

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, May 18, 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. 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

p. 3 a. Libraries of Illinois Risk Agency (Trevor Smith, Gallagher)

5. Public comments

p. 4 6. Correspondence

7. Consent Agenda **(ACTION)**

- p. 5 a. Approve Minutes of the April 20, 2022 Committee of the Whole Meeting
- p. 11 b. Approve Minutes of the April 20, 2022 Regular Board Meeting
- under separate cover c. Approve Minutes of the April 20, 2022 Regular Board Meeting Closed Session
- p. 17 d. Receive and file Financial Report for April

8. Regular Agenda

- p. 25 a. Approve payments for the period of April 21–May 18, 2022 **(ACTION)**
- p. 27 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

- p. 28 a. Authorize staff to vote in favor of the requested amendment to the *Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC")* **(ACTION)**

- p. 33..... b. Authorize library's authorized IMRF agent to request an Early Retirement Incentive cost estimate **(ACTION)**

- p. 54 11. Director's Report

- p. 58 12. Department Head Reports

- p. 67 13. President's Report

- a. Next meetings or events

- p. 68 14. Treasurer's Report

- 15. Secretary's Report

- 16. Committee Reports

- 17. Trustee Comments

- 18. Items for information and/or discussion (No Action)

- 19. Closed Session

- 20. Discussion/action resulting from the above closed session **(ACTION)**

- 21. Adjournment **(ACTION)**

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 - a. Libraries of Illinois Risk Agency (Trevor Smith, Gallagher)
5. Public comments
6. Correspondence

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11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
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20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

4a. PRESENTATIONS

Libraries of Illinois Risk Agency

Director Whitmer has invited Trevor Smith of Gallagher Insurance to present information about Libraries of Illinois Risk Agency (LIRA). In April, the Board agreed to invite Mr. Smith to participate virtually.

Since its inception on December 31, 2013, LIRA has provided an alternative way for Illinois libraries to purchase their property, liability, and workers compensation insurance by providing a platform to group purchase and pool their insurance.

Director Whitmer has asked LIRA to provide a quote for the library's insurance renewal. This presentation will not include details of the quote, but will provide general information about LIRA and its benefits.

Director Whitmer will meet with Mr. Smith to review the quote once it is prepared and, if the quote is favorable, she will make a recommendation at the June 15, 2022 Board Meeting.

6. CORRESPONDENCE

The following correspondence addressed to the Board was received prior to the preparation of this month's Board Packet.

Received 4/26/2022 via email

Hello!

I wanted to send a message expressing my gratitude for our wonderful Warrenville Public Library. My family and I have benefited so much from the lovely programs and resources you have to offer. As the Joni Mitchell song states, "you don't know what you've got till it's gone....," and the pandemic has sure shown me that with our library. When the in-person children's programming resumed, I remember thinking, "Wow! As an at home mom, I forgot how much of a lifeline the library truly is for my family and I." It is such a wonderful place for our community. Our boys are 3 and 5, and we are avid readers. We love going to the library and checking out new books, each week. We are also big fans of crafty kids, family story time, fandemonium programs, the spring break crafts that were offered, the children's play space, the private rooms for my husband to have a quiet space to work, books for us adults, and of course Miss Kyrie and Miss Diana! We have visited several libraries in the area, and I still recommend our library above all, to other parents. So, to the board of trustees and all of the wonderful staff at the Warrenville Public Library, thank you for all your hard work and the joy you bring to our family.

Sincerely,
Chrystal Santhiraj

Received 5/5/2022 via email

Dear Board,

I am a Warrenville resident and mother to twin two year olds. We frequent the library often and enjoy reading books and playing with the toys in the children's section. I am writing to request that the IPAD's be removed from the children's area. As a mom and as a psychologist, I know the negative effects that technology can have on a growing brain. I do not allow my children to use these devices and am very disappointed that they are accessible for children in the library, a place where they should be focused on reading and literature. I am becoming frustrated that I spend so much time at the library keeping my kids away from them rather than enjoying ourselves. I do not think it is necessary for a library to encourage children to use these devices.

Thank you for your attention to this matter,

Lindsey Brill

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees Committee of the Whole Meeting
Wednesday, April 20, 2022, 6:00 p.m.**

1. Call to Order – Trustee DuRocher called the meeting to order at 6:01 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson (arrived at 6:58 pm)
Ruzicka (arrived at 6:34 pm), Stull, Warren

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, IT Associate Duncan Jones, Acquisitions and Cataloging Manager MaryKellie Marquez

a. Approve Remote Attendance and Participation - No requests for remote attendance and participation were received.

3. Public Comments – none

4. Review of the first draft of the FY23 Working Budget

Director Whitmer stated the Management Team is available to discuss and answer questions about their budget items.

The following are key items brought to the Board's attention:

- The property tax extension expected income has increased by approximately \$50,400 over last year.
- The draft of this budget does not include any numbers for salaries or benefits so there is currently a surplus of \$1,157,919.
- Director Whitmer explained the projected fund balances.
- There may be approximately \$725,000 in fund balance to spend, save or transfer to special reserve at the end of FY22. This could be used for:
 - Debt certificate payments
 - Wage increases
 - Additional staff
 - Benefit changes

The Board will need to decide how much (if any) of the fund balance should be used to pay for FY23 expenditures.

- Director Whitmer stated the library will be able to increase next year's levy by 5%. If the Board chooses to levy for the full amount available, the library has the potential to increase property tax revenue by more than \$100,000.

Long Term Fund Strategy

Director Whitmer explained the goal is to spend down the Building Maintenance Fund to zero during FY23 which will simplify bookkeeping. This first draft includes a negative fund balance to ensure a zero balance is accomplished in FY23.

The Alba Lemos Gift Fund was spent down in FY22 and is no longer part of the budget.

Income

Director Whitmer stated in prior years the library paid the debt certificate with developer donation funds. Currently, there is \$17,444 of developer donation funds being held by the City of Warrenville. She asked if the Board wants to request these funds for the debt payment.

Trustee DuRocher stated she thought the debt payment was the original intention for these funds. Director Whitmer stated the original plan was to use developer donations to help pay for remodeling the lower level.

Trustee Lezon asked if there are funds to make the payment without requesting the developer donations. Director Whitmer stated it will be tight. Trustee Picha stated she would like to revert back to the original plan of saving the funds for the remodeling of the lower level and to wait until next month to see where the budget is.

Trustee Picha asked if the developer donations will increase. Director Whitmer stated most of the residential development is complete and the library has received over \$200,000 in 3 years.

Fund Balance Projection Notes

Director Whitmer explained the corporate fund is projected to have nearly \$725,000 in fund balance at the end of this fiscal year. These funds can be used to cover several items including debt certificate payments, wage increases, additional staff and benefit changes.

Director Whitmer stated CPI and inflation are currently over 7%.

Director Whitmer stated the Board should consider how much (if any) of the fund balance should be used to pay for FY23 expenditures.

EXPENSES

Member Services – Director Whitmer

- No significant changes from FY22. Member Services Manager and Marketing Specialist are looking at other options to welcome new residents through the mail.
- Only staffing change is increasing the hours of one part time shelver to 20 hours per week, making all staff IMRF-eligible.
- Two staff plan to attend ILA's Reaching Forward Conference in Rosemont.

Marketing – Kathy Gaydos

- The budget includes hiring a full-time graphic designer.
- Funds are included for contracted design services during transition from independent contractor to an in-house graphic designer.

Public Services – Paul Dobersztyn

- The budget for materials reflects an increase of \$4,300 over FY22.
- Programming will include a new youth services program called "1,000 Books and Moments Before Kindergarten".
- \$1,000 is included for adult programming in Spanish.
- Hotel Motel Tax Grant programs are reflected in both income and expense for the summer and Sunday concerts.
- Staff member would like to take courses towards completion of her MLIS degree (tuition reimbursement).
- Staff member would like to attend the Association for Library Service to Children's National Institute and two staff would like to attend the ILA Annual Conference.
- 20 hours per month will be added to a current employee's schedule to present Spanish computer classes.
- Promote one staff member to assistant department manager and promote two part time staff to full time. These changes are not included in this budget.

Trustee DuRocher stated she would like the full-time positions to be a priority and asked if that would aid in staff retention. Mr. Dobersztyn and Director Whitmer stated they feel it would.

Trustee Picha would like these positions included in the second budget draft.

Automation – Director Whitmer and Duncan Jones

Director Whitmer stated the automation budget includes hardware and software purchases, plus ongoing maintenance and support of the current systems. Some of the special project for next fiscal year include:

- Replacement of staff desktop PCs
- Route and server replacements
- Replacement of public desktop PCs

Mr. Jones will also be completing some certification courses and using tuition reimbursement.

Cindy Ruzicka arrived at this time – 6:34 p.m.

Director Whitmer stated the library carries cyber liability insurance and companies are now requiring multi-factor authentication (MFA) be put in place. If we require staff to use their cell phones for this authentication process, we would have to reimburse staff for their cell phone use. We may need to purchase fobs.

Trustee Warren asked if SWAN could provide some guidance on this topic. Director Whitmer stated Mr. Jones is currently attending networking groups where MFA is being discussed.

Trustee Warren asked if there is a benefit to lease equipment and/or any amortization on the equipment. Mr. Jones stated the library could explore obtaining loaner equipment when something fails.

Acquisitions and Cataloging – MaryKellie Marquez

Ms. Marquez stated the following items are included in the budget for her department:

- Processing materials have been increased due to anticipated price increases
- One staff member to attend the ILA Annual Conference
- One staff member to attend ILA's Reaching Forward Conference
- One staff member plans to complete her LTA certificate (tuition reimbursement)

Capital Expenditures – Sandy Whitmer

Items to address the proactive maintenance of the library include:

- Stain the building exterior
- Replace a group of windows due to failed seals
- Install security cameras at key locations, both interior and exterior
- Replace public entry doors

Administration – Director Whitmer

- Only major change to the administration costs is bank fees. The library will be implementing "positive pay" for the corporate accounts payable checks as a fraud prevention measure.
- Funds are included for:
 - All managers to take part in management training provided by HR Source.
 - Staff to participate in SWAN Expo on August 19 and a Staff In-Service Day on November 4.
 - Staff/trustee dinner and quarterly staff luncheons.

- A full time HR position has been added to manage all aspects of human resources. This has become one of the most challenging aspects for Director Whitmer and Assistant to the Director.

Salaries and Benefits – Director Whitmer

Salaries

Director Whitmer stated she needs to know what wage increase should be awarded to staff. Trustee Lezon asked what other libraries are doing and Director Whitmer stated it is all over the place, however, the majority are being generous for staff retention.

Director Whitmer stated she can include information in next month's packet regarding other libraries. Typically, we only give merit increases. She gave an example for a 4% increase with 2% COLA that everyone receives and the other 2% would be an additional for merit increase.

Insurance

Director Whitmer asked if the library should pay a portion of staff spouse/children/family insurance premiums and if so, what amount or percentage.

Trustee Stull stated she knows some companies that if a spouse has access to employer insurance the spouse cannot be on their plan. They would have to sign off that the spouse/child would not be on the policy.

Trustee Lezon stated she feels providing insurance to part time would help with retention. Trustee Picha asked how much the library contributes to the plan now. Director Whitmer stated it depends on the plan chosen but it is either 70% or 80% of single coverage. Employees currently pay for dependent coverage.

Director Whitmer suggested paying part of the dependent coverage and could start with a low percentage. Trustee DuRocher would like to see the library pay 100% of employee premium.

Sick Leave

Director Whitmer stated part time employees currently do not have sick leave and when sick they must take time from their paid time off bank.

Trustee Stull stated she feels sick leave is important for all staff.

Annual Leave

Director Whitmer explained currently full-time employees and managers earn annual leave at two different rates. She is suggesting that all employees earn

annual leave at the same rate. Employees currently employed would be grandfathered in.

Escalation would be an additional week earned after every three years up to 6 weeks of time.

Trustee Richardson arrived at this time – 6:58 pm

Floating Holidays

Director Whitmer suggested adding 3 floating holidays for each staff member. They would be able to choose the holidays they want to celebrate from religious, state, federal, or their birthday off. These days would not carry over and must be used within the timeframe given.

Trustee DuRocher asked Director Whitmer to assign budget numbers to each of these items in the next budget draft.

Director Whitmer asked the Trustees to inform her if there is any other information, they would like included in the next draft within the next 7 days.

5. Items for Information/Discussion – none

6. Adjournment

MOTION: Trustee Stull moved to adjourn the Committee of the Whole Meeting at 7:11 pm. Trustee Ruzicka seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

Heather J. Stull, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, April 20, 2022, 7:00 p.m.

1. Call to order – Trustee DuRocher called the meeting to order at 7:20 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren
STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, IT Associate Duncan Jones, Acquisitions and Cataloging Manager MaryKellie Marquez

- a. Approve Remote Attendance and Participation - No requests for remote attendance and participation were received.

3. Approval of the agenda

MOTION: Trustee Stull moved to approve the agenda. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Motion carried

4. Presentations

- a. Employee Recognition - Kathy Gaydos, 5 years

Director Whitmer stated Marketing Specialist Kathy Gaydos is celebrating her 5th anniversary. She stated when Kathy was hired 5 years ago she had to hit the ground running to plan publicity for the renovation grand opening.

Trustee DuRocher presented Ms. Gaydos with a certificate.

Ms. Gaydos stated she has worked with some wonderful people here at the library and has learned about libraries in general and marketing.

A short break was taken to enjoy refreshments.

5. Public comments – none
6. Correspondence – Director Whitmer shared a card that Youth Services received from a member.
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the March 16, 2022 Regular Board Meeting
- b. Receive and file Financial Report for March
- c. Approve a 1.9% Market Adjustment to Wage Scale effective July 1, 2022

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

Roll call vote:

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

Nays – None

Motion carried

8. Regular Agenda

- a. Approve payments for the period of March 17–April 20, 2022

MOTION: Trustee Stull moved to approve payments in the amount of \$67,802.37 for the period of March 17, 2022 through April 20, 2022 including electronic payments and checks #8729-8784. Checks #8741, 8758, 8759, 8776, 8777, 8779 and 8782 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Approve transfer of funds

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

Roll call:

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

Nays – None

Motion carried

9. Unfinished Business

- a. Approve revised proposal for replacement of exterior hollow metal doors

Assistant to the Director Jackie Davis explained when Shales McNutt Construction and the contractor came out to go over the materials needed to replace the door, it was discovered the lower-level mechanical room entrance needed both doors and frame replaced due to rust and deterioration.

MOTION: Trustee Picha moved to accept Shales McNutt Construction's revised proposal for replacement of exterior and basement hollow metal doors in the amount of \$15,877.00. Trustee Stull seconded.

Roll call:

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

Nays – None

Motion carried

10. New Business

- a. Authorize individual consultation(s) with library attorney for completion of Statement(s) of Economic Interest

Director Whitmer asked if any trustee would like a consultation with the library's attorney regarding their individual situation as it relates to completion of the Statement of Economic Interest.

Trustees Lezon, Picha and Stull would like a consultation.

MOTION: Trustee Richardson moved to authorize Sandy Lezon, Jerri Picha and Heather Stull up to one hour each of one-on-one consultation with the library's attorney to review and complete the Statement of Economic Interest. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

- a. Authorize staff to close 5/3 money market account and transfer balance to operating checking account

Director Whitmer stated she recommends closing the money market account and transferring the balance to the operating checking account. This account is not making any significant interest and this will simplify bookkeeping and reporting.

MOTION: Trustee Warren moved to authorize staff to close the Fifth Third Bank money market account and transfer the balance to the operating checking account. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Motion carried

11. Director's Report

- Director Whitmer stated she has contacted a new insurance company regarding the annual renewal of the library's property and liability insurance. She asked the board if they would like to have a virtual presentation from this company at the May board meeting. General consensus is they would like a presentation.
- Trustee Picha asked if any COVID mitigation actions have changed. Director Whitmer stated nothing at this time.
- Trustee Stull asked if DuPage County were to experience a large increase in COVID cases would the library revert to requiring masks be worn by everyone. Director Whitmer replied it would depend on the recommendations from CDC, State of Illinois and DuPage County Health Department.

12. Department Head Reports

Public Services Manager Paul Dobersztyn stated the library is participating in a multicultural event hosted by the Warrenville Park District on June 11.

Mr. Dobersztyn thanked the Board for allowing him to attend the Public Library Association in Portland, Oregon at the end of March.

Trustee Picha thanked the staff for their hard work and to Paul Dobersztyn and Jaime Perpich for their reports on PLA.

Trustee Richardson stated she enjoyed attending PLA. She specifically stated she enjoyed the opening session urging the audience to become professional trouble makers, a program on adults obtaining a high school diploma through their local library and mock citizenship interview program held at your library. She thanked the Board for allowing her to attend.

Trustee Lezon is happy the attendees went to the censorship program at PLA since this seems to currently be an issue in libraries. Director Whitmer stated Paul Dobersztyn and his team answer questions from time to time on how items are selected.

13. President's Report

a. Next meetings or events

Trustee DuRocher announced the next meetings.

Trustee Picha asked if the board will need to vote on SB 3497 and HB 5283.

Director Whitmer explained Bill SB 4397 would enable, not require, library boards to vote to offer cards at no expense to people under 18 in unserved areas, regardless of their financial ability to pay for a non-resident fee card.

Current law does not allow such provision, except when a student's household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines. This could be considered at a future date after administrative rules are published.

Bill HB 5283 will enable, not require, public library districts to hire a treasurer who is not a member of the board and who would not have a vote. This could also be considered by the board if there was interest.

14. Treasurer's Report – Trustee Lezon reported as of March 31, 2022, the balance of Developer Donations being held by the City of Warrenville for the library district is \$17,444.51.
15. Secretary's Report – Trustee Stull reported everything looks good
16. Committee Reports – the Director's evaluation will be discussed in closed session
17. Trustee Comments

Trustee Warren stated he had completed approximately half of the Open Meetings Act training. When tried to log back in, he could not access the site and stated the website is currently being repaired, with no set completion date for repairs. Public body members are not being penalized for not finishing their electronic training.

Trustee Stull will attend the virtual Illinois Library Association Trustee Forum Spring Training Streamlining the Budget on May 14, 2022 and ATLAS Trustee Day on May 21, 2022 at the Alsip-Merrionette Park Public Library.

Trustee Picha thanked the staff for their attendance and hard work.

18. Items for information and/or discussion - none
19. Closed session

MOTION: Trustee Stull moved to enter into closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." (Director's Evaluation) at 8:00 p.m. Trustee Lezon seconded.

Director Whitmer, Jackie Davis, Paul Dobersztyn, Kathy Gaydos, Duncan Jones, and MaryKellie Marquez left the meeting at this time.

Roll call vote:

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

Nays – None

Motion carried

Returned to the regular board meeting at 8:44 pm

Trustee DuRocher called roll call:

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

ALSO ATTENDING: Library Director Sandy Whitmer

20. Discussion/action resulting from the above closed session (Changes to Director's Compensation) - none

21. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 8:51 pm. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

Heather J. Stull, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

April 30, 2022

WARRENVILLE
LIBRARY
INCOME

APRIL
2022

FUND BALANCES

PAGE 1

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2021	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y T.D EXPENSES	UNAUDITED CURRENT
CORPORATE	1984389	99.7227%	0	1979725	99.76%	876317	(300000)	814	131332	152167	1578218	1109156
BLDG. & MAIN	5518	0.2773%	0	5559	100.74%	107119	0	0	0	4413	63678	49000
TOTAL TAX (LEVIED)	1989907	100.00%	0	1985284	99.77%	983436	(300000)	814	131332	156580	1641896	1158156
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	7518	479770
ALBA LEMOS GIFT FUND	0		0	0		2979	0	0	0	0	2979	0
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0
TOTAL	1989907	100.00%	0	1985284	99.77%	1399550	0	814	131332	156580	1652393	1863773
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: April 30, 2022
Corporate Fund

	Corporate Fund Month Ended Apr 30, 2022	Corporate Fund 12 Months Ended Jun 30, 2022	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 0.00	\$ 1,979,724.52	\$ 1,984,389.00	\$ 4,664.48	99.76 %
Copier	603.51	4,314.37	1,500.00	(2,814.37)	287.62 %
Fees	0.00	72.58	500.00	427.42	14.52 %
TIF Funds	0.00	0.00	2,500.00	2,500.00	0.00 %
Interest	72.00	1,485.52	2,000.00	514.48	74.28 %
Book Sales	0.00	376.68	1,000.00	623.32	37.67 %
Lost Books	109.00	2,245.20	3,000.00	754.80	74.84 %
Gifts / Memorials	30.00	1,780.00	1,000.00	(780.00)	178.00 %
Miscellaneous	0.00	642.84	1,000.00	357.16	64.28 %
Grants - Per Capita	0.00	19,987.73	16,940.00	(3,047.73)	117.99 %
Developer Donations	0.00	100,000.00	100,000.00	0.00	100.00 %
	814.51	2,111,056.56	2,113,829.00	2,772.44	99.87 %
Expenses					
Sal. - Administration	13,604.06	144,407.63	184,000.00	39,592.37	78.48 %
Sal. - Member Services	16,917.20	163,373.12	222,000.00	58,626.88	73.59 %
Sal. - Maintenance	1,802.40	19,499.73	26,000.00	6,500.27	75.00 %
Sal. - Marketing	4,231.66	45,871.81	83,000.00	37,128.19	55.27 %
Sal. - Public Services	32,741.69	319,195.25	451,000.00	131,804.75	70.78 %
Sal. - IT	3,900.00	80,173.86	104,000.00	23,826.14	77.09 %
Sal. - Technical Services	6,235.75	64,531.85	93,000.00	28,468.15	69.39 %
I.M.R.F. - Expense	7,504.85	91,551.86	117,000.00	25,448.14	78.25 %
Fica - Expense	5,830.46	61,175.26	86,000.00	24,824.74	71.13 %
Unemp. Comp.	763.43	1,503.13	2,000.00	496.87	75.16 %
Op - Mat'l Processing/Tech	908.52	6,663.24	9,600.00	2,936.76	69.41 %
Op - Mat'l Processing/Circ	29.98	1,326.13	4,845.00	3,518.87	27.37 %
Op - Postage	948.00	3,156.63	4,795.00	1,638.37	65.83 %
Op - Office Supplies	166.48	2,299.17	4,245.00	1,945.83	54.16 %
Op - Bank Fee's	58.62	694.52	1,000.00	305.48	69.45 %
Op - Automation Supplies	792.99	2,447.92	4,000.00	1,552.08	61.20 %
Op - Publishing	0.00	966.34	1,300.00	333.66	74.33 %
Equip. - Purchases	537.00	5,514.96	7,440.00	1,925.04	74.13 %
Equip. - Maintenance	228.95	2,184.23	3,000.00	815.77	72.81 %
Auto. - Software	331.85	15,500.95	15,800.00	399.05	97.49 %
Auto. - Purchases	52.91	2,589.23	3,800.00	1,210.77	68.14 %
Auto. - Maintenance	8,049.56	52,654.53	60,200.00	7,545.47	87.47 %
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	44,464.90	76,500.00	32,035.10	58.12 %
Pd - Recruiting	0.00	225.00	1,500.00	1,275.00	15.00 %
Pd - Staff Appreciation	208.55	823.44	3,900.00	3,076.56	21.11 %
Pd - Staff / Tuition Reimburse	0.00	0.00	750.00	750.00	0.00 %
Pd - Staff / Dues	0.00	1,540.00	2,775.00	1,235.00	55.50 %
Pd - Staff / Meetings	879.93	7,289.18	16,950.00	9,660.82	43.00 %
Pd - Staff / Transportation	148.07	1,307.21	2,750.00	1,442.79	47.53 %
Pd - Trst / Dues	0.00	153.00	150.00	(3.00)	102.00 %
Pd - Trst / Mtgs	204.41	1,704.41	3,050.00	1,345.59	55.88 %
Pd - Trst / Transportation	0.00	454.19	750.00	295.81	60.56 %
Pd - Trustee Misc	0.00	72.95	500.00	427.05	14.59 %
Cont - Lawyer	675.00	1,687.50	4,000.00	2,312.50	42.19 %
Cont - Accounting	891.79	9,832.65	13,500.00	3,667.35	72.83 %
Cont - Collection	0.00	214.80	1,000.00	785.20	21.48 %
Cont - Audit	0.00	7,850.00	7,650.00	0.00	100.00 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: April 30, 2022

Corporate Fund					
Cont. - Consultants	0.00	0.00	7,500.00	7500.00	0.00 %
Lib. Mat. - Adult Books	6,056.83	41,693.06	52,500.00	10806.94	79.42 %
Lib. Mat. - Youth Books	4,012.08	31,146.17	36,800.00	5653.83	84.64 %
Lib. Mat. - Adult AV	1,305.69	10,944.64	20,000.00	9055.36	54.72 %
Lib. Mat. - Youth AV	227.67	2,659.06	5,000.00	2340.94	53.18 %
Lib. Mat. - EBooks	5,945.45	28,617.51	35,000.00	6382.49	81.76 %
Lib. Mat. - Periodicals	0.00	8,824.64	8,200.00	-624.64	107.62 %
Lib. Mat. - Internet Subscript	0.00	30,783.27	25,000.00	-5783.27	123.13 %
Ps - Programs Adult	1,408.50	5,360.29	8,500.00	3139.71	63.06 %
Ps - Programs Youth	1,509.02	5,508.31	8,000.00	2491.69	68.85 %
Ps - Refunds / Fines / Fees	0.00	72.72	1,000.00	927.28	7.27 %
Ps - Printing	651.00	9,502.42	13,800.00	4297.58	68.86 %
Ps - PR / Publicity	268.70	6,870.62	10,570.00	3699.38	65.00 %
Ps - Misc.	0.00	150.00	650.00	500.00	23.08 %
Gas	1,141.39	7,572.57	7,000.00	-572.57	108.18 %
B & M - Water / Sewer	200.04	792.96	1,000.00	207.04	79.30 %
Electricity	2,537.22	29,675.99	37,000.00	7324.01	80.21 %
Telephone	1,417.46	13,891.76	17,300.00	3408.24	80.30 %
Debt Repayment	0.00	140,000.00	140,000.00	0.00	100.00 %
Debt Certificate Interest	12,551.37	26,580.87	26,700.00	119.13	99.55 %
Contingency	0.00	52.72	2,000.00	1,947.28	2.64 %
	152,167.16	1,578,218.16	2,113,720.00	535,501.84	74.67 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: April 30, 2022

	Building Maintenance Fund				
	Building & Maintenance Fund	Building & Maintenance Fund	Building & Maintenance Fund	Balance	% Received Expended
	Month Ended Apr 30, 2022	12 Months Ended Jun 30, 2022	Fund Budget		
Income					
Taxes Levied	\$ 0.00	\$ 5,558.80	\$ 5,518.00	\$ (40.80)	100.74 %
	0.00	5,558.80	5,518.00	(40.80)	100.74 %
Expenses					
Maintenance	2,038.00	27,993.62	36,200.00	8206.38	77.33 %
Maintenance Supplies	58.45	294.72	2,000.00	1705.28	14.74 %
Security	655.71	3,869.65	10,550.00	6680.35	36.68 %
Snow Removal	0.00	17,325.00	20,000.00	2675.00	86.63 %
Hvac	563.56	6,482.45	5,250.00	-1232.45	123.48 %
Janitorial Supplies	426.11	2,575.60	10,000.00	7424.40	25.76 %
B & M - Landscape Maint	671.00	5,136.92	8,110.00	2,973.08	63.34 %
	4,412.83	63,677.86	92,110.00	28,432.04	69.13 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: April 30, 2022

Alba Lemos Gift Fund

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

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: April 30, 2022

Special Reserve Fund

	Special Reserve Fund Month Ended Apr 30, 2022	Special Reserve Fund 12 Months Ended Jun 30, 2022	Special Reserve Fund Budget	Balance	% Received Expended
Income	0.00	0.00	0.00	0.00	
Expenses					
Equip. - Purchases	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00	0.00 %
Auto. - Purchases	0.00	88.89	13,150.00	13,061.11	0.68 %
Maintenance	0.00	7,428.90	56,000.00	48,571.10	13.27 %
Security	0.00	0.00	7,500.00	7,500.00	0.00 %
	0.00	7,517.79	86,650.00	79,132.21	8.68 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
Apr 30, 2022

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	217,186.14
Fifth Third 8004	<u>1,650,989.14</u>
	1,868,660.28

General Fixed Assets	<u>\$ 5,519,239.00</u>
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TOTAL ASSETS	<u><u>\$ 7,387,899.28</u></u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>4,884.90</u>
	4,884.90

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,410,000.00</u>
	1,414,884.90

EQUITY

Fund Balance	<u>\$ 5,973,014.38</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 7,387,899.28</u></u>
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See Accountant's Compilation Report

8a. REGULAR AGENDA

Approve payments for the period of April 21, 2022 – May 18, 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
April 21 - May 18, 2022

Date	Num	Name	Amount
05/18/2022	8785	Accounting Services, Inc.	-528.00
05/18/2022	8786	Ambius	-286.00
05/18/2022	8787	Bloomscapes Landscaping, Inc.	-385.00
05/18/2022	8788	Cavendish Square	-183.33
05/18/2022	8789	Cintas Fire Protection	-778.87
05/18/2022	8790	Demco	-36.81
05/18/2022	8791	Direct Energy Business	-2,659.39
05/18/2022	8792	Hill, Thomas	-93.51
05/18/2022	8793	HR Source	-1,135.00
05/18/2022	8794	JanWay Company	-734.53
05/18/2022	8795	Kenny-Sumrak, Kyrie	-26.25
05/18/2022	8796	Konica Minolta Business Solutions	-310.52
05/18/2022	8797	LIMRICC Purchase of Health Insurance Prog	-7,369.39
05/18/2022	8798	Midwest Tape	-5,000.00
05/18/2022	8799	Nichols-Yehling, Michelle	-160.00
05/18/2022	8800	Okner, Sarah	-350.00
05/18/2022	8801	Service Master Commercial Cleaning	-4,408.00
05/18/2022	8802	Team One Repair, Inc.	-638.40
05/18/2022	8803	Scholastic, Inc.	-6.82
05/18/2022	8804	Technology Management Revolving Fund	-475.00
05/18/2022	8805	Quill Corporation	-200.12
05/18/2022	8806	Granite Telecommunications	-154.60
05/18/2022	8807	Baker & Taylor	-3,259.83
05/18/2022	8808	Baker & Taylor	-195.39
05/18/2022	8809	Baker & Taylor	-241.89
05/18/2022	8810	Baker & Taylor	-152.14
05/18/2022	8811	Baker & Taylor	-3,983.00
05/18/2022	8812	Midwest Tape	-1,067.85
05/18/2022	8813	Midwest Tape	-212.22
05/18/2022	8814	OverDrive	-611.99
05/18/2022	8815	Smith, Gail	-47.53
05/18/2022	8816	The Barefoot Hawaiian, Inc.	-535.00
05/18/2022	8817	The Barefoot Hawaiian, Inc.	-535.00
05/18/2022	8818	Petty Cash Fund	-10.00
04/21/2022	Electronic	Paylocity	-255.67
05/03/2022	Electronic	AFLAC	-94.30
05/11/2022	Electronic	Chase Ink	-4,488.21
05/13/2022	Electronic	Comcast	-229.84

-41,839.40

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

Authorize staff to vote in favor of the requested amendment to the *Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC")* **(ACTION)**

Suggested Motion: Authorize staff to vote in favor of the requested amendment to the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC")

The Library participates in LIMRiCC's Purchase of Health Insurance and Unemployment Insurance Programs. As a member of a large group, the library saves money on these employee benefits.

The LIMRiCC Board is asking all members to vote in favor of an amendment to the Intergovernmental Agreement (IGA). As currently written, the IGA requires 100% of the membership to vote unanimously to make *any* revisions to the document. The requested amendment would require a 2/3 vote of the membership to make changes to the IGA.

Director Whitmer recommends the Board approve this action.

A memo from Jennie Mills, Chair of the LIMRiCC Board is attached.

LIMRiCC - Please read

Margie Tannehill <mtannehill@limrcc.org>

Wed 4/20/2022 10:19 AM

To: Margie Tannehill <mtannehill@limrcc.org>

Sent on behalf of Jennie Mills, LIMRiCC Board President

April 20, 2022

TO: LIMRiCC-PHIP & LIMRiCC UCGA members

FROM: Jennie Mills, Chair of the LIMRiCC Board

RE: Ballot to amend the Intergovernmental Agreement

Hello LIMRiCC Members!

Please mark your calendars for the full membership meeting for LIMRiCC scheduled for **May 17th**. Assurance will update the membership about how LIMRiCC is running this year. Additionally, LIMRiCC will be hosting its first virtual wellness fair - this fair is available to our *PHIP members*. Thanks to Aetna, the board is excited to offer this, and we want to make sure everyone has the details to share with your staff!

I also want you to know that on **May 2, 2022**, you will receive a proposed resolution to change the way the Intergovernmental Agreement (IGA) is worded, along with a ballot for your library to vote on the resolution. A copy of the proposed resolution is attached. As the IGA is currently written, it requires 100% of the membership to vote unanimously to make *any* revisions to the document.

Currently, this means, among other things, that the address to contact LIMRiCC in the IGA is our former address in Orland Park. Even something seemingly simple to correct cannot now be updated in the IGA without unanimous consent.

The Board is requesting that a change to the IGA be made so that, going forward, changes to the IGA could be made by having 2/3rds of the libraries voting to authorize any modification to the IGA rather than by having to achieve unanimous consent by ALL members. The Board sees this as a win/win - the majority of the membership will have to authorize any changes to the IGA, protecting the membership. Still, the IGA can be modified more expediently going forward.

The 2/3rd vote for any amendments mirrors what is already allowed by the LIMRiCC Board By-Laws.

PLEASE NOTE: For the IGA to be amended at this time, our entire membership must vote 'yes' on the ballot.

This ballot, should you have detailed questions, will be more fully explained at the May 17th meeting. There is a 60-day clock on the successful adoption of the resolution. The Board hopes to have the full resolution in force by July 1, 2022.

Margie Tannehill

Library Insurance Management and Risk Control Combination

Lauterbach & Amen, LLP.

668 N. River Road

Naperville, IL 60563

630.821.0206 Phone

630.393.2516 Fax

mtannehill@limricc.org

www.limricc.org

RESOLUTION

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC") (hereinafter referred to as "Agreement") does not currently provide for an amendment process to the Intergovernmental Agreement itself; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now establish an amendment process to the IGA that will mirror the way that LIMRiCC amends the By-laws; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination ("LIMRiCC"), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that Article IX of the Agreement shall be amended by adding the following clause after the word "amend" in the first sentence:

"this Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance and Risk Control Combination (LIMRiCC) or the"

SECTION 4: That the date on which this proposed amendment is to become effective shall be July 1, 2022.

SECTION 5: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 6: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of all of the Members entitled to vote on such amendment.

SECTION 7: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 8: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination this 22nd day of March 2022.

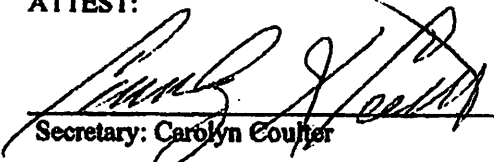
VOTE:

AYES:	<u>4*</u>
NAYS:	<u>0</u>
ABSENT:	<u>0</u>



President: Jennie Mills

ATTEST:



Secretary: Carolyn Coulier

**The LIMRICC Board of Directors consists of 5 members. On the day this Resolution was adopted, the Board had 4 members with the 5th member being accepted after the Resolution was adopted.*

10b. NEW BUSINESS

Authorize library's authorized Illinois Municipal Retirement Fund agent to request an Early Retirement Incentive costs estimate **(ACTION)**

Suggested Motion: Authorize library's authorized Illinois Municipal Retirement Fund agent to request an Early Retirement Incentive cost estimate

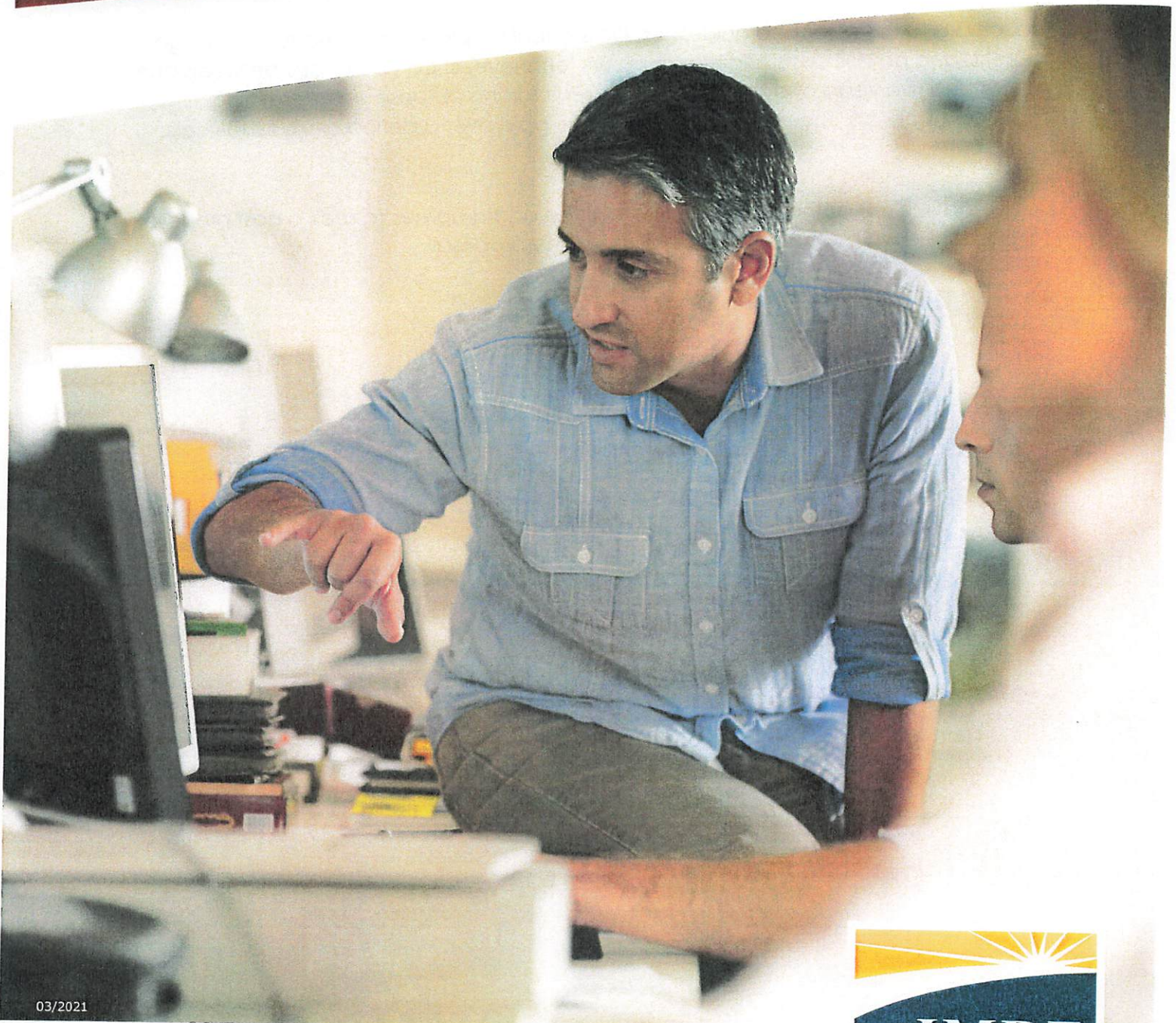
Last month, Director Whitmer suggested the board consider getting a cost estimate from the Illinois Municipal Retirement Fund (IMRF) for an Early Retirement Incentive (ERI). The cost estimate would be informational only, it would not require the board to offer the ERI.

According to the attached guidelines, ERI is a tool employers can use to save fringe benefits and payroll costs. Eligible members (employees) can purchase between one month and five years of age and service credit for the purpose of determining retirement benefits. The employer cost can be paid over a period of up to 10 years.

Jackie Davis is our authorized IMRF agent. If the board agrees to seek a cost proposal for ERI, Jackie will be the point of contact for the proposal.

EARLY RETIREMENT INCENTIVE

Guidelines for Employers



03/2021

Locally funded, financially sound.



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Revised March 2021

Features of the IMRF Early Retirement Incentive

- The IMRF Early Retirement Incentive (ERI) is a permanent part of the IMRF benefit program.
- It is a tool eligible IMRF employers can use, if and when they need it, to save fringe benefits and payroll costs by providing an incentive for long-term members to retire. Employers are encouraged to either:
 - (i) Replace no more than 80% of members electing to retire under the program, or
 - (ii) Reduce replacement staff salaries to no more than 80% of current salary levels.
- Eligible members can purchase between one month and five years of age and service credit for the purpose of determining retirement benefits.
- The legislation provides flexibility for employers by allowing the employer to determine the timing of member terminations. Members may terminate up to a year from the effective date of the employer's ERI program. However, if a member requests to retire before July 1 so he or she will be eligible to receive the following year's Supplemental Benefit Payment ("13th Payment"), the employer must allow the member to do so.
- The employer cost of adopting the ERI can be paid for over a period of no more than 10 years. (Details regarding employer costs can be found on page 12.)
- Before an employer can adopt ERI, it must have a cost estimate completed by IMRF.
- If an employer adopts the program, the ERI applies to all IMRF members, including elected officials participating in IMRF.

Incentive for members to retire early

Tier 1

- Without the ERI, Regular Tier 1 members can retire at age 55. With ERI, they can retire at age 50 provided they have 20 years of service credit before adding the incentive.
- Without the ERI, Regular Tier 1 members receive reduced benefits if they are less than age 60 with less than 35 years of service credit when they retire. Under ERI, Regular Tier 1 members age 55 to 60 can avoid the reduction by purchasing sufficient service/age to reach age 60 or 35 years.

Tier 2

- Without the ERI, Regular Tier 2 members can retire at age 62. With ERI, they can retire at age 57 provided they have 20 years of service credit before adding the incentive.
- Without the ERI, Regular Tier 2 members receive reduced benefits if they are less than age 67 with less than 35 years of service credit when they retire. Under ERI, Regular Tier 2 members age 62 to 67 can avoid the reduction by purchasing sufficient service/age to reach age 67 or 35 years.

Regular and SLEP Members

- Both Regular IMRF and SLEP pensions are based on a formula which provides a member with a percentage of his or her Final Rate of Earnings (up to the wage cap for Tier 2 members) for each year of service credit. A member will be able to increase the percentage he or she receives by purchasing one month to five years of additional service credit.

Adopting the IMRF ERI

- All IMRF employers can adopt the IMRF ERI, unless the employer is dissolved or considering dissolving. Refer to page 5.
- If an employer is considering adopting the ERI, a cost estimate must be prepared and shared with the employer's governing body before it adopts ERI. (See "Cost estimate requirement" on page 4.) If an employer is dissolved or considering dissolving, refer to page 5.
- The governing body would pass a resolution or ordinance adopting the ERI and attach a copy of the cost estimate to the resolution. (See "Suggested Form of Resolution to Adopt IMRF Early Retirement Incentive," Form 6.77, on page 5.)
- The ERI would be available for one year from the program effective date.
- If an employer adopts the program, the ERI applies to all eligible IMRF members, regardless of the position held or length of service with the unit of government. The ERI would also apply to elected officials participating in IMRF.

Please note: Although an employer may believe it knows which/how many of its IMRF members will retire under the ERI, it is possible that other members may also be eligible. A member may have previous IMRF service credit with a former employer, a separation refund he or she plans to repay, past service credit he or she plans to purchase, etc.

Cost estimate requirement

- Before an employer can adopt an ERI and in order to utilize the ERI as a budgeting tool, the employer must have IMRF prepare an actuarial cost estimate.
- The cost estimate must be based on the same time period as the ERI being considered by the governing body. If your employer does not know when it will offer the ERI, your IMRF Field Representative can prepare multiple cost estimates each using a different time period.
- If an employer submits the ERI resolution without a cost estimate, IMRF will not implement the program, and the employer will need to both conduct the cost estimate and adopt a second resolution.
- Adoption of an ERI will result in increased pension costs because members will be allowed to retire earlier than normal with a larger pension benefit.
- Increased pension costs may be offset by reductions in payroll and fringe benefit costs through eliminating vacated positions, delaying filling vacated positions, and/or paying replacement employees lower salaries.
- Past study results indicated that most employers who reduce salary expenses of the employees retiring under ERI by 30% can expect to offset increased pension costs. An employer could accomplish the 30% reduction through any combination of not re-staffing positions or by paying lower salaries to replacements. For example, an employer could re-staff 85% of the positions and pay the new employees 80% of the former salaries. Or, an employer could re-staff 80% of the positions and pay the new employees 85% of the salaries.
- To request a cost estimate, please contact your IMRF Field Representative. The cost estimate will be completed at no charge to the employer.
- ERI cost estimates prepared by IMRF will not include potential cost savings of the ERI. Because the figures used to estimate cost savings are not under IMRF's control, estimates of potential cost savings are more appropriately prepared by the employer using the ERI costs provided by IMRF.
- Your local Field Representative will be able to calculate the annual increased pension costs.

Dissolving units of government

- If an employer is aware—or has reason to be aware—of its future dissolution under state law, the process of adopting an ERI differs. If a dissolving employer is being succeeded by:

One successor unit of local government

- The employer must provide the ERI Cost Study to the successor, and the successor must also approve the ERI.
- Submit to IMRF a copy of the resolution of the successor unit of local government's approving the adoption of the ERI program.

More than one successor unit of local government

- The employer must provide the ERI Cost Study to each successor, and a majority of the successors must pass resolutions approving the adoption of the ERI program.
- Submit the IMRF copies of the resolutions of successor unit(s) of local government's approving the adoption of the ERI program.

No successor unit(s) of local government and the law does not specify responsibility for the IMRF assets and obligation

- The employer must submit its ERI resolution to IMRF with a request for IMRF Board of Trustees approval.
- If a dissolving employer submits the ERI resolution without approval by successor unit(s) of local government or without a request for IMRF Board of Trustees approval when no successors exist, IMRF will not implement the ERI program.
- If IMRF is unaware that these requirements were not met and pays an ERI enhanced pension to a member who:
 - Retired at age 55 (Tier 1) or older (age 50 for SLEP and SLEP ECO) or age 62 or older (Tier 2), the member will lose the ERI enhancements and be required to pay IMRF the difference between the ERI enhanced pension and the pension he or she would have received without the ERI—less the amount he or she paid for the ERI.
 - Retired at less than age 55 (Tier 1) or less than age 62 (Tier 2), the member will be required to repay IMRF for all pension payments received—less the amount he or she paid for the ERI.



SUGGESTED FORM OF RESOLUTION TO ADOPT EARLY RETIREMENT INCENTIVE IMRF Form 6.77 (Rev. 04/2015)

PLEASE ENTER
Employer IMRF I.D. Number

See next page for additional ERI information.

RESOLUTION Number _____

WHEREAS, Section 7-141.1 of the Illinois Pension Code provides that a participating employer may elect to adopt an early retirement incentive program offered by the Illinois Municipal Retirement Fund by adopting a resolution or ordinance; and

WHEREAS, the goal of adopting an early retirement program is to realize a substantial savings in personnel costs by offering early retirement incentives to employees who have accumulated many years of service credit; and

WHEREAS, IMRF has prepared an actuarial estimate of the cost of an early retirement incentive program for _____ and the additional liability created by the early retirement incentive

EMPLOYER NAME
is estimated to be \$ _____; and the 10-year amortization cost is estimated to be \$ _____.

WHEREAS, the _____ has reviewed the cost estimate and determined that the adoption of an early retirement incentive is in the best interests of the _____; therefore be it

RESOLVED by the _____ of _____ that:

(1) The _____ does hereby adopt the Illinois Municipal Retirement Fund

early retirement incentive program as provided in Section 7-141.1 of the Illinois Pension Code. The early retirement incentive program shall take effect on _____ DATE

(2) In order to help achieve a true cost savings, an employee who retires under the early retirement incentive program shall lose those incentives if he or she later accepts employment with any IMRF employer in any position. (Exception: employee can hold an elected position if he/she chooses to not participate in IMRF and the pension is not based on any service earned in that position during any term of office.)

(3) In order to utilize an early retirement incentive as a budgeting tool, the _____ EMPLOYER NAME will use its best efforts either to limit the number of retiring employees replaced or to limit the salaries paid to the replacement employees.

(4) The effective date of each employee's retirement under this early retirement incentive program shall be set by _____ and shall be no earlier than the effective date of the program and no later than one year after that effective date; except that the employee may require that the retirement date set by the employer be no later than the June 30 next occurring after the effective date of the program or no earlier than the date upon which the employee qualifies for retirement.

(5) To be eligible for the early retirement incentive under this Section, the employee must have attained age 60 and have at least 20 years of creditable service by his or her retirement date; and

(6) As of the date of the adoption of this Resolution, the _____ is () is not () aware of the pending dissolution of _____ BOARD, COUNCIL, ETC.

(Note: Failure to disclose a potential dissolution shall void this Resolution. If the Board, Council, etc. is aware of the pending dissolution of the employer, then the successor unit(s) of local government must approve the adoption of the early retirement incentive in order for this Resolution to be effective. If there is no successor, submit your resolution for approval from the IMRF Board of Trustees.)

(7) The _____ shall promptly file a certified copy of this resolution (ordinance) with the Board of Trustees of the Illinois Municipal Retirement Fund.

CERTIFICATION

I, _____ the _____ of the _____
NAME CLERK OR SECRETARY
_____ of the County of _____, State of Illinois, do hereby
EMPLOYER NAME COUNTY
certify that I am the keeper of the books and records of the _____ and that the foregoing is a true and
EMPLOYER NAME
correct copy of a resolution (ordinance) _____ duly adopted by the _____ at a meeting
ORDINANCE BOARD, COUNCIL, ETC.
duly convened and held on the _____ day of _____, 20____.

If applicable, I further certify that this Resolution has been submitted to the successor unit(s) of local government and that said unit(s) of local government has/have adopted a resolution approving the adoption of the early retirement incentive for

EMPLOYER NAME
A copy of the approval resolution is attached hereto.

SEAL

CLERK OR SECRETARY OF THE BOARD

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives: 1-800-ASK-IMRF (1-800-275-4673) Fax: (630) 706-4289

IMRF Form 6.77 (Rev. 04/2015)

www.imrf.org

ADDITIONAL EMPLOYER ERI INFORMATION AVAILABLE

Before Passing an ERI Resolution:

Employers should review the "IMRF Early Retirement Information Incentive (ERI) Booklet - Employer Information" for a more complete explanation of the ERI program and employer responsibilities before passing an ERI resolution. The booklet can be found at www.imrf.org. You may request a copy of this booklet from IMRF by calling our Employer Services Representatives at 1-800-728-7971.

ERI cost estimates

- When an employer submits the ERI resolution to IMRF, it should include a copy of the cost estimate for the period of the adopted ERI.
- Contact your IMRF Field Representative to request a cost estimate. Your local Field Representative will be able to calculate the annual increased pension costs. The cost estimate will be completed at no charge to the employer.
- If an employer submits the ERI resolution without a cost estimate:
 - IMRF will not implement the program, and
 - The employer will need to both conduct the cost estimate and adopt a second resolution.

Dissolutions

- If an employer is dissolving and IMRF assets and liabilities will be transferred to:
 - One successor unit of government—the dissolving employer must provide the ERI Cost Study to the successor, and the successor must also approve the ERI. A copy of the successor unit's resolution approving the ERI must be available to IMRF upon request.
 - More than one successor unit of government—the dissolving employer must provide the ERI Cost Study to each successor, and a majority of the successors must approve the ERI. Copies of the successor units' resolutions approving the ERI must be available to IMRF upon request.
 - No successor unit of government, and the law does not specify responsibility for the IMRF assets and liabilities—the IMRF Board of Trustees must approve the ERI.
- If a dissolving employer submits the ERI resolution without approval by successor unit(s) of local government or without a request for IMRF Board of Trustees approval when no successors exist, IMRF will not implement the ERI program.
- If IMRF is unaware that these requirements were not met and pays an ERI enhanced pension to a member who:
 - Retired at age 55 or older under Regular Tier 1 (age 50 for SLEP and SLEP ECO) or at age 62 or older under Regular Tier 2, the member will lose the ERI enhancements and be required to pay IMRF the difference between the ERI enhanced pension and the pension he or she would have received without the ERI—less the amount he or she paid for the ERI.
 - Retired at less than age 55 under Regular Tier 1 or less than age 62 under Regular Tier 2, the member will be required to repay IMRF for all pension payments received—less the amount paid for the ERI.

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives: 1-800-ASK-IMRF (1-800-275-4673) Fax: (630) 706-4289

IMRF Form 6.77 (Rev. 04/2015)

www.imrf.org

Informing members of the ERI

- After an employer adopts the ERI by resolution, it should inform its members of the program for two reasons:
 - 1) IMRF will not inform members of an individual employer that their employer has adopted the program. Adoption of the program is an internal personnel matter for the employer. To assist you, we have developed a member ERI booklet you can duplicate and give to your members.
 - 2) The legislation requires members who intend to retire under the ERI to notify IMRF of their intention to do so by completing Form 5.21, "Notice of Intent to Retire Under Employer IMRF Early Retirement Incentive."
- Although a member can file the Letter of Intent as late as his or her retirement date, we encourage members to file Form 5.21 as soon as they decide to retire under ERI.
- IMRF will acknowledge receipt of the member's Notice of Intent by mailing a letter and the publication, "Can I Afford to Retire?" to the member. A courtesy copy of the letter will also be mailed to the member's employer.
- Acknowledgment of the Notice of Intent does not guarantee the member's eligibility for the ERI nor for an IMRF pension.
- As a general rule, a member's Notice of Intent is not a letter of resignation. Although a member may file a Notice, he or she is not required to apply for an IMRF pension and may subsequently decide not to retire. The Notice of Intent is a tool employers can use to gauge the number of anticipated retirements. The Notice is also used by IMRF to identify members who should receive detailed information regarding ERI. However, an employer could use the Notice of Intent as a letter of resignation provided the employer informs its members in advance of such treatment.

Determining member termination dates

- The ERI legislation provides flexibility for employers by allowing the employer to determine the timing of member terminations. A member may terminate up to one year from the effective date of the employer's ERI program.

Example:

Effective date of ERI program: September 30, 2019

Termination date can be: September 30, 2019, through September 30, 2020

- If a member requests to retire before July 1 so he or she will be eligible to receive the following year's Supplemental Benefit Payment ("13th Payment"), the employer must allow the member to do so.
- Employers are to give a member at least 30 days notice of his or her designated termination date. The 30-day notice may be waived by the member.

Resolution to adopt amortization period

- Employers can customize the ERI to the financial circumstances of their own unit of local government. This flexibility is provided by allowing employers to determine the amount of time needed to pay off the incurred pension liability. (Please refer to page 12 for detailed information on employer costs.)
- An amortization period of 10 years is assumed. Amortization of the incurred pension liability can take no longer than 10 years and no less than five years.
- If an employer would like an amortization period of other than 10 years, it would submit a resolution doing so. (See IMRF Form 6.78, "Suggested Form of Resolution to Adopt Amortization Period for IMRF Early Retirement Incentive," on the following page.) Please note: Due to the method IMRF uses to calculate employer contribution rates, only whole year (5, 6, 7, 8, 9, 10) amortization periods are allowed.
- The amortization period resolution should be received in the IMRF office no later than six months from the effective date of the employer's ERI program. If no resolution is received, a 10-year amortization period will be assumed. If an employer would like an amortization period of less than 10 years, it would submit IMRF Form 6.78.



SUGGESTED FORM OF RESOLUTION TO ADOPT AMORTIZATION PERIOD FOR IMRF EARLY RETIREMENT INCENTIVE

IMRF Form 6.78 (7/2003)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, on _____ the _____ of

DATE

BOARD, COUNCIL, ETC.

adopted Resolution (Ordinance) No _____ which established an early retirement

EMPLOYER NAME

incentive (incentive) through the Illinois Municipal Retirement Fund for its employees; and,

WHEREAS, Section 7-141.1 of the Illinois Pension Code provides that a participating employer may select an amortization period for the actuarial costs of the incentive which may be no greater than 10 years; and,

WHEREAS, _____ is prohibited from adopting a subsequent incentive until

EMPLOYER NAME

the actuarial costs of the previous programs are paid.

RESOLVED (ORDAINED) by the _____ of _____ that

BOARD, COUNCIL, ETC.

EMPLOYER NAME

the _____ does hereby request the Illinois Municipal Retirement Fund to amortize the cost

EMPLOYER NAME

of the incentive over a period of _____ years.

NUMB

CERTIFICATION

I, _____ of the _____

NAME

CLERK OR SECRETARY

_____ of the County of _____

EMPLOYER NAME

COUNTY

State of Illinois, do hereby certify that I am keeper of the books and records of the _____ and

EMPLOYER NAME

that the foregoing is a true and correct copy of a resolution (ordinance) duly adopted by the _____ at

BOARD, COUNCIL, ETC.

a meeting duly convened and held on the _____ day of _____, 20____.

SEAL

CLERK OR SECRETARY OF THE BOARD

IMRF

Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives: 1-800-ASK-IMRF (1-800-275-4673)

www.imrf.org

Limitations on frequency of subsequent ERI offerings

- An employer cannot adopt later ERI programs until the cost of the previous ERI is paid in full.
- An employer must again have IMRF prepare a cost estimate before a second ERI program can be adopted.

Employer costs for the ERI

- Once an employer adopts the ERI and a member retires under it, a separate ERI reserve account will be established.
- Annually, the employer's ERI Reserve Account and amortization period is sent to IMRF's actuary. The actuary calculates the employer's ERI rate based upon that information.
Please note: Employer rates are on a two-year lag—2019 information sent to the actuary in 2020 is used to determine 2021 rates. If a member retires under ERI in 2019, the employer does not begin paying its ERI costs until 2021.
- The Advance Rate Notice, which is available in the Document Archive of Employer Access in April, and the Official Notice which is available in the Document Archive in November, include a breakdown of an employer's IMRF rate, including the employer's rate for ERI liability. The employer rate also includes costs for retirement, death, disability, and supplemental retirement. The employer's contribution will equal the total rate times payroll.

Concurrent/multiple employers

Concurrent employers

If a member participates with more than one IMRF employer, the employer cost for the ERI is determined as follows:

- If one employer adopts ERI and the other doesn't, the employer adopting ERI bears the entire cost.
- If both employers adopt ERI, both employers will share the cost proportionately based on years of service credit. For example, if the member has 15 years with the first employer and five years with the second employer, the first employer will incur 75% of the cost, and the second employer will incur 25% of the cost.

Multiple employers

If a member participated with more than one IMRF employer during his or her IMRF career, the member's current employer would need to adopt the ERI in order for the member to retire under it.

- The current employer would bear the entire employer cost for the ERI because the current employer will benefit from reduced payroll/fringe benefit costs.
- The member's previous employer(s) would not be affected; they would not share the ERI costs nor would their IMRF rate be affected. This is true even if the previous employer adopts ERI. A member can retire under ERI only if his or her current employer adopts it.

Paying member costs for the ERI

Lump sum payments for sick, vacation time, personal time

- If payments for sick, vacation, or personal time are to be considered IMRF earnings, they must be reported to IMRF no later than one month after the member's termination date. For example, if a member terminates on June 15, but is paid for sick, vacation, or personal time in July, those earnings are reportable to IMRF. However, if the member's earnings are paid in August (or later), those earnings are not reportable to IMRF.
- If the employer will pay the member a lump sum payment for sick, vacation, and/or personal time, the employer must submit the net payment (gross payment less taxes, IMRF contributions, etc.) to IMRF via govONE EFT pay-by-phone or pay online system and identify the payment as member ERI cost.
- If the member's net payment for sick, vacation, and/or personal time is greater than the member's ERI cost, the employer would pay IMRF via govONE EFT an amount required to pay the member's cost. The employer would pay the member any remaining balance of the net payment.
- If payment for sick, vacation, and/or personal time is spread over several months, the employer must still forward the net payment to IMRF. As long as the lump sum payment for sick, vacation, and/or personal time is due to the member's retirement, the net amount is payable to IMRF.
- The gross amount of the payment would be reported to IMRF as earnings, but the net payment would be held by the employer until it receives an invoice from IMRF for the member cost.
- Members terminating IMRF participation for retirement remain eligible to earn additional service credit for **unpaid** and unused sick leave. For every 20 days of unused, unpaid sick leave (or fraction thereof), a member can earn one month of additional service credit, not to exceed 240 days (one year).

If employer pays member cost (contributions)

- If the employer pays the member cost for the ERI, that payment will be taxable to the member unless the employer passes a resolution specifically stating that the contributions are being made in lieu of the member's contributions, and the member is prohibited from receiving any part of those contributions. [See IMRF Form 6.85, "Suggested Form of Resolution for Employer Pick-Up (Payment) of Contributions for Member's Contributions for Purchase of Additional Service under the IMRF Early Retirement Incentive," on page 16.]
- Please note: IMRF is not suggesting that an employer pay the member's ERI costs. This information is provided in the event such action is considered. If the employer does not pass the pick-up resolution, the employer payment of the member's ERI contributions will be taxable income to the member in the year it is paid and must be included on the member's W-2. If the pick-up resolution is passed, the payment will not be taxable when paid. In either case, the payment is not considered IMRF earnings.
- Employer cost savings will be reduced significantly if an employer pays the member cost.

ERI invoice for member cost

- Once IMRF receives a member's final wages (usually one month after retirement), an ERI invoice will be forwarded to the employer detailing the member's ERI cost.
- The employer would submit the net payment for any sick, vacation, and/or personal time and any other payments toward the member cost via govONE EFT pay-by-phone or pay online system and identify the payment as member ERI cost.
- After the employer returns (any) payment for the member's cost, if a balance for the member's cost remains, an ERI invoice will be mailed to the member.
- After receiving (any) payments from the member, if a balance for the member's cost remains, IMRF will begin deducting the balance from the member's pension in 24 equal installments.

Health Insurance Continuation

- Illinois law allows members entering retirement to continue health insurance coverage through their employer.
- Members retiring under ERI will be eligible for continued insurance coverage as early as age 50 (Tier 1) and age 57 (Tier 2).



SUGGESTED RESOLUTION (ORDINANCE) FOR EMPLOYER PICK-UP (PAYMENT) OF MEMBER CONTRIBUTIONS REQUIRED FOR PURCHASE OF EXTRA SERVICE UNDER THE IMRF EARLY RETIREMENT INCENTIVE

IMRF Form 6.85 (12/2005)

RESOLUTION (ORDINANCE)

Number _____

WHEREAS, Section 7-141.1 of the Illinois Pension Code allows certain IMRF members to purchase additional service credit in order to induce those members to retire early; and

WHEREAS, Section 7-141.1 of the Illinois Pension Code requires a member contribution for the early retirement service credit; and

WHEREAS, Section 414(a) of the Internal Revenue Code provides that contributions designated as member contributions but picked-up by the employer shall be excluded from taxable income until distributed as a refund, annuity or death benefit; and

WHEREAS, it is desirable that the member contributions required by the IMRF early retirement incentive be paid by the employer.

NOW THEREFORE BE IT RESOLVED (ORDAINED) by the _____
OF GOVERNING BODY (BOARD OF COMMISSIONERS, ETC.)

of the _____ that the member contributions required by the IMRF early
retirement incentive be paid by the _____ on behalf of all its employees who retire
under the IMRF early retirement incentive.
NAME OF UNIT OF GOVERNMENT NAME OF UNIT OF GOVERNMENT

BE IT FURTHER RESOLVED (ORDAINED) that the payment shall be made by a reduction in earnings payments to those employees.

BE IT FURTHER RESOLVED (ORDAINED) that the pick-up of member contributions shall be effective for all employees of the _____ who retire under the IMRF early retirement incentive adopted by the _____ on _____.
NAME OF UNIT OF GOVERNMENT NAME OF UNIT OF GOVERNMENT DATE OF ERI RESOLUTION (ORDINANCE)

CERTIFICATION

I, _____ the _____ of the _____
NAME CLERK OR SECRETARY
EMPLOYER of the County of _____, State of _____
COUNTY
Illinois, do hereby certify that I am the keeper of the books and records of the _____
EMPLOYER NAME
and that the foregoing is a true and correct copy of resolution (ordinance) number _____ duly
RESOLUTION (ORDINANCE) NUMBER
adopted by the _____ at a meeting duly convened and held on the _____ day of _____, 20____.
BOARD, COUNCIL, ETC..

SEAL

CLERK OR SECRETARY OF THE BOARD

Illinois Municipal Retirement Fund

Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337

Service Representatives 800/ASK-IMRF

Steps to Adopt and Retire Under IMRF ERI

- Step 1** Employer requests its IMRF Field Representative to conduct a cost estimate to determine the cost of the ERI.
- Step 2** Governing Body reviews the cost estimate and determines the adoption of an early retirement incentive is in the best interests of the employer. *If an employer is aware—or has reason to be aware—of its future dissolution under state law, the process of adopting ERI differs. Refer to page 5 in this booklet.*
- Step 3** Governing Body passes resolution adopting the IMRF ERI, attaches a copy of the cost estimate, and files the resolution with IMRF. *See Limitations on Subsequent ERI Offerings on page 12.*
- Step 4** Employer informs its IMRF members of the adoption of the ERI and the program's effective date.
- Step 5** Members intending to retire under ERI notify IMRF of their intent by completing Form 5.21, "Member's Notice of Intent to Retire Under the IMRF ERI," or by calling an IMRF Member Services Representative at 1-800-ASK-IMRF (275-4673). The Notice of Intent does not guarantee a member's eligibility for the ERI nor for an IMRF pension. Although a member can file the Letter of Intent as late as his or her retirement date, we encourage members to file Form 5.21 as soon as they decide to retire under ERI.
- Step 6** IMRF acknowledges receipt of the member's intent, to the member and to the employer.
- Step 7** Employer determines retiring members' termination dates. Employer is to give members 30 days notice of the date. Members may waive the 30-day notice.
- Step 8** If the employer wants an amortization period of less than 10 years, the employer passes a resolution adopting an amortization period, preferably within six months of the program's effective date.
- Step 9** Member submits IMRF Form 5.20, "Application for Retirement Annuity," to IMRF 30 days before termination.

- Step 10** Employer submits IMRF Form 6.41, “Notice of Termination of IMRF Participation” for member.
- Step 11** IMRF begins paying an estimated ERI enhanced pension. If the member is eligible for a refund of contributions (surviving spouse, SLEP, Voluntary Additional Contributions), IMRF notifies member of refund. Members can use their refunds to pay their ERI cost, if desired.
- Step 12** Employer sends member’s final payroll report.
- Step 13** After final payroll received, IMRF recalculates member’s pension to determine final pension amount.
- Step 14** If member eligible for optional pension (Tier 1 member actual age less than 62), IMRF notifies member of the option.
- Step 15** IMRF calculates member’s cost for the ERI and sends invoice to employer.
- Step 16** If the employer will pay the member a lump sum for sick, vacation, and/or personal time, the employer must submit the net payment (gross payment less taxes, IMRF contributions, etc.) to IMRF via govONE EFT pay-by-phone or pay online system and identify the payment as member ERI cost.
- Step 17** After 30 days, IMRF sends invoice to member indicating ERI service purchased, payments received, and balance remaining. Member can return invoice with payment toward his or her cost of the ERI.
- Step 18** After 30 days have passed or payment received from member, if a balance for member’s ERI cost remains, IMRF begins deducting 24 equal installments from member’s pension.
- Step 19** The following March or April, IMRF provides the employer its Advance Rate Notice which details the employer’s IMRF rate, including a breakdown for the employer’s ERI cost for members who have retired under the ERI.

Oak Brook Office

2211 York Rd.
Suite 500
Oak Brook, IL 60523-2337

**Springfield Regional
Counseling Center**

3000 Professional Dr.
Suite 101
Springfield, IL 62703

Members and employers should
**mail all correspondence,
forms, payments, etc. to our
Oak Brook Office** (2211 York
Rd., Ste. 500, Oak Brook, IL
60523-2337).

**Dedicated Employer Line:
1-800-728-7971**

www.imrf.org

11. DIRECTOR'S REPORT

April 2022

Sandy Whitmer

Open Meetings Act Training Update

The tech support team for the Illinois Attorney General's FOIA/OMA training site has confirmed the site is working. Trustee Picha successfully completed the training. Open Meetings Act training certificates are due to administration as soon as possible for the following trustees:

Barbara DuRocher - OMA Public Board Member (only)

Rick Warren & Cindy Ruzicka - OMA Public Board Member & OMA Designee

If you need assistance, please email pacttechnicalsupport@ilag.gov.

Staff Updates

On May 4, Jaime Perpich submitted her resignation from the position of Member Services Manager effective immediately. We thank Jaime for her 7 years at WPLD, the last two in the manager role. I will be working closely with the Member Services staff to ensure there is no disruption in service to the public. I will review the job description for the position and plan to begin recruiting in June. I will be writing performance evaluations and conducting evaluation conferences with all of Jaime's staff.

I am also working to restart the hiring process for the vacant shelver position. Jaime had started interviewing applicants in March, but paused the process in early April.

Other Activities

The library's money market account at 5/3 is closed. The funds were deposited to the checking account.

I spent a considerable amount of time reviewing salary and benefit information for the second budget draft.

COVID-19 Mitigation Protocols

No changes to our protocols. DuPage County has moved from "low" to "medium" on the CDC's community level scale. We continue to recommend, but not require masks. Staff are strongly encouraged to wear masks and continue social distancing.

Over the past month, we had one employee who tested positive for COVID-19. The employee isolated at home for the recommended period. Close contacts were identified and followed the CDC protocols including wearing masks, getting tested and staying home if symptomatic.

We follow CDC guidance for employees who test positive or are identified as a close contact with someone who tests positive. With each occurrence, we check the CDC website for updated guidance. My favorite tool at the moment is the quarantine and isolation calculator at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#>.

Continuing Ed/Professional Development

- Preparing for and Handling Book Challenges (ILA)
- Best Hiring Practices (DuPage County)
- Intentionally Recruiting for Diversity in Librarianship (CARLI – Consortium of Academic Research Libraries in Illinois)

Other Meetings

- Hosted in-person Public Library Directors gathering
- Hosted in-person Warrenville Intergovernmental Meeting
- Participated in College of DuPage Library and Information Technology Program Advisory Committee Meeting (virtual)

FOIA Requests

- Besso – offer to teach programming classes
- Devonfield LLC – offer to schedule a virtual author visit
- Kathlyn Kosten – request for a new book by Michael Connelly

STATISTICAL SNAPSHOT		Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021
TOTAL CIRCULATION (physical items)		13,948	14,405	12,227	13,385	11,623	12,736	13,073	13,270	13,930	14,929	14,104	11,077	11,518
WP/LD Items checked out at WP/LD		7,855	8,511	6,912	7,338	6,442	7,497	7,053	7,501	7,777	8,848	9,207	6,258	6,245
Auto-renewals of WP/LD Items		4,389	4,353	3,680	3,907	3,566	3,849	4,372	4,198	4,660	4,321	3,310	3,504	3,785
Other Library Items Checked out at WP/LD		1,704	1,541	1,635	2,140	1,615	1,390	1,648	1,571	1,493	1,760	1,587	1,315	1,488
DOWNLOADABLE CIRCULATION		2,660	2,607	2,512	2,697	2,409	2,422	2,514	2,207	2,482	2,647	2,378	2,326	2,218
Overdrive/Libby		1,479	1,448	1,421	1,528	1,357	1,309	1,439	1,222	1,369	1,425	1,291	1,234	1,239
Overdrive (magazines) K/a RB Digital		79	71	50	142	56	84	81	49	41	137	67	57	70
Hoopla		1,102	1,088	1,041	1,027	996	1,029	994	936	1,072	1,085	1,020	1,035	909
INTERLIBRARY LOANS														
Received from SWAN Libraries		1665	1,499	1,592	2,109	1,601	1,358	1,593	1,519	1,440	1,718	1,531	1,280	1,447
Received from Non-SWAN Libraries		9	18	14	13	11	16	7	8	13	16	34	14	23
Sent to SWAN Libraries		2068	2,059	1,949	2,203	1,880	1,918	1,914	1,774	1,808	1,758	1,629	1,564	1,820
Sent to Non-SWAN Libraries		16	29	10	19	22	15	15	21	13	17	27	19	28
COLLECTION														
Physical Materials Added		789	665	674	791	624	662	709	604	586	781	632	423	494
Physical Materials Withdrawn		699	246	1270	927	263	159	1,056	1,525	1,058	381	1,123	193	816
Total Collection Size		140,442	140,152	140,265	139,473	140,518	139,831	139,011	139,506	139,206	139,256	141,370	140,369	139,219
Physical materials		80,146	80,219	80,809	80,278	81,344	80,739	80,043	80,787	80,852	81,132	82,393	81,735	81,105
Overdrive books		44,776	44,550	44,246	44,083	44,125	44,113	44,059	43,904	43,693	43,557	44,544	44,392	44,099
Overdrive audiobooks		15,520	15,383	15,210	15,112	15,049	14,979	14,909	14,815	14,661	14,567	14,433	14,242	14,015
PROGRAMS														
Number of Adult Programs		21	16	14	19	18	16	16	17	6	7	16	7	17
Adult Program Attendance		1800	329	415	250	150	97	137	148	57	70	129	82	178
Number of Teen Programs		11	8	7	7	3	5	4	7	4	5	7	10	9
Teen Program Attendance		55	32	60	87	44	53	22	68	2	15	22	32	18
Number of Youth Programs		25	27	19	21	14	19	20	15	8	17	16	7	15
Youth Program Attendance		367	366	297	235	218	220	268	229	346	508	370	102	231
Book-A-Librarian Sessions		14	14	14	0	14	14	12	12	0	0	0	0	0
Book-A-Librarian Attendance		1	5	2	0	3	2	2	2	0	0	0	0	0
OUTREACH														
Adult Outreach Events		2	1	0	0	0	0	0	0	0	0	0	0	0
Adult Outreach Attendance		90	8	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Events		1	0	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Attendance		250	0	0	0	0	0	0	0	0	0	0	0	0
Youth Outreach Events		4	1	1	0	0	1	3	0	1	0	1	1	0
Youth Outreach Attendance		183	14	7	0	0	11	44	0	300	0	30	91	0
LIBRARY CARDS														
Total Resident Cards Active		9752	9,716	9,761	9,711	9,682	9,693	9,830	9,740	9,609	9,619	9,733	9,665	9,648
Resident Cards Issued In Person		54	53	39	42	38	31	35	52	42	72	66	27	24
Online Cards Issued		10	13	12	9	2	9	9	9	7	9	8	17	8
New Resident Cards Issued & Mailed**		0	0	0	0	0	75	71	90	0	0	0	0	0

STATISTICAL SNAPSHOT	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021
VISITOR COUNT	5014	6062	4742	4,622	4,747	3,899	5,176	5,088	5,150	6,008	6,664	2,921	2,838
STUDY ROOM USES	151	178	168	134	108	108	162	116	98	88	0	0	0
MEETING ROOM USES (public)	2	1	1	0	0	2	1	1					
GRAB & GO VISITS*	0	0	0	0	0	0	0	0	0	0	0	1,832	2,838
CURBSIDE PICKUPS	18	29	30	47	19	28	26	25	51	29	42	34	45
COMPUTERS & TECHNOLOGY													
Computer Sessions	517	532	419	409	414	411	388	415	403	427	407	333	322
Wifi Sessions	1923	1907	1,628	1,508	1,245	1,355	1,559	1,539	1,597	1,548	1,314	948	1,017
Website Visits	8,935	9,852	8,816	9,491	7,808	8,311	8,432	10,273	9,339	9,378	9,712	8,981	8,399
MARKETING													
eNews Subscribers	5,577	5,537	5,512	5,486	5,490	5,476	5,450	5,475	5,426	5,384	5,334	5,331	5,316
eNews Open Rate	41%	44%	45%	37%	35%	29%	28%	26%	33%	29%	36%	35%	35%
Facebook Followers	1,315	1,301	1,291	1,285	1,275	1,275	1,273	1,266	1,264	1,264	1,250	1,245	1,234
Instagram Followers	369	364	355	350	346	341	336	336	334	329	325	314	311
*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

April 2022

Jackie Davis

Administration

- Sent financials to Accounting Services for processing
- Assembled the April board packet
- Processed checks for signature and mailing
- Composed minutes of the April 20 Committee of the Whole Board Meeting
- Composed minutes of the April 20 Regular Board Meeting
- Made two bank deposits for daily receipts and copy machines
- Transferred funds from ProPay to Fifth Third

Human Resources

- Processed two payrolls
- Sent IMRF and monthly financial information to Accounting Services
- The Staff Recognition Committee (Gail and Jackie) distributed goodies to all staff during National Library Week
 - Monday – tote bags with note signed by all Trustees
 - Tuesday – boxed lunches from Corner Bakery Café
 - Wednesday – mini cakes from Nothing Bundt Cakes
 - Thursday – mini bags of pretzels
 - Friday - donuts

Meetings

- Budget meeting with Director Whitmer – April 6
- Management Team Meetings – April 5 and 19
- Employee Handbook Committee – April 5, 12, 19
- Board Meeting and COW – April 20

Maintenance

- Ly continues to maintain the building on a daily basis Monday-Friday.
- Washed the window sills on the building and removed cobwebs.
- Arranges the meeting room for programs every week.
- Cintas completed their annual sprinkler inspection – April 29
- Continued to work with Otis Elevator to finalized yearly service contract and current pressure testing requirements – now scheduled for August 5
- Arranged with Service Master for window washing in May
- Ly obtained a bid for staining the exterior of the building
- Contacted Shales McNutt that exterior staff door revised proposal was accepted.

12. PUBLIC SERVICES REPORT

April 2022

Paul Dobersztyn

Highlights

- The library hosted **57** total events in April with **581** participants. We had **1572** views of our recorded events. A big boost coming from the Illinois Libraries Present Author visit Nick Offerman and Jeff Tweedy which streamed 1543 times from 4/27-4/30.
- Public Services hosted **3** passive programs: Spring Break crafts, A Poem a Day and Holiday Eggs crafts for a total of **69** participants.
- Money Smart Week was very successful this year. We hosted a total of four MSW events with a total of **80** participants.
- Día de los Niños was a big success as well. Hosted by Diana Abraham and Miriam Montano, they hosted **35** participants with people traveling from Aurora and Chicago just to come to the event.
- All of the Summer events (June, July, August) were entered into Communico by Paul Dobersztyn and Julie Kurtis. They are scheduled to go live on May 16, 2022.
- School visits are scheduled in May for Bower and Johnson to promote the Summer Reading Challenge.
- All prizes and incentives were purchased and assembled for Summer Reading. Paul Dobersztyn, Kathy Gaydos and Julie Kurtis have finalized the library's Beanstack site. Public Services will receive a one-on-one training refresh for Beanstack in early May.
- The Public Services Department and Member Services department collected Reference statistics between 4/11 and 4/24 that will be used for the Illinois State Library report. There were statistics gathered in November 2021 as well.

Personnel

- No changes

Professional Development

- **23** sessions of CE were completed by the Public Services Department in April.
- **19** total hours of CE were completed.
- Topics that were covered: Beanstack reading challenge: staff essentials, digital security training, OCLC the new website training and more.
 - A full list can be provided by the Public Services Manager.

Programming / Outreach (Not entered in Communico)

Book a Librarian: 1

Puzzles: 2

Teen Volunteers: 4

- Sylvia Thompson attended the Warrenville Park District Health and Wellness Fair on 4/6. Sylvia had **75** interactions throughout the morning. The library donated a gift basket for the prize drawings.
- Diana Abraham visited the Headstart program at Johnson on 4/20. Diana performed storytime for **40** students total.
- Diana Abraham hosted two Agape classrooms on 4/27. Each session boasted **23** & **17** students for storytime.

- Diana Abraham and Julie Kurtis attended the Bower School's STEM night on 4/28. They provided activities that included our Ozobots while promoting our upcoming events and summer reading challenge. A total of **103** interactions.
- Julie Kurtis and Mandy Wilson represented WPLD at the College of DuPage's STEM Con on 4/30. They estimated a total of **250** interactions at their table. They provided activities that included our Button Machine while promoting our upcoming events.
- Paul Dobersztyn, Julie Kurtis and Diana Abraham are working with the Wheaton-Warrenville Early Childhood Collaborative and Metro Families on the 1,000 Books and Moments before Kindergarten program. The WWEC has committed to donating up to \$1,000 to launch the program.
- Paul Dobersztyn and Kathy Gaydos are working on the Banners and Bookmarks for the Summer Concert series. Received quotes from two companies.
- Miriam Montano and Taylor Haring contributed content articles for the website in April. Those include Cinco de Mayo and Asian Pacific Heritage Month.
- Sylvia Thompson received some nice member feedback on our Facebook page: "I love asking Sylvia in Adult Services for book recommendations! She's always got a great book to recommend! This month, in honor of #NationalPoetryMonth, she can help you find books by poets! Ask her about one of her favorite poets, Amanda Gorman! If you stop in to Warrenville Public Library District, say hello to Sylvia!"
- Diana Abraham received an email from a library member after seeing our Ramadan book display in Youth Services, "I absolutely love the fact that my library was able to put a book display this year for Ramadan."

Non SWAN InterLibrary Loan

Item Requests Processed: 23; Materials Received: 9; Materials Lent: 16

12. MEMBER SERVICES REPORT

April 2022

Sandy Whitmer

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,742	55.5%
Enterprise catalog/mobile app (Renewals)	92	0.7%
Autorenewals	4,389	31.4%
Staff Assisted Checkout	1,725	12.4%
TOTAL TRANSACTIONS	13,948	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	6,000	77.5%
Selfcheck 2 (Near Vending Machine)	1,742	22.5%
TOTAL TRANSACTIONS	7,743	100.00%

Department Highlights

Curbside

18 curbside orders were filled in April 2022.

Because curbside orders have declined, we are planning to discontinue this service at the end of August. In September, the Public Services team will restart homebound delivery service.

New Resident Card Activations

Because this pilot has ended, we will no longer be reporting these activations.

Thank you to the Member Services Team!

A huge thank you to all of the Member Services staff for keeping things running smoothly during Jaime's time away. Our day-to-day services continue as usual and there have been very few instances where they've needed my assistance resolving an issue. They've begun making a list of questions for me to ensure we don't drop the ball on anything Jaime typically handled.

12. MARKETING REPORT

April 2022

Kathy Gaydos

Activities

Summer Reading Matters (June-August)

- Submitted designed draft to Public Services (P.S.) for final review and incorporated changes, including the section of events that will be conducted in Spanish.
- Submitted to proofreading team for final review and incorporated their edits.
- Finalized with designer.
- Finalized all details with new print vendor, Hagg, relating to file format, proof process, mail count/routes and permit number with the post office.
- Submitted file in pdf format with bleeds to printer (this is something new compared to process with former printer).

Summer 2022 Library Events (June, July, August)

- Submitted slide requests to designer, including Summer Reading Challenge and Concerts.

Concerts on the Commons (June, July, August)

- Began work on updating bookmarks and banners used in summer 2019.
- Measured the current City banner hanging outside the library with help from Ly; gave measurements to Paul to coordinate with printer.
- Gave Paul the banner file from 2018 to have printer update with new text.
- Submitted bookmark to designer; received, edited and created another version.
- Reviewed both bookmark versions with Paul and requested edits on the first version.

Summer Reading Challenge

- Started to update last summer's webpage.
- Submitted three reading log (youth, teen, adult) drafts to designer.
- Reviewed/edited the rack card and presentation Julie created to share at local schools.

Spring 2022 Library Events

- Shared eNews of April events with District 200.
- Illinois Library Presents May events (Michelle Zauner; Jessamine Chan) ...customized in-library flyers and social media messages.
- With Stephanie's help, monitored event flyers for removal/addition to displays.

Giveaway Items

- Counted/sorted three new giveaway items and new pens we received in April.
- Ordered and received a new tablecloth with library logo for use at outreach events.
- Requested bids and purchased additional items: recyclable bags and notepads.

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

- Asian American and Pacific Heritage Month by Taylor
- Cinco de Mayo by Miriam
- Poetry Month by Taylor

Welcome Email Campaign to New Cardholders

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

Received Card	Dates	Emails Received	Average Open Rate
February	16-28	1-5	51% final
March	1-15	1-5	50% final
March	16-31	1-4	54% in progress
April	1-15	1-2	62% in progress

New SWAN/Aspen Catalog

- Communicated with MaryKellie about the language used to identify some of the science kits...some have kit, some have VHS, some have book as the descriptor; also questioned the use of capitalization in the titles of some kits (not all) as they appear in the catalog.

Outreach

- July 3rd parade...met with Gail and Sandy to discuss "float" decorations and other details; established a channel in Teams with details about the event; communicated with staff about "volunteering" for the parade.
- Led Meet & Greet event at Everton Flats (April 9) with Mary Thomas...brought coffee, donuts, marketing brochures and giveaways; spoke with 15 people; registered 10 new library cards at two-hour event. Prepared "Go Box" with publicity pieces and giveaways tailored to the event. Got pricing, placed orders and purchased hospitality items.



Miscellaneous

- Created Easter closing sign; added website banner message and article about system updates on that day.
- Youth Services banners... reviewed seven new banners received from designer; printed and cut all banners.
- Overhead banners (general)...updated and printed three banners to replace TV Movies and DVDs as those sections had been weeded and shifted; attempted to match background colors of existing overhead signage that had faded over time.
- Reviewed and suggested edits for rack card Diana created on available Spanish services.
- Collaborated with Kyrie on yard sign she created to take to Storytimes on the Go at Summerlakes clubhouse.
- Prepared "Go Boxes" for three events: Health & Wellness Fair (Sylvia April 6), STEAM Night at Bower (Diana, Julie April 28) and STEMCon at COD (Julie, Mandy April 30). Each box contained publicity pieces and giveaways tailored to the audience.
- Photographed basket with library bling for Health & Wellness Fair raffle giveaway; put photo on social media to encourage people to stop by the library booth at the fair.
- Completed Statement of Economic Interests with the DuPage County Clerk.
- Created QR code for upcoming Mango Languages promotion.

ILA Marketing Forum webinar: Crisis Communications: COVID-19 and Beyond...attended via Zoom April 29.

The presentations focused on identifying crises, defining stages of a crisis and communicating them to stakeholders and public. "A crisis is any situation that threatens the integrity or reputation of your organization." These include natural disaster, public health (bed bugs, rodents), budget cuts affecting services, security, employee or visitor injury and more. Response needs to be timely, relevant and an opportunity for library advocacy.

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In April, updated catalog links for the science kit images on the website.

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; sharing public comments posted on our platforms with staff; updating content tracking documents. In April, responded to two messages on Facebook about whether or not the library would have outdoor concerts this summer. Responded to comment about Facebook event for ILP's Nick Offerman shown as in-person event (this is because of FB settings).

Meeting/Webinar Attendance

Management Team meeting—4/19/22

Library Board meeting—4/20/22

Parade Committee meeting—4/21/22

DEI Committee meeting—4/26/22

ILA Marketing Forum Crisis Communications webinar—4/29/22

Publicity Statistics

eNews (Constant Contact)

Subscribers: 5,577

Average open rate: 41%

Social Media

Facebook Followers: 1,315

Instagram Followers: 369

Popular post on social media in April 2022

Facebook:

92 reactions (likes, comments, shares)

1,497 reach



12. ACQUISITIONS & CATALOGING REPORT

April 2022

MaryKellie Marquez

Collection Maintenance:

789 items created

699 items discarded

73 items repaired

41 discs cleaned

Department Highlight: MaryKellie attended the Evolving Manager Bootcamp from April 5-7, 2022 at HR Source in Downers Grove, Illinois. There were live case studies where the participants could put what they learned to work in real time. MaryKellie and Gail participated in the kick-off for BLUEcloud Cataloging. BLUEcloud Cataloging has templates that will make pre-cataloging items very easy because the fields are pre-populated with the correct delimiters.

The biggest highlight of the month was the Book Repair Workshop. Amanda Musacchio, from the College of DuPage's LTA program, did a great job teaching useful methods for repairs and when you have to say good bye to the item. If it is water damaged to avoid mold or if it has been repaired several times, it is (usually) more cost effective to just replace the item. MaryKellie has received several follow-up emails thanking Warrenville for hosting this program. In addition, many people have asked if we will be hosting another one. MaryKellie also created a PowerPoint presentation for the Acquisitions and Cataloging User Group's next meeting (May 12th) for those who were unable to attend.

Trainings/Meetings:

MaryKellie Marquez attended/participated in 26 hours of training. The bulk of which was the HR Source training. With Sandy's guidance, MaryKellie was able to create a budget for FY23. MaryKellie has also begun work on Employee (& Self) Evaluations that are due this month.

Gail Smith completed 3 hours of training. Gail met with Sandy and Kathy G. to prepare for the Independence Day parade. Gail also worked with Stephanie and Mary from Member Services on BC Analytics. Gail brightened everyone's day during National Library week, arranging lunches and goodies for all staff.

12. IT DEPARTMENT REPORT

April 2022

Duncan Jones

Training/Meetings

- Met with Granite for an introductory meeting.
- Met with Granite for an overview of their Fortinet offerings.
- Met with Sandy [1]
- Attended Committee of the Whole Budget meeting.
- Installing, Configuring, and Administering Active Directory with Timmothy Pintello LinkedInLearning course.
- Hacking Multifactor Authentication webinar.
- Mental Illness (Part 1): How to handle problematic behavior Ryan Dowd webinar.

Projects/Activities

- Helped staff with Excel, PowerPoint, Outlook, password resets, printers and printing issues, suspicious emails, keyboard issues, projector issues, and browser questions.
- Helped a patron with an iPad question.
- Put together an outreach kit for Mary and Kathy G.
- Granted access to director to files of staff member on leave.
- Replaced a malfunctioning RAM module in the Adult Services desk PC.
- Cleaned the glass on the Member Services copier to resolve an orientation issue.
- Set new printing defaults on the public PCs after updating Windows.
- Configured and updated the certificate for a Mobile Device Manager on the Krayon Kiosk iPads in order to perform app updates.
- Several Public PCs didn't want to wake-on-LAN but rebooting resolved the problem.
- Assisted Public Services staff in troubleshooting an issue accessing OCLC.
- Noted that the Member Services PC screen blinks off intermittently, I reseated the video out connection.
- Updated Windows and browsers on various staff laptops.
- Investigated a report of bad sectors on the drives of a NAS device.
- Researched a couple methods of multifactor authentication.
- Updated servers and staff PCs.
- Adjusted equipment replacement plan.
- Evaluated the vulnerability of our VPN software after reports of issues.
- Tested an option to rank choices in a Microsoft Forms form.

9 tickets opened, 8 tickets closed, 3 pending.

13. PRESIDENT'S REPORT

Next Meetings or Events (as of Wednesday, May 11, 2022)

Wednesday, May 18, 2022 at 6 pm
Committee of the Whole (Budget)
Library Meeting Room

Wednesday, May 18, 2022 at 7 pm
Regular Board of Trustees Meeting
Library Meeting Room

Sunday, May 29 & Monday, May 30
Library Closed (Memorial Day)

Wednesday, June 15, 2022 at 6 pm (if needed)
Committee of the Whole (Budget)
Library Meeting Room

Wednesday, June 15, 2022 at 7 pm
Regular Board of Trustees Meeting
Library Meeting Room

"Springfield Update" (from ILA's 5/5/2022 eNewsletter)

Originally introduced as the Decennial Committees on Local Government Consolidation and Efficiency Act, language in **SB 3789** regarding "consolidation" was removed by amendment in February. This act requires units of local government to form a committee to "study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located." The bill defines "governmental units" as "all units of local government that may levy any tax, except municipalities and counties." District public libraries are their own units; local libraries in towns, cities, villages, and townships should communicate with their town, city, village, or township regarding library responsibility, if any, for complying with this legislation.

14. TREASURER'S REPORT

TIF Reimbursement Received

The Library received TIF reimbursements for the 2020 levy year from the City of Warrenville for TIF-assisted residential development. The reimbursement amounts are:

- TIF #3 – \$3,932
- TIF#4 - \$2,890
- TOTAL – \$6,822

The Library budgeted \$2,500 for this income line for FY22

We expect the reimbursements to be higher in FY23 because more units will be completed and occupied. Director Whitmer has updated the draft budget with a conservative estimate of \$20,000.

Director Whitmer will submit a request for 2021 levy year funds prior to the statutory deadline of September 30.