

# 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, March 16, 2022, 7:00 p.m.**  
**Location: Library Meeting Room**

Special Meeting Procedures because of COVID-19:

- Masks are recommended, but not required.
- 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
  - a. Overview of Aspen Catalog Features
5. Public comments
6. Correspondence
  - a. Illinois State Library Letter re: District Board Changes
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the February 16, 2022 Regular Board Meeting
  - b. Receive and file Financial Report for February

- c. Approve Non-resident Library Card Participation for FY23 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
- 8. Regular Agenda
  - a. Approve payments for the period of February 17–March 16, 2022 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
- 10. New Business
  - a. Review Illinois Public Library Standards Activities and Library Strategic Priorities for FY23 *(discussion only)*
  - b. Approve Revisions to Policy No. 310 – Hours of Operation **(ACTION)**
  - c. Consideration of Proposals for Replacement of Exterior Doors **(ACTION)**
  - d. Selection of Alternate Trustee as backup to attend Public Library Association Conference **(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 – Personnel Committee (Director's Evaluation)
- 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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## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

**ILLINOIS STATE LIBRARY**  
 Gwendolyn Brooks Building  
 300 South Second Street  
 Springfield, Illinois 62701-1796

February 16, 2022

Ms. Sandra Whitmer  
 Warrenville Public Library District  
 28W751 Stafford Place  
 Warrenville, Illinois 60555-3002

Dear Ms. Whitmer:

This is an annual reminder that public library districts are statutorily required to inform the Illinois State Librarian of board member changes and vacancies.

As stipulated in the Public Library District Act of 1991, 75 ILCS 16/30-40(d), the secretary of the board of trustees shall report a vacancy on the board to the County Clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

Information to be reported, including the name of the library district:

**When a vacancy occurs:**

- board member name
- effective date of resignation or date the vacancy occurred
- office held and the term expiration date

**When a vacancy is filled:**

- name of board member being replaced
- new board member name
- mailing address
- email address
- office and the term expiration date

Please submit the required information to the Illinois State Librarian by email to: [ISL\\_districtboards@ilsos.gov](mailto:ISL_districtboards@ilsos.gov).

Thank you for your cooperation.

Sincerely,

Greg McCormick, Director  
 Illinois State Library  
 GM:ldg

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Illinois State Library - Gwendolyn Brooks Building  
 300 South Second Street  
 Springfield, Illinois 62701

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the**  
**Regular Meeting of the Board of Trustees**  
**February 16, 2022**

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

2. Roll Call

ATTENDING: Trustees DuRocher, Picha, Richardson (arrived at 7:03 p.m.) Ruzicka, Stull, Warren

ABSENT: Trustee Lezon

STAFF ATTENDING: Library Director Sandy Whitmer and IT Assistant Duncan Jones (left at 7:33 p.m.)

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

No requests for remote attendance and participation were received.

3. Approval of the agenda

Trustee DuRocher removed Items #19 and #20 – pertaining to a closed session

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Lezon and Richardson*

*Motion carried*

Trustee Richardson arrived at 7:03 p.m.

4. Presentations – none

5. Public comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

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

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

*Roll call vote:*

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

*Abstain – Trustee Richardson*

*Absent – Trustee Lezon*

*Nays – none*

*Motion carried*

8. Regular Agenda

a. Approve payments for the period of January 20–February 16, 2022

*MOTION: Trustee Picha moved to pay invoices in the amount of \$49,516.80 for the period of January 20, 2022 through February 16, 2022 including electronic payments and checks #8642-8685. Checks #8651, 8652 and 8655 are voided. Trustee Stull seconded. Roll call vote:*

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

*Absent – Trustee Lezon*

*Nays – none*

*Motion carried*

b. Approve transfer of funds

*MOTION: Trustee Picha moved to transfer \$125,000 from commercial checking account to operating checking account. Trustee Warren seconded.*

*Roll call vote:*

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

*Absent – Trustee Lezon*

*Nays – none*

*Motion carried*

9. Unfinished Business – none

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

In January, Director Whitmer brought to the Board's attention the need to make revisions to the current unpaid leave of absence policy. Upon

further consideration, Director Whitmer concluded the library's goal is to provide access to the provisions of the federal Family and Medical Leave Act to all employees. Director Whitmer recommends the FMLA section of the employee handbook be updated to include:

- Access to FMLA for all employees (waive federal eligibility criteria of 12 months employment and 1,250 hours in previous 12 months).
- 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.
- A section addressing improper use of leave.

Director Whitmer stated there could be a budgetary impact to the library since full-time employees can accrue up to one year of sick leave making them eligible to have the entire 12 weeks paid. Their salary is included in the budget, however, there could be extra expenses due to staff covering those shifts and/or hiring a temporary employee to fill that position.

Trustee Stull asked for clarification regarding the notice of leave for a medical treatment. Director Whitmer stated an example would be a Youth Services Librarian needing intermittent leave who hosts a weekly story time on Monday mornings. We would expect that person to try to avoid scheduling medical appointments on a Monday morning.

Trustee Warren stated this policy is very generous and forward looking. He asked if there would be a line item in the budget to be able to track this expense. Director Whitmer will investigate that option.

Director Whitmer explained the person taking the leave would be using either paid sick, annual leave or paid time off that they have accrued. Once accrued time is used up the balance of FMLA time would be unpaid.

*MOTION: Trustee Stull moved to approve revisions to Employee Handbook – Revise Section 5.10 Family and Medical Leave of Absence and Eliminate Section 5.11 Unpaid Leave of Absence. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Absent – Trustee Lezon*

*Nays – none*

*Motion carried*

b. COVID-19 Mitigation Protocols

Proposed COVID-19 Mitigation Protocols were distributed to the Board at the meeting recommending, not requiring masks be worn at all times. This

change is expected to go into effect when Governor Pritzker lifts the indoor mask mandate.

Director Whitmer stated the new COVID-19 mitigation protocols will be posted at both entrances and on the library's website. The current mask required signs will be replaced with a sign stating mask recommended. Kathy Gaydos may issue a special edition of the library eNews.

Trustee Stull asked if this new protocol is consistent with the City and Park District. Director Whitmer stated it is her understanding they will also be recommending masks.

Director Whitmer stated the employees will have the option to wear a mask or not. If they chose to not wear a mask they will be required to have a mask on their person at all times and offer to wear a mask when working in close proximity to anyone who prefers to wear a mask.

After discussion, the Board is in agreement with these proposed COVID-19 Mitigation Protocols.

Director Whitmer reminded the Board that things may change between today and the end of the indoor mask mandate. She will continue to monitor information and change this plan as appropriate.

#### 11. Director's Report

- Trustee DuRocher asked if the library had worked with Libraries of Illinois Risk Agency before. Director Whitmer stated no and explained they are a group insurance pool. The Library is a participant in LIMRICC, a pool for health insurance and unemployment insurance.
- Director Whitmer stated Pat Stockner, the original Library Director, passed away last month. She shared some history of her career.
- Director Whitmer reminded the Personnel Committee she will be distributing her self-evaluation form and the evaluation forms for the Trustees to fill out in March.
- In this year's budget there is \$10,000 for door replacement. Jackie Davis and Ly Tran reached out to Shales McNutt Construction and received a bid in the amount of \$18,420.00 for the upper and lower entrance doors.

More importantly, the delivery entrance door on Stafford Place needs to be replaced. It has bulged and is very difficult to shut. Priority is to have this door replaced. A bid for this door and the lower level employee entrance should also be available at the March board meeting.

There are funds in the special reserve fund for the replacement. Trustee DuRocher asked if we should ask Shales McNutt if the costs of the materials might come down in the near future. Trustee Picha stated she feels that the staff entrance door should be replaced.

Director Whitmer stated the weight of the new doors may not be much less than the current doors.

Trustee Warren asked if the glass will be a tempered safety glass. Director Whitmer stated the proposed doors are aluminum frame with glass. Staff will confirm type of glass when final specifications are selected.

- Director Whitmer stated the Economic Interest Statements questions have changed. She received an email from the Illinois Library Association (ILA) regarding this. You are to list assets, some personal items are excluded, but assets worth more than \$10,000 are to be listed. ILA has stated this could impact the library negatively in getting citizens to run for the board.

Director Whitmer will reach out to the library's attorney for advice. She recommends trustees wait to file until more information is available.

- Trustee DuRocher asked what ASPEN is. Director Whitmer stated it is a new version of the library's online catalog. The new version should be up and running to the public on March 14.

Trustee DuRocher asked if the new catalog will look differently. Director Whitmer stated Paul Dobersztyn will give a review of the new catalog at next month's meeting. Trustee Stull asked if this is due to being part of SWAN. Director Whitmer stated yes. The new catalog will have enhanced features

Duncan Jones left the meeting at this time (7:30 p.m.)

## 12. Department Head Reports

- Trustee DuRocher stated in Paul Dobersztyn's report she is happy to see that Diana Abraham is working with SCARCE to offer books at the local laundromat.

Diana Abraham, Library employee attending virtually as a resident, responded "it is literacy at the laundromat". Director Whitmer asked if there is any signage at the laundromat indicating the library is part of that – Diana replied "no".

- Trustee Stull asked if the library has a snowplow/salting service. Director Whitmer stated we have a new contractor this year who does salt, shovel and plow. There are times when staff may have to salt before the contractor arrives. They do not plow where vehicles are located. Director Whitmer sent letters to the new houses on Stafford Place asking them to not park in the library spaces on snowy days.
- Trustee DuRocher stated she did not know about the record-breaking deliveries with RAILS and thanked the Member Services Department for their work on these. Director Whitmer stated the statistical report now shows a full 12 months in SWAN and indicates how many more items are both received and sent out to other libraries now.
- Trustee Picha is happy to see that curbside services continue and likes the cross-training taking place in Member Services.

- Director Whitmer reported Jaime Perpich hired Jorge Arias as a Member Services Specialist. Trustee Picha asked if the new hire is bi-lingual. Director Whitmer stated yes.
- Imaan Ali resigned as a Collection Support Specialist. He obtained a position more aligned with his professional goals.
- Trustee DuRocher thanked Kathy Gaydos for the Spring 2022 edition of Reading Matters.

13. President's Report -Trustee DuRocher stated next month the board meeting is on March 16.

14. Treasurer's Report – Director Whitmer stated everything looks good.

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

16. Committee Reports - none

17. Trustee Comments

Trustee Warren shared an article from the Daily Herald on how DuPage County communities are supporting pollinators. The article lists ideas which the library may be able to draw upon. The library joined the DuPage Monarch Project last year. Director Whitmer stated she believes Warrenville in Bloom has joined this group and we are the only community to have a library district in the group. Trustee Warren asked if he should continue to obtain the seeds from DuPage County. Director Whitmer stated he should as they were very well received last year.

Trustee Ruzicka asked if Duncan Jones was settling into his new role. Director Whitmer stated she meets with Duncan every week to review items.

18. Items for information and/or discussion - none

19. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 7:55 p.m. Trustee Stull seconded.*

*Voice call vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

Respectfully submitted,

Heather Stull, Secretary  
Board of Trustees  
Warrenville Public Library District

DRAFT



**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**February 28, 2022**

WARRENVILLE LIBRARY INCOME  LEVY	FEBRUARY 2022  LEVY EXT	FUND BALANCES											PAGE 1
		% 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)	1099	128336	124222	1304825	1379553	
BLDG. & MAIN.	5518	0.2773%	0	5559	100.74%	107119	0	0	0	11506	47705	64973	
TOTAL TAX (LEVIED)	1989907	100.00%	0	1985284	99.77%	983436	(300000)	1099	128336	135728	1352530	1444526	
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%	1389550	0	1099	128336	135728	1382950	2150220	
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: Feb 28, 2022**  
**Corporate Fund**

	Corporate Fund Month Ended Feb 28, 2022	Corporate Fund 12 Months Ended Jun 30, 2022	Corporate Fund Budget	Variance	% of Budget
<b>Income</b>					
Taxes Levied	\$ 0.00	\$ 1,978,724.52	\$ 1,884,389.00	\$ 4,684.48	99.76 %
Copier	511.30	3,385.51	1,500.00	(1,885.51)	225.70 %
Fees	10.00	59.58	500.00	440.42	11.92 %
TIF Funds	0.00	0.00	2,500.00	2,500.00	0.00 %
Interest	78.59	1,333.14	2,000.00	666.86	66.66 %
Book Sales	0.00	376.68	1,000.00	623.32	37.67 %
Lost Books	185.99	1,991.20	3,000.00	1,008.80	86.37 %
Gifts / Memorials	300.00	550.00	1,000.00	450.00	55.00 %
Miscellaneous	2.00	637.84	1,000.00	362.16	63.78 %
Grants - Per Capita	0.00	18,987.73	16,940.00	(3,047.73)	117.99 %
Developer Donations	0.00	100,000.00	100,000.00	0.00	100.00 %
	<b>1,099.18</b>	<b>2,108,060.25</b>	<b>2,113,829.00</b>	<b>0.00</b>	<b>99.73 %</b>
<b>Expenses</b>					
Sal. - Administration	13,604.06	117,199.51	184,000.00	66,800.49	63.70 %
Sal. - Member Services	15,798.12	130,507.89	222,000.00	91,492.11	58.79 %
Sal. - Maintenance	1,802.40	15,872.40	26,000.00	10,127.60	61.05 %
Sal. - Marketing	4,171.51	37,468.63	83,000.00	45,531.37	45.14 %
Sal. - Public Services	31,286.50	255,248.46	451,000.00	195,750.54	56.80 %
Sal. - IT	3,806.50	72,373.86	104,000.00	31,626.14	69.59 %
Sal. - Technical Services	7,141.43	52,212.10	93,000.00	40,787.90	56.14 %
I.M.R.F. - Expense	8,461.82	76,510.76	117,000.00	40,489.24	65.39 %
Fica - Expense	5,698.71	49,720.59	86,000.00	36,279.41	57.81 %
Unemp. Comp.	0.00	739.70	2,000.00	1,260.30	36.99 %
Op - Mat'l Processing/Tech	1,451.42	4,397.50	9,600.00	5,202.50	45.81 %
Op - Mat'l Processing/Circ	319.20	1,296.15	4,845.00	3,548.85	26.75 %
Op - Postage	221.08	1,934.68	4,795.00	2,860.32	40.35 %
Op - Office Supplies	103.36	1,824.81	4,245.00	2,420.19	42.99 %
Op - Bank Fee's	61.26	580.25	1,000.00	419.75	58.03 %
Op - Automation Supplies	1,014.74	1,640.27	4,000.00	2,359.73	41.01 %
Op - Publishing	0.00	966.34	1,300.00	333.66	74.33 %
Equip. - Purchases	537.00	4,440.86	7,440.00	2,999.04	59.69 %
Equip. - Maintenance	166.35	1,685.90	3,000.00	1,314.10	56.20 %
Auto - Software	0.00	15,169.00	15,900.00	731.00	95.40 %
Auto - Purchases	1,231.80	2,332.56	3,800.00	1,467.44	61.38 %
Auto - Maintenance	230.86	44,058.67	60,200.00	16,141.33	73.19 %
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	4,292.53	35,691.24	76,500.00	40,808.76	46.66 %
Pd - Recruiting	45.00	225.00	1,500.00	1,275.00	15.00 %
Pd - Staff Appreciation	209.06	614.89	3,900.00	3,285.11	15.77 %
Pd - Staff / Tuition Reimburse	0.00	0.00	750.00	750.00	0.00 %
Pd - Staff / Dues	328.00	1,540.00	2,775.00	1,235.00	55.50 %
Pd - Staff / Meetings	1,050.00	3,984.25	16,950.00	12,965.75	23.51 %
Pd - Staff / Transportation	(29.00)	1,147.91	2,750.00	1,602.09	41.74 %
Pd - Trst / Dues	0.00	153.00	150.00	(3.00)	102.00 %
Pd - Trst / Mtgs	35.00	365.00	3,050.00	2,685.00	11.97 %
Pd - Trst / Transportation	454.19	454.19	750.00	295.81	60.56 %
Pd - Trustee Misc.	0.00	72.95	500.00	427.05	14.59 %
Cont. - Lawyer	337.50	1,012.50	4,000.00	2,987.50	25.31 %
Cont. - Accounting	1,168.54	8,031.07	13,500.00	5,468.93	59.49 %
Cont. - Collection	62.65	179.00	1,000.00	821.00	17.90 %
Cont. - Audit	0.00	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: Feb 28, 2022

### Corporate Fund

Cont. - Consultants	0.00	0.00	7,500.00	7500.00	0.00 %
Lib. Mat. - Adult Books	3,585.49	32,408.47	52,500.00	20091.53	61.73 %
Lib. Mat. - Youth Books	3,490.02	24,508.03	36,800.00	12291.97	66.60 %
Lib. Mat. - Adult AV	1,700.12	8,893.54	20,000.00	11106.46	44.47 %
Lib. Mat. - Youth AV	311.87	2,285.97	5,000.00	2714.03	45.72 %
Lib. Mat. - EBooks	0.00	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	2,732.00	30,518.27	25,000.00	-5518.27	122.07 %
Ps - Programs Adult	807.59	3,803.79	8,500.00	4696.21	44.75 %
Ps - Programs Youth	155.84	3,136.32	8,000.00	4863.68	39.20 %
Ps - Refunds / Fines / Fees	38.49	72.72	1,000.00	927.28	7.27 %
Ps - Printing	0.00	5,803.79	13,800.00	7996.21	42.06 %
Ps - PR / Publicity	731.50	5,405.68	10,570.00	5164.32	51.14 %
Ps - Misc.	0.00	150.00	650.00	500.00	23.08 %
Gas	1,815.40	4,804.16	7,000.00	2195.84	68.63 %
B & M - Water / Sewer	149.80	592.92	1,000.00	407.08	58.29 %
Electricity	2,183.94	24,456.11	37,000.00	12543.89	66.10 %
Telephone	1,557.89	10,986.06	17,300.00	6313.94	63.50 %
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>124,221.54</b>	<b>1,304,826.01</b>	<b>2,113,720.00</b>	<b>0.00</b>	<b>61.73 %</b>

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: Feb 28, 2022

Building Maintenance Fund

	Building & Maintenance Fund Month Ended Feb 28, 2022	Building & Maintenance Fund 12 Months Ended Jun 30, 2022	Building & Maintenance Fund Budget	Variance	% of Budget
<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	0.00	100.74 %
<b>Expenses</b>					
Maintenance	4,076.00	19,671.50	36,200.00	16528.50	54.34 %
Maintenance Supplies	65.16	236.27	2,000.00	1763.73	11.81 %
Security	0.00	2,982.43	10,550.00	7587.57	28.08 %
Snow Removal	6,610.00	12,615.00	20,000.00	7385.00	63.08 %
Hvac	0.00	5,918.89	5,250.00	-668.89	112.74 %
Janitorial Supplies	468.97	2,120.62	10,000.00	7879.38	21.21 %
B & M - Landscape Maint	286.00	4,179.92	8,110.00	3,930.08	51.54 %
	11,506.13	47,704.63	92,110.00	0.00	51.79 %

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**

**Period Ending: Feb 28, 2022**

**Alba Lemos Gift Fund**

	<b>Alba Lemos Gift Fund Month Ended Feb 28, 2022</b>	<b>Alba Lemos Gift Fund 12 Months Ended Jun 30, 2022</b>	<b>Alba Lemos Gift Fund Budget</b>	<b>Variance</b>	<b>% of Budget</b>
<b>Income</b>	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Lib. Mat. - EBooks	<u>\$ 0.00</u>	<u>\$ 2,979.00</u>	<u>\$ 3,000.00</u>	<u>\$ 21.00</u>	<u>99.30 %</u>
	0.00	2,979.00	3,000.00	0.00	99.30 %

See Accountants Compilation Letter



# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: Feb 28, 2022

Special Reserve Fund

	Special Reserve Fund Month Ended Feb 28, 2022	Special Reserve Fund 12 Months Ended Jun 30, 2022	Special Reserve Fund Budget	Variance	% of Budget
<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	0.00	0.00	7,500.00	7,500.00	0.00 %
	0.00	7,440.79	86,650.00	0.00	8.59 %

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**Feb 28, 2022**

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	166,914.82
Fifth Third 8004	1,975,936.93
Fifth Third 8000	12,062.12

2,155,398.87

General Fixed Assets

\$ 5,519,239.00

**TOTAL ASSETS**

\$ 7,674,637.87

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>5,176.32</u>
	5,176.32

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,410,000.00</u>
	1,415,176.32

**EQUITY**

Fund Balance	<u>\$ 6,259,461.55</u>
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**TOTAL LIABILITIES & FUND BALANCE**

\$ 7,674,637.87

See Accountant's Compilation Report

## **7c. CONSENT AGENDA**

### **Approve Non-resident Library Card Participation for FY23 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters**

State law requires public library boards to "opt-in" or "opt-out" of the non-resident library card program annually.

By participating in the program, any non-resident cards issued by our library are required to be honored by other libraries that also participate in the non-resident program.

A non-resident card is issued by the Library to a person who does not live within a library's service area. Non-resident cards are valid for one year. A non-resident card carries the same benefits and access as a resident card, including reciprocal borrowing privileges.

The Director and Member Services Manager recommend the following:

- Continue participation in the non-resident library card program.
- Continue to utilize the tax bill method for calculation of the non-resident fee. This ensures that a non-resident is paying the fee that would be required if his or her property was located within the District's boundaries.
- Continue to utilize the 15% of monthly rent formula to calculate the non-resident fee for non-resident renters (individuals who reside in a rental property outside of the District's boundaries).

**8a. REGULAR AGENDA**

Approve payments for the period of February 17, 2022 – March 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**  
**February 17 - March 16, 2022**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
03/16/2022	8686	Accounting Services, Inc.	-528.00
03/16/2022	8687	Demco	-684.54
03/16/2022	8688	Ambius	-286.00
03/16/2022	8689	Direct Energy Business	-2,682.66
03/16/2022	8690	Dobersztyn, Paul	-1,130.00
03/16/2022	8691	Granite Telecommunications	-155.09
03/16/2022	8692	Illinois Library Association	-160.00
03/16/2022	8693	Jaime Perpich	-1,130.00
03/16/2022	8694	JanWay Company	-426.74
03/16/2022	8695	Konica Minolta Business Solutions	-269.38
03/16/2022	8696	LIMRICC Purchase of Health Insurance Prog	-7,369.39
03/16/2022	8697	Moser, Sandra	-50.00
03/16/2022	8698	Moser, Sandra	-50.00
03/16/2022	8699	OverDrive	-700.73
03/16/2022	8700	Plerus	-3,047.63
03/16/2022	8701	Richardson, Jill	-1,130.00
03/16/2022	8702	Schlecht, Molly	-960.00
03/16/2022	8703	Sonus, LLC	-200.00
03/16/2022	8704	Technology Management Revolving Fund	-475.00
03/16/2022	8705	U.S. Postmaster	-265.00
03/16/2022	8706	Unique	-35.80
03/16/2022	8707	Whitmer, Sandy	-10.00
03/16/2022	8708	World Trade Press	-265.00
03/16/2022	8709	Wylly, David	-50.00
03/16/2022	8710	Baker & Taylor	-17.88
03/16/2022	8711	Baker & Taylor	-3,179.74
03/16/2022	8712	Baker & Taylor	-2,622.00
03/16/2022	8713	Baker & Taylor	-66.92
03/16/2022	8714	Midwest Tape	-44.98
03/16/2022	8715	Midwest Tape	-745.41
03/16/2022	8716	Chase Ink	-946.61
03/16/2022	8717	Davis, Jackie - VOIDED	0.00
03/16/2022	8718	Davis, Jackie	-11.23
02/17/2022	Electronic	Comcast	-214.90
02/22/2022	Electronic	Fusion, LLC	-70.04
02/22/2022	Electronic	Northern Illinois Gas	-321.99
02/24/2022	Electronic	Paylocity	-525.82
03/16/2022		Sam's Club/Synchrony Bank	-29.76

-30,858.24

## **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

### Review Illinois Public Library Standards Activities and Library Strategic Priorities for FY23 (*discussion only*)

As part of the budget process, the Management Team recently reviewed the Library's Illinois Public Library Standards activities and Strategic Priorities as these may have budgetary impacts.

We bring these items to your attention so that you may provide feedback or additional direction regarding these or any other requests you may have for us to consider for the next fiscal year budget.

#### Illinois Public Library Standards Activities for 2022

##### Illinois Public Library Core Standards

Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate.	In the next twelve months the Library will 1. develop a policy review/revision schedule so policies are reviewed on a regular basis (every 2-3 years) 2. review/revise employee handbook, including employee benefits	Administration
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##### Governance and Administration

Library maintains an understanding of the community by surveys, hearings, and other means.	Reinstate the library's suggestion box.	Administration
Library board reviews library policies on a regular basis.	Consider creating a policy review/revision schedule so policies are reviewed on a regular basis (every 2-3 years)	Administration
Library develops an orientation program for new board members.	Develop an orientation outline for new trustees by Spring 2023.	Administration
Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.	A written succession plan will be developed.	Administration

## Personnel

Library has a board-approved personnel policy.	Personnel policy (Employee handbook) needs review and revisions.	Administration
Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.	Need to update job descriptions, then benchmark those job descriptions to revise the pay grade and wage scale.	Administration

## Technology

The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:		
<ul style="list-style-type: none"> <li>library Intranet;</li> </ul>	Staff continues to access files via a shared data drive on a local server. We have begun the transition to Microsoft 365 and its cloud storage and collaboration tools.	IT
<ul style="list-style-type: none"> <li>an <i>Americans with Disabilities Act</i> (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;</li> </ul>	The website meets the majority of these requirements and is updated regularly but is not fully ADA compliant. (Ex: use of PDFs) We offer access to materials, e-resources, our events and social media via SWAN's mobile app, and will be moving to SWAN's Aspen catalog in early 2022.	Administration
<ul style="list-style-type: none"> <li>adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and</li> </ul>	Staff has been selected to investigate accessibility options.	Public Services

## Safety

The library has an emergency manual and disaster plan.	Needs to be updated	Administration
A policy for security camera usage has been adopted and signage is posted.	Security camera policy is needed. Signage is posted.	Administration

## **Public Service – Reference & Readers' Advisory**

The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.	All staff in Public Services has been assigned training opportunities to help meet the needs of patrons who have challenges with disabilities, language and literacy.	Public Services
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## **Programming**

Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.		Public Services
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## **Youth/Young Adult Services**

The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.	One staff member has been tasked to review all library policies and provide any revisions.	Public Services
The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.	All Public Services staff has been tasked to find training that will help them assist youth that face disabilities, language and literacy barriers.	Public Services
The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.	Language will be placed in our quarterly newsletter to accommodate any persons to attend programs at the library. All programming will be evaluated by our ADA liaison.	Public Services

## **Marketing, Promotion, and Collaboration**

The board, administration, and staff conduct an annual library walk-through.	August 2021: An all-staff meeting (admin & staff) was held regarding emergency procedures. A walk-through was conducted at this time. The Library Trustees will walk through sometime later in FY22.	Administration / Management Team
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## **Strategic Priorities Activities for FY2023**

On the following pages we have highlighted the strategic priorities that staff will focus on in FY2023.



## STRATEGIC PLAN

### July 1, 2019 – June 30, 2024

In 2018, the Warrenville Public Library District embarked on a strategic planning process inspired by feedback provided by the community it serves. Through conversations with community members, local organizations, Library staff and the Board of Trustees, the Library set the following priorities and goals.

#### STRATEGIC PRIORITY: INCREASE USE OF THE LIBRARY

##### GOAL: IMPROVE SERVICES TO HISPANIC RESIDENTS

- Work with community organizations to establish trust and connect with residents (Public Services)
- Identify needs of the residents (Public Services)
- Implement Library services to meet the identified needs (lite)
- Recruit and retain staff who can provide bilingual and culturally competent service (All, ongoing)

##### GOAL: RAISE AWARENESS OF THE LIBRARY

- Investigate opportunities to reach non-users and infrequent users of the Library (Member Services Marketing, ongoing)
- Develop a 12-month marketing plan for each fiscal year
- Utilize creative methods of communication to promote Library services (ongoing)
- Shift Library communications to the user's perspective (work in progress)
- Develop a series of presentations to communicate the benefits of using the Library
- Create a Library Ambassador program to bolster word-of-mouth marketing

#### STRATEGIC PRIORITY: CONNECT WITH THE COMMUNITY

##### GOAL: CONNECT LOCAL ORGANIZATIONS, ENTITIES AND RESIDENTS

- Convene regular meetings at which local organizations can share information about events and services
- Utilize Library spaces, events and marketing efforts to connect residents with community resources

##### GOAL: DEVELOP COLLABORATIVE RELATIONSHIPS TO SUPPORT AND ENHANCE LIBRARY SERVICES

- Launch a formal volunteer program for the Library
- Promote use of Library meeting spaces as collaborative and educational spaces for local businesses and community organizations



## STRATEGIC PRIORITY: ELEVATE THE USER EXPERIENCE

### GOAL: IMPROVE EASE OF USE OF THE LIBRARY

- Remove barriers to Library use (all; ongoing; completed fine free; currently working on policy review)
- Investigate consortium membership (complete)
- Evaluate the possibility of extending hours of operation
- Develop a series of presentations to demonstrate how to use the Library

### GOAL: ENHANCE CUSTOMER SERVICE

- Develop a values statement (Director)
- Implement customer service training for all staff (??? Possibly)
- Coach employees on managing change and embracing innovation (complete)

## ONGOING RESPONSIBILITIES

As the Library moves forward in its work to achieve these goals, it will also continue to value the following ongoing responsibilities:

- The Library will embrace emerging technologies as a means to provide services and resources to Library users;
- In order to meet the needs of its users, the Library will provide a continuous learning environment for Library staff that emphasizes cross-training, adaptability and personal and professional development;
- The Library will be a destination in the community with collections, programs and events that appeal to all ages;
- The Library will be a comfortable place with spaces for gathering, meeting and studying;
- The Library will continuously evaluate and maintain its collections, programs and other resources;
- The Library will proactively maintain its facility; and
- The Library will continue strong fiscal stewardship.

Approved by Board of Trustees 2/20/2019

## **10b. NEW BUSINESS**

### **Approve Revisions to Policy No. 310 – Hours of Operation (ACTION)**

At the January 19, 2022 Board Meeting, the Board approved revisions to the holidays section of the Employee Handbook.

This month, Director Whitmer recommends updating Library Policy No. 310 – Hours of Operation to reflect the changes made in the Employee Handbook.

The proposed policy (see below) includes the following revisions:

- Day before Thanksgiving – change closing time from 1 pm to 5 pm
- Add Day after Thanksgiving to list of holidays
- Eliminate provision that library will close for no more than two consecutive holidays
- Updated language regarding special event closures (maintains intent of current policy)
- Add provision for Director to close in emergency situations (for example power outage, inclement weather)
- Add provision for Library Board to authorize additional closures (for example when a holiday falls on a Saturday/Sunday)

### **SUGGESTED MOTION: Approve Revisions to Policy No. 310 – Hours of Operation**

#### **Policy No. 310**

#### **HOURS OF LIBRARY OPERATION**

Monday- Thursday: 9:30 a.m. – 9:00 p.m.

Friday: 9:30 a.m. - 7:00 p.m.

Saturday: 9:30 a.m. – 5:00 p.m.

Sunday: 1:00 p.m. – 5:00 p.m.

The Library is closed on the following days:

New Year's Day

Easter Sunday

Sunday before Memorial Day

Memorial Day

Independence Day

Sunday before Labor Day

Labor Day

Day before Thanksgiving at 5 pm

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

If a special event in the immediate vicinity will impede patron's access to the Library, the Library may be closed at the discretion of the Library Board.

The Library Director may authorize closures in emergency situations.

The Library Board may authorize additional closures as needed.

Policy Revision Log

Revisions proposed for Board Approval March 16, 2022

Revised and Approved May 17, 2006



## 10c. NEW BUSINESS

### Consideration of Proposals for Replacement of Exterior Doors (ACTION)

At the Board's request, \$10,000 was included in this year's special reserve fund budget to replace the exterior doors at both public entrances. Jackie Davis secured a proposal from Shales McNutt Construction for the replacement of the entrance doors (aluminum and glass doors). The cost of the proposal is \$18,420.

At the February 16 Board Meeting, staff shared general info about the first proposal. The Board had some questions. The questions and SMC's responses are:

Q1. Will the cost of the materials decrease significantly in the next year or two? Would it be better to wait until supply chain issues are resolved?

A1. *This is really hard to predict. Costs may come down some but I don't think will return to where they were. Costs will always continue to go up and, unfortunately, we can't predict if they will drop before they go up again.*

Q2. What kind of glass will be in the doors - tempered, safety?

A2. *Insulated Tempered Glass*

Jackie also secured a proposal to replace the exterior delivery doors and replace one exterior mechanical room door with a door that includes a window. Both of these replacements are safety related. The cost of this proposal is \$8,992.

- The delivery entry door swells in the heat, making it difficult to open and close.
- Placing a window in the mechanical room door was suggested by staff who exit the building through the door. It would make it possible to look outside and observe if there is anyone waiting outside before an employee exits the building.

Director Whitmer recommends the library postpone the replacement of the public entry doors in favor of replacing the exterior delivery doors and the exterior mechanical room door.

Funds for the aluminum and glass entry doors will be included in the FY23 budget.

**Suggested Motion: Accept Shales McNutt Construction proposal for replacement of exterior & basement hollow metal doors in the amount of \$8,992.**



responsibility | intentionality | communication

*public entrances*

February 11, 2022

Sandy Whitmer  
Warrenville Public Library  
28W751 Stafford Pl, Warrenville IL 60555

RE: Exterior Door Replacement Proposal - New Aluminum Doors

Dear Ms. Whitmer,

Per your request below is the cost associated to complete the work described and discussed:

**\$18,420.00**

Demo & dispose of the existing doors, hardware, & glass. Install (2) new pairs of doors 6'-0" x 7'-0" (Main Entry & LL Entry), wide stile, aluminum doors w/ 12" bottom rails, (2) new surface mounted closers for inactive leaf, continuous hinges, offset C-Pull Handles, surface mounted rim panic devices with new keyed removable mullions, sweeps, & thresholds. Existing Auto Operators to be removed and reinstalled per owner's request. Finish to be Dark Bronze Anodized to match existing.

We thank you in advance for your consideration of this proposal and look forward to hearing from you soon.

Sincerely,

Josh Campanelli  
SMC Construction Services

Cc: File



responsibility | intentionality | communication

February 23, 2022

*delivery doors  
(technical services)  
and one mechanical  
room door*

Sandy Whitmer  
Warrenville Public Library  
28W751 Stafford Pl, Warrenville IL 60555

RE: Exterior & Basement Hollow Metal Door, Frame, & Hardware Replacement Proposal

Dear Ms. Whitmer,

Per your request below is the cost associated to complete the work described and discussed:

**\$8,992.00**

Demo & dispose of the existing doors, frames, & hardware. Install (1) new pairs of doors 6'-0" x 7'-0" (Staff Entry/Delivery), to match existing w/ "hold open" closers. Replace single basement door with new door containing window for viewing to match existing. Doors & Frames to be painted by owner.

We thank you in advance for your consideration of this proposal and look forward to hearing from you soon.

Sincerely,

Josh Campanelli  
SMC Construction Services

Cc: File

## 10d. NEW BUSINESS

### Selection of Alternate Trustee as backup to attend Public Library Association Conference **(ACTION)**

Trustee Richardson is registered to attend the Public Library Association Conference. Because of unforeseen circumstances beyond her control she may not be able to attend.

Director Whitmer is waiting to hear whether or not Trustee Richardson's conference registration and hotel reservation can be transferred to another person. If that is possible, the Board may wish to:

- (a) Select an alternate trustee (if anyone is interested) to be on standby to attend PLA if Trustee Richardson cannot attend.

-or-

- (b) Direct library staff and Trustee Richardson to cancel the registration and hotel reservation if Trustee Richardson cannot attend.

Conference information:

Wednesday, March 23 through Friday, March 25

Portland, Oregon

Click on "Learn" at [www.placonference.org](http://www.placonference.org) to view the conference schedule summary

Go to [www.placonference.org/programs.cfm](http://www.placonference.org/programs.cfm) to view the schedule of all programs.

Suggested travel days: Monday, March 21 or Tuesday, March 22 and Saturday, March 26. (Hotel reservation is for nights of March 21 through March 25)

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

### **February 2022**

**Sandy Whitmer**

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#### **General Activities**

- The Library received \$300 in memorials for Patricia Stockner. I placed bookplates in 12 new children's books, sent thank you letters to each donor and sent a notice to the family about the memorials we received.
- Amazon is discontinuing its credit accounts. Those with access to our Amazon account will begin using their library credit cards to pay for Amazon orders. We typically order program supplies and certain office supplies from Amazon. We will monitor the situation and may need to increase the credit card limits for some of our managers. (This would require a policy change.)
- Jackie & I are working on cleaning up computer files so we can move things from our local server into Microsoft 365/Sharepoint/Teams.
- Executed a 3-year lease for a new administration/staff copier. (Monthly payment will include cost of lease plus maintenance and supplies. Estimated savings over lease term: \$3,000)
- Set up a new PayPal account so cardholders can pay for lost/damaged items through the Aspen Catalog

#### **COVID-19 Mitigation Protocols**

As discussed in February, the library moved from "masks required" to "masks recommended" on February 28 when Governor Pritzker's mask mandate ended. This change also coincided with the CDC's new guidance based on "Community Levels."

Although masks are no longer required, we continue to practice social distancing, provide hand sanitizer and will provide masks upon request. Staff have been instructed to have a mask on their person at all times so they can wear a mask if asked by a library user or a co-worker, especially when working in close proximity to another individual. Staff has asked for plexiglass barriers to remain at our service desks at this time.

Other operational changes were made the week of February 28:

- After two years, we have reopened the Staff Lounge. Up to 4 staff can eat in the lounge at the same time. (We will maintain two locations for "solo" breaks.)
- Resumed our pre-pandemic policy on food and beverages: "Considerate consumption of covered beverages is permitted in all areas of the Library. Consumption of snack food is limited to the Library's lower level lobby or in spaces designated by staff." (Two tables with chairs were returned to the lower level lobby.)
- Discontinued practice of sanitizing public computer workstations between users. Users have access to cleaning wipes and staff will sanitize the stations at the end of each day.
- Removed suggested capacity signs from tables throughout the library.
- Reopened drinking fountains.
- Two of the four iPads have been placed in service in the Youth Services Department and more toys have been returned to the Discovery Room.

We continue to monitor the CDC's "Community Levels" (which added hospitalization levels to the case numbers and positivity rate metrics previously used for "Community Transmission Levels."

DuPage County's "Community Level" has been low since the new guidance was implemented. However, I continue to monitor "Community Transmission Levels" for the 60555 zip code and as of March 9, Warrenville still falls into the between "high" and "substantial" categories for transmission level.

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

- SWAN Board Meeting (FY23 Budget), Members Fireside Chat, BLUEcloud updates
- We Are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happens Next (CALIFA/Infopeople) – rethinking how we can support staff and create cultural shifts that address needed systemic change.
- City of Warrenville State of the City Address
- Aspen Catalog Kick off and assorted staff trainings
- Understanding the Competitive Bid Process (RAILS/Ancel Glink) – good overview and reminders; I reviewed our policies and everything appears to be up-to-date
- Managing Finances in Times of Inflation (RAILS/Meristem Advisors) – stressed the importance of forecasting 3-5 years into the future and the importance of capturing all income through the levy process (up to the maximum allowed by P-TELL
- Retirement Trends (HR Source) – information about employer-sponsored retirement plans
- The Long View on Adversity (HR Source) – organizational culture is an important part of sustaining any company or organization in challenging times

#### **FOIA Requests**

- Linda Deli – homework assignment request for subjective information about website (no responsive records)
- SMART Local 265 – plans for new construction, renovation, and maintenance work for calendar year 2022 for specific scopes (sheet metal work); current HVAC maintenance contracts
- Robin Latimer – suggestion to post signs to direct people to silence phones and take phone conversations outside (no responsive records, but responded to suggestion that disruptive behavior be reported to staff as it occurs; Informed that Quiet Room is intended for individuals who wish to work exclusively in a quiet environment.)

#### **Other Information**

I will be away from the office beginning Wednesday, March 23. I will return to the office on Tuesday, April 5.



STATISTICAL SNAPSHOT	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021	Feb 2021
<b>TOTAL CIRCULATION (physical items)</b>	<b>12,227</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>
WPLD items checked out at WPLD	6,912	7,338	6,442	7,497	7,053	7,501	7,777	8,848	9,207	6,258	6,245	7,354	6,467
Auto-renewals of WPLD Items	3,680	3,907	3,566	3,849	4,372	4,198	4,660	4,321	3,310	3,504	3,785	4,153	3,932
Other Library Items Checked out at WPLD	1,635	2,140	1,615	1,390	1,648	1,571	1,493	1,760	1,587	1,315	1,488	1,730	1,523
<b>DOWNLOADABLE CIRCULATION</b>	<b>2,512</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>
Overdrive/Libby	1,421	1528	1,357	1,309	1,439	1,222	1,369	1,425	1,291	1,234	1,239	1,284	1,248
Overdrive (magazines) fka RB Digital	50	142	56	84	81	49	41	137	67	57	70	105	26
Hoopla	1041	1027	996	1,029	994	936	1,072	1,085	1,020	1,035	909	1,039	1,037
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,592	2,109	1,601	1,358	1,593	1,519	1,440	1,718	1,531	1,280	1,447	1,693	1,487
Received from Non-SWAN Libraries	14	13	11	16	7	8	13	16	34	14	23	14	9
Sent to SWAN Libraries	1,949	2,203	1,880	1,918	1,914	1,774	1,808	1,758	1,629	1,564	1,820	2,006	1,809
Sent to Non-SWAN Libraries	10	19	22	15	15	21	13	17	27	19	28	12	0
<b>COLLECTION</b>													
Physical Materials Added	674	791	624	662	709	604	586	781	632	423	494	1,156	169
Physical Materials Withdrawn	1270	927	263	159	1,056	1,525	1,058	381	1,123	193	816	644	608
Total Collection Size	140,265	139,473	140,518	139,831	139,011	139,506	139,206	139,256	141,370	140,369	139,219	138,483	136,469
Physical materials	80,809	80,278	81,344	80,739	80,043	80,787	80,852	81,132	82,393	81,735	81,105	81,039	80,455
Overdrive books	44,246	44,083	44,125	44,113	44,059	43,904	43,693	43,557	44,544	44,392	44,099	43,590	43,113
Overdrive audiobooks	15,210	15,112	15,049	14,979	14,909	14,815	14,661	14,567	14,433	14,242	14,015	13,854	12,901
<b>PROGRAMS</b>													
Number of Adult Programs	14	19	18	16	16	17	6	7	16	7	17	3	5
Adult Program Attendance	415	250	150	97	137	148	57	70	129	82	178	75	235
Number of Teen Programs	7	7	3	5	4	7	4	5	7	10	9	7	5
Teen Program Attendance	60	87	44	53	22	68	2	15	22	32	18	32	21
Number of Youth Programs	19	21	14	19	20	15	8	17	16	7	15	15	14
Youth Program Attendance	297	235	218	220	268	229	346	508	370	102	231	189	199
Book-A-Librarian Sessions	14	0	14	14	12	12	0	0	0	0	0	0	0
Book-A-Librarian Attendance	2	0	3	2	2	2	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	1	0	0	1	3	0	1	0	1	1	0	0	0
Youth Outreach Attendance	7	0	0	11	44	0	300	0	30	91	0	0	0
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,761	9,711	9,682	9,693	9,830	9,740	9,609	9,619	9,733	9,665	9,648	9,626	9,603
Resident Cards Issued In Person	39	42	38	31	35	52	42	72	66	27	24	25	14
Online Cards Issued	12	9	2	9	9	9	7	9	8	17	8	6	7
New Resident Cards Issued & Mailed**	0	0	0	75	71	90	0	0	0	0	0	0	0

STATISTICAL SNAPSHOT	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021	Feb 2021
<b>VISITOR COUNT</b>	4742	4,622	4,747	3,899	5,176	5,088	5,150	6,008	6,664	2,921	2,838	3,034	2,507
<b>STUDY ROOM USES</b>	168	134	108	108	162	116	98	88	0	0	0	0	0
<b>MEETING ROOM USES (public)</b>	1	0	0	2	1	1							
<b>GRAB &amp; GO VISITS*</b>	0	0	0	0	0	0	0	0	0	1,832	2,838	3,034	2,427
<b>CURBSIDE PICKUPS</b>	30	47	19	28	26	25	51	29	42	34	45	49	80
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	419	409	414	411	388	415	403	427	407	333	322	371	285
Wifi Sessions	1,628	1,508	1,245	1,355	1,559	1,539	1,597	1,548	1,314	948	1,017	1,191	776
Website Visits	8,816	9,491	7,808	8,311	8,432	10,273	9,339	9,378	9,712	8,981	8,399	11,476	8,205
<b>MARKETING</b>													
eNews Subscribers	5,512	5,486	5,490	5,476	5,450	5,475	5,426	5,384	5,334	5,331	5,316	5,335	5,332
eNews Open Rate	45%	37%	35%	29%	28%	26%	33%	29%	36%	35%	35%	39%	37%
Facebook Followers	1,291	1,285	1,275	1,275	1,273	1,266	1,264	1,264	1,250	1,245	1,234	1,233	1,224
Instagram Followers	355	350	346	341	336	336	334	329	325	314	311	309	298

\*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**

### **February 2022**

**Jackie Davis**

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#### **Administration**

- Sent financials to Accounting Services for processing
- Assembled the February board packet
- Processed checks for signature and mailing
- Composed minutes of the February 16 Board Meeting
- Made two bank deposits for daily receipts and the copy machines
- Transferred funds from ProPay to Fifth Third
- Reset the public printer coin tower for public services
- Applied for and received a Telecommunications Rebate from the City of Warrenville in the amount of \$350.97.
- Met with Sandy to review the files on the F Drive – February 3 and 10

#### **Human Resources**

- Processed two payrolls
- Onboarded new employee Jorge Arias
- Sent IMRF and monthly financial information to Accounting Services
- Processed one employee resignation

#### **Meetings**

- Management Team Meetings – February 1 and 15

#### **Continuing Ed**

- Aspen Cataloging Searching and Introduction – February 3
- KnowBe4 Security Training – February 9

#### **Maintenance**

- Ly continues to maintain the building on a daily basis Monday-Friday.
- Washed the window sills on the building and removed cobwebs.
- Replaced batteries in many emergency lights and exit signs.
- Arranges the meeting room for programs every week.
- Replaced VAC box hot water valve.
- Changed outside lights.
- Obtained quotes from Shales McNutt to replace the exterior entrance doors including the staff entrances.

## 12. PUBLIC SERVICES REPORT

February 2022

Paul Dobersztyn

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### Highlights

- The Aspen admin team customized the home page with unique browse categories that will help library members discover new material at the library. Each category has sub-categories that are broken down by format/genre. The categories include:
  - New & Available Now
  - en Español
  - Adult
  - Teen
  - Youth
- The City of Warrenton accepted the Tourism and Art Commission's recommendation and approved the library's application for the Warrenton Hotel Tax Grant. Funding will be used for the Summer Concerts on the Commons and Sunday Music Matinees.
- The public services staff has started preparing for summer programming and summer reading. Prize books, giveaways and supplies have been ordered. This year's theme is "Read Beyond the Beaten Path." Programming will coincide with the theme and Beanstack will be the primary tool behind library members participating in the challenge.
  - Both Youth and Adult staff had meetings on February 10.
  - Program dates and descriptions were submitted by staff on March 1.
- The library hosted **40** total events in February with **366** participants. We had **331** views of our recorded events.

### Personnel

- No changes

### Professional Development

- **47** sessions of CE were completed by the Public Services Department in February.
- **31.25** total hours of CE were completed.
- Topics that were covered: Aspen catalog all-staff training was the main focus of CE in February. Paul Dobersztyn attended Aspen admin trainings on 2/7, 2/8 and 2/15.
  - A full list can be provided by the Public Services Manager.
- Diana Abraham attended the Anderson's Bookshops Children's Literature Breakfast on 2/26.
- Julie Kurtis is reviewing the Project Enable module from Syracuse University in order to determine if all staff should participate as this could help accomplish our Illinois State Library reporting. Below is her recap of module two.
  - "Module 2 focused on disability law and policy. The major focus in this section was effectively accommodating and communicating with individuals to receive equal access to services. Some thoughts on this included braille signs, assistive technology, and sign language interpreters."

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

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

- Public Services hosted 1 passive program: Tutu 2/2/22 Take Home Craft with 75 total participants.
- Paul Dobersztyn attended the WYFS C.A.C. meeting on 2/1.
- Paul Dobersztyn met with Julie Kurtis on 2/2 to review library policies and see how they can affect people under the age of 18.
- Paul Dobersztyn and Julie Kurtis attended the STEM Roundtable on 2/2 discussing possible future projects and how we can work with our community entities that focus on STEM. We have registered for STEMCON on 4/30 at the College of DuPage.
- Paul Dobersztyn organized a library tour with MaryKellie Marquez for a local girl scout troop on 2/27 with 7 children in attendance. This included a walking tour of our resources, library material and backstage look at the book drop and technical services department followed by a scavenger hunt.
- Paul Dobersztyn met with Sandra Whitmer on 2/9 & 2/23 discussing budget ordinances and the basics of budget levies.
- Paul Dobersztyn and Miriam Montano met with the People Resources Center's new director on 2/28 to start some new ventures going forward.
- Diana Abraham has continued work with SCARCE bringing literacy to the laundromat. WPLD is officially listed as a partner on the signage at the laundromat.

### **Non SWAN InterLibrary Loan**

Item Requests Processed: 13; Materials Received: 14; Materials Lent: 10

## 12. MEMBER SERVICES REPORT

February 2022

Jaime Perpich

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	6,765	55.33%
Enterprise catalog/mobile app (Renewals)	102	0.83%
Autorenewals	3,680	30.10%
Staff Assisted Checkout	1,680	13.74%
TOTAL TRANSACTIONS	12,227	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	5,093	75.28%
Selfcheck 2 (Near Vending Machine)	1,672	24.72%
TOTAL TRANSACTIONS	6,765	100.00%

### Highlights/Projects:

#### February RAILS Count

Our staff are now pros at our quarterly RAILS count! It's exciting to see how our numbers each quarter since joining SWAN. (This quarterly count is a daily count of outgoing items we place in the RAILS delivery bins. The count is required by the Illinois State Library (ISL). Delivery is funded by a grant from ISL to RAILS.)

#### RAILS Count (February 7-11, 2022) – Compared to count collected in November 2021

NOVEMBER 1-5, 2021		
Date	# of items	# of bins
Monday, Nov 1	257	8
Tuesday, Nov 2	130	4
Wednesday, Nov 3	188	6
Thursday, Nov 4	120	4
Friday, Nov 5	183	6
<b>Weekly Totals:</b>	<b>878</b>	<b>28</b>

FEBRUARY 7-11, 2022		
Date	# of items	# of bins
Monday, Feb 7	311	10
Tuesday, Feb 8	250	7
Wednesday, Feb 9	164	5
Thursday, Feb 10	139	5
Friday, Feb 11	94	4
<b>Weekly Totals:</b>	<b>958</b>	<b>31</b>

#### Department Cross-Training

February has been a month of cross-training for Member Services and Collection Support Staff. Colleen created a detailed step by step guide on the pages opening and daily procedures and then had staff shadow her through the morning process, including running a list of on shelf items with holds, triggering holds, checking in items, transiting items and processing the RAILS bins.

Jaime began training Colleen, Helen and Jo Ann at the Member Services Desk where they may be asked to fill in when needed to cover staff breaks. Sandy and Jaime focused on "essential tasks" which include checking out items, checking in items and issuing a computer guest pass. We understand that you can never fully prepare yourself

for what questions or situations will pop up at the desk but I have assured our shelveers that any of staff members are always there to help.

### **Curbside**

30 curbside orders were filled in February 2022.

### **New Resident Card Activations**

A total of 16 New Resident cards have been fully activated. 216 un-activated accounts remain.

### **Aspen Catalog**

Jaime worked with the Aspen Admin Team (Paul, Kathy G., MaryKellie, Duncan and Mandy) to make the best use of the customization options for the Aspen catalog. Member Services and Collection Support staff watched the all-staff Aspen training videos to get a preview of what is to come next month.

### **Welcome, Jorge!**

Jorge officially started as our new Member Services Specialist on Thursday, February 3. With a background in books and technology, he has been eager to learn as much as possible and is ecstatic to be a part of our team. Kathy S., Sarah, Mary and Stephanie have been great at showing Jorge the ropes and going over procedures with him.

### **Circulation Roundtable Meeting**

Jaime attended her very first Circulation Roundtable Meeting at Fountaindale Public Library this month. The group of circulation and related staff meets quarterly to discuss current happenings in their libraries and as a way to network and share ideas. It was a great opportunity to meet with other library staff and there will now be some familiar faces at this year's PLA conference!

### **Meetings**

Management Team Meetings – Jaime

Aspen Admin Meetings – Jaime

2/16/2022 – Board Meeting – Jaime

2/23/2022 – Circ Roundtable – Jaime

**Activities**

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

- Approved final print-ready version with printer
- Prepped in-house copies for staff use and distributed to all service desks
- Communicated key print and calendar dates to staff
- Wrote article for website News page and lead-in article for homepage about spring edition "coming soon"; modified several days later after delivery was complete
- Reviewed postal counts from post office and printer quantities closely, as there was a 7% increase in pieces delivered compared with previous quarter
- Reconciled invoice from printer against postal counts and extra pieces delivered to the library

**Spring 2022 Library Events**

- Reviewed all event descriptions and key info in Communico prior to calendar opening
- Created and added images for each event in Communico
- Finalized all slides with designer for use on Facebook events
- Reviewed and printed all in-library event flyers
- Shared eNews of February events with District 200
- Illinois Library Presents March event on Jenny Lawson...customized in-library flyer for display and social media messages
- Documented process for printing and displaying event flyers; trained Stephanie in Member Services on the process

**Summer Reading Matters**

- Drafted schedule of activities for Public Services including summer reading deliverables

**Newsletter Printing Estimates**

- Outlined specifications needed to print/mail newsletters per our usual process
- Emailed request for proposal to 5 print vendors (4 recommended by other libraries, 1 from current vendor)
- Received and reviewed estimates; started emailing and calling with additional questions

**Mask Mandate/CDC Guidance Changes effective February 28**

- Revised and prepped signage, changing from mask required to mask recommended; further revised signs when internal language changed
- Surveyed library for all existing mask and related signs (table capacity, computers sanitized) for removal/change on February 28
- Revised/updated website article and links; made further revisions when internal language changed

## **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.

<b>Received Card</b>	<b>Dates</b>	<b>Emails Received</b>	<b>Average Open Rate</b>
December	16-31	1-5	44% final
January	1-15	1-5	43% final
January	16-31	1-2	56% in progress
February	1-15	1	64% in progress

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

- Black Lives Matter in English and Spanish by Miriam
- Valentine's Day in English and Spanish by Miriam
- Irish-American History Month by Tom
- Teen Advisory Board (T.A.B.) expectations by Mandy
- Library Squad by Julie

## **Science Kits**

- Added two new science kits (snap circuits, sphero mini kit) to website
- Submitted Help Desk ticket to adjust block alignment

## **SWAN/Aspen Catalog**

- Changed themes to be consistent with WPLD branding (block colors, backgrounds, etc.)
- Provided input on browse categories after reviewing catalogs from other SWAN libraries
- Asked committee to tell me their top 3 "best" features of the new catalog, thinking of the user experience; began prepping promotion materials with committee's input
- Provided input to Paul on how we could use new placard feature to cross promote collections with events and databases; suggested we should also use event listings to cross promote collections

## **Outreach**

- Committed Library to participate at Warrenville Bike Rodeo May 21...will coordinate details and promotions with MaryKellie and Diana, who will attend
- Still waiting to learn if Friends of the 4<sup>th</sup> will hold the parade; put feelers out to staff to gauge interest in participation
- Delivered new library brochure to Rev. Dale at Emmanuel Baptist (for local welcome packages), Everton Flats and Preserve at Cantera
- Coordinated with Jaime and asked Everton Flats and Preserve at Cantera to let us hold "Meet & Greet" events at their facilities to promote the library and register residents for new library cards at the event; we're working on establishing dates

## **Winter Reading Challenge**

- Removed in-library signage and website banner message/link promoting the challenge
- Photographed adult winner with hot chocolate gift set; posted to social media

## **Miscellaneous**

- Wrote article for RAILS' *My Library Is...* blog; asked Sandy and Jaime to review; submitted to RAILS; was published February 24...see copy at end of Marketing report
- Worked with Diana, Taylor and Kyrie to record and post a fun video promoting winter/Olympic collections
- Literacy at the Laundromat: updated SCARCE sign with Library's logo, text and website
- Created and finalized Teen Volunteer flyer with input from Youth Services
- Created spreadsheet to track quantities of marketing materials (new library brochure, *Reading Matters*, etc.) at various locations in library; trained Stephanie in Member Services how to replenish stock and update spreadsheet
- Adjusted and printed new overhead banner to accommodate shift in Adult DVD collections; need to adjust background color, print and put on display once final shifting is completed
- Marketing files purge/relocation: started process of deleting, labeling to save or moving files from the F drive to Teams or the new M drive; wrote instructions and trained Sarah in Member Services how to review and move/purge picture files
- Moved old *Reading Matters'* Adobe files off F drive onto flash drive
- Requested help from Kathy in Member Services to review suppliers of giveaway items and enter key info into spreadsheet to help me make decisions on potential purchases for upcoming outreach events
- Requested purchase and install of new laminator film in the laminator; troubleshooted problem with Ly, which he was able to correct

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

- Creating, reviewing and editing content; monitoring and responding to issues; submitting help desk tickets to Communico (science kits, divider space and inconsistent text display)
- In February, made changes to Download and Stream page (and intro on homepage) to include brief explanation on how to use the page; updated info re: digital loan periods and the use of Libby
- Updated Teen page with T.A.B. graphic and article and Teen volunteer graphic

**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—2/1/22, 2/15/22

Library Board Meeting via Zoom—2/16/22

Mask recommended signage and website changes with Sandy—2/23/22



## Publicity Statistics

### eNews (Constant Contact)

Subscribers: 5,512

Average open rate: 45%

### Social Media

Facebook Followers: 1,291

Instagram Followers: 355

### Popular post on social media in February 2022:



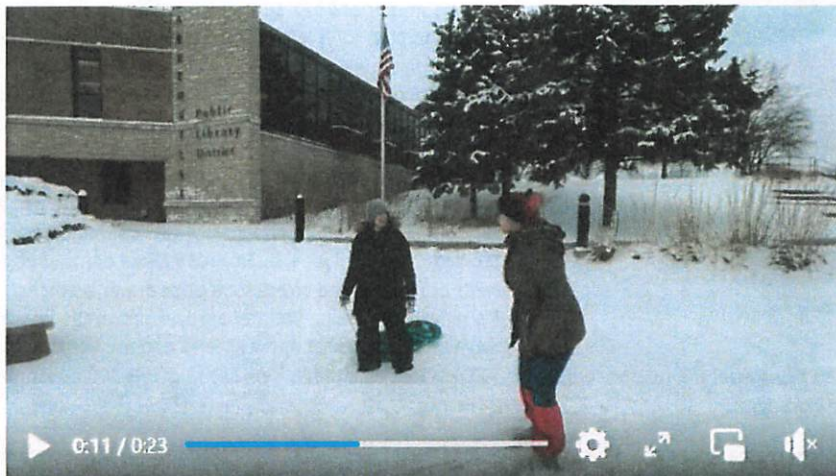
Warrenville Public Library District

Published by Buffer · February 10 at 11:30 AM ·



Our librarians recently took to the great outdoors to remind everyone to come indoors and read up on winter sports.

[#WPLD](#) [#wintersports](#) [#Olympics2022](#)



Facebook: 76 reactions (likes, comments, shares); 726 reach  
Instagram: 19 reactions (likes, comments, shares); 99 reach

Home » Blog » Do You Want Fries with Your Bestseller?

## Do You Want Fries with Your Bestseller?

 Posted by Anonymous (not verified)

 24 February 2022



That wasn't quite the tagline for our Welcome Back to the Library campaign last fall, but we did offer a chance to win McDonald's and Target gift cards!

As the summer of 2021 approached, Warrenville Library was starting to plan for a fall return to pre-pandemic hours and services. We were hopeful about resuming in-person programming, returning seating and tables to our public spaces, opening study rooms and offering our usual amenities.

To remind everyone what a valuable resource our library is to the community, we knew we needed a special incentive to welcome back our library visitors and attract new cardholders. We decided to contact local businesses about contributing gift cards or free service offers for a prize drawing among Warrenville residents. We prepared an information packet outlining sponsorship opportunities and the benefits of having

their branding appear in our printed newsletter distributed to about 6,000 residences, biweekly emails to over 5,000 subscribers, website, social media and in-library posters.

I made the "pitch" in person to select small and chain businesses, talking up the sponsorship levels and providing the packet which also included our summer newsletter and some library bling. A manager at the Warrenville Target actually commented, "we've been looking for ways to contribute to our community because other opportunities have fallen away due to pandemic." The McDonald's manager was similarly interested. No other local restaurants or businesses chose to participate.

We received two \$25 gift cards from Target and a \$50 check from McDonald's which we then used to purchase two \$25 McDonald's gift cards. From there, we firmed up the details of our campaign to promote a monthly gift card drawing for anyone who registered for a library card or used their existing card to checkout even one item at the library in September, October or November. The entire front cover of our newsletter, delivered in mid-August, was devoted to the gift card drawing and the return of full library services. An image of our library card was prominently featured along with the gift card images of these brands... three cards that look great together!

We had some success with this promotion, though it's hard to say if it was the incentive that brought people into the library or the accompanying announcement that library services were returning to pre-pandemic levels. In fall 2021, we registered forty percent more new library cards than we did in the fall of 2020, though our numbers were still about half what we typically register in the fall months. Physical checkouts also increased each month compared to pre-pandemic levels.

Was it worth the time investment to drop by local businesses to make connections for the library? Absolutely. Perhaps next time some of the locals will be in a better position to contribute. And with the cost of food skyrocketing, and the year-end holidays right around the corner, who wouldn't want to win a \$25 gift card?

Today's guest blog post is from **Kathy Gaydos**. Kathy is the Marketing & Communications Specialist at the Warrenville Public Library District.

## **12. ACQUISITIONS & CATALOGING REPORT**

### **February 2022**

**MaryKellie Marquez**

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#### **Collection Maintenance:**

674 items created

1,270 items discarded

27 items repaired

54 discs cleaned

#### **Department Highlights:**

MaryKellie is continuing to research and attend DEI trainings to bring that insight to the new committee for addressing Diversity, Equity, and Inclusion at the Warrenville Public Library. The committee will have librarians Tom Hill from Adult Services, Julie Kurtis from Youth Services, Kathy Gaydos from Marketing, and Kathy Strickland from Member Services. The first meeting will be in March 2022.

On 2/27/2022, Paul brought a local troupe of Girl Scouts on a library tour which includes a behind the scenes look at the Acquisitions and Cataloging Department. MaryKellie showed the group how a book comes in & how we wrap/process the books.

Sarah Lapp resigned on 2/8/2022.

Gail Smith was assigned some more duties. In addition, she got an increase in hours from 24.5 to 30 hours per week.

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

MaryKellie Marquez attended/participated in 12 hours of training.

MaryKellie co-chaired her first Acquisitions and Cataloging User Group Meeting on Thursday 2/10/2022. There, SWAN announced that they are looking for 5-7 libraries to participate in a pilot for BLUEcloud Cataloging. This would provide templates in creating pre-cats. MaryKellie submitted a request to participate with Sandy's support. SWAN will announce the libraries in March.

Gail and MaryKellie met with Sandy on Monday 2/28/2022 to discuss details of an upcoming book repair workshop given by professor Amanda Musacchio from COD on April 11, 2022. MaryKellie announced this program at the RAILS Technical Services Networking Group and has received lots of interest. Sandy suggested & Amanda agreed to do a morning and afternoon workshop.

In addition, MaryKellie joined the bi-weekly management team meetings, had weekly one-on-ones with Sandy, and viewed the board meeting on February 16, 2022 via zoom.

Gail Smith completed 5.5 hours of training.

## 12. IT DEPARTMENT REPORT

February 2022

Duncan Jones

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### Training/Meetings

- Met with Management team to go over uploading files and folders to Teams/SharePoint/OneDrive.
- Met with Sandy for our weekly meeting [3].
- Met with Aspen Admin Team for a follow-up meeting.
- Completed February KnowBe4 training.
- Met with Jorge for his technology orientation.
- Ryan Dowd: Psychology webinar.
- TechSoup Microsoft Program Offerings for Libraries webinar.
- Active Directory JobSkillShare webinar
- Building Your Technology Skills LinkedInLearning course
- SSL Certificates for Web Developers LinkedInLearning course

Advised staff on spam email.

Updated PRL/Profile on several hotspots.

Added Taylor to have access to the Reference@warrenville.com inbox.

Resolved an issue with MaryKellie's DYMO printer.

Helped Kathy open files from Teams in the app.

Helped Taylor delete a mis-sized print job from the queue.

Helped staff with Teams login issues.

Helped Acq/Cat with advice about toner replacement.

Helped staff log in to KnowBe4.

Resolved Scan station not sending emails due to a password change.

Resolved an issue with the marketing computer having no printers installed.

Helped Ly put a shortcut to Firefox on his desktop.

Helped MaryKellie open PDFs in Adobe Reader by default.

Book a Librarian: Chromebook and Android.

Helped a patron with the copier coinbox.

Resolved IT phone not notifying of voicemail/ messages not in voicemail.

Resolved public PCs all had "No Communication" showing.

SWAN Workflows unable to check out. Contacted SWAN.

Shut down systems due to power outage. Restored and checked systems in the morning.

Troubleshooting install of Deep Freeze console.

Two wireless access points disconnected randomly, replaced with spares.

Changed all staff passwords.

Resolved an issue with the F drive on the Member Services computers related to password changes.

Updated cached passwords on staff PCs and laptops.

Removed accounts of departing staff members.

Worked with Kent and Communico about updating the SSL certificate.

Installed webcams on staff computers.

Updated servers and various staff machines.

Installed 2nd monitor to Acq/Cat office.

Researched headphones for potential purchase and created a Form survey for headset requests.

Printed MS Office 2021 Custom Guides for the AS Desk.

Renewed several hotspots.

Changed setting on hotspot to not display data limit reached.

Received and configured hotspot to replace a damaged unit.  
Updated dated Chrome on staff devices to patch a new vulnerability.  
Helped Sylvia set up audio and mic for a program in the Meeting room.  
Began reviewing the 2023 budget with Sandy.

Staff Help Desk Tickets: 19 tickets opened, 18 tickets closed, 1 pending.



## 13. PRESIDENT'S REPORT

### Next Meetings or Events

(as of Wednesday, March 9, 2022)

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

Wednesday, April 20, 2022 at 6 pm  
Committee of the Whole (Budget)  
Library Meeting Room

Wednesday, April 20, 2022 at 7 pm  
Regular Board of Trustees Meeting  
Library Meeting Room

### Statements of Economic Interest

DuPage County emailed an invite to complete the Statement of Economic Interest to all trustees on March 1.

As of March 9, Sandy is still waiting for guidance from the library's attorney regarding the changes to this annual filing requirement.

The due date for filing is May 3, 2022.

Sandy has included three documents related to this topic on the pages following the President's Report:

- Attorney Memo re: Statement of Economic Interests (2/21/2022)
- DuPage County Clerk email re: Statement of Economic Interests (3/3/2022)
- Illinois Municipal League Fact Sheet

### Reminder: Open Meetings Act Training

The Open Meetings Act online training is working again. In late January, Sandy mailed information to trustees who need to complete the training and turn in a certificate of completion. Please complete the training and turn in your certificate to Sandy before April 30.

Barbara & Jerri - OMA Public Board Member (only)

Rick & Cindy - OMA PB Member & OMA Designee

### ILA Trustee Forum Virtual Spring Workshops

This year, the Library Trustee Forum is continuing its virtual Spring Workshops. Please let Sandy know if you are interested in either session so she can register you.

Participants will be able to access the recordings following each session.



Library Director Evaluation    Saturday, April 2, 10:00 - 11:30 a.m.

One of the most important roles of the Board of Trustees is to hire the director and work with them to ensure that goals are met. Evaluating the director can feel overwhelming, but it doesn't have to be. Join a panel of library trustees from across the library landscape who have worked to develop processes that work for their boards and provide successful results. Evaluating the director is not a one-size fits all endeavor, and this program will give you a wide range of examples and options that you can take back to your library to use with confidence.

Speakers: Panel of Library Trustees to be announced

Moderator: Becky Spratford, [RA for All](#) and Trustee of the La Grange Public Library

Streamlining the Budget Process    Saturday, May 14, 10:00 - 11:30 a.m.

Ever notice how easily a fish glides through the water and think, "I wish our annual budget, appropriation and levy process could feel that way?" In this session, we'll add to budgeting basics with a deeper dive into the budget & appropriation, levy ordinances, and other legally required reports. We'll relate these to your budget planning and process so that everything flows together. If your library maintains multiple funds: why do you have them and do you have the funds you need? Time permitting, we'll also take a moment to reflect on the impact of inflation on your budget and how to plan for it. There are multiple approaches to budgeting, and one of them will feel best for you. I'm hoping that you'll leave this year's session with the confidence to take a fresh look at your annual financial documents rather than simply updating last year's just because "they worked."

Speaker: James Rachlin, Meristem Advisors, L.L.C.

Moderator: Kathryn Lind Caudill, Board Vice President at Elia Area Public Library District and President of the ILA Trustee Forum

**Future Agenda Items:**

April

- Committee of the Whole Meeting – FY23 Budget
- Closed Session: Director's Evaluation



THE LAW OFFICES OF

*Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

**MEMO RE: STATEMENT OF ECONOMIC INTERESTS**

TO: Public Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: February 21, 2022

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This Memo addresses a new form of the annual Statement of Economic Interests.

Attached is a summary of the issue prepared by the law firm of Robbins Schwartz.

We concur with the recommendation of Robbins Schwartz to await guidance from the Secretary of State, i.e.:

“We have been advised by the Secretary of State’s office to expect the written guidance around the first week of March. Given the new and complex form and the reliance that can be placed on the Secretary of State’s guidance, filers should strongly consider waiting to file the Form until the guidance has been issued . . .”

[https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/ ILIBRARYDIST/Memo re Statement of Economic Interest.docx](https://psnrbcom.sharepoint.com/sites/PS/Shared%20Documents/General/ILIBRARYDIST/Memo%20re%20Statement%20of%20Economic%20Interest.docx)



Roger Ritzman

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**From:** Robbins Schwartz <info@rsnlt.ccsend.com> on behalf of Robbins Schwartz  
<miguevara@robbins-schwartz.com>  
**Sent:** Tuesday, February 15, 2022 3:02 PM  
**To:** Roger Ritzman  
**Subject:** New Statement of Economic Interests Form

x

February 15, 2022

## **NEW STATEMENT OF ECONOMIC INTERESTS FORM FOR 2022. STAY TUNED FOR CRITICAL WRITTEN GUIDANCE FROM THE SECRETARY OF STATE'S OFFICE**

May 1<sup>st</sup> is the annual deadline for elected and appointed officials and certain employees to file the Statement of Economic Interests form ("Form") required by the *Illinois Governmental Ethics Act*.

This year, individuals starting the task of completing the Form will note that the Form and its instructions are completely new. The new Form and instructions reflect amendments to the law by *Public Act 102-0664, effective January 1, 2022*. Among other things, the amendments of P.A. 102-0664 expand the disclosure of financial interests and indebtedness required to be included in the Form.

For many filers, completing the new Form will unfortunately not be a simple or straightforward endeavor because of the technical nature of the questions asked and the new definitions that have been added.

In particular, the new definitions are critical to understanding the scope of the Form. For example, the term "asset" means an item that is "owned and has monetary value" including: stocks, bonds, mutual funds, exchange-traded funds, commodity futures, investment real estate (which is another definition), beneficial interests in trusts, and business and partnership interests. The definition then specifically lists certain exclusions including: personal residences, personal vehicles, savings or checking accounts, governmental bonds and securities, Medicare benefits, inheritances or bequests, diversified funds, annuities, pensions, retirement accounts, college savings plans, and certain other tax-advantaged savings programs, and tangible personal

property. 5 ILCS 420/1-102.5. In addition to the term "asset," there are 13 other definitions that apply because of P.A. 102-0664.

Critically, P.A. 102-0664 requires the Illinois Secretary of State to develop and make publicly available online written guidance relating to the completion and filing of the form. 5 ILCS 420/4A-102(c). This guidance is important because P.A. 102-0664 provides that statements made in the Form that are made in reasonable good faith reliance on the published guidance from the Secretary of State will not constitute a willfully false or incomplete statement and such reliance will therefore be a defense to the Class A misdemeanor penalty that remains unchanged in the Ethics Act.

We have been advised by the Secretary of State's office to expect the written guidance around the first week of March. Given the new and complex form and the reliance that can be placed on the Secretary of State's guidance, filers should strongly consider waiting to file the Form until the guidance has been issued, unless filers are candidates who must obtain and submit a receipt for filing the form to comply with ballot access deadlines. We will update this Law Alert once the Secretary of State's guidance is released.

Law Alert is published periodically by Robbins Schwartz. Although the information contained in this Law Alert is considered accurate, it is not, nor should it be construed to be, legal advice. If you have an individual situation which involves a topic addressed in this publication, please seek a legal opinion that is based upon the facts in your specific case. Questions and comments about this publication should be directed to: Law Alert Editor | Robbins Schwartz | 55 West Monroe Street | Suite 800 | Chicago, Illinois 60603 | 312.332.7760 | [mquevara@robbins-schwartz.com](mailto:mquevara@robbins-schwartz.com).

## Regarding the 2022 Statement of Economic Interest

County Clerk Economic Interest Statements <ClerkEI@dupageco.org>

Thu 3/3/2022 4:44 PM

 1 attachments (223 KB)

REGARDING NEW QUESTIONS FOR 2022 SEI FILING\_3 3 22.pdf;

To our UOG contacts:

Many inquiries have come in regarding the questions on the newly revised Statement of Economic Interest, effective for the 2022 filing year. The Illinois General Assembly enacted Public Act 102-0662 which changed the content of the Statement of Economic Interests form.

While the DuPage County Clerk's office cannot provide any legal advice to filers on what information should or should not be disclosed on the statement, we have created an informational document which compiles terms found in the statement and provides the statutory definitions found in the Illinois Governmental Ethics Act.

That informational document is included on this e-mail, and is also available on our website:

<https://www.dupageco.org/CountyClerk/EconomicInterest/>

The revisions to the Illinois Governmental Ethics Act can also be found on our website.

I encourage you all to share this information with your filers if they have any questions/concerns about the changes with the SEI form.

As always, feel free to direct any filers to me if they need any assistance with filing their statement.

Thank you,

Chad

**Chad Pierce**

*Administrative Assistant*

DuPage County Clerk

Jean Kaczmarek

421 N. County Farm Road

Wheaton, IL 60187

P: (630) 407-5572

F: (630) 407-5501

Email: [chad.pierce@dupageco.org](mailto:chad.pierce@dupageco.org)

Website: <https://www.dupageco.org/countyclerk>



**DUPAGECOUNTY**



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## **REGARDING NEW QUESTIONS FOR 2022 FILING YEAR:**

The Illinois General Assembly recently enacted Public Act 102-0662 which included a major change in the content of the Statement of Economic Interests form.

The new form has 7 questions that differ significantly from the previous form. This resource provides definitions of terms found within the Statement of Economic Interest.

**THIS DOCUMENT IS PROVIDED FOR INFORMATIONAL PURPOSES AND IS, NOT  
LEGAL ADVICE.**

**THE DUPAGE COUNTY CLERK'S OFFICE CANNOT PROVIDE ANY LEGAL  
ADVICE TO FILERS. YOU SHOULD CONTACT YOUR ATTORNEY FOR ANY  
LEGAL ADVICE REGARDING THE ILLINOIS GOVERNMENTAL ETHICS ACT,  
INLCUDING HOW TO ANSWER QUESTIONS ON YOUR STATEMENT OF  
ECONOMIC INTEREST FORM. RELIANCE ON THE INFORMATION CONTAINED IN  
THIS DOCUMENT IS AT THE FILER'S OWN RISK.**

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## **DEFINITIONS OF TERMS:**

(\*indicates term used in the definition of another term)

### **ASSET:**

(5 ILCS 420/Art. 1 heading)

ARTICLE 1. SHORT TITLE. DEFINITIONS

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-102.5)

Sec. 1-102.5. "Asset" means, for the purposes of Sections 4A-102 and 4A-103, an item that is owned and has monetary value. For the purposes of Sections 4A-102 and 4A-103, assets include, but are not limited to: stocks, bonds, sector mutual funds, sector exchange traded funds, commodity futures, investment real estate, beneficial interests in trusts, business interests, and partnership interests. For the purposes of Sections 4A-102 and 4A-103, assets do not include: personal residences; personal vehicles; savings

or checking accounts; bonds, notes, or securities issued by any branch of federal, state, or local government; Medicare benefits; inheritances or bequests, other than beneficial interests in trusts; diversified funds; annuities; pensions (including government pensions); retirement accounts; college savings plans that are qualified tuition plans; qualified tax-advantaged savings programs that allow individuals to save for disability-related expenses; or tangible personal property.

(Source: P.A. 102-664, eff. 1-1-22.)

## **COMPENSATION\*:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-104) (from Ch. 127, par. 601-104)

Sec. 1-104. "Compensation" means any money, thing of value, or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by himself or another.

(Source: Laws 1967, p. 3401.)

## **CREDITOR:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-104.3)

Sec. 1-104.3. "Creditor" means, for the purposes of Sections 4A-102 and 4A-103, an individual, organization, or other business entity to whom money or its equivalent is owed, no matter whether that obligation is secured or unsecured, except that if a filer makes a loan to members of his or her family, then that filer does not, by making such a loan, become a creditor of that individual for the purposes of Sections 4A-102 and 4A-103 of this Act.

(Source: P.A. 102-664, eff. 1-1-22.)

## **DEBT:**

(5 ILCS 420/Art. 1 heading)

### ARTICLE 1. SHORT TITLE. DEFINITIONS

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-104.4)

Sec. 1-104.4. "Debt" means, for the purposes of Sections 4A-102 and 4A-103, any money or monetary obligation owed at any time during the preceding calendar year to an individual, company, or other organization, other than a loan that is from a financial institution, government agency, or business entity and that is granted on terms made available to the general public. For the purposes of Sections 4A-102 and 4A-103, "debt" includes, but is not limited to: personal loans from friends or business associates, business loans made outside the lender's regular course of business, and loans made at below market rates. **For the purposes of Sections 4A-102 and 4A-103, "debt" does not include: (i) debts to or from financial institutions or government entities, such as mortgages, student loans, credit card debts, or loans secured by automobiles, household furniture, or appliances, as long as those loans were made on terms available to the general public and do not exceed the purchase price of the items securing them; (ii) debts to or from a political committee registered with the Illinois State Board of Elections or political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission; or (iii) a loan from a member of the filer's family not known by the filer to be registered to lobby under the Lobbyist Registration Act.**

(Source: P.A. 102-664, eff. 1-1-22.)

## **DIVERSIFIED FUNDS\*:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-104.5)

Sec. 1-104.5. "Diversified funds" means investment products, such as mutual funds, exchange traded funds, or unit investment trusts, that invest in a wide variety of securities across multiple sectors or asset classes. "Diversified funds" does not include sector funds.

(Source: P.A. 102-664, eff. 1-1-22.)

## **ECONOMIC OPPORTUNITY:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-105) (from Ch. 127, par. 601-105)

Sec. 1-105. "Economic opportunity" means any purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services wherein a legislator may gain an economic benefit. The term shall not include gifts.

(Source: Laws 1967, p. 3401.)

## **ECONOMIC RELATIONSHIP:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-105.2)

Sec. 1-105.2. "Economic relationship" means, for the purposes of Sections 4A-102 and 4A-103, any joint or shared ownership interests in businesses and creditor-debtor relationships with third parties, other than commercial lending institutions, where: (a) the filer is entitled to receive (i) more than 7.5% of the total distributable income, or (ii) an amount in excess of the salary of the Governor; or (b) the filer together with his or her spouse or minor children is entitled to receive (i) more than 15%, in the aggregate, of the total distributable income, or (ii) an amount in excess of 2 times the salary of the Governor.

(Source: P.A. 102-664, eff. 1-1-22.)

## **FAMILY:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-105.3)



Sec. 1-105.3. "Family" means, for the purposes of Sections 4A-102 and 4A-103, a filer's spouse, children, step-children, parents, step-parents, siblings, step-siblings, half-siblings, sons-in-law, daughters-in-law, grandparents, and grandchildren, as well as the parents and grandparents of the filer's spouse, and any person living with the filer.

(Source: P.A. 102-664, eff. 1-1-22.)

## **FILER:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-105.5)

Sec. 1-105.5. "Filer" means, for the purposes of Sections 4A-102 and 4A-103, a person required to file a statement of economic interests pursuant to this Act.

(Source: P.A. 102-664, eff. 1-1-22.)

## **INCOME:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-105.6)

Sec. 1-105.6. "Income" means, for the purposes of Sections 4A-102 and 4A-103, pension income and any income from whatever source derived, required to be reported on the filer's federal income tax return, including, but not limited to: compensation received for services rendered or to be rendered (as required to be reported on any Internal Revenue Service forms, including, but not limited to, Forms W-2, 1099, or K-1); earnings or capital gains from the sale of assets; profit; interest or dividend income from all assets; revenue from leases and rentals, royalties, prizes, awards, or barter; forgiveness of debt; and earnings derived from annuities or trusts other than testamentary trusts. "Income" does not include compensation earned for service in the position that necessitates the filing of the statement of economic interests, or investment or interest returns on items excluded from the definition of "asset", or income from the sale of a personal residence or personal vehicle.

(Source: P.A. 102-664, eff. 1-1-22.)

## **INSTRUMENT OF OWNERSHIP:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-115) (from Ch. 127, par. 601-115)

Sec. 1-115. "Instrument of Ownership" means deeds, common or preferred stock certificates, rights, warrants, options, bills of sale, contracts, interests in proprietorships, partnerships and joint ventures, and beneficial interests in trusts or land trusts.

(Source: P.A. 77-1806.)

## **INVESTMENT REAL ESTATE:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-105.7)

Sec. 1-105.7. "Investment real estate" means any real property, other than a filer's personal residences, purchased to produce a profit, whether from income or resale. Investment real estate may be described by the city and state where the real estate is located.

(Source: P.A. 102-664, eff. 1-1-22.)

## **LEGISLATIVE INTEREST\*:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-106) (from Ch. 127, par. 601-106)

Sec. 1-106. "Legislative interest" means a substantial economic interest, distinct from that of the general public, in one or more legislative matters.

(Source: Laws 1967, p. 3401.)

## **LEGISLATIVE MATTER\*:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-107) (from Ch. 127, par. 601-107)

Sec. 1-107. "Legislative matter" means any bill, resolution, nomination, or other issue or proposal pending before the General Assembly or any committee, sub-committee, or commission thereof.

(Source: Laws 1967, p. 3401.)

## **LEGISLATOR\*:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-108) (from Ch. 127, par. 601-108)

Sec. 1-108. "Legislator" means a member or member-elect of the General Assembly.

(Source: Laws 1967, p. 3401.)

## **LOBBYIST:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-110) (from Ch. 127, par. 601-110)

Sec. 1-110. "Lobbyist" means an individual who is required to be registered to engage in lobbying activities pursuant to the Lobbyist Registration Act.

(Source: P.A. 102-664, eff. 1-1-22.)

## **PERSON OR ENTITY:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-111) (from Ch. 127, par. 601-111)

Sec. 1-111. "Person" or "entity" means an individual, proprietorship, partnership, association, trust, estate, business trust, group, or corporation, whether or not operated for profit, or a governmental agency, unit, or subdivision.

(Source: Laws 1967, p. 3401.)

## **PERSON WITH WHOM LEGISLATOR MAINTAINS A CLOSE ECONOMIC ASSOCIATION\*:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-112) (from Ch. 127, par. 601-112)

Sec. 1-112. "Person with whom the legislator maintains a close economic association" means a person associated with the legislator in a partnership, association or professional service corporation, whether as partner, officer, employee, associate, or otherwise.

(Source: Laws 1967, p. 3401.)

## **PERSONAL RESIDENCE\*:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-112.5)

Sec. 1-112.5. "Personal residence" means, for the purposes of Sections 4A-102 and 4A-103, a filer's primary home residence and any residential real property held by the filer and used by the filer for residential rather than commercial or income generating purposes.

(Source: P.A. 102-664, eff. 1-1-22.)

## **REPRESENTATION CASE\*:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-113) (from Ch. 127, par. 601-113)

Sec. 1-113. "Representation case" means the professional representation of any person, client or principal, with or without compensation, in any matter before any State agency where the action or non-action of the State agency involves the exercise of substantial discretion. However, the term shall not include inquiries for information or other services rendered in a legislative capacity on behalf of a constituent or other member of the public.

(Source: Laws 1967, p. 3401.)

## **STATE AGENCY\*:**

(5 ILCS 420/Art. 1 heading)

### ARTICLE 1. SHORT TITLE. DEFINITIONS

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-114) (from Ch. 127, par. 601-114)

Sec. 1-114. "State agency" means any department, office, commission, board or authority within the Executive Department, and includes State-supported universities and colleges and the Illinois Building Authority.

(Source: Laws 1967, p. 3401.)

## **SPOUSE:**

(5 ILCS 420/Art. 1 heading)

### ARTICLE 1. SHORT TITLE. DEFINITIONS

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-113.7)

Sec. 1-113.7. "Spouse" means a party to a marriage, a party to a civil union, or a registered domestic partner.

(Source: P.A. 102-664, eff. 1-1-22.)

## **SECTOR FUNDS\*:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."

(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-113.6)

Sec. 1-113.6. "Sector funds" means mutual funds or exchange traded funds invested in a particular industry or business.

(Source: P.A. 102-664, eff. 1-1-22.)

## **UNIT OF LOCAL GOVERNMENT:**

(5 ILCS 420/Art. 1 heading)

### **ARTICLE 1. SHORT TITLE. DEFINITIONS**

(5 ILCS 420/1-101) (from Ch. 127, par. 601-101)

Sec. 1-101. This Act shall be known and may be cited as the "Illinois Governmental Ethics Act."



(Source: Laws 1967, p. 3401.)

(5 ILCS 420/1-102) (from Ch. 127, par. 601-102)

Sec. 1-102. As used in this Act, unless the context otherwise requires, the terms described in this Article have the meanings ascribed to them in this Article.

(Source: P.A. 88-605, eff. 9-1-94.)

(5 ILCS 420/1-120)

Sec. 1-120. Unit of local government. "Unit of local government" has the meaning ascribed to it in Section 1 of Article VII of the Illinois Constitution and also includes school districts and community college districts.

(Source: P.A. 88-605, eff. 9-1-94.)

Constitution of the State of Illinois

## ARTICLE VII

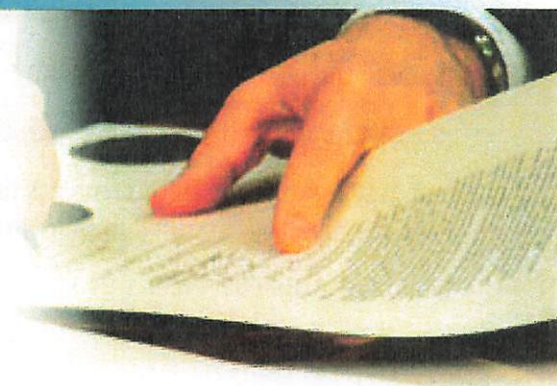
### LOCAL GOVERNMENT

#### SECTION 1. MUNICIPALITIES AND UNITS OF LOCAL GOVERNMENT

"Municipalities" means cities, villages and incorporated towns. "Units of local government" means counties, municipalities, townships, special districts, and units, designated as units of local government by law, which exercise limited governmental powers or powers in respect to limited governmental subjects, but does not include school districts.

(Source: Illinois Constitution.)

# STATEMENT OF ECONOMIC INTERESTS FORMS



The Illinois Governmental Ethics Act ([5 ILCS 420/](#)) provides that certain elected municipal office holders, candidates, officials and employees are required to file a Statement of Economic Interests.<sup>1</sup>

By February 1 of each year, each municipality is required to notify their local county clerk of individuals that are required to file the form. The county clerk is then required to provide the appropriate form and instructions on how to file the form. The Statement of Economic Interests must be filed by May 1 of each year.

## MUNICIPAL OFFICIALS REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS

1. All elected officials and candidates for elected office.
2. All appointed members of a governing board, zoning board, zoning board of appeals or planning commission, and appointed members of other boards or commissions who have authority to authorize the expenditure of funds, but not members of boards or commissions who function only in an advisory capacity.
3. All government employees who are compensated for services (not as independent contractors) who:
  - are, or function as, the head of a department, division, bureau, authority or other administrative unit, or who exercise similar authority;
  - have direct supervisory authority over or direct responsibility for the formulation, negotiation, issuance or execution of contracts in an amount of \$1,000 or greater;
  - have authority to approve licenses and permits, but not including employees who function in a clerical capacity;
  - adjudicate, arbitrate or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding;
  - have authority to issue or adopt rules and regulations; or,
  - have supervisory responsibility for 20 or more employees.
4. Members of the board of any pension fund established under the Illinois Pension Code, if not required to file under any other provision of Section 4A-101.5 of the Act.

## REQUIRED DISCLOSURES

[Public Act \(P.A.\) 102-0664](#), effective January 1, 2022, amended provisions of the Act and expanded the disclosure of financial interests required to be included in the Statement of Economic Interests. **The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.**

<sup>1</sup> [5 ILCS 420/4A-101.5](#)



## **MUNICIPAL OFFICIALS, WHO ARE REQUIRED TO FILE, MUST DISCLOSE THE FOLLOWING INFORMATION**

- Assets valued in excess of \$10,000, held individually, jointly with a spouse or jointly with a minor child or children;
- Assets in a trust, based on the total value of the assets, regardless of whether distributions have been made;
- Sources of income in excess of \$7,500 annually for the filer and spouse;
- The sale or transfer of assets resulting in capital gains in excess of \$7,500 and the date of the transaction;
- Creditors of a debt in excess of \$10,000 owed by the filer, jointly with a spouse or jointly with a minor child or children;
- Name of the unit of government for which the filer or spouse was an employee, contractor or office holder (not including the position for which the Statement is being filed);
- Names of lobbyists who have an economic relationship with, or are a family member of, the filer; and,
- The source and type of gifts, individually or in the aggregate, in excess of \$500 in the preceding year.

**The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.**

### **ASSETS INCLUDE:**

- Stocks;
- Bonds;
- Mutual funds;
- Exchange traded funds;
- Commodity futures;
- Investment real estate;
- Beneficial interests in trusts; and,
- Business and partnership interests.

### **ASSETS DO NOT INCLUDE:**

- Personal residences;
- Personal vehicles;
- Savings or checking accounts;
- Bonds, notes or securities issued by federal, state or local governments;
- Medicare benefits;
- Inheritances or bequests;
- Diversified funds;
- Annuities;
- Pensions;
- Retirement accounts;
- College savings plans; and,
- Qualified tax-advantaged savings programs for disability-related expenses or tangible personal property.



### DEBTS INCLUDE:

- Any money or monetary obligation owed at any time during the preceding calendar year to an individual, company or other organization, other than a loan that is from a financial institution, government agency or business entity that is granted on terms made available to the general public; or,
- Any debt specifically exempted (see "Debts Do Not Include").

### DEBTS DO NOT INCLUDE:

- Debts to or from financial institutions or government entities, such as mortgages, student loans, credit card debts, or loans secured by automobiles, household furniture or appliances, as long as those loans were made on terms available to the general public and do not exceed the purchase price of the items securing them;
- Debts to or from a political committee registered with the Illinois State Board of Elections or political committees, principal campaign committees or authorized committees registered with the Federal Election Commission; or,
- A loan from a member of the filer's family not known by the filer to be registered to lobby under the Illinois Lobbyist Registration Act.

## HOW DO I GET MY STATEMENT OF ECONOMIC INTERESTS FORM AND WHERE DO I FILE THE FORM?

Each local county clerk will provide the form and may require the form to be filed electronically or to be filed in written form. An example of a [Statement of Economic Interests form is available via this link](#). A county clerk may require a slightly different form. Provisions requiring certification of review by an ethics officer apply to State of Illinois officials, and do not apply to municipal officials unless a local ordinance requires that review.

Candidates for municipal office are required to include a receipt for filing a Statement of Economic Interests in their candidate submissions in order to appear on an election ballot.

## DEFINITIONS IN THE ACT

In addition to the definitions of assets and debts detailed in this fact sheet, specific definitions for terms apply to the Statement of Economic Interests, and include the following:

**CREDITOR:** means an individual, organization or other business entity to whom money or its equivalent is owed, no matter whether that obligation is secured or unsecured, except that if a filer makes a loan to members of his or her family, then that filer does not, by making such a loan, become a creditor of that individual.

**DIVERSIFIED FUNDS:** means investment products, such as mutual funds, exchange traded funds or unit investment trusts, that invest in a wide variety of securities across multiple sectors or asset classes. These do not include sector funds.



## DEFINITIONS IN THE ACT (continued)

**ECONOMIC RELATIONSHIP:** means any joint- or shared-ownership interests in businesses and creditor-debtor relationships with third parties, other than commercial lending institutions, where: (a) the filer is entitled to receive (i) more than 7.5% of the total distributable income, or, (ii) an amount in excess of the salary of the Governor (SFY 2022: \$184,800); or, (b) the filer together with his or her spouse or minor children is entitled to receive (i) more than 15%, in aggregate, of the total distributable income, or, (ii) an amount in excess of two times the salary of the Governor (SFY 2022: \$369,600).

**FAMILY:** means a filer's spouse, children, step-children, parents, step-parents, siblings, step-siblings, half-siblings, sons-in-law, daughters-in-law, grandparents and grandchildren, as well as the parents and grandparents of the filer's spouse, and any person living with the filer.

**FILER:** means a person required to file a Statement of Economic Interests pursuant to this Act.

**INCOME:** means pension income and any income from whatever source derived, required to be reported on the filer's federal income tax return, including, but not limited to: compensation received for services rendered or to be rendered (as required to be reported on any Internal Revenue Service forms, including, but not limited to, forms W-2, 1099, or K-1); earnings or capital gains from the sale of assets; profit; interest or dividend income from all assets; revenue from leases and rentals, royalties, prizes, awards or barter; forgiveness of debt; and, earnings derived from annuities or trusts other than testamentary trusts. This does not include compensation earned for service in the position that necessitates the filing of the Statement of Economic Interests, or investment or interest returns on items excluded as an asset or income from the sale of a personal residence or personal vehicle.

**INVESTMENT REAL ESTATE:** means any real property, other than a filer's personal residence, purchased to produce a profit, whether from income or resale. Investment real estate must be reported on the Statement but only by listing the city and state where the real estate is located.

**LOBBYING and LOBBYIST:** mean engaging in activities that require registration under the Illinois Lobbyist Registration Act or an individual who is required to be registered to engage in lobbying activities pursuant to the Illinois Lobbyist Registration Act.

**PERSONAL RESIDENCE:** means a filer's primary home residence and any real property held by the filer and used by the filer for residential purposes and not for commercial or income generating purposes.

**SECTOR FUNDS:** means investments in mutual funds or exchange traded funds invested in a particular industry or business.

**SPOUSE:** means a party to a marriage, a party to a civil union or a registered domestic partner.

A complete list of definitions is [available via this link \(5 ILCS 420/Art.1\)](#).

Municipal officials and candidates for municipal office should thoroughly review the Statement of Economic Interests form, including applicable terms, definitions and disclosure requirements, in advance of each May 1 filing deadline to ensure compliance with the Act.