

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, July 20, 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, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
 - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
 - a. Employee Recognition (Kathleen Strickland and Mary Thomas, 5 years)
5. Public comments
6. Correspondence
 - a. Per Capita Grant Award Letter from Illinois Secretary of State Jesse White
 - b. Attorney Memo re: Committees on Local Government Efficiency
 - c. Attorney Memo re: Filling Trustee Vacancies
 - d. Attorney Memo re: Appointing a Treasurer

7. Consent Agenda **(ACTION)**

- a. Approve Minutes of the June 15, 2022 Regular Board Meeting
- b. Approve Minutes of the June 15, 2022 Regular Board Meeting Closed Session
- c. Receive and file Financial Report for June
- d. Adopt Ordinance #22-23-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2022-2023 and Approve Notice of Public Hearing on Budget & Appropriation Ordinance

8. Regular Agenda

- a. Approve payments for the period of June 16-July 20, 2022 **(ACTION)**
- b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

- a. Appoint Two Trustees to Review Secretary's Records for FY22 **(ACTION)**

11. Director's Report

- a. COVID-19 Mitigations Update

12. Department Head Reports

13. President's Report

- a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Closed Session

20. Discussion/action resulting from the above closed session

21. Adjournment **(ACTION)**

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1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
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3. Approval of the agenda (**ACTION**)
 - a. *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.*
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 - a. Employee Recognition (Kathleen Strickland and Mary Thomas, 5 years)
5. Public comments
6. Correspondence
 - p. 3 a. Per Capita Grant Award Letter from Illinois Secretary of State Jesse White
 - p. 4 b. Attorney Memo re: Committees on Local Government Efficiency
 - p. 9 c. Attorney Memo re: Filling Trustee Vacancies
 - p. 12 d. Attorney Memo re: Appointing a Treasurer

7. Consent Agenda **(ACTION)**

- p. 16 a. Approve Minutes of the June 15, 2022 Regular Board Meeting
- p. 23 b. Approve Minutes of the June 15, 2022 Regular Board Meeting Closed Session
under separate cover
- p. 24 c. Receive and file Financial Report for June
- p. 32 d. Adopt Ordinance #22-23-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2022-2023 and Approve Notice of Public Hearing on Budget & Appropriation Ordinance

8. Regular Agenda

- p. 38 a. Approve payments for the period of June 16-July 20, 2022 **(ACTION)**
- p. 41 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

- p. 42 a. Appoint Two Trustees to Review Secretary's Records for FY22 **(ACTION)**

11. Director's Report

- p. 43 a. COVID-19 Mitigations Update

- p. 48 .. 12. Department Head Reports

13. President's Report

- p. 57 a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Closed Session

20. Discussion/action resulting from the above closed session

21. Adjournment **(ACTION)**



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 29, 2022

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

Dear Director Whitmer:

I am pleased to award the Warrenville Public Library District a FY 2022 Illinois Public Library Per Capita Grant in the amount of \$20,791.60. Over \$18 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses, such as purchasing materials, supporting programming, and improving technology.

Libraries have until June 30, 2023, to obligate these grant funds and until August 15, 2023, to expend them. The FY 2022 expenditures report must be submitted with the FY 2024 application, due January 30, 2024.

The official service area population for your library is 14,096. Please be sure to use this figure on future per capita grant applications and Illinois Public Library Annual Reports (IPLAR). The official population figure for your library is based on the 2020 U.S. Census and can only be changed with proper documentation. Proper documentation includes official U.S. Census Bureau letters and/or annexation or referendum confirmations.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jesse White
Secretary of State and State Librarian

cc: Jerri Picha
Warrenville Public Library District Per Capita File
JW:isl

Illinois State Library
Gwendolyn Brooks Building
Springfield, Illinois 62701

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

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HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

MEMO RE: COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 24, 2022

The Memo addresses requirements applicable to Library Districts per Public Act 102-1088 (Decennial Committees on Local Government Efficiency Act) ("the Act"; copy attached).

In plain English, before June 9, 2023 (next June), Library Districts "must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board".

NOTES ON APPLICABILITY OF THE ACT

1. The Act applies to governmental units defined as "units of local government that may levy any tax, except municipalities and counties".
2. Local Libraries (City and Village Libraries) do not have authority to levy taxes. Accordingly, the requirements of the Act do not apply to Local Libraries.
3. Municipalities and Counties are excluded from the requirements of the Act.

NOTES ON COMPLIANCE TIMEFRAME

1. The Act is effective June 10, 2022.

2. The Committee must be formed within one year after the effective date of the Act (June 9, 2023).
3. The first report is due “no later than 18 months after the formation of the Committee”.
4. The Act also requires at least one additional report within the next 10 years.

NOTES ON COMMITTEES

1. Membership of the Committee:

Each Committee’s membership shall include the elected or appointed members of the governing board of the governmental unit; at least 2 residents of the governmental unit, who are appointed by the chair of the board of the governmental unit, with the advice and consent of the board; and any chief executive officer or other officer of the governmental unit.

2. Committee Meetings:

- a. Committees shall meet at least 3 times.

- b. Committees may meet during a regularly scheduled meeting of the governmental unit as long as: (1) separate notice is given in conformance with the Open Meetings Act; (2) the Committee meeting is listed as part of the board of the governmental unit’s agenda; and (3) at least a majority of the members of each Committee are present at the Committee’s meeting.

- c. The Committee shall meet in accordance with the Open Meetings Act and the Committee shall be a public body to which the Freedom of Information Act applies.

3. Committee Role/Duties:

The duties of the Committee include, but are not limited to, the study of the governmental unit’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State.

4. Committee Report:

Each Committee shall summarize its work and findings in a written report to the County Board which shall include recommendations in respect to increased accountability and efficiency.

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 1. Short title. This Act may be cited as the
Decennial Committees on Local Government Efficiency Act.

Section 5. Definition. As used in this Act, "governmental
unit" includes all units of local government that may levy any
tax, except municipalities and counties.

Section 10. Formation of committee; members; vacancy;
administrative support.

(a) Within one year after the effective date of this Act
and at least once every 10 years thereafter, each governmental
unit must 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.

(b) Each committee's membership shall include the elected
or appointed members of the governing board of the
governmental unit; at least 2 residents of the governmental
unit, who are appointed by the chair of the board of the
governmental unit, with the advice and consent of the board;
and any chief executive officer or other officer of the
governmental unit. The committee shall be chaired by the
president or chief elected or appointed official of the
governing board of the governmental unit, or his or her
designee. The chairperson may appoint additional members to
the committee as he or she deems appropriate.

Committee members shall serve without compensation but may
be reimbursed by the governmental unit for their expenses
incurred in performing their duties.

(c) A committee may employ or use the services of
specialists in public administration and governmental
management and any other trained consultants, analysts,
investigators, and assistants it considers appropriate, and it
may seek assistance from community colleges and universities
as necessary to prepare the report required under Section 25.

(d) If a vacancy occurs in the committee membership, the
vacancy shall be filled in the same manner as the appointments
under subsection (b).

(e) Each governmental unit shall provide administrative
and other support to its committee.

Section 15. Duties of a committee. The duties of a
committee include, but are not limited to, the study of the
governmental unit's governing statutes, ordinances, rules,
procedures, powers, jurisdiction, shared services,
intergovernmental agreements, and interrelationships with
other governmental units and the State. The committee shall
also collect data, research, and analysis as necessary to
prepare the report described in Section 25.

Section 20. Meetings. Each committee shall meet at least 3 times. The committee may meet during a regularly scheduled meeting of the governmental unit as long as: (1) separate notice is given in conformance with the Open Meetings Act; (2) the committee meeting is listed as part of the board of the governmental unit's agenda; and (3) at least a majority of the members of the committee are present at the committee's meeting. Each meeting of the committee shall be public, and the committee shall provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. The committee may require speakers to register. The committee shall meet in accordance with the Open Meetings Act, and the committee shall be a public body to which the Freedom of Information Act applies.

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended asking for input on the matters discussed at the meeting.

Section 25. Report. Each committee shall summarize its work and findings within a written report, which shall include recommendations in respect to increased accountability and efficiency, and shall provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee. The report shall be made available to the public.

Section 30. Dissolution of the committee. After a committee has made the report required under Section 25 available to the public, the committee is dissolved until it is reestablished with newly appointed members under Section 10.

Section 85. The School Code is amended by changing Section 17-1.1 as follows:

(105 ILCS 5/17-1.1)

Sec. 17-1.1. Shared service reporting and fiscal efficiency.

(a) Annually, each school district shall complete a report developed by the State Board of Education, to accompany the annual financial report and to be published on the State Board of Education's Internet website, that summarizes district attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year. The report must be primarily in checklist form and approximately one page in length. It shall include, but shall not be limited to, the incidence of the following shared service options: insurance; employee benefits; transportation; personnel recruitment; shared personnel; technology services; energy purchasing; supply and equipment purchasing; food services; legal services; investment pools; special education cooperatives, vocational cooperatives, and other shared educational programs; curriculum planning; professional development; custodial services; maintenance services; grounds maintenance services; food services; grant writing; and science, technology, engineering, and mathematics (STEM) program offerings. The report shall also include a list of potential shared services or outsourcing the district may consider or investigate for the next fiscal year and any anticipated barriers to implementation. This report must be approved by the school board at an open meeting that allows for public comment, and it shall be published on the Internet website of the school district, if any.

(b) Based on data supplied by school districts through the annual financial report, regional superintendents of schools shall publish annually a regional report summarizing district attempts to improve fiscal efficiency through shared services or outsourcing within the educational service region. This report shall include a list of all joint purchasing initiatives, joint agreements between districts, attempts to reduce or eliminate duplication of services and duplicative expenditures, and identification of any overlapping regional service delivery systems.

(c) For school districts required to develop and submit to the State Board of Education a deficit reduction plan under Section 17-1 of this Code, the regional superintendent of schools and the school district shall jointly prepare a shared services and outsourcing plan that considers actions that may improve the district's fiscal efficiency and how future savings associated with shared services or outsourcing are to be utilized.

(Source: P.A. 97-357, eff. 1-1-12.)

Section 90. The State Mandates Act is amended by adding Section 8.46 as follows:

(30 ILCS 805/8.46 new)

Sec. 8.46. Exempt mandate. Notwithstanding Sections 6 and 8 of this Act, no reimbursement by the State is required for the implementation of any mandate created by the Decennial Committees on Local Government Efficiency Act.

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 6/10/2022

***Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.***

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MARK A. RITZMAN

MEMO RE: FILLING TRUSTEE VACANCIES

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 20, 2022

Per Public Act 102-0977 effective May 27, 2022 (copy attached), Trustee vacancies “shall be filled within 90 days after a vacancy has been declared”.

The statute prior to the amendment made by this Public Act required that Trustee vacancies “shall be filled forthwith” (75 ILCS 5/4 -4 and 75 ILCS 16/30 - 25).

Relevant to Library Districts, this Public Act authorizes the State Librarian to appoint someone to fill a Board vacancy if the Board fails to fill the vacancy within 90 days. The State Librarian has 60 days to appoint someone to fill the vacancy.

RAR/tmh https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_11.LIBRARYDIST/MEMO/Memo re Filling Trustee Vacancies.docx

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The Illinois Local Library Act is amended by
changing Section 4-4 as follows:

(75 ILCS 5/4-4) (from Ch. 81, par. 4-4)

Sec. 4-4. Vacancies shall be declared in the office of trustee by the board when the elected or appointed trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the city, village, incorporated town, or township, or who fails to pay the library taxes levied by the corporate authorities. Vacancies shall also be declared in the office of trustee by the board when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.

Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

If a vacancy occurs in the board of trustees in any incorporated town or village (other than a village under the commission form of government) or in any township, the vacancy may be filled by the remaining trustees until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law, at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a library trustee or a failure to elect a library trustee, or if the person elected or appointed fails to qualify for office, the trustee may continue in office if available and qualified until his successor has been elected or appointed and qualified. Vacancies shall be filled within 90 days after a vacancy has been declared forthwith.

(Source: P.A. 87-424.)

Section 10. The Public Library District Act of 1991 is amended by changing Sections 30-25 and 30-40 as follows:

(75 ILCS 16/30-25)

Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

(b) All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election forthwith. (Source: P.A. 87-1277.)

(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.

(c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as trustees under this Act. The required oath shall be taken and subscribed before a notary public or the secretary of the board.

(d) Within 60 days after the organization of the board, the secretary shall file, with the county clerk of the county containing all or a larger portion of the district and with the Illinois State Librarian, a statement listing the names and addresses of the trustees and officers and their respective terms in office. The secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

(e) The first officers shall serve until the next regular election of trustees. Thereafter, officers shall serve for terms set by ordinance but not to exceed 2 years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the board. A vacancy in any office shall be filled by the board for the unexpired term.

(Source: P.A. 93-847, eff. 7-30-04.)

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 5/27/2022

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MARK A. RITZMAN

MEMO RE: APPOINTING A TREASURER

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 21, 2022

Per Public Act 102-0977 effective May 27, 2022 (copy attached), Library Districts may appoint a non-Trustee to serve as Treasurer and compensate such Treasurer, i.e.:

“(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.”

Note to Local Libraries: Public Act 102-0977 provides Library Districts with an option re: appointing a Treasurer. This Public Act did not amend the Local Library Act which provides in relevant part (75 ILCS /4-6):

“The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office.”

RAR/tmh https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Memo re Appointing a Treasurer.docx

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The Illinois Local Library Act is amended by
changing Section 4-4 as follows:

(75 ILCS 5/4-4) (from Ch. 81, par. 4-4)

Sec. 4-4. Vacancies shall be declared in the office of trustee by the board when the elected or appointed trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the city, village, incorporated town, or township, or who fails to pay the library taxes levied by the corporate authorities. Vacancies shall also be declared in the office of trustee by the board when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.

Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

If a vacancy occurs in the board of trustees in any incorporated town or village (other than a village under the commission form of government) or in any township, the vacancy may be filled by the remaining trustees until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law, at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a library trustee or a failure to elect a library trustee, or if the person elected or appointed fails to qualify for office, the trustee may continue in office if available and qualified until his successor has been elected or appointed and qualified. Vacancies shall be filled within 90 days after a vacancy has been declared forthwith.
(Source: P.A. 87-424.)

Section 10. The Public Library District Act of 1991 is amended by changing Sections 30-25 and 30-40 as follows:

(75 ILCS 16/30-25)

Sec. 30-25. Vacancies.

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

(b) All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election forthwith.

(Source: P.A. 87-1277.)

(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.

(c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as trustees under this Act. The required oath shall be taken and subscribed before a notary public or the secretary of the board.

(d) Within 60 days after the organization of the board, the secretary shall file, with the county clerk of the county containing all or a larger portion of the district and with the Illinois State Librarian, a statement listing the names and addresses of the trustees and officers and their respective terms in office. The secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

(e) The first officers shall serve until the next regular election of trustees. Thereafter, officers shall serve for terms set by ordinance but not to exceed 2 years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the board. A vacancy in any office shall be filled by the board for the unexpired term.

(Source: P.A. 93-847, eff. 7-30-04.)

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 5/27/2022

WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees
Minutes of the Regular Board Meeting
Wednesday, June 15, 2022

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

2. Roll Call

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

ABSENT: Trustees Richardson and Ruzicka

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Marketing Specialist Kathy Gaydos, Acquisitions and Cataloging Manager MaryKellie Marquez

STAFF ATTENDING REMOTELY: Public Services Manager Paul Dobersztyn

- 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 as presented. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Richardson, Ruzicka

Motion carried

4. Presentations – none

5. Public comments – none

6. Correspondence

- a. Email from Brady Mullican (suggestion blood drive)

Director Whitmer stated she received an email from Brady Mullican inquiring about the library holding a blood drive. Director Whitmer stated the library's past blood drive attempts were unsuccessful and other opportunities exist in the community. She will relay that information to Mr. Mullican.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the May 18, 2022 Committee of the Whole Meeting
- b. Approve Minutes of the May 18, 2022 Regular Board Meeting
- c. Receive and file Financial Report for May
- d. Approve Master Services Agreement and Statement of Work from Sikich LLP for Fiscal Year 2022 Audit
- e. Adopt Working Budget for FY23

f. Authorize preparation of Tentative Budget & Appropriation Ordinance

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

Roll call vote:

Ayes – Trustees DuRocher, Picha, Stull, Warren

Nays – none

Abstain – Trustee Lezon

Absent – Trustees Richardson, Ruzicka

Motion carried

8. Regular Agenda

a. Approve payments for the period of May 19 – June 15, 2022

MOTION: Trustee Picha moved to approve invoices in the amount of \$57,204.78 for the period of May 19, 2022 through June 15, 2022 including electronic payments and checks #8832 – 8872. Check #8860 is voided. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Richardson, Ruzicka

Motion carried

b. Approve transfer of funds

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

Roll call vote:

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

Nays – none

Absent – Trustees Richardson, Ruzicka

Motion carried

9. Unfinished Business – none

10. New Business

Trustee DuRocher asked if trustees had questions regarding items 10.c, 10.d, 10.e, 10.f. No one did so she suggested these four items be combined into one motion.

a. Review IMRF Early Retirement Incentive cost proposal

Director Whitmer stated after review of this proposal she does not recommend the Board offer this incentive.

No discussion was held by the Board.

- b. Accept proposal from Gallagher Insurance and authorize Library Director Whitmer to proceed with Library Insurance Risk Agency membership

MOTION: Trustee Stull moved to accept proposal from Gallagher Insurance and authorize Library Director to proceed with Library Insurance Risk Agency membership and work with Gallagher Insurance for new policies effective July 1, 2022, including a bond for the Board Treasurer.

DISCUSSION:

Director Whitmer stated she reviewed the treasurer's bond and is not comfortable with the treasurer providing personal information. The library will proceed with a Government Crime Policy that includes coverage for the treasurer, Director Whitmer and Assistant to the Director Jackie Davis.

Trustee Warren asked if the motion should include an end date for the policies. Director Whitmer stated in the past there has not been an end date and this item only needs to be revisited by the Board when changing coverage or carrier.

Trustee Picha asked if there is a cyber liability policy. Director Whitmer stated the new carrier will provide this coverage.

Trustee Stull withdrew her motion and made the following motion:

MOTION: Trustee Stull moved to accept proposal from Gallagher Insurance and authorize Library Director to proceed with Library Insurance Risk Agency membership and work with Gallagher Insurance for policies effective July 1, 2022. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Richardson, Ruzicka

Motion carried

- c. Approved revised Employee Handbook: Annual Leave Policy, Sick Leave Policy, Paid Time Off Policy and Paid Holidays and Floating Holidays Policy

MOTION: Trustee Picha moved to approve the revised employee handbook policies for annual leave, sick leave and paid holidays effective July 11, 2022 and to approve the addition of a floating holidays policy effective January 1, 2023 and to rescind the paid time off policy effective July 11, 2022. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

d. Request to remove iPads from Youth Services Area

Director Whitmer stated she received an email from a member regarding removing the iPads from the Youth Services area.

Mr. Dobersztyn stated the Youth Services staff reviewed different scenarios including leaving them where they currently are located or taking them away and making them available by checkout.

Concerns that were expressed:

- Ease of access for members. If removed it would make it more difficult for some members and would require a charging station either in Youth Services or at the Members Services desk.
- Providing technology is part of the Strategic Plan.
- The Collection Development Policy states parents are responsible for children's use of library materials.
- The consensus of the staff is to keep them where they are currently located. The location is great for parents with a child on the iPads and another one in the Discovery Room.

After considerable discussion some of the items brought by the Board were:

- Devices should not be easily accessible to the children.
- Remove the kiosk and make the iPads available for checkout. Director Whitmer pointed out the devices would not be secure and could easily be damaged or stolen.
- The Strategic Plan states to make items more accessible to all members.
- Conduct a survey inquiring how many parents want them easily accessible.
- It is the parent's responsibility to monitor their child while in the library.
- Move the kiosk to a different location.
- Youth Services collect data for a month without removing the devices.
- The goal of the library is to provide materials in different formats and some people learn in different ways.

Director Whitmer will respond to the member stating the library will collect data on the iPads and report back to the board in September.

11. Director's Report

- Open Meetings Act Training

Director Whitmer stated Trustee DuRocher completed her Open Meetings Act Public Board Member training and Trustee Warren completed both the Open Meetings Act Board Member and Designee training.

- Status of COVID-19 paid Leave

Director Whitmer stated the paid COVID leave will be discontinued effective July 11 at which time all staff will be earning sick leave.

12. Department Head Reports

- Trustee DuRocher stated she liked the Career Online High School from Smart Horizons program Tom Hill was investigating. Mr. Dobersztyn stated it is expensive with a down payment of \$3,000 for up to 3 students.

Trustee DuRocher asked if there are any grants available, which Mr. Dobersztyn did not know. Trustee Picha asked if the library has to pay for this or does the student. Director Whitmer stated the library would cover the cost if this service was offered.

Director Whitmer stated staff hours would need to be considered.

Director Whitmer stated it is not in the budget for FY23.

Trustee DuRocher asked if Tom Hill can obtain more information regarding this program.

- Trustee DuRocher asked when the Members Services Manager position will be posted and filled. Director Whitmer stated she would like the position to be filled by September.

13. President's Report

Director Whitmer stated the DEI Committee is drafting a DEI statement for the library which will be brought to the Board in September. Director Whitmer stated the focus is to provide a general blanket statement for the library which will drive other library activities.

Trustee DuRocher stated she is really interested in the DEI Statement the staff committee is working on and would like to see it become part of the Strategic Plan focus.

All trustees asked for a copy of MaryKellie Marquez' handouts from the Building Racial Equity and Belonging into Your Board Culture training she took.

Kathy Gaydos asked which Trustees would like to participate in the July 3 parade. Trustees Lezon, Picha, Stull and Warren stated they will participate.

14. Treasurer's Report

Trustee Lezon reported that 51% of 2021 property taxes have been received.

15. Secretary's Report

a. Report on Trustee Development Workshops

Trustee Stull stated she attended two Illinois Library Association workshops.

One was on the budget process and was the best presentation she has ever attended regarding the budget process. This clarified and showed the entire budget timeline and process.

An all-day event was held in person at the Alsip-Marionette Library. The morning presentation was on the Freedom of Information Act and Open Meetings Act.

The afternoon session was about the Library Director Evaluation. One take away was you should not do the same evaluation form year after year and she explained how this works. Also, the President should have an active role in the evaluation since this trustee has the closest relationship with the director.

Trustee Stull shared handouts with those interested.

16. Committee Reports - none

17. Trustee Comments - none

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 Compensation) at 8:30 p.m. Trustee Lezon seconded.

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

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

Returned to the regular board meeting at 8:40 pm

Trustee DuRocher called roll call:

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

ABSENT: Trustee Richardson and Ruzicka

ALSO ATTENDING: Library Director Sandy Whitmer

20. Discussion/action resulting from the above closed session (Changes to Director's Compensation)

MOTION: Trustee Picha moved to award Director Whitmer a salary increase for the 2022-2023 fiscal year to include a 4% cost of living increase and a 2% merit increase effective June 27, 2022. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

21. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 8:42 p.m. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Richardson and Ruzicka

Motion carried

Respectfully submitted,

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

UNDER SEPARATE COVER

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

June 30, 2022

WARRENVILLE LIBRARY INCOME	JUNE 2022	FUND BALANCES										PAGE 1	
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. 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
LEVY		1984389	99.7227%	0	1979725	99.76%	876317	(300000)	2618	141794	160323	1877955	819881
CORPORATE													
BLDG. & MAIN		5518	0.2773%	0	5559	100.74%	107119	0	0	0	5553	75472	37206
TOTAL TAX (LEVIED)		1989907	100.00%	0	1985284	99.77%	983436	(300000)	2618	141794	165876	1953427	857087
DEFERRED REVENUE		0		0	0		0	0	1073038	1073038	0	0	1073038
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	19572	27090	460198
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	1075656	1214832	185448	1983496	2616170
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: Jun 30, 2022

Corporate Fund

	Corporate Fund Month Ended Jun 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	662.59	5,281.61	1,500.00	(3,781.61)	352.11 %
Fees	20.00	115.58	500.00	384.42	23.12 %
TIF Funds	0.00	6,822.00	2,500.00	(4,322.00)	272.88 %
Interest	373.87	2,048.16	2,000.00	(48.16)	102.41 %
Book Sales	0.00	376.68	1,000.00	623.32	37.67 %
Lost Books	446.29	3,197.41	3,000.00	(197.41)	106.58 %
Gifts / Memorials	910.10	2,690.10	1,000.00	(1,690.10)	269.01 %
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 %
	2,617.85	2,121,518.75	2,113,829.00	(7,689.75)	100.36 %
Expenses					
Sal. - Administration	21,834.58	179,846.27	184,000.00	4,153.73	97.74 %
Sal. - Member Services	19,172.57	202,685.90	222,000.00	19,314.10	91.30 %
Sal. - Maintenance	3,303.60	24,605.73	26,000.00	1,394.27	94.64 %
Sal. - Marketing	6,257.27	56,300.59	83,000.00	26,699.41	67.83 %
Sal. - Public Services	48,764.10	400,650.13	451,000.00	50,349.87	88.84 %
Sal. - IT	5,856.50	89,930.36	104,000.00	14,069.64	86.47 %
Sal. - Technical Services	9,255.00	80,014.10	93,000.00	12,985.90	86.04 %
I.M.R.F. - Expense	8,072.05	107,392.44	117,000.00	9,607.56	91.79 %
Fica - Expense	8,509.22	75,752.35	86,000.00	10,247.65	88.08 %
Unemp. Comp.	0.00	1,503.13	2,000.00	496.87	75.16 %
Op - Mat'l Processing/Tech	904.09	8,888.67	9,600.00	711.33	92.59 %
Op - Mat'l Processing/Circ	342.41	2,483.08	4,845.00	2,361.92	51.25 %
Op - Postage	201.00	3,461.08	4,795.00	1,333.92	72.18 %
Op - Office Supplies	752.13	3,564.05	4,245.00	680.95	83.96 %
Op - Bank Fee's	74.73	826.61	1,000.00	173.39	82.66 %
Op - Automation Supplies	0.00	3,168.56	4,000.00	831.44	79.21 %
Op - Publishing	0.00	966.34	1,300.00	333.66	74.33 %
Equip. - Purchases	370.00	6,421.96	7,440.00	1,018.04	86.32 %
Equip. - Maintenance	285.67	2,790.42	3,000.00	209.58	93.01 %
Auto. - Software	382.37	16,075.32	15,900.00	(175.32)	101.10 %
Auto. - Purchases	0.00	2,589.23	3,800.00	1,210.77	68.14 %
Auto. - Maintenance	401.60	53,735.75	60,200.00	6,464.25	89.26 %
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	3,778.55	52,630.28	76,500.00	23,869.72	68.80 %
Pd - Recruiting	0.00	225.00	1,500.00	1,275.00	15.00 %
Pd - Staff Appreciation	0.00	1,169.95	3,900.00	2,730.05	30.00 %
Pd - Staff / Tuition Reimburse	552.00	552.00	750.00	198.00	73.60 %
Pd - Staff / Dues	0.00	2,675.00	2,775.00	100.00	96.40 %
Pd - Staff / Meetings	155.87	7,491.98	16,950.00	9,458.02	44.20 %
Pd - Staff / Transportation	25.04	1,388.20	2,750.00	1,361.80	50.48 %
Pd - Trst / Dues	0.00	153.00	150.00	(3.00)	102.00 %
Pd - Trst / Mtgs	0.00	1,736.96	3,050.00	1,313.04	56.95 %
Pd - Trst / Transportation	0.00	454.19	750.00	295.81	60.56 %
Pd - Trustee Misc	0.00	422.94	500.00	77.06	84.59 %
Cont - Lawyer	0.00	1,687.50	4,000.00	2,312.50	42.19 %
Cont - Accounting	1,047.58	11,812.32	13,500.00	1,687.68	87.50 %
Cont - Collection	0.00	234.50	1,000.00	765.50	23.45 %
Cont. - Audit	0.00	7,650.00	7,650.00	0.00	100.00 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: Jun 30, 2022

Corporate Fund

Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00 %
Lib. Mat. - Adult Books	4,201.14	50,412.25	52,500.00	2,087.75	96.02 %
Lib. Mat. - Youth Books	1,850.69	38,070.42	36,800.00	(1,270.42)	103.45 %
Lib. Mat. - Adult AV	1,330.40	13,342.89	20,000.00	6,657.11	66.71 %
Lib. Mat. - Youth AV	998.28	3,869.56	5,000.00	1,130.44	77.39 %
Lib. Mat. - EBooks	0.00	37,229.50	35,000.00	(2,229.50)	106.37 %
Lib. Mat. - Periodicals	0.00	8,824.64	8,200.00	(624.64)	107.82 %
Lib. Mat. - Internet Subscript	0.00	31,883.27	25,000.00	(6,883.27)	127.53 %
Ps - Programs Adult	150.00	6,261.93	8,500.00	2,238.07	73.67 %
Ps - Programs Youth	71.27	5,924.25	8,000.00	2,075.75	74.05 %
Ps - Refunds / Fines / Fees	(13.40)	59.32	1,000.00	940.68	5.93 %
Ps - Printing	1,331.00	10,833.42	13,800.00	2,966.58	78.50 %
Ps - PR / Publicity	3,060.89	11,678.93	10,570.00	(1,108.93)	110.49 %
Ps - Misc.	0.00	150.00	650.00	500.00	23.08 %
Gas	306.01	8,828.05	7,000.00	(1,828.05)	126.12 %
B & M - Water / Sewer	168.64	961.60	1,000.00	38.40	96.16 %
Electricity	2,952.30	35,287.68	37,000.00	1,712.32	95.37 %
Telephone	1,307.58	16,669.40	17,300.00	630.60	96.35 %
Debt Repayment	0.00	140,000.00	140,000.00	0.00	100.00 %
Debt Certificate Interest	0.00	26,580.87	26,700.00	119.13	99.55 %
Contingency	0.00	52.72	2,000.00	1,947.28	2.64 %
	160,322.73	1,877,954.89	2,113,720.00	235,765.31	88.85 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: Jun 30, 2022

Building Maintenance Fund

	Building & Maintenance Fund Month Ended Jun 30, 2022	Building & Maintenance Fund 12 Months Ended Jun 30, 2022	Building & Maintenance Fund Budget	Balance	% Received Expended
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	2,509.18	34,910.80	36,200.00	1,289.20	96.44 %
Maintenance Supplies	0.00	294.72	2,000.00	1,705.28	14.74 %
Security	1,205.05	5,853.57	10,550.00	4,696.43	55.48 %
Snow Removal	0.00	17,325.00	20,000.00	2,675.00	86.63 %
Hvac	959.95	7,442.40	5,250.00	(2,192.40)	141.76 %
Janitorial Supplies	87.39	3,017.42	10,000.00	6,982.58	30.17 %
B & M - Landscape Maint	791.78	6,628.48	8,110.00	1,481.52	81.73 %
	5,553.36	75,472.39	92,110.00	16,637.61	81.94 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: Jun 30, 2022

Alba Lemos Gift Fund

	Alba Lemos Gift Fund Month Ended Jun 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: Jun 30, 2022

Special Reserve Fund

	Special Reserve Fund Month Ended Jun 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	4,021.95	4,110.84	13,150.00	9,039.16	31.26 %
Maintenance	15,550.00	22,978.90	56,000.00	33,021.10	41.03 %
Security	0.00	0.00	7,500.00	7,500.00	0.00 %
	19,571.95	27,089.74	86,650.00	59,560.26	31.26 %

See Accountants Compilation Letter

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

Assets

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	173,411.08
Fifth Third 8004	<u>2,449,489.68</u>
	2,623,385.76

General Fixed Assets	<u>\$ 5,519,239.00</u>
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TOTAL ASSETS	<u>\$ 8,142,624.76</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

Deferred Revenues	1,073,038.40
I.M.R.F.	<u>7,212.70</u>
	1,080,251.10

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,410,000.00</u>
	2,490,251.10

EQUITY

Fund Balance	<u>\$ 5,652,373.66</u>
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 8,142,624.76</u>
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See Accountant's Compilation Report

**ORDINANCE #22-23-01
TENTATIVE
BUDGET AND APPROPRIATION ORDINANCE**

A TENTATIVE ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATION SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT TO PURPOSE.

BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF
THE WARRENVILLE PUBLIC LIBRARY DISTRICT:

SECTION 1: The following is the Annual Budget and Appropriation for the Warrenville Public Library District for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

1. GENERAL

A.	Salaries		\$1,365,000
	Administration	\$265,000	
	Public Services	\$500,000	
	Technical Services	\$100,000	
	Member Services	\$280,000	
	Maintenance	\$40,000	
	I.T.	\$65,000	
	Marketing	\$115,000	
B.	Illinois Municipal Retirement Fund		\$130,000
C.	Federal Insurance Contributions		\$105,000
D.	Unemployment Compensation		\$3,000
E.	Building Expenses:		\$200,000
	Maintenance & Improvements	\$100,000	
	Utilities	\$100,000	
F.	Operating Expenses:		\$44,000
	Postage	\$7,000	
	Office	\$15,000	
	Publishing	\$2,000	
	Materials Processing	\$20,000	
G.	Insurance		\$174,000
	Multi-Peril Package	\$35,000	
	Bonds	\$1,000	
	Health/Life	\$125,000	
	Umbrella	\$1,000	
	Officers/Directors	\$5,000	
	Worker's Compensation	\$7,000	

H.	Contractual:		\$66,000
	Legal	\$20,000	
	Accounting	\$15,000	
	Collection	\$1,000	
	Consultants	\$20,000	
	Audit	\$10,000	
I.	Personnel Development:		\$44,000
	Staff:	\$40,000	
	Dues	\$4,000	
	Meetings & Education	\$25,000	
	Travel	\$3,000	
	Employee Appreciation	\$6,000	
	Recruitment	\$2,000	
	Trustees:	\$4,000	
	Dues	\$1,000	
	Meetings & Education	\$2,000	
	Travel	\$1,000	
J.	Equipment		\$20,000
	Purchases	\$15,000	
	Maintenance	\$5,000	
K.	Library Materials		\$240,000
	Print	\$110,000	
	Non-Print	\$30,000	
	eResources	\$100,000	
L.	Public Service:		\$94,000
	Programs	\$55,000	
	Printing	\$18,000	
	Refunds/fees	\$1,000	
	PR/Publicity	\$20,000	
M.	Automation:		\$140,000
	Software, hardware	\$40,000	
	Miscellaneous purchases	\$20,000	
	Maintenance	\$80,000	
N.	Contingency		\$5,000
O.	Gift Expenditures		\$100,000
P.	Debt Repayment		\$169,000

2	SPECIAL RESERVE FUND		\$200,000
	Building Maintenance/Construction	\$100,000	
	Automation Purchases	\$75,000	
	Furniture/Equipment Purchases	\$25,000	
3.	WORKING CASH FUND		\$250,000
4.	BUILDING AND MAINTENANCE (from .02% Tax)		\$42,000
5.	GIFT FUND		\$1,000
6.	DEVELOPER DONATIONS FUND		\$100,000
	TOTAL BUDGET EXPENSES		\$3,492,000

SECTION 2: As part of the Annual Budget it is stated:

- (a) The cash on hand at the beginning of the fiscal year is \$0.00.
- (b) The estimated cash expected to be received during the fiscal year from all sources is \$3,492,000.
- (c) The estimated expenditures for the fiscal year are \$3,492,000.
- (d) The estimated cash expected to be on hand at the end of the fiscal year is \$0.00.
- (e) The estimated amount of taxes to be received by the WARRENVILLE PUBLIC LIBRARY DISTRICT during the fiscal year is \$2,035,684.
- (f) The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$1,456,216.

SECTION 3: That the above sums of money in the total amount of \$3,492,000 or so much thereof may be authorized by law, be and the same are hereby appropriated for the purposes of the WARRENVILLE PUBLIC LIBRARY DISTRICT as specified for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 4: Transfers of appropriations not affecting the total amount appropriated may be made at any meeting of the Board by Ordinance enacted by a 2/3 vote of all the Trustees. By a like vote the Board may by Ordinance make appropriations in excess of those authorized in order to meet any emergency.

SECTION 5: Unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with applicable statutes, said unexpended balances to be accumulated in the Special Reserve Fund for the purposes adopted by the Board.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 20th day of July 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Barbara J. DuRocher, President
Board of Library Trustees
Warrenville Public Library District

ATTEST:

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

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

**CERTIFICATE OF AUTHENTICITY
(TENTATIVE BUDGET AND APPROPRIATION ORDINANCE)**

I, HEATHER J. STULL, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of the Tentative Budget and Appropriation Ordinance adopting an annual budget and appropriating such sums of money for said Library District for the fiscal year beginning July 1, 2022 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on July 20, 2022.

I further certify that the attached Tentative Budget and Appropriation Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 20th day of July 2022.

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

(SEAL)

**NOTICE OF PUBLIC HEARING ON
BUDGET AND APPROPRIATION ORDINANCE
OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT
DUPAGE COUNTY, ILLINOIS**

NOTICE is hereby given that the Warrenville Public Library District has prepared in tentative form a combined annual Budget and Appropriation Ordinance. A public hearing shall be held as to such Budget and Appropriation Ordinance on Wednesday, September 21, 2022 at the hour of 7 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois. Copies of the Tentative Budget and Appropriation Ordinance are available for public inspection at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Dated this 20th day of July 2022.

Barbara J. DuRocher, President
Board of Library Trustees
Warrenville Public Library District

ATTEST:

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

8a. REGULAR AGENDA

Approve payments for the period of June 16, 2022 – July 20, 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
June 16 - July 20, 2022

Date	Num	Name	Amount
07/20/2022	8873	Accounting Services, Inc.	-528.00
07/20/2022	8874	Accounting Services, Inc. - VOIDED	0.00
07/20/2022	8875	Action Screen Print	-1,396.00
07/20/2022	8876	Alarm Detection Systems, Inc.	-671.82
07/20/2022	8877	Ambius	-286.00
07/20/2022	8878	Art Excursions	-350.00
07/20/2022	8879	AT&T	-373.32
07/20/2022	8880	Baker & Taylor	-4,312.53
07/20/2022	8881	Baker & Taylor	-2,602.40
07/20/2022	8882	Baker & Taylor	-117.87
07/20/2022	8883	Bloomscapes Landscaping, Inc.	-1,173.00
07/20/2022	8884	BlueWire Communications	-471.00
07/20/2022	8885	BookPage	-648.00
07/20/2022	8886	CDW Government, Inc.	-143.55
07/20/2022	8887	Chase Ink	-1,167.93
07/20/2022	8888	Commercial Specialties, Inc.	-59.00
07/20/2022	8889	Davis, Jackie	-19.29
07/20/2022	8890	Direct Energy Business	-2,377.23
07/20/2022	8891	EBSCO	-945.00
07/20/2022	8892	Faronics Technologies USA Inc.	-4,759.40
07/20/2022	8893	Granite Telecommunications	-160.50
07/20/2022	8894	Illinois Library Association	-225.00
07/20/2022	8895	Konica Minolta Business Solutions	-393.75
07/20/2022	8896	LIMRICC Purchase of Health Insurance Prog	-7,359.79
07/20/2022	8897	Maggie Speaks, Inc.	-1,200.00
07/20/2022	8898	Mango Languages	-2,579.41
07/20/2022	8899	Michalski, Brian	-300.00
07/20/2022	8900	Midwest Tape	-813.38
07/20/2022	8901	Midwest Tape	-82.45
07/20/2022	8902	Midwest Tape	-10,000.00
07/20/2022	8903	Miriam Montano	-33.82
07/20/2022	8904	Niche Academy	-2,200.00
07/20/2022	8905	OverDrive	-2,209.28
07/20/2022	8906	Petty Cash Fund	-10.71
07/20/2022	8907	Reaching Across Illinois Library System	-6,000.00
07/20/2022	8908	Rivistas, LLC	-8,147.60
07/20/2022	8909	Service Master Commercial Cleaning	-2,066.00
07/20/2022	8910	Shamrock Garden Winfield	-145.90
07/20/2022	8911	The Hartford	-2,897.00
07/20/2022	8912	The Right Stuff Entertainment, Inc.	-2,650.00
07/20/2022	8913	LIMRICC Unemployment Compensation	-322.87

07/20/2022	8914	Technology Management Revolving Fund	-475.00
07/20/2022	8915	Thomson Reuters - West	-114.76
07/20/2022	8916	Tumbleweed Press, Inc.	-639.20
07/20/2022	8917	U.S. Postmaster	-675.00
07/20/2022	8918	Unique	-9.85
07/20/2022	8919	Value Line Publishing, LLC	-3,025.00
07/20/2022	8920	Vanguard Energy Services, LLC	-210.82
07/20/2022	8921	Warrenville Ace Hardware	-12.59
07/20/2022	8922	Baker & Taylor	-117.83
07/20/2022	8923	Today's Business Solutions, Inc.	-3,410.30
07/20/2022	8924	Sam's Club/Synchrony Bank	-140.00
06/16/2022	Electronic	Paylocity	-204.70
06/16/2022	Electronic	Comcast	-234.90
06/21/2022	Electronic	Northern Illinois Gas	-306.01
06/30/2022	Electronic	Paylocity	-197.06
07/20/2022	Electronic	Konica Minolta Premier Finance	-370.00

-82,341.82

10. NEW BUSINESS

Appoint Two Trustees to Audit Secretary's Records for FY22 (ACTION)

As part of the library's annual report to the Illinois State Library, two Trustees are required to review the Secretary's Records (minutes) to determine that all minutes are present and accounted for. This task can generally be completed in less than 30 minutes. The minutes will be available for review after July 20 and the appointees may schedule a time with Assistant to the Director Davis to review the minutes. This task must be completed on or before the August 17 Board Meeting.

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.

11. DIRECTOR'S REPORT

June 2022

submitted by Sandy Whitmer

Updates to COVID-19 Mitigation Protocols

In late June, we began following the CDC masking guidelines for High, Medium and Low community levels. We use the community level reported on the DuPage County COVID-19 Dashboard. (We will only require masks for staff if the community level in DuPage County is High. Otherwise, masks will be optional for staff, but we continue to practice courtesy and kindness and will wear a mask if we are asked by others.) We also reopened our staff lounge to pre-pandemic capacity (6 persons), but will maintain at least one semi-private space for staff who prefer to eat solo. We've returned some of our casual chairs and ottomans to the lower level lobby.

Unless the board objects, we plan to remove all COVID-19 related signage, including messaging on our website on July 25. This includes recommendations for masking, social distancing, etc. I plan to update the current mitigation statement to include a paragraph indicating library employees are expected to follow the CDC's mask guidance based on the community level for DuPage County (see draft on next page). We will continue to recommend, but not require, masks for all visitors. (This mitigation notice will be the only signage posted. The notice will be posted at each public entrance.)

In September, we plan to make the following pivots:

- Return to pre-pandemic program and room capacities
- Most storytimes will return to drop-in (no registration)
- Food permitted in library, including programs (see [Library Use Policy](#) for details)
- Remove plexiglass barriers
 - Copy/Scan station
 - Public Computers
 - Service Desks (will probably leave one at each direct point of service for face-to-face interactions)
- Reset self-check configuration (2 self-check units on single counter)
- Place tables and chairs back in vending area
- Reset public computers and computer lab to original configurations with 6 computers in each area
- Remove tables from front of service desks (consider other options for displays)

Other Activities

State Senator Laura Ellman held a Town Hall at the Library on June 16.

The liability insurance transition from Lundstrom to Gallagher/LIRA is complete. New certificates of insurance have been issued and we received a comprehensive guide for reporting any claims. I am still waiting to hear from our Lundstrom representative about early cancellation (and refund of premium) for the Directors & Officer policy which is in effect until July 1, 2023.

I participated in an interview for the Warrenville Park District's Strategic Planning Initiative. The consultants seemed particularly interested in partnerships and using/sharing space. The difference in how each organization approaches participation fees would need to be addressed. They also mentioned they expect a need for opportunities and programs for "active adults" will be identified during the planning process.

Continuing Ed/Professional Development

- SWAN Members May and June Fireside Chats
- SWAN Quarterly Director's Meeting

FOIA Requests

- Christine Santana (Clean Facilities Group) - offer to provide quote for cleaning services
- Chris Di Napoli (System4Facility Services) - offer to provide quote for cleaning services
- SmartProcure – purchasing records from 2/24/2022 to current

Warrenville Public Library District

COVID-19 MITIGATION PROTOCOLS

EFFECTIVE JULY 22, 2022

DRAFT

**Masks are recommended,
but not required,
for all library visitors.**

We ask **all individuals** in the library to practice **social distancing** when possible and practice good **hand hygiene**. (Hand sanitizer is available throughout the library.)

Library employees are expected to follow CDC mask guidance based on the COVID-19 community level for DuPage County.

Reasonable accommodations such as curbside service and online resources are available. Call Member Services at 630/393-1171 x100 for more information about curbside service. Visit warrenville.com to access online resources including downloadable books, audiobooks, magazines, music and movies.

Thank you for your consideration,

Sandra L. Whitmer

Sandy Whitmer, Library Director

References:

Policy No 320 – Library Use Policy

Policy No 320a – COVID-19 Addendum to Library Use Policy

warrenville.com/library-policies

Check Community Levels:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

<https://www.dupagehealth.org/610/DuPage-County-COVID-19-Dashboard>

Check community transmission levels:

<https://covid.cdc.gov/covid-data-tracker/#county-view>

View COVID-19 data by zip code:

<https://covid-dashboard.fsm.northwestern.edu/>

View CDC's Prevention Steps based on Community Level:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

STATISTICAL SNAPSHOT													
	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021
TOTAL CIRCULATION (physical items)	15,345	12,790	13,948	14,405	12,227	13,385	11,623	12,736	13,073	13,270	13,930	14,929	14,104
	9,685	7,027	7,855	8,511	6,912	7,338	6,442	7,497	7,053	7,501	7,777	8,848	9,207
	4,072	4,401	4,389	4,353	3,680	3,907	3,566	3,849	4,372	4,198	4,660	4,321	3,310
	1,588	1,362	1,704	1,541	1,635	2,140	1,615	1,390	1,648	1,571	1,493	1,760	1,587
DOWNLOADABLE CIRCULATION													
	2,757	2,609	2,660	2,607	2,512	2,697	2,409	2,422	2,514	2,207	2,482	2,647	2,378
	1,592	1,419	1,479	1,448	1,421	1,528	1,357	1,309	1,439	1,222	1,369	1,425	1,291
	54	74	79	71	50	142	56	84	81	49	41	137	67
INTERLIBRARY LOANS													
	1,111	1,116	1,102	1,088	1,041	1,027	996	1,029	994	936	1,072	1,085	1,020
COLLECTION													
	1,555	1,296	1,665	1,499	1,592	2,109	1,601	1,358	1,593	1,519	1,440	1,718	1,531
	10	14	9	18	14	13	11	16	7	8	13	16	34
	2,136	1,993	2,088	2,059	1,949	2,203	1,880	1,918	1,914	1,774	1,808	1,758	1,629
	23	10	16	29	10	19	22	15	15	21	13	17	27
PROGRAMS													
	513	632	789	665	674	791	624	662	709	604	586	781	632
	1,044	1,563	699	246	1,270	927	263	159	1,056	1,525	1,058	381	1,123
	142,598	141,437	140,442	140,152	140,265	139,473	140,518	139,831	139,011	139,506	139,206	139,256	141,370
	79,970	80,456	80,146	80,219	80,809	80,278	81,344	80,739	80,043	80,787	80,852	81,132	82,393
	46,371	45,279	44,776	44,550	44,246	44,083	44,125	44,113	44,059	43,904	43,693	43,557	44,544
OUTREACH													
	16,248	15,702	15,520	15,383	15,210	15,112	15,049	14,979	14,909	14,815	14,661	14,567	14,433
LIBRARY CARDS													
	27	19	21	16	14	19	18	16	16	17	6	7	16
	1,124	289	1,800	329	415	250	150	97	137	148	57	70	129
	13	9	11	8	7	7	3	5	4	7	4	5	7
	106	146	55	32	60	87	44	53	22	68	2	15	22
	34	14	25	27	19	21	14	19	20	15	8	17	16
TOTAL RESIDENT CARDS ACTIVE													
	579	165	367	366	297	235	218	220	268	229	346	508	370
	14	14	14	14	14	0	14	14	12	12	0	0	0
	7	1	1	5	2	0	3	2	2	2	0	0	0
NEW RESIDENT CARDS ISSUED & MAILED**													
	1	1	2	1	0	0	0	0	0	0	0	0	0
	74	64	90	8	0	0	0	0	0	0	0	0	0
	0	0	1	0	0	0	0	0	0	0	0	0	0
TOTAL RESIDENT CARDS ACTIVE													
	0	0	250	0	0	0	0	0	0	0	0	0	0
	3	6	4	1	1	0	0	1	3	0	1	0	1
	195	1,038	183	14	7	0	0	11	44	0	300	0	30
NEW RESIDENT CARDS ISSUED & MAILED**													
TOTAL RESIDENT CARDS ACTIVE													
	9,867	9,808	9,752	9,716	9,761	9,711	9,682	9,693	9,830	9,740	9,609	9,619	9,733
	76	60	54	53	39	42	38	31	35	52	42	72	66
	9	17	10	13	12	9	2	9	9	9	7	9	8
NEW RESIDENT CARDS ISSUED & MAILED**													
	0	0	0	0	0	0	0	75	71	90	0	0	0

12. ASSISTANT TO THE DIRECTOR REPORT

JUNE 2022

Submitted by: Jackie Davis

Administration

- Sent financials to Accounting Services for processing
- Assembled the June board packet
- Processed checks for signature and mailing
- Composed minutes of the June 15 Regular Board Meeting
- Made three bank deposits for daily receipts and copy machines
- Transferred funds from ProPay to Fifth Third
- Completed the Smart Procurement FOIA
- Ly and Jackie made a police report on June 27 concerning an indecent exposure incident. Director Whitmer composed a letter banning the man for 30 days from the library building and property for 30 days.
- Arranged to have Forrest Rice and Patricia Stockner added to the memorial plaques.

Human Resources

- Processed three payrolls
- Sent IMRF and monthly financial information to Accounting Services
- Met with Ly to review his yearly evaluation on June 6.
- Assisted Sandy with distributing the new benefit paperwork to all employees.
- Sent two bereavement floral arrangements to staff.
- Changed pay rates to reflect the new FY22-23 rates.

Meetings

- Meeting with Ly to go over his evaluation – June 1
- Management Team Meetings – June 7 and 21
- Board Meeting – June 15
- Evaluation meeting with Sandy – June 6

Maintenance

- 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.
- Contacted the electrician to install the air handler circuit on June 2.
- Gave all the study rooms a fresh coat of paint.
- Ly waters the flowers and the new evergreen according to the schedule given to us by the landscaping company. During Ly's vacation days I watered everything.
- Cleaned the coils on the air conditioning unit.
- Changed the air filters in the air handler.
- Inspected and replaced an exhaust fan and belt on the roof unit.
- The staining of the building was completed by Nedrow Painting on June 3.
- Ly cleaned the A/C vent in the server room.
- Moved a file cabinet from the File Room in the basement to the Member Services Manager's office for staff to use.

12. PUBLIC SERVICES REPORT

June 2022

Submitted by Paul Dobersztyn

Highlights

- The Read off the Beaten Path Summer Reading Challenge kicked off on June 1, 2022. This is our first year doing the challenge on Beanstack. So far, it's been received pretty well. We still offer a paper option for those who don't want to use the app to log their reading. There are several grand prize options for members to enter for each age group.
 - Halfway through the challenge, we have **382** registered for the 0-17 year old challenge and **228** registered for the 18+ challenge.
 - **508,210** minutes logged so far (8470 hours) for all challengers.
- Stories in the Park and the Concerts on the Commons have launched successfully.
 - Barefoot Hawaiian recorded **286** in attendance
 - Nashville Electric Company recorded **267** in attendance
- The library hosted **64** total events in June with **1,809** participants. We had **351** views of our 3 recorded events.
- Public Services hosted **6** passive programs: Read off the Beaten Path scavenger hunt, DuPage Forest Preserve information table and Summer-to-go crafts hosting **209** total participants.

Personnel

- Sylvia Thompson has announced her retirement from WPLD. Her last day will be August 12, 2022.
- All Public Services employees were given their annual reviews in June. Goals and development opportunities were discussed and they will be revisited in December during the mid-year reviews.

Professional Development

- **4** sessions of CE were completed by the Public Services Department in June.
- **4.5** total hours of CE were completed.
- Topics covered include: Digital Literacy, Developmentally Appropriate Programming for Toddlers, Amazing Picture Books and more.
 - A full list can be provided by the Public Services Manager.

Programming / Outreach (Not entered in Communico)

Book a Librarian: 6 Puzzles: 1 Teen Volunteers: 7

- Paul Dobersztyn met with Sandra Whitmer on 6/6 to go over Summer Concerts procedures.
- Diana Abraham visited the Bloom Early Childhood Center on 6/16. She delivered storytime to **17** students.
- Diana Abraham visited the Gardner School of Naperville on 6/17. She delivered storytime to **88** students.
- Miriam Montano, Jorge Arias and Diana Abraham represented the library at Warrenville's Multicultural Fest on 6/11. They recorded **74** interactions and gave out **90** craft-to-go kits.
- Paul Dobersztyn attended a management team meeting on 6/7.
- Tom Hill and Julie Kurtis attended the WPLD DEI committee meeting on 6/14.
- Paul Dobersztyn and MaryKellie Marquez successfully rolled over the Blue Cloud acquisitions fiscal year budget on 6/15.
- Paul Dobersztyn met with Caity Zimmerman of Midwest Tape to discuss Hoopla budgeting and new circulation models on 6/24.
- Paul Dobersztyn met with Tom Kilkenny of Weiss Ratings to discuss the possibility of adding a new e-resource.

Non SWAN InterLibrary Loan

Item Requests Processed: 18; Materials Received: 10; Materials Lent: 23

12. MEMBER SERVICES REPORT

June 2022

Submitted by Sandy Whitmer

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	9,253	60.30%
Enterprise catalog/mobile app (Renewals)	68	0.44%
Autorenewals	4,072	26.54%
Staff Assisted Checkout	1,952	12.72%
TOTAL TRANSACTIONS	15,345	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	6,890	74.5%
Selfcheck 2 (Near Vending Machine)	2,363	25.5%
TOTAL TRANSACTIONS	9,253	100.00%

Department Highlights

Curbside

19 curbside orders were filled in June 2022.

Outreach

Jorge was part of the team representing the Library at the Warrenville Park District's Multicultural Festival on June 11

12. MARKETING REPORT

June 2022

Submitted by Kathy Gaydos

Activities

Fall Reading Matters (September-November)

- Reviewed first drafts of event descriptions submitted by Paul and Julie; gave input at review meeting and advised that I would need to shorten descriptions in RM because of the quantity of programs and the need to advertise other services.
- Reviewed updated event listings; revised and formatted details for contracted designer and Communico author.
- Created Publicity Production Schedule; shared with Paul, Julie and designer.
- Sent all event listings, content articles, images and layout suggestions to designer.

Summer Reading Matters (June-August)

- Delivered copies to The Westlyn apartment complex; made contact with their Leasing Director who likes the idea of a Meet & Greet there in the fall.

Summer 2022 Library Events (June, July, August)

- With Stephanie's help, updated the slat walls and other publicity spaces with flyers.
- Corrected the Spanish translation on the Summer Reading flyer.
- Created sandwich board signs to promote Summer Reading and Concerts; Sarah in MS laminated and pieced together.
- Instructed PS on how and when to display sandwich boards.

Summer Reading Challenge

- Sent pdf with details of program to District 200 for inclusion in their eSchoolBag.
- Edited Teen version of reading log to include age.

1,000 Books (and More) Before Kindergarten

- Requested and received info from Julie on where logo for this program would appear and image examples from other programs.
- Requested and received draft of new logo from designer.
- Requested edits from designer after receiving feedback from Julie and Diana.

Content Articles (reviewed/edited for later use and/or posted on website/social media)

- 1,000 Books before Kindergarten by Julie.
- Homebound Services by Taylor.
- Audiobook Month by Kyrie.
- Hispanic Heritage Month by Diana.
- Video Game Day by Mandy.

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
May	1-15	1-5	45% final
May	16-31	1-5	56% final
June	1-15	1	73% in progress

DEI Committee

- Worked on DEI statements to accompany the Library's mission statement; submitted statements in the committee files in Teams.

July 3rd Parade

Float Creation/Production

- Determined final "superhero" design with Sandy and Gail.
- Finalized and printed all signs in Canva and/or Publisher.

- Pieced and taped together large LIBRARY sign with Gail, after Sarah layed out in sections.
- Laminated all signs.
- Prepared "tool" box of necessary supplies with Gail.

July 3rd Parade

Coordination

- Created a "Day of" plan and communicated (and adjusted as needed) with staff and Trustees re: timing, apparel, transportation and possible need for individual waivers
- Obtained wagon from Kyrie along with her suggestion to fill with foam blocks.
- Purchased water bottles and ice for cooler to have on hand during parade.
- Worked with Gail on planning timeline and duties for day-of float and candy prep.

Outreach

Multicultural Event June 11

- Created poster to advertise our AtoZ Food America database, including QR code.
- Assembled other publicity materials and giveaway items appropriate to the event and loaded our wagon for transport to our event booth; also included supplies like tape, scissors, pens, wipes, etc.
- Instructed Jorge and Miriam on how to set up table, recommend our resources, answer questions and tally inquiries.
- Created tally sheet to track questions and other inquiries at the event.
- Asked Diana and Sylvia to take photos and post to social media on day of event.

Admin

- Reviewed and signed my performance evaluation for June 2021-May 2022.
- Reviewed and signed my goals and development opportunities for FY23.
- Reviewed Employee Handbook Policy Revisions shared with staff on June 22.
- Reviewed Sandy's memo re: my authorized hours and other details relating to revisions to holiday pay and sick and annual leave.

Miscellaneous

- Created signage for the Forest Preserve District of DuPage County's seed packets brought in by Trustee Warren; coordinated with PS to pull and maintain accompanying book display; coordinated with MS to monitor and replenish seed packets.
- Followed up with Gail's contact at Warrenville Horizon senior living...awaiting response on holding a Meet & Greet session there.
- Created July 3rd and 4th closing signage for posting on entrance doors.
- Photographed Summer Reading prizes for use in social media and eNews.
- Requested and received transparent logo images from our designer.
- Asked PS for input on advertising Juneteenth materials; did photo shoot of book display created by Kyrie.
- Reviewed iPad tower signs created by Kyrie and Diana to fill space left by removal of 3rd and 4th iPads and to promote early-learning concepts.
- Responded to questions relayed via eNews reply about library services.
- Discussed "Books on Tap" flyers to display at Rock Bottom Brewery with Taylor.
- Asked questions about logistics of restoring homebound services with Taylor.

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In June, discussed removal of two databases from the website with Paul and summarized locations of where they appear on 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. In June, added 100 email addresses imported from event registrations.

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 June, updated FB cover page and Instagram icon with image of Summer Reading. Also, responded to issue of incorrect locations listed on FB Storytimes-on-the-Go events.

Meeting/Webinar Attendance

Annual evaluation with Sandy—6/7/22

Management Team meeting—6/7/22 and 6/21/22

Fall Reading Matters review with Paul and Julie—6/8/22

Parade sign meeting with Sandy and Gail—6/10/22

DEI Committee meeting—6/14/22

Library Board meeting—6/15/22

Publicity Statistics

eNews (Constant Contact)

Subscribers: 5,709

Average open rate: 44%

Social Media

Facebook Followers: 1,350

Instagram Followers: 380

Popular video from The Barefoot Hawaiian June 9, 2022:



Warrenville Public Library District Posted a Video



Published 19 days ago

Yep...another free resource from the library...dance lessons! Wonder what we'll learn at the next...



18

Shares 0

Comments 2

Facebook: 18 reactions (likes, comments, shares); 335 reach



Warrenville Public Library District

Published by Buffer 17 · June 4

Miss Diana is telling our library members all about our Summer Reading Challenge:

🔥 This summer's theme is Read Beyond the Beaten Path.

👦 Kids and Teens read or listen for 6 hours.

👤 Adults read or listen for 10 hours.

📖 Read or listen to whatever you like—mystery, graphic novels, romance, beach reads, cookbooks, self-help, foreign language, etc. ... [See more](#)



Facebook: 70 reactions (likes, comments, shares); 1,514 reach

12. ACQUISITIONS & CATALOGING REPORT

June 2022

Submitted by MaryKellie Marquez

Collection Maintenance:

513 items created

1,044 items discarded

75 items repaired

25 discs cleaned

Department Highlight:

- MaryKellie arranged for another Bernie's Book Bank pick-up. They came on June 1st. MaryKellie had her annual performance review with Sandy on June 6th.
- MaryKellie met with Paul Dobersztyn on June 9th to go over the renewals of serials and newspapers. Paul also taught MaryKellie the step-by-step method of doing the fiscal rollover in SWAN (System Wide Automated Network) which was completed on June 15th.
- MaryKellie met with the DEI (Diversity, Equity, and Inclusion) @WPLD committee on June 14th to go over the research that each member collected. The group was then tasked to produce a draft of a DEI statement so that we can collaborate and produce the final draft to present to the board in September.
- Gail worked hard with Kathy Gaydos on making the décor for the float for the Independence Day Parade that would be held on Sunday July 3rd. Gail also did much of the prep work for the Multicultural Fest through her work on Diana's committee.

Training/Meetings:

MaryKellie

- Attended/participated in 2.25 hours of training.
- Attended the kick-off webinar for a SACO Funnel (Subject Authority Cooperative) to work on cataloging LGBTQ+ subject headings for libraries to use in local library cataloging practices. Proposals can also be presented to the Library of Congress.
- Met on June 14th & 29th with Sandy to go over goals and BLUEcloud Analytics.
- Attended June 15th Board meeting in-person.
- Joined the Management Team meetings on June 21st.
- Attended the June 28th SWAN Fireside Chat.
- Invited by SWAN to be a panelist for the upcoming SWAN EXPO. She met with Sam Dietel, Scott Brandwein, as well as the other guest panelists on June 29th.

Gail

- Completed 3.5 hours of trainings that included Ryan Dowd trainings on mental illness, viewing the Ryan Dowd webinar on mental illness. She learned that you don't need "special skills" when dealing with mentally ill persons, rather do the basics very well.
- Gail is also working on her goal of conquering EXCEL and has completed four of the eleven sessions in the series.

12. IT DEPARTMENT'S REPORT

July 2022

Submitted by Duncan Jones

Meetings/Training

- Weekly check-in with Sandy [5].
- Active Directory Tutorial for Beginners video Server Academy.
- Understanding Active Directory and Group Policy video Kevin Brown.
- Mental Illness (Part 3): Live Q&A with Dr. Eric Ward and Ryan Dowd webinar.
- KnowBe4 Con webinars.
- Incredible Email Hacks You'd Never Expect and How You Can Stop Them Knowbe4 Webinar.
- Fiscal Year-End Top Tech Tools TechSoup webinar.
- 6 Must-Have Microsoft 365 Security Configurations Every Admin Needs to Know - Altaro/Hornetsecurity webinar.

User Support

- Assisted staff members with printers, toner replacement, PC displays, Excel, iPad passwords, VM passwords, logging in to Universal Class, and finding missing emails.
- Helped patrons with resetting Google passwords, making copies
- 1 Book-a-Librarian session on Overdrive, Hoopla, and the Libby app.
- Setup requested dual monitors for staff.

Project/Goal

- Tested new public PC monitor.
- Investigation and mitigation testing against exploits.
- Created a Group Policy Object to disable Troubleshooting Wizards vulnerability.
- Tested Roku HDMI cable.
- Completed replacement of hotspot devices.
- Updated NAS (network attached storage) device firmware.
- Investigated vulnerability in a meeting streaming device.
- Researched Webex extension viability.
- Tested a new Windows version for public and staff PCs.
- Ordered various parts for staff dual monitor setups.
- Installed new/additional monitors on select staff PCs.
- Updated operating system on various servers.
- Updated the operating system and other software on public PCs.
- Tested MFA (multi-factor authentication) with IT staff accounts.
- Replaced failing drive in NAS device.
- Updated Adobe products on marketing computers.
- Continued troubleshooting updating apps on Krayon Kiosk iPads.
- Security software status stuck on a few machines.

2 tickets opened, 1 ticket closed, 1 pending.

13. PRESIDENT'S REPORT

for July 2022

Next Meetings or Events (as of July 13, 2022)

Wednesday, July 20, 2022 at 7 pm
Regular Board Meeting in Library Meeting Room

Tuesday, August 9, 2022 at noon
Retirement Luncheon for Sylvia Thompson
In the Library Meeting Room (please RSVP to Jackie by July 25)

Wednesday, August 17, 2022 at 7 pm
Regular Board Meeting in Library Meeting Room

Friday, August 19, 2022
Library Closed – Staff attending SWAN Expo (Staff Development)

Community Events

National Night Out – Tuesday, August 2 from 5-9 pm at Cerny Park – come say hi to the library staff at this community-wide event.

SummerDaze – Friday, August 5 and Saturday, August 6 – View the complete schedule for this annual community event at warrenvilleparks.org. The library will be open our regular hours during this event. Stafford Place will be closed. Library visitors will be able access our lower level parking lot off of Mount Street. The library will not have an informational table at the event.

Internet Safety

KnowBe4 provides online safety and security training for library staff. They have a free course for us to share with our families. Duncan suggested we share the link with you so you can brush up on your knowledge of phishing, social engineering and other attempts to defraud you, your family or the library through email or other online communications. Please let Duncan know if you are interested in receiving the link and password for the course. You can share this course with your family and friends.

ILA Legislative Update 6/23/22 - Governor Pritzker Signs Bills into Law

We reported on April 14 about Senate Bill 3789, the "Decennial Committees on Local Government Efficiency Act," was signed it into law on June 10 as Public Act 102-1088.

- Requires certain governmental units to establish a committee within one year of the effective date (by June 9, 2023) and at least once every 10 years thereafter, to study local efficiencies and report recommendations to the county board no later than 18 months after the committee has been formed.
- Library districts that have the ability to levy a tax are one of the units of local government affected by the provisions of this initiative. Municipalities are specifically excluded from the provisions of this bill.
- The public act outlines committee responsibilities: "...the study of the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State. The committee shall also collect data, research, and analysis as necessary to prepare the report" it will tender to its county board.
- The committee, the composition of which is delineated within the bill, is required to meet at least three times and may convene during a regularly scheduled governmental body meeting if certain conditions, including Open Meetings Act and quorum requirements,

are met. The committee will operate as a public entity for purposes of FOIA disclosure and compliance.

(Note from Director Whitmer: A memo from Attorney Ritzman about the library's responsibility with regards to this Act is included on the following pages.)

Municipal Minute (municipalminute.ancelglink.com) reported last week about various legislative proposals that were recently signed into law that raised other units of local governments' bid purchasing thresholds. We have heard concerns from our members about this, and we'd like to share some additional context and history about purchasing thresholds for libraries:

- The Illinois General Assembly raised library bid thresholds in 2018, an increase actively sought, and achieved, by ILA. When compared to governmental units that had their bid thresholds raised during this year's spring session, libraries have had our limits raised more often and on a more regular basis than many affected by those proposals.
- These threshold increases for the other units of local government were four separate bills, sponsored by four different legislators, rather than a coordinated effort to pick and choose which types of units to which this benefit would apply.
- When compared against the yearly budgets of some of those governmental units, our members remain at somewhat of an advantage with the \$25,000 threshold amount when compared against our yearly individual budgets on a percentage basis, at least for projects that scale based on size.

That said, we understand there may be renewed interest now in seeking another increase for libraries in the upcoming 2023 legislative session, and the ILA Public Policy Committee will put this on its docket to discuss.

Professional Development Opportunity



Trustee Day at ILA
Thursday, October 20
8am-4pm

The budget has sufficient funds for two trustees to attend. Sandy will add agenda item to August agenda for discussion and approval of attendees if anyone is interested.

8-9am	Trustee Continental Breakfast
9am-2pm	Exhibit Hall Open
9-10am	Why the Levy Should be Easy for Trustees - But a Little Harder for Directors! Illinois Municipal Library budgets are around 94% funded from property taxes, which means getting the levy right is of the highest importance. Want more clarity on the whole levy and budgeting process? To start, we'll briefly review the mechanics of the levy and explain the various limitations that Illinois law places on the maximum amount of property taxes extendable. Then, we'll focus on the difference between the the tax levy and the tax extension, and the role of each in the entire budgeting and planning cycle. We'll review the various levy cycle documents and how they relate to the budget. As importantly, we'll make it clear where these two processes part ways. Time permitting, we'll discuss the role of restricted funds in a Library's financial reporting, and relate those back to levy

decisions. So why should the levy be easy for Trustees, but a little harder for Directors? Come to this seminar to find out!

- | | |
|--------------|--|
| 10-11am | Exhibits Morning Coffee Break |
| 11am-Noon | <p>FOIA as related to Patron Privacy and the Library Records Confidentiality Act
In this session, we will discuss the application of the Freedom of Information Act and the Library Records Confidentiality Act, as related to requests for library records. You will learn the many restrictions on the public dissemination of library records, and what types of information and/or statistics that a library can release to the public for sake of transparency and an open relationship with the public.</p> |
| 12:15-1:30pm | Trustee Luncheon |
| 1:45-2:45pm | <p>Post COVID-19 and the Library Employer-Employee Relationship
This presentation, geared for management and HR officials, will examine the impact of a post-COVID-19 world on various aspects of the relationship between a library as the employer and its workforce. Issues explored will include recruitment, hiring, and attracting, retaining talent and evaluating employees, the scope and availability of hybrid/remote and flexible schedules for certain positions, and the challenges of managing an evolving work force. We will also discuss employer readiness and operational safety and health considerations in the face of another pandemic and related issues. Finally, we will explore application of what we learned over the last couple of years.</p> |
| 3:00-4:00pm | <p>"At the Heart of It: Library Trusteeship For New AND Seasoned Trustees"
What is the role of a library trustee? What duties do trustees perform? Are there things that trustees should NOT be doing? What is ROI (return on investment) and why does it matter? How can libraries become more inclusive and promote equity? What is your "why" for being involved in serving your library? How can trustees most effectively serve their library and their community? Join two veteran trustees as they engage in a "fireside chat" to answer these questions (and more!)</p> |