the month of January.
- Diana Abraham has been working with SCARCE and has the following to report:
  - "I wanted to share a very exciting new collaboration we will have with SCARCE and the local laundromat. SCARCE will be providing the book stands, some books, furnishings and initial set-up. We have been asked to check in on the "book nook" once a week. SCARCE will be providing the majority of the books. We will be working with Jean Kent from SCARCE and Jen Heintzelman from the laundromat."
- Paul Dobersztyn met with Kathy MacGregor of EastWest books on January 28<sup>th</sup> (telephone) to discuss possible book purchases.
- Paul Dobersztyn met with Miriam Montano on January 20<sup>th</sup> discussing collection development Miriam will take over ordering the Spanish materials in the Adult collection.

### **Non SWAN InterLibrary Loan**

Item Requests Processed: 11; Materials Received: 13; Materials Lent: 19

## 12. MEMBER SERVICES REPORT

January 2022

Jaime Perpich

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,822	58.44%
Enterprise catalog/mobile app (Renewals)	65	0.49%
Autorenewals	3,907	29.19%
Staff Assisted Checkout	1,591	11.89%
TOTAL TRANSACTIONS	13,385	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	6,028	77.06%
Selfcheck 2 (Near Vending Machine)	1,794	22.94%
TOTAL TRANSACTIONS	7,822	100.00%

### Highlights/Projects:

#### **RAIL: Record-Breaking Deliveries**

RAILS delivery was cancelled Monday, January 3. JoAnn, Colleen and Helen were swamped with bins in the following days after the cancellation. We received 8 incoming bins Tuesday, Wednesday and Thursday with a whopping 10 bins on Friday to finish out the week. Thank you to our dedicated Collection Support staff!

#### **Curbside**

47 curbside orders were filled in January 2022.

#### **New Resident Card Activation**

A total of 14 New Resident cards have been fully activated.

#### **Project Assignments**

Member Services staff began having off desk work time when two staff overlap in the schedule. With this workflow, Jaime is working to assign additional projects to staff. Thank you to our Member Services staff for your eagerness to take on new assignments and solve mysteries!

Kathy S. has taken on duplicate account processing, which includes following up with other libraries to remove their patron accounts as well as permissions for removing WVD accounts as needed. Kathy will also be working with Jaime to review the department procedure binder and prepare the documents for uploading to Microsoft Teams.

Mary and Stephanie will both be trained on processing Non-Resident Taxpayer new registrations and renewals. This will allow more flexibility for our current Non-Resident Taxpayer cardholders to renew and update their card information as well as giving new registrants the opportunity to register when Jaime is not working.

Mary currently reviews completed library card applications and now also collaborates with Kathy Gaydos on our eNews email address uploading. Mary will also be trained on procedures for managing patron clean-up, and learn how SWAN completes NCOA processing.

Stephanie currently processes a portion of returned damaged items that were checked out by Warrenville members. She will be trained on processing all returned damage items we received.

Sarah K. started a project to add labels to the empty disc sleeves of our audiobook collection, and with the collaboration of Gail and MaryKellie, began the project. Sarah will also work with Jaime to revise and add documentation of the mobile device collection. Sarah will learn the basics of the items in our collection.

### **Meetings**

Management Team Meeting – Jaime

1/10/2022 – BlueCloud Analytics Training – Jaime/Gail

1/19/2022 – Board Meeting – Jaime

1/20/2022 – PayPal & Aspen Fines Payment Information Session– Jaime

1/24/2022 – Mid-Year Evaluation - Jaime/Stephanie

1/25/2022 – Mid-Year Evaluation - Jaime/JoAnn

1/25/2022–Aspen Admin Team Meeting – Jaime

1/25/2022–Department Wide Password Update – Duncan/Jaime

1/26/2022– Monthly Check in –Sandy/Jaime

1/27/2022 – Mid-Year Evaluation - Jaime/Helen

1/28/2022 – 90 Day Evaluation - Jaime/Sarah

1/28/2022 – Mid-Year Evaluation - Jaime/Colleen

1/28/2022–Mid-Year Evaluation – Sandy/Jaime

1/31/2022 – Mid-Year Evaluation - Jaime/Kathy

1/31/2022 – Mid-Year Evaluation - Jaime/Mary

### **Staffing Updates:**

#### **New Hire**

Jorge Arias accepted the position of Member Services Specialist. His first day is 2/3/2022.

#### **Resignation**

Imaan Ali submitted his resignation from his position of Collection Support Specialist. We wish him all the best in his future endeavors.

## 12. MARKETING REPORT

### January 2022

Kathy Gaydos

#### Activities

##### Winter Reading Challenge

- Created and updated Facebook and Instagram cover images with WRC graphics
- Photographed hot chocolate gift sets for use on social media
- Created "ask me" bubbles for placement on gift sets
- Created several images and posts from Top 10 reading lists of 2021 generated by Paul and Jaime to provide reading recommendations for WRC

##### Winter 2021-2022 Library Events

- Illinois Library Presents/Jasmine Guillory February event...customized in-library flyer for display and social media messages; added image to Communico event entry
- Displayed February flyers on slat walls and other key locations
- Shared eNews of February events with District 200
- Modified ESL flyers

##### Spring Reading Matters (March–May, 2022)

- Prepped initial newsletter draft for designer along with additional content and images
- Reviewed updated drafts from designer and shared with proofreading team
- Worked with Diana on creating and finalizing all Spanish content
- Finalized newsletter with designer and prepped file for print vendor
- Confirmed all print specifications/timing with print vendor
- Submitted final event descriptions for entry into Communico calendar
- Submitted slide requests to designer, reviewed the slides and forwarded to 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
November	16–30	1–5	40% final
December	1–15	1–5	42% final
December	16–31	1–3	39% in progress

##### Email Address Imports to Constant Contact

- Documented process for importing and segmenting email addresses in Constant Contact
- Trained Mary in Member Services to handle import and segment tasks

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

- National Puzzle Day by Mandy
- Switch from OverDrive to Libby App article and desk sign by Paul
- Youth Media Awards by Kyrie

### **Museum Adventure Pass**

- Created and finalized website graphic
- Edited description from Jaime and posted to website

### **Science Kits**

- Photographed two new science kits (snap circuits, sphero mini kit)
- Created container labels for the new kits

### **SWAN/Aspen Catalog**

- Completed 5 training modules
- Reviewed Aspen tasks assigned to Admin team
- Prepared Marketing plan for Aspen launch in March

### **Miscellaneous**

- Finalized updated library tri-fold brochure
- Updated Youth and Adult Desk "closed" signs
- Created Teen Lounge social media images for Mandy's passive program, O-Mikuji
- Reviewed remaining FY 22 budget, paid annual subscription for Constant Contact and updated budget spreadsheet
- Gathered info from City of Warrenton on 2022 Bike Rodeo to determine if we want to participate
- Solicited input from other library marketers on what print vendors they recommend, as I will be seeking estimates for future newsletters

### **Website** activities related to maintaining website:

- Creating, reviewing and editing content; monitoring and responding to issues; submitting help desk tickets to Communico
- In January, removed Cynthia from Contact page; added link to order COVID-19 test kits through USPS

**eNews** activities related to producing biweekly newsletters and welcome emails: 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

### **Meeting/Webinar Attendance**

Management Team meetings—1/4/22, 1/18/22  
Spiceworks admin meeting with Duncan—1/6/22  
Library Board Meeting via Zoom—1/19/22  
SWAN Aspen Admin team—1/25/22  
Password change meeting with Duncan—1/28/22

### **Publicity Statistics**

#### **eNews** (Constant Contact)

Subscribers: 5,486

Average open rate: 37%

## Social Media

Facebook Followers: 1,285

Instagram Followers: 350

### Popular posts on social media in January 2022:



**Warrenville Public Library District**

Published by Canva · January 22 at 9:42 AM ·

...

Here we are, just two co-workers who happened to dress alike one day, showing off our self-service holds shelf.

It's easy to use...

1. Place a book, DVD or other item on hold in our catalog of over 8 million items.
2. Wait for a notice your item is ready for pickup (could be a few hours or a few days).... [See more](#)



Facebook: 22 reactions (likes, comments, shares); 380 reach

Instagram: 16 reactions (likes, comments, shares); 98 reach

## **12. TECHNICAL SERVICES REPORT**

### **January 2022**

**MaryKellie Marquez**

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#### **Collection Maintenance:**

791 items created

927 items discarded

30 items repaired

58 discs cleaned

**Department Highlight:** MaryKellie Marquez held Mid-Year Reviews with Sandy Whitmer for Gail Smith and Sarah Lapp. MaryKellie met with WPLD's ASPEN Admin Team to discuss a launch date for the new catalog – Monday March 14, 2022. The Technical Services Team has been doing item data cleanup. Gail is tackling the graphic novel collection. Sarah and MaryKellie are handling the more nuanced corrections in the catalog. MaryKellie met with Duncan Jones, IT, to go over password changes that will be taking place library-wide beginning in early February, 2022.

#### **Trainings/Meetings:**

MaryKellie Marquez attended/participated in 11 hours of training. In addition, she joined the bi-weekly management team meetings, had weekly one-on-ones with Sandy, and viewed the board meeting on January 19, 2022 via zoom.

Gail Smith completed 5 hours of training. Gail also met with Member Services manager, Jaime to discuss BC Analytics.

## 12. IT DEPARTMENT REPORT

January 2022

Duncan Jones

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### Training/Meetings

- SWAN All staff training webinar
- SWAN Admin training webinar
- SWAN Password Management Best Practices webinar
- Windows Admin Center Introduction webinar.
- Meetings with managers planning password changes [5]
- Meetings with Sandy [3]
- Meeting with Aspen Admin Team discussing Aspen launch [1]
- Met with Kathy to discuss Spiceworks [1]

Changed passwords for Member Services logins and a few board members.

Completed deployment of Office 2021 on staff PCs.

Updated logins, names, credit cards, and email addresses with several vendors.

Updated VPN software on laptops.

Extended the support plan for the firewall and self-check machines.

Removed several old employee accounts and created new accounts for incoming employees.

Began process of applying for Microsoft non-profit status.

Updated Windows on all staff PCs, and scanner software on admin PCs.

Updated various servers and devised a server update plan.

Uninstalled faulty update on several servers and PCs and installed a patch.

Updated catalog PC software and added new Aspen catalog to some.

Compiled a list of current versions of various software installed on staff PCs.

Created a password update plan.

Adjusted holidays for 2022 in phone and computer system.

Resolved a sign in issue with Teams.

Resolved an issue with backups.

Resolved an issue with Member Services computer not being able to access network shares after a password change.

Ordered new HDMI cables for the Meeting Room, and webcams for staff computers.

Updated laptop policy to prevent sleeping while unplugged.

Investigated starting a Teams chat with 365 groups.

15 support tickets opened and closed.



## **13. PRESIDENT'S REPORT**

### **Next Meetings or Events**

(as of Wednesday, February 9, 2022)

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

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

### **Future Agenda Items:**

March

- Non-resident library card participation
- Personnel Committee distributes Director's self-evaluation and evaluation forms to trustees