

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, August 17, 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
5. Public comments
6. Correspondence
7. Consent Agenda (**ACTION**)
 - p. 3 a. Approve Minutes of the July 20, 2022 Regular Board Meeting
 - p. 8 b. Receive and file revised Financial Report for June
 - p. 11 c. Receive and file Financial Report for July

8. Regular Agenda

p. 18 a. Approve payments for the period of July 21-August 17, 2022 **(ACTION)**

p. 21 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

p. 22 a. Review and Approve Illinois Public Library Annual Report for FY2022

p. 48 b. Authorize expenditure for two trustees to attend Trustee Day at the 2022 Illinois Library Association Annual Conference **(ACTION)**

p. 50 c. Approve Policy #216 – Homebound Delivery **(ACTION)**

p. 53 ...11. Director's Report

p. 56 .. 12. Department Head Reports

13. President's Report

p. 65 a. Next meetings or events

p. 66....14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

p. 67 ...19. Closed Session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

20. Discussion/action resulting from the above closed session – Release closed session minutes and/or destroy closed session recordings **(ACTION)**

21. Adjournment **(ACTION)**

Warrenville Public Library District

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12. Department Head Reports
13. President's Report
 - a. Next meetings or events
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15. Secretary's Report
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21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees
Minutes of the Regular Board Meeting
Wednesday, July 20, 2022

1. Call to Order – Trustee DuRocher called the meeting to order at 7:02 p.m.

2. Roll Call

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

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis,
 Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos

ATTENDING REMOTELY: Acquisitions and Cataloging Manager MaryKellie Marquez

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

3. Approval of the Agenda

Trustee DuRocher removed #19- Closed Session and #20 – relating to a closed session.

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

Voice vote:

Ayes – all

Nays – none

Motion carried

4. Presentations – Staff Anniversary Recognitions

Director Whitmer introduced Member Service Specialists Kathy Strickland and Mary Thomas who are celebrating 5-year anniversaries.

Director Whitmer stated along with all their duties at the Member Services Desk Mary Thomas has recently accompanied Marketing Specialist Kathy Gaydos on some marketing events and Kathy Strickland is one of the proofreaders for the marketing department.

Director Whitmer stated in the absence of a permanent manager for the department they have kept the Member Services desk running smoothly.

The Board thanked them for their service.

5. Public comments - none

6. Correspondence

a. Per Capita Grant Award Letter from Illinois Secretary of State Jesse White

Director Whitmer shared the Per Capita Grant Award letter. The amount awarded was \$20,791.60.

b. Attorney Memo Re: Committees on Local Government Efficiency

Trustee DuRocher stated according to Public Act 102-1088 the library will need to create a committee on local government efficiency by June 2023 which will include all trustees, the library director and two residents.

c. Attorney Memo re: Filing Trustee Vacancies

Trustee DuRocher stated Public Act 102-0977 states a trustee vacancy must be filled within 90 days after a vacancy is declared.

d. Attorney Memo re: Appointing a Treasurer

Trustee DuRocher stated Public Act 102-0977 states the library can appoint a non-Trustee to serve as Treasurer and compensate the Treasurer.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- b. Approve Minutes of the June 15, 2022 Regular Board Meeting
- a. 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

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

Roll call vote:

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

Nays – none

Motion carried

8. Regular Agenda

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

MOTION: Trustee Stull moved to approve invoices in the amount of \$84,966.17 for the period of June 16, 2022 through July 20, 2022 including electronic payments and checks #8873 – 8926. Check #8874 is voided. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Motion carried

b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to transfer \$225,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Motion carried

9. Unfinished Business – none

10. New Business

a. Appoint Two Trustees to Review Secretary's Records for FY22

Trustee Ruzicka volunteered herself and Trustee Warren to review the secretary's records.

MOTION: Trustee Stull moved to appoint Trustees Ruzicka and Warren to review Secretary's Records for FY22. Trustee Richardson seconded.

Voice vote:

Ayes – All

Nays – none

Motion carried

11. Director's Report

- COVID-19 Mitigations Update

Director Whitmer stated on July 25 the majority of the COVID-19 signage will be removed from the building. She reviewed a new Mitigation Protocols sign that will be posted in place of the current signage.

A paragraph will be included indicating library employees are expected to follow the CDC's mask guidance based on the community level for DuPage County. It is recommended visitors wear a mask, but not required.

Director Whitmer reviewed changes coming in September including return to full capacities. Some of the plexiglass barriers will be removed with direct point of contact panels remaining.

Trustee Lezon asked why the barriers are being removed if COVID-19 numbers are increasing. Director Whitmer stated the library needs to return to full capacity and very few places have barriers up anymore.

- Director Whitmer stated the next trustee election is in April 2023 and petitions will be able to be circulated in September. Trustees Ruzicka, Stull and Warren terms expire in 2023. More information will be shared when it is available.

12. Department Head Reports

Trustee DuRocher stated the concerts seem to be very well attended.

Trustee Picha thanked Paul Dobersztyn and his staff for their work on the concerts.

Trustee Picha thanked Kathy Gaydos and Gail Smith for their work on the July 3 parade. Kathy Gaydos stated the library won for best demonstration theme by a group.

13. President's Report

Trustee DuRocher announced the upcoming events including National Night Out on August 2.

Trustee DuRocher stated If a trustee would like to participate in the KnowBe4 online safety and security training they should email IT Assistant Duncan Jones.

Trustee DuRocher stated the Illinois Library Association Trustee Day is October 20. Director Whitmer will put this item on the August agenda to approve expenditure for two trustees to attend this event. Trustees Ruzicka, Stull and Warren expressed an interest in attending.

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

15. Secretary's Report – Trustee Stull stated everything is good.

16. Committee Reports - none

17. Trustee Comments

- a. Trustee Stull stated she enjoyed participating in the July 3 parade and staff did a great job.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Stull moved to adjourn the meeting at 7:41 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

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

REVISED JUNE 30, 2022 FINANCIAL SHEETS

The June 30, 2022 Financial Statement of Revenues Expenses Cash Basis (Pages 2 and 2A) were not correct in the July board packet. The totals were correct but three line items were omitted (highlighted). Accounting Services hid three lines due to not having a budget number for these three items.

The items are highlighted on the attached sheets:

Extended Use Fees - \$86.15

Hotel / Motel Tax - \$195.00 – refund from Barefoot Hawaiians for no fire

Grants, Miscellaneous - \$350.97 – City of Warrenville Telecommunications Grant Refund of municipal taxes paid

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	562.59	5,281.81	1,500.00	(3,781.61)	352.11 %
Extended Use Fees	10.00	86.15	0.00	(86.15)	
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 %
Hotel/Motel Tax	195.00	195.00	0.00	(195.00)	
Grants - Per Capita	0.00	10,987.73	16,940.00	(3,047.73)	117.99 %
Grants, Miscellaneous	0.00	350.97	0.00	(350.97)	
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	21,834.56	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	46,764.10	400,850.13	451,000.00	50,345.87	88.64 %
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 %
IMRF - 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	8,886.67	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 Fees	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	295.67	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	58.14 %
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	60.55 %
Pd - Trustee Misc	0.00	422.94	600.00	177.06	84.55 %
Cont - Lawyer	0.00	1,687.50	4,000.00	2,312.50	42.19 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

Statement of Revenues Expenses Cash Basis

Period Ending: Jun 30, 2022

Corporate Fund

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 %
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)	107.52 %
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 - Hotel/Motel	2,300.00	3,370.00	0.00	(3,370.00)	
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	11,878.93	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 %
Gifts	0.00	960.10	0.00	(960.10)	
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	1,877,954.69	2,113,720.00	235,765.31	88.85 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

July 31, 2022

WARRENVILLE LIBRARY INCOME LEVY	JULY 2022	FUND BALANCES					UNAUDITED FUND BAL 6/30/2022	OTHER INC RECEIVED MONTH	Y.T.D OTHER INCOME	EXPENSES MONTH	Y.T.D EXPENSES	UNAUDITED CURRENT
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC CUR MTH	TAX INC. RECEIVED Y.T.D	% RECEIVED						
CORPORATE	2035684	0	100.0000%	1081579	1081579	53.13%	819881	0	1773	179071	179071	1724162
BLDG & MAIN	0	0	0.0000%	0	0		37206	0	0	672	672	36534
TOTAL TAX (LEVIED)	2035684	0	100.00%	1081579	1081579	53.13%	857087	0	1773	179743	179743	1760696
DEFERRED REVENUE	0	0		0	0		0	0	0	0	0	0
WORKING CASH	0	0		0	0		225847	0	0	0	0	225847
DEVELOPER DONATIONS	0	0		0	0		0	0	0	0	0	0
SPECIAL RESERVE	0	0		0	0		460198	0	0	143	143	460055
ALBA LEMOS GIFT FUND	0	0		0	0		0	0	0	0	0	0
CAPITAL PROJECT	0	0		0	0		0	0	0	0	0	0
TOTAL	2035684	0	100.00%	1081579	1081579	53.13%	1543132	0	1773	179886	179886	2446598
FORMULA = A+B+C+D+E=F					A		B	C	D	E	F	

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: July 31, 2022
Corporate Fund

	Corporate Fund Month Ended Jul 31, 2022	Corporate Fund 12 Months Ended Jun 30, 2023	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	\$ 1,081,521.82	\$ 1,081,521.82	\$ 2,035,684.00	\$ 954,162.18	53.13 %
Back Taxes	57.55	57.55	0.00	0.00	
Copier	433.86	433.86	5,000.00	4,566.14	8.68 %
TIF Funds	0.00	0.00	20,000.00	20,000.00	0.00 %
Interest	677.24	677.24	1,000.00	322.76	67.72 %
Book Sales	0.00	0.00	500.00	500.00	0.00 %
Lost Books	662.01	662.01	2,500.00	1,837.99	26.48 %
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00 %
Miscellaneous	0.00	0.00	500.00	500.00	0.00 %
Hotel/Motel Tax	0.00	0.00	13,430.00	13,430.00	0.00 %
Grants - Per Capita	0.00	0.00	20,791.00	20,791.00	0.00 %
Developer Donations	0.00	0.00	20,000.00	20,000.00	0.00 %
	1,083,352.48	1,083,352.48	2,120,405.00	1,037,052.52	51.09 %
Expenses					
Sal - Administration	14,856.18	14,856.18	245,000.00	230,143.82	6.06 %
Sal - Member Services	13,725.35	13,725.35	260,000.00	246,274.65	5.28 %
Sal - Maintenance	1,818.40	1,818.40	26,000.00	24,181.60	6.99 %
Sal - Marketing	4,422.00	4,422.00	103,000.00	98,578.00	4.29 %
Sal - Public Services	34,329.67	34,329.67	470,000.00	435,670.33	7.30 %
Sal - IT	4,595.00	4,595.00	55,000.00	50,405.00	8.35 %
Sal - Technical Services	6,491.31	6,491.31	88,000.00	81,508.69	7.38 %
I.M.R.F. - Expense	11,192.59	11,192.59	112,000.00	100,807.41	9.99 %
Fica - Expense	5,815.56	5,815.56	94,000.00	88,184.44	6.19 %
Unemp. Comp	322.87	322.87	1,260.00	937.13	25.62 %
Op - Mat'l Processing/Tech	59.86	59.86	11,600.00	11,540.14	0.52 %
Op - Mat'l Processing/Circ	43.56	43.56	3,550.00	3,506.44	1.23 %
Op - Postage	769.50	769.50	4,690.00	3,920.50	16.41 %
Op - Office Supplies	191.48	191.48	4,145.00	3,953.52	4.62 %
Op - Bank Fee's	58.44	58.44	2,500.00	2,441.56	2.34 %
Op - Automation Supplies	0.00	0.00	4,000.00	4,000.00	0.00 %
Op - Publishing	0.00	0.00	1,000.00	1,000.00	0.00 %
Equip - Purchases	704.00	704.00	8,100.00	7,396.00	8.69 %
Equip - Maintenance	393.75	393.75	1,500.00	1,106.25	26.25 %
Auto - Software	6,000.00	6,000.00	13,000.00	7,000.00	46.15 %
Auto - Purchases	169.03	169.03	3,300.00	3,330.97	4.83 %
Auto - Maintenance	8,848.22	8,848.22	61,370.00	52,521.78	14.42 %
L. ins. - Workmen's Comp	2,897.00	2,897.00	5,000.00	2,103.00	57.94 %
Ins - Multi Peril Package	0.00	0.00	30,500.00	30,500.00	0.00 %
Ins - Health / Life	4,471.53	4,471.53	97,000.00	92,528.47	4.61 %
Pd - Recruiting	0.00	0.00	1,500.00	1,500.00	0.00 %
Pd - Staff Appreciation	419.05	419.05	4,500.00	4,080.95	9.31 %
Pd - Staff / Tuition Reimburse	0.00	0.00	3,000.00	3,000.00	0.00 %
Pd - Staff / Dues	225.00	225.00	3,260.00	3,035.00	6.90 %
Pd - Staff / Meetings	449.00	449.00	14,655.00	14,206.00	3.06 %
Pd - Staff / Transportation	22.53	22.53	1,700.00	1,677.47	1.33 %
Pd - Trst / Mtgs	0.00	0.00	950.00	950.00	0.00 %
Pd - Trst / Transportation	0.00	0.00	250.00	250.00	0.00 %
Pd - Trustee Misc	5.41	5.41	500.00	494.59	1.08 %
Cont - Lawyer	0.00	0.00	4,000.00	4,000.00	0.00 %
Cont - Accounting	928.86	928.86	9,660.00	8,731.14	9.62 %
Cont - Collection	9.85	9.85	250.00	240.15	3.94 %
Cont - Audit	0.00	0.00	7,925.00	7,925.00	0.00 %
Cont - Consultants	0.00	0.00	7,500.00	7,500.00	0.00 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: July 31, 2022

Corporate Fund					
Lib Mat - Adult Books	4,626.07	4,626.07	52,500.00	47,873.93	8.81 %
Lib Mat - Youth Books	2,589.45	2,589.45	36,800.00	34,210.55	7.04 %
Lib Mat - Adult AV	813.38	813.38	15,000.00	14,186.62	5.42 %
Lib Mat - Youth AV	82.45	82.45	5,000.00	4,917.55	1.65 %
Lib Mat - EBooks	10,848.48	10,848.48	40,700.00	29,851.52	26.65 %
Lib Mat - Periodicals	8,795.60	8,795.60	8,800.00	4.40	99.95 %
Lib Mat - Internet Subscript	10,749.41	10,749.41	31,030.00	20,280.59	34.64 %
Ps - Programs Adult	779.55	779.55	9,500.00	8,720.45	8.21 %
Ps - Programs Youth	771.60	771.60	9,000.00	8,228.40	8.57 %
Ps - Hotel/Motel	5,252.60	5,252.60	13,431.00	8,178.40	39.11 %
Ps - Refunds / Fines / Fees	0.00	0.00	250.00	250.00	0.00 %
Ps - Printing	700.00	700.00	11,800.00	11,100.00	5.93 %
Ps - PR / Publicity	154.83	154.83	15,190.00	15,035.17	1.02 %
Ps - Misc.	0.00	0.00	650.00	650.00	0.00 %
Maintenance	2,966.00	2,966.00	42,250.00	39,284.00	7.02 %
Gas	449.55	449.55	9,500.00	9,050.45	4.73 %
B & M - Water / Sewer	0.00	0.00	1,200.00	1,200.00	0.00 %
Electricity	2,377.23	2,377.23	42,000.00	39,622.77	5.66 %
Telephone	1,313.35	1,313.35	16,800.00	15,486.65	7.82 %
Janitorial Supplies	107.57	107.57	4,000.00	3,892.43	2.69 %
B & M - Landscape Maint	1,459.00	1,459.00	8,190.00	6,731.00	17.81 %
Debt Repayment	0.00	0.00	145,000.00	145,000.00	0.00 %
Debt Certificate Interest	0.00	0.00	23,830.00	23,830.00	0.00 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	179,071.12	179,071.12	2,308,786.00	2,129,714.88	7.76 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: July 31, 2022

	Building Maintenance Fund				
	Building & Maintenance Fund Month Ended Jul 31, 2022	Building & Maintenance Fund 12 Months Ended Jun 30, 2023	Building & Maintenance Fund Budget	Balance	% Received Expended
Income	0.00	0.00	0.00	0.00	
Expenses					
Maintenance Supplies	\$ 0 00	\$ 0 00	\$ 2,000 00	\$ 2,000.00	0 00 %
Security	671 82	671 82	10,800 00	10,128 18	6 22 %
Snow Removal	0 00	0 00	20,000 00	20,000 00	0 00 %
Hvac	0 00	0 00	8,450 00	8,450 00	0 00 %
	<u>671.82</u>	<u>671.82</u>	<u>41,250.00</u>	<u>40,578.18</u>	<u>1.63 %</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis

Period Ending: July 31, 2022

Special Reserve Fund

	Special Reserve Fund Month Ended Jul 31, 2022	Special Reserve Fund 12 Months Ended Jun 30, 2023	Special Reserve Fund Budget	Balance	% Received Expended
Income					
	0.00	0.00	0.00	0.00	
Expenses					
Equip - Purchases	\$ 143.37	\$ 143.37	\$ 6,000.00	\$ 5,856.63	2.39 %
Auto - Purchases	0.00	0.00	41,700.00	41,700.00	0.00 %
Maintenance	0.00	0.00	68,000.00	68,000.00	0.00 %
Security	0.00	0.00	7,500.00	7,500.00	0.00 %
	<u>143.37</u>	<u>143.37</u>	<u>123,200.00</u>	<u>123,056.63</u>	<u>0.12 %</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis

Jul 31, 2022

Assets

CURRENT ASSETS

Petty Cash	250 00
Cash in Drawer	160 00
Cash / Copier Change	75.00
Fifth Third 7985	217,402.63
Fifth Third 8004	<u>2,233,657.39</u>

2,451,545.02

General Fixed Assets	<u>\$ 5,519,239.00</u>
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TOTAL ASSETS	<u><u>\$ 7,970,784.02</u></u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R F	<u>4,944.19</u>
	4,944.19

LONG - TERM LIABILITIES

Debt Certificate Payable	<u>1,410,000.00</u>
	1,414,944.19

EQUITY

Fund Balance	<u>\$ 6,555,839.83</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 7,970,784.02</u></u>
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See Accountant's Compilation Report

8a. REGULAR AGENDA

Approve payments for the period of July 21, 2022 – August 17, 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
July 21 - August 17, 2022

Date	Num	Name	Amount
08/17/2022	8927	Accounting Services, Inc.	-598.00
08/17/2022	8928	Ambius	-286.00
08/17/2022	8929	Baker & Taylor	-67.38
08/17/2022	8930	Baker & Taylor	-3,125.43
08/17/2022	8931	Baker & Taylor	-5.20
08/17/2022	8932	Baker & Taylor	-526.38
08/17/2022	8933	Baker & Taylor	-3,354.95
08/17/2022	8934	Bloomscapes Landscaping, Inc.	-385.00
08/17/2022	8935	Brown, Cheryl	-275.00
08/17/2022	8936	Cavendish Square	-183.33
08/17/2022	8937	CDW Government, Inc.	-131.46
08/17/2022	8938	Davis, Jackie	-7.56
08/17/2022	8939	Demco	-397.12
08/17/2022	8940	Direct Energy Business	-2,369.73
08/17/2022	8941	Dvorak, Mark	-350.00
08/17/2022	8942	Ellie Presents	-375.00
08/17/2022	8943	Granite Telecommunications	-160.50
08/17/2022	8944	Hannigan, Kate	-300.00
08/17/2022	8945	Hertz Electric	-150.00
08/17/2022	8946	Hill, Thomas	-70.08
08/17/2022	8947	Illinois Library Association	-907.00
08/17/2022	8948	Konica Minolta Business Solutions	-257.50
08/17/2022	8949	Kurtis, Julie	-314.45
08/17/2022	8950	LIMRICC Purchase of Health Insurance Prog	-7,359.79
8/10/2022	8951	MidAmerica Books - VOIDED	0.00
08/17/2022	8952	Maddox, Susan	-350.00
08/17/2022	8953	Menard Consulting, Inc.	-1,800.00
08/17/2022	8954	Midwest Tape	-172.43
08/17/2022	8955	Midwest Tape	-1,194.55
08/17/2022	8956	Moser, Sandra	-50.00
08/17/2022	8957	Moser, Sandra	-50.00
08/17/2022	8958	Quill Corporation - VOIDED	0.00
08/17/2022	8959	Midwest Tape - VOIDED	0.00
08/17/2022	8960	Sandra Moser - VOIDED	0.00
08/17/2022	8961	Sandra Moser - VOIDED	0.00
08/17/2022	8962	Quill Corporation	-26.56
08/17/2022	8963	OverDrive	-572.99
08/17/2022	8964	Service Master Commercial Cleaning	-2,066.00
08/17/2022	8965	Spirit Art, LLC	-1,750.00
08/17/2022	8966	SWAN	-13,401.50
08/17/2022	8967	Taste of Home	-38.23

08/17/2022	8968	Technology Management Revolving Fund	-475.00
08/17/2022	8969	Wheaton Park District	-75.00
08/17/2022	8970	Whitmer, Sandy	-26.80
08/17/2022	8971	WhoFi	-995.00
08/17/2022	8972	Paddock Publications	-57.50
08/17/2022	8973	Risk Program Administrators	-2,150.00
08/17/2022	8974	MidAmerica Books	-159.60
07/28/2022	Electronic	Chase Ink	-1,167.93
07/28/2022	Electronic	Pitney Bowes, Inc.	-94.50
07/28/2022	Electronic	AFLAC	-94.30
07/28/2022	Electronic	Paylocity	-278.44
08/08/2022	Electronic	Chase Ink	-600.03
			-49,603.22

8b. REGULAR AGENDA

Approve transfer of funds.

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

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

10a. NEW BUSINESS

Review and Approve Illinois Public Library Annual Report for FY2022 (ACTION)

Suggested Motion: Approve Illinois Public Library Annual Report for 2022 and authorize library staff to submit the report to the state library

On the following pages you will find a summary of statistics from this year's annual report. The summary compares the FY2022 statistics to last year, 5 years ago and 10 years ago. Some highlights:

- Usage statistics rebounding from the pandemic.
- Taking the long view, some statistics (visits, computer use, circulation for physical items, reference transactions) continue to lag or decrease.
- Decreases in program attendance may be attributed to our limited capacities in FY22.
- There has been a significant increase in the number of cardholders (compared to 5 and 10 years ago) that can be attributed to our change to "never" expiring cards that are valid as long as the card remains active and the cardholder does not move out of the district.

The completed annual report form that is due to the Illinois State Library on September 1 is included on the pages after the summary. ("-1" on the report indicates not applicable.)

Statistics from this report are forwarded to the Institute of Museum and Library Services (IMLS). IMLS maintains a national database of library statistics which can be used to compare data from multiple libraries. The most recent data sets available are from FY2020.

(<http://www.ims.gov/research/public-libraries-in-the-united-states-survey.aspx>)

Trustees Warren and Ruzicka were appointed to review the Secretary's Minutes for FY2022 and will report on their findings at the Board Meeting.

ANNUAL REPORT SUMMARY FY2022

FINANCIALS

	FY2012	FY2017	FY2021	FY2022	1 year change		5 year change		10 year change	
					Diff FY21 to FY22	% change	Diff FY17 to FY22	% change	Diff FY12 to FY22	% change
Property Tax Income (FY12 TIF expired)	\$ 1,549,054	\$ 1,758,280	\$ 1,938,464	\$ 1,985,284	\$ 46,820	2.4%	\$ 227,004	12.9%	\$ 436,230	28.2%
Other Income	\$ 77,365	\$ 167,575	\$ 234,292	\$ 141,795	\$ (92,497)	-39.5%	\$ (25,780)	-15.4%	\$ 64,430	83.3%
TOTAL INCOME	\$ 1,626,419	\$ 1,925,855	\$ 2,172,756	\$ 2,127,079	\$ (45,677)	-2.1%	\$ 201,224	10.4%	\$ 500,660	30.8%

Staff Expenditures (salaries & benefits)	\$ 891,898	\$ 1,026,628	\$ 1,005,580	\$ 1,271,311	\$ 265,731	26.4%	\$ 244,683	23.8%	\$ 379,413	42.5%
Materials Expenditures	\$ 210,392	\$ 190,599	\$ 157,561	\$ 186,611	\$ 29,050	18.4%	\$ (3,988)	-2.1%	\$ (23,781)	-11.3%
Other Expenditures	\$ 375,713	\$ 374,784	\$ 621,028	\$ 525,574	\$ (95,454)	-15.4%	\$ 150,790	40.2%	\$ 149,861	39.9%
TOTAL EXPENDITURES	\$ 1,478,003	\$ 1,592,011	\$ 1,784,169	\$ 1,983,496	\$ 199,327	11.2%	\$ 391,485	24.6%	\$ 505,493	34.2%

TOTAL FUND BALANCE (does not include deferred income)	\$ 408,075	\$ 1,176,531	\$ 1,445,585	\$ 1,543,132	\$ 97,547	6.7%	\$ 366,601	31.2%	\$ 1,135,057	278.1%
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THE STAFF

Full Time Equivalent Employees (40 hour)	16.65	17.95	18.53	19.01	0.48	2.9%	1.06	5.9%	2.36	14.2%
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PATRONS, VISITS & PROGRAM ATTENDANCE

Annual Visits (gate count) (2015 changed counter location at main entry)	148,375	98,022	31,776	64,189	32,413	40.7%	(33,833)	-34.5%	(84,186)	-56.7%
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Adult Programs Offered	138	60	74	260	186	124.0%	200	333.3%	122	88.4%
Adult Program Attendance	4,121	3,706	1,747	3,900	2,153	41.7%	194	5.2%	(221)	-5.4%

Young Adult Programs Offered (included in childrens FY09,FY10)	50	33	74	76	2	4.1%	43	130.3%	26	52.0%
Young Adult Program Attendance	821	652	212	435	223	108.8%	(217)	-33.3%	(386)	-47.0%

Children's Programs Offered	209	140	210	577	367	133.9%	437	312.1%	368	176.1%
Children's Program Attendance	6,370	6,178	1,969	2,124	155	1.9%	(4,054)	-65.6%	(4,246)	-66.7%

Resident Cards in force (i.e. unexpired)	7,051	6,004	9,715	9,867	152	2.3%	3,863	64.3%	2,816	39.9%
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THE COLLECTION

Books owned	111,683	79,479	66,139	64,840	(1,299)	-2.0%	(14,639)	-18.4%	(46,843)	-41.9%
Magazine/Newspaper subscriptions	260	197	153	123	(30)	-17.3%	(74)	-37.6%	(137)	-52.7%
Electronic Books	4,020	14,625	43,557	46,371	2,814	6.4%	31,746	217.1%	42,351	1053.5%
Audio Recordings (music, books)	10,487	6,758	4,676	4,862	186	3.8%	(1,896)	-28.1%	(5,625)	-53.6%
Audio Recordings: Downloadable titles	551	3,778	14,567	16,248	1,681	14.6%	12,470	330.1%	15,697	2848.8%
DVDs/Videos	8,715	9,667	8,179	8,128	(51)	-0.6%	(1,539)	-15.9%	(567)	-6.7%

CIRCULATION**CIRCULATION BY AUDIENCE**

	FY2012	FY2017	FY2021	FY2022	1 year change		5 year change		10 year change	
					Diff FY21 to FY22	% change	Diff FY17 to FY22	% change	Diff FY12 to FY22	% change
Adult Items	155,860	119,248	54,835	105,191	50,356	71.4%	(14,057)	-11.8%	(50,669)	-32.5%
Young Adult Items	inc. w/youth	inc. w/youth	inc. w/youth	6,913	na	na	na	na	na	na
Youth Items	107,645	85,859	64,667	80,108	15,441	23.1%	(5,751)	-6.7%	(27,537)	-25.6%
TOTAL CIRCULATION ALL PHYSICAL MATERIALS	263,505	205,107	119,502	192,212	72,710	52.9%	(12,895)	-6.3%	(71,293)	-27.1%
Materials Loaned to Reciprocal Borrowers	18,454	16,072	7,338	8,488	1,150	8.9%	(7,584)	-47.2%	(9,966)	-54.0%
DOWNLOADS (eBooks, eAudiobooks, eMagazines)										
Overdrive (eBooks & eAudiobooks)	4,455	8,968	15,743	17,098	1,355	10.1%	8,130	90.7%	12,643	283.8%
Zinio (eMagazines) (2013 = 4 months)		799	1,961	918	(1,043)	-56.3%	119	14.9%	918	#DIV/0!
Hoopla (eBooks, eAudiobooks, eVideo)		2,920	13,149	12,597	(552)	-5.5%	9,677	331.4%	12,597	#DIV/0!
REFERENCE SERVICES										
Interlibrary Loans Borrowed from other libraries	1,876	2,499	10,054	19,094	9,040	456.1%	16,595	664.1%	17,218	917.8%
Interlibrary Loans sent to other libraries	842	899	10,122	23,670	13,548	3671.5%	22,771	2532.9%	22,828	2711.2%
TOTAL REFERENCE QUESTIONS	16,819	13,832	7,644	9,269	1,625	26.7%	(4,563)	-33.0%	(7,550)	-44.9%
TECHNOLOGY										
In Library Users of Computers (session count)	32,763	17,788	2,893	5,360	2,467	28.1%	(12,428)	-69.9%	(27,403)	-83.6%
Wireless Sessions			11,188	20,284	9,096	31.0%	na	na	na	na
Annual views of library website (FY17-FY20 includes catalog)	171,377	155,560	40,353	110,603	70,250	9.5%	(44,957)	-28.9%	(60,774)	-35.5%

IPLAR**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30685
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0557
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Warrenville Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	28W751 Stafford Place
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Warrenville
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60555
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	28W751 Stafford Place
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Warrenville
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60555
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	6303931171
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6303931688
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.warrenville.com

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Sandra Whitmer
1.15 Title	Director
1.16 Library Director's E-mail	director@warrenville.com

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

	DuPage
1.21a County in which the administrative entity is located [PLSC 161]	
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	14,096
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
WARRENVILLE P.L.D.	WARRENVILLE PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
WARRENVILLE P.L.D.	30685	3068500

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
WARRENVILLE P.L.D.	28W751 STAFFORD PLACE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
WARRENVILLE P.L.D.	WARRENVILLE		60555	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
WARRENVILLE P.L.D.	DuPage		6303931171	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
WARRENVILLE P.L.D.	28,500		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR	2.13 Total number of weeks, during the fiscal year, this service outlet	2.14 Total annual	2.15 Number of Weeks an Outlet	2.16 Number of Weeks an Outlet Had
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for this service outlet [PLSC 713]	was open for service to the public [PLSC 714]	attendance/visits in the outlet	Closed Due to COVID-19	Limited Occupancy Due to COVID-19
WARRENVILLE P.L.D. 13,218	52	264,189	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Sandra Whitmer
3.5 Telephone Number of Person Preparing Report	630-383-1171
3.6 FAX Number	630-393-1688
3.7 E-Mail Address	director@warrenville.com

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
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Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	Richard W. Warren Jr.
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	rwarren@warrenville.com
5.10 Home Address	27W775 Parkview Avenue
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Second member

5.5 Name	Barbara J. DuRocher
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	bdurocher@warrenville.com
5.10 Home Address	3S560 West Avenue
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Third member

5.5 Name	Jill Richardson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	jrichardson@warrenville.com
5.10 Home Address	3S563 Glen Drive

5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Fourth member

5.5 Name	Heather Stull
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	hstull@warrenville.com
5.10 Home Address	30W018 Plum Court
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Fifth member

5.5 Name	Jerri L. Picha
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	jpicha@warrenville.com
5.10 Home Address	30W016 Juniper Court
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Sixth member

5.5 Name	Cindy Ruzicka
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	cruzicka@warrenville.com
5.10 Home Address	3S651 Glen Drive
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Seventh member

5.5 Name	Sandy Lezon
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	slezon@warrenville.com
5.10 Home Address	27W554 Warrenville Road

5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.2 Total Number of Meeting Rooms	1
6.2b Total number of times meeting room(s) used by the public during the fiscal year ³	11
6.3 Total Number of Study Rooms	6
6.3b Total number of times study room(s) used by the public during the fiscal year ⁴	1,652

Capital Needs Assessment

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and	\$5,300,000
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buildings including garages, sheds, etc.)?

7.2 During the last fiscal year, did the library acquire any real and/or personal property?

No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase

7.4 Legacy

7.5 Gift

7.6 Other

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? Yes

Corporate Fund (\$819,881) for general operating expenditures; Building Maintenance (\$37,206) for building maintenance; Working Cash Fund (\$225,847) for emergency expenditures; Special Reserve Fund (\$460,198) for building maintenance/repair, automation, property acquisition, furniture as outlined in board-approved plan.

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? Yes

7.11 IF YES, what is the total amount of the outstanding liabilities?

\$1,270,000

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

Debt Certificates, Series 2016 - \$1,270,000 Term Bond due December 1, 2029 with mandatory redemption through 2028.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$1,985,284
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? Yes	
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$2,035,684

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$19,987
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$19,987

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$2,690
8.14 Other receipts intended to be used for operating expenditures	\$119,118
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$121,808
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]

\$2,127,079

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a	The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b	Proof of Certificate of Insurance for Library Funds	COI - City of Warrenville.pdf
8.19	What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$600,000
8.20	Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21	The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1	Salaries and wages for all library staff [PLSC 350] ⁵	\$1,034,033
9.2a	Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351] ⁶	\$237,278
9.3	Total Staff Expenditures (9.1 + 9.2) [PLSC 352] ⁷	\$1,271,311

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353] ⁸	\$97,307
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$72,092
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355] ⁹	\$17,212
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, Music CDs, Audiobooks, Puzzles, Kits, Devices
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356] ¹⁰	\$186,611

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$525,574
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$1,983,496

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment; regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

\$0

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	6	6	\$194.86	225.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Director	Library Director	\$56.73	37.50	
Adult Services Librarian	Adult Services	\$25.50	37.50	
Public Services Manager	Adult Services	\$32.85	37.50	
Adult Services Librarian	Adult Services	\$25.00	37.50	
Acquisitions & Cataloging Manager	Cataloging	\$28.00	37.50	
Youth Services Librarian	Children's Services	\$26.78	37.50	

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

5.63

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	3	3	13.7 Primary Work Area	13.8 Education Level	\$80.76	105.00
13.6 Position Title	Adult Services Librarian	Adult Services	Less than a Bachelor's degree with LTA	13.9 Hourly Rate	13.10 Total Hours/Week	37.50
Adult Services Librarian	Youth Services Librarian	Children's Services	Bachelor's Degree: No library science	\$26.92	\$27.84	37.50
Youth Services Librarian	Youth Services Librarian	Children's Services	Bachelor's Degree: No library science	\$26.00	30.00	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	2.63
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	8.25

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	330.50
13.14 Minimum hourly rate actually paid	\$15.00
13.15 Maximum hourly rate actually paid	\$33.96
13.16 Total FTE Group C employees (13.13 / 40)	8.26

Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	80.00
13.18 Minimum hourly rate actually paid	\$15.00
13.19 Maximum hourly rate actually paid	\$16.50
13.20 Total FTE Group D employees (13.17 / 40)	2.00

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	20.00
13.22 Minimum hourly rate actually paid	\$22.53
13.23 Maximum hourly rate actually paid	\$22.53
13.24 Total FTE Group E employees (13.21 / 40)	0.50
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	10.76
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	19.01

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**Synchronous Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

15.1 Synchronous Programs (All Group Programs by Age)				15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	1262			13,1073	0	0
Children (6-11)	1466			15,646	1614	17405
Children's Total	128			1,719	14	405
Young Adults (12-18)	64			260	12	175
Adults (19 and older)	157			1,247	9	130
General Interest	73			1,843	21	680
Total	18422			19,5,069	2056	21,390

Onsite, Offsite and Virtual (All Group Programs by Type)

15.29 Program Sessions			15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	303		3,955
Synchronous In-Person Offsite Program Sessions	12		179
Synchronous Virtual Program Sessions	107		935
Total	422		5,069

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	5
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	67

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	We conducted a special sensory storytime for the Able Academy on 3/18/22 to 14 students. The program was designed for children with autism and others who benefit from positive sensory interactions.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	9,867
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	9,867
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1 Print Materials [PLSC 450]	64,840
17.2 Current Print Serial Subscriptions	123
17.3 Total Print Materials (17.1+17.2)	64,963
17.4 E-books Held at end of the fiscal year [PLSC 451]	46,371
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	4,862
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	16,248
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	8,128
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0
17.6c Other Circulating Physical Items [PLSC 462]	276
17.6d Total Physical Items in Collection [PLSC 461]	78,106

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	42
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	58

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	105,191
18.2 Number of young adult materials loaned	6,913
18.3 Number of children's materials loaned [PLSC 551]	80,108
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	192,212

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: Reporting Electronic Item Usage for the IPLAR

18.5 Books- Physical ²²	116,965
18.6 Videos/DVDs- Physical ²³	32,312
18.7 Audios (include music)- Physical ²⁴	6,338
18.8 Magazines/Periodicals- Physical	3,733
18.9 Other Items- Physical [PLSC 561] ²⁵	2,341
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	161,689
18.11 Use of Electronic Materials [PLSC 552]	30,523
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	192,212
18.13 Successful Retrieval of Electronic Information [PLSC 554] ²⁶	16,693
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	47,216
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556] ²⁷	208,905
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575] ²⁸	23,670
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576] ²⁹	19,094

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502] ³⁰	9,269
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Estimate Based on Typical Week(s)

One-on-One Tutorial

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials ³¹	25
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	85
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	28
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	-1
21.3 What is the monthly cost of the library's internet access?	\$1,083
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	19
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651] ³²	5,360
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653] ³³	110,603 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	complicated process with insufficient return on investment of time required to complete application and reports; library does not use filters so is not CIPA compliant

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) ³⁴	\$9,332
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year? ³⁵	714.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	The library operated on a reduced schedule in July and August 2021 because of COVID-19. We resumed pre-pandemic hours in September 2021. Fiscal Year 2021-2022 was our first full year as a member of the SWAN consortium.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We partnered with two apartment complexes to provide library information/registration events "on location." These 2-hour outreach events were highly successful and we averaged 15 new cardholders per event. We plan to continue this with additional apartment complexes and homeowners' associations.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	No
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1	Were the secretary's records found to be complete and accurate?	
25.2	If NO, please list and explain any errors or discrepancies.	
25.3	First board member completing the audit	
25.4	Second board member completing the audit	
25.5	Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Electronic Signature		Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- 1, 2.12 Resumed pre-pandemic hours in September 2021. (0-2022-06-26)
- 2, 2.14 Resumed pre-pandemic hours in September 2021. (0-2022-07-09)
- 3, 6.2b Meeting re-opened for public use September 2021 (previously closed because of COVID-19) (0-2022-07-09)
- 4, 6.3b Study rooms re-opened for public use September 2021 (previously closed because of COVID-19) (0-2022-07-09)
- 5, 9.1 COVID-19 salary and hiring freeze ended at start of this fiscal year. (0-2022-07-09)
- 6, 9.2a COVID-19 salary and hiring freeze ended at start of this fiscal year. (0-2022-07-09)
- 7, 9.3 COVID-19 salary and hiring freeze ended at start of this fiscal year. (0-2022-07-09)

- 8, 10.1 Resumed normal purchase patterns after COVID-19 restrictions lifted. (0-2022-07-09)
- 9, 10.3a Resumed normal purchase patterns after COVID-19 restrictions lifted. (0-2022-07-09)
- 10, 10.4 Resumed normal purchase patterns after COVID-19 restrictions lifted. (0-2022-07-09)
- 11, 14.1 Normal hours resumed in September 2021. (0-2022-07-22)
- 12, reported as part of general interest last fiscal year (0-2022-07-22)
- 13, reported as part of general interest last fiscal year (0-2022-07-22)
- 14, 602 reported as part of general interest last fiscal year (0-2022-07-22)
- 15, 612 reported as part of general interest last fiscal year (0-2022-07-22)
- 16, reported as part of general interest last fiscal year (0-2022-07-22)
- 17, reported as part of general interest last fiscal year (0-2022-07-22)
- 18, 15.13 Normal hours (and programming levels) resumed in September 2021. (Previously programming was reduced because of COVID-19) (0-2022-07-22)
- 19, 15.14 Normal hours (and programming levels) resumed in September 2021. (Previously programming was reduced because of COVID-19) (0-2022-07-22)
- 20, 15.15 Normal hours (and programming levels) resumed in September 2021. (Previously programming was reduced because of COVID-19) (0-2022-07-22)
- 21, 15.16 Normal hours (and programming levels) resumed in September 2021. (Previously programming was reduced because of COVID-19) (0-2022-07-22)
- 22, 18.5 We attribute this increase to the easing of COVID-19 mitigations (0-2022-07-22)
- 23, 18.6 We attribute this increase to the easing of COVID-19 mitigations (0-2022-07-22)
- 24, 18.7 We attribute this increase to the easing of COVID-19 mitigations (0-2022-07-22)
- 25, 18.9 We attribute this increase to the easing of COVID-19 mitigations (0-2022-07-22)
- 26, 18.13 we attribute this increase to awareness of electronic resources gained by users during the COVID-19 pandemic (0-2022-07-22)
- 27, 18.15 We attribute this increase to the easing of COVID-19 mitigations (0-2022-07-22)
- 28, 18.16 this was the library's first full fiscal year as a member of the SWAN LLSAP (0-2022-07-22)
- 29, 18.17 this was the library's first full fiscal year as a member of the SWAN LLSAP (0-2022-07-22)
- 30, 19.1 Normal hours resumed in September 2021. (0-2022-07-22)

³¹, 19.2 One-on-ones resumed in September 2021. (None occurred during 2021 because of COVID-19) (0-2022-07-22)

³², 21.5 Normal hours resumed in September 2021. (0-2022-07-09)

³³, 21.9 We launched a new website in early 2021. This increase reflects the capture of visits to all pages within our site include event and event registration pages which were not captured previously. (0-2022-07-09)

³⁴, 23.1 2 employees attended Public Library Association Conference (0-2022-07-09)

³⁵, 23.3 one employee attended the PLA conference; Others had access to additional training related to our LLSAP membership. (0-2022-07-22)

10b. NEW BUSINESS

Authorize expenditure for two trustees to attend Trustee Day at the 2022 Illinois Library Association Annual Conference (ACTION)

At the July Board Meeting, information about Trustee Day at the upcoming ILA conference was included in the President's Report. The budget includes funds for two trustees to attend the event. This month the Board needs to officially select up to two trustees to attend and approve expenditure of funds for this purpose. Details about the day are included below. Director Whitmer will register the selected trustees for the conference.

The board may wish to have discussion prior to the motion for this agenda item.

Suggested Motion: Authorize registration expenditure for Trustees _____ and _____ to attend the ILA Annual Conference on October 20, 2022 and reimburse each trustee for mileage, tolls and parking.



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

- | | |
|-----------|--|
| 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 | 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. |

12:15-1:30pm Trustee Luncheon

1:45-2:45pm 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.

3:00-4:00pm "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!)

10c. NEW BUSINESS

Approve Policy No. 216 Homebound Delivery (ACTION)

Suggested Motion: Approve Policy No. 216 Homebound Delivery

Homebound Delivery was suspended in 2020 because of COVID-19. The library never had a formal policy for this service.

Taylor Haring has drafted a policy so the library can resume this service in September. The policy addresses eligibility and other details about the service.

Director Whitmer and Public Services Manager Paul Dobersztyn recommend the approval of this policy.

Other info:

- This service is promoted in the fall edition of *Reading Matters*.
- Kathy Gaydos has created an informational page for our website which will be published soon.
- Internal procedure documentation is being created and will be flexible as we implement the service
- We will be implementing an "outreach" module in our circulation system to manage holds, checkouts, etc.
- We will provide an update to the Board in six months that may include recommended policy revisions.

Please review the policy on the following page. Taylor and Paul will be at the Board Meeting to present this item and answer any questions.

If approved, this policy will go into effect immediately.

HOMEBOUND DELIVERY

Homebound delivery of library items will be provided to eligible residents of the Warrenville Public Library District. This service is limited to delivery of library items and does not include other errands or caretaking tasks. Items will be delivered and collected by library staff on the first Saturday of each month, except for holiday weekends. A schedule of delivery dates will be maintained and communicated by delivery staff.

Eligibility & Registration

Homebound delivery will be provided to individuals who:

- Have a valid Warrenville Public Library District card. (If an individual does not have a card, they will be required to complete an application on or before the date of their first delivery.)
- Are generally confined to their residence either temporarily or permanently due to: illness, disability or mobility problems that prevent the person from visiting the library.
- Are not currently suspended from the library because of a violation of the Library Use Policy.

Individuals may contact the Adult Services Department to sign up for homebound delivery. An agreement form must be completed to sign up for the service. By submitting the form, the individual:

- Confirms they are generally confined to their residence and are unable to visit the library in person;
- Accepts responsibility for materials delivered to their residence and agrees to pay for lost, damaged and incomplete items;
- Acknowledges the service is limited to delivery of library items;
- Authorizes the library to record their checkout history and add a library email address to their account in order to manage holds placed on their behalf and to aid staff in selecting items; and
- Agrees to maintain a safe and appropriate environment for delivery staff.
- May designate an alternate person to receive the delivery on their behalf.

An individual may opt out of the program at any time by contacting the Adult Services Department.

Materials Available for Delivery

The following library materials are available through Homebound Delivery:

- Books, including Large Print
- DVDs
- Music CDs
- Books on CD

Borrowers may request specific titles. Library staff will also assist with the selection of items based on interests, favorite authors and other information provided by the borrower.

Safety Expectations

The library expects the borrower and delivery staff to mutually respect one another. Concerns about delivery staff should be reported by the borrower to the Public Services Manager. Library staff will also report concerns to the Public Services Manager.

The safety of the library's staff is also important and they are expected to use their discretion to leave a residence or stop a delivery if they are made to feel uncomfortable, unsafe or if the conditions of the residence are unsanitary or unsafe. This can include but is not limited to:

- Pets not confined (with the exception of animals trained to assist a person with disabilities)
- Pathway to home is not clear (for example, ice-covered walkway)
- Any person in the home
 - is intoxicated or under the influence
 - Is dressed in revealing attire
 - uses abusive or obscene language, makes obscene gestures or displays obscene images
 - subjects delivery staff to harassment or discrimination
 - exhibits signs of illness that may jeopardize the health of the staff member and the library has not been notified of the illness prior to the delivery

Suspension or Termination of Homebound Delivery by Library

The Library reserves the right to suspend or terminate homebound delivery at any time with or without cause.

Delivery staff may recommend the suspension or termination of homebound delivery to an individual because the borrower fails to abide by the safety expectations listed above or violates the law or any other library policy. In such instances, a written report shall be made to the Public Services Manager and the Library Director. Together, the Public Services Manager will investigate the report and determine an appropriate course of action which may include a written warning, a temporary suspension of the service, a permanent suspension of the service or other consequence. The Library Director will communicate any warning or suspension in writing to the borrower. As stated in the Library Use Policy, enforcement of policies will be conducted in a fair and reasonable manner. The decision to suspend or terminate homebound delivery may be appealed, in writing, to the Library's Board of Trustees.

Policy Revision Log

Proposed for Board Approval August 17, 2022

11. DIRECTOR'S REPORT

July 2022

submitted by Sandy Whitmer

The auditors were at the Library on July 1 for preliminary work for the FY22 audit. Everything is in good order at this time. All trustees should have received and responded to a fraud inquiry request. The auditors will return on October 3 to complete final fieldwork. In the meantime, Jackie and I are uploading a variety of year-end documents so the auditors can view them before their visit.

I worked with most of our managers to gather statistics for the annual report to the Illinois State Library. (The report is included on this month's agenda for approval.)

Sarah Kratz, Member Services Specialist, has been assisting me with scanning archival documents (minutes, ordinances, etc.) as part of our goal to digitize these files.

I assisted Jackie with the documentation required for setting up new time off accruals in our payroll system. These will reflect the new policies for sick leave and annual leave that went into effect in July.

I submitted our annual request for TIF #3 and TIF #4 reimbursement to the City of Warrenville.

You may recall the library submitted a letter of support for the City of Warrenville's application for a ComEd Green Region Grant in March 2022. Kristine Hocking, the City's Senior Civil Engineer, sent an email sharing the City was awarded the \$10,000 grant and thanked the library for its support. She reported the grant's focus was on 'Pollinator Conservation-Educational' which was demonstrated through Trailhead project elements including the pollinator habitat garden, interpretive signage, native plants, and the IPP heritage council ring and landscaping.

Continuing Ed / Professional Development / Meetings / Outreach

- Participated in City of Warrenville Parade (July 3)
- Sat in on the July DEI committee meeting and provided feedback and direction
- Attended the LIRA (Libraries of Illinois Risk Agency) mid-year membership meeting
- All Staff Meeting (July 7, weather safety procedures, review of new/revised time off policies)

FOIA Requests

- None

STATISTICAL SNAPSHOT												Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022
TOTAL CIRCULATION (physical items)												16,119	15,345	12,790	13,948	14,405	12,227	13,385	11,623	12,736	13,073	13,270	13,930	14,929
WPLD items checked out at WPLD												9,709	9,685	7,027	7,855	8,511	6,912	7,338	6,442	7,497	7,053	7,501	7,777	8,848
Auto-renewals of WPLD items												4,798	4,072	4,401	4,389	4,353	3,680	3,907	3,566	3,849	4,372	4,198	4,660	4,321
Other Library Items Checked out at WPLD												1,612	1,588	1,362	1,704	1,541	1,635	2,140	1,615	1,390	1,648	1,571	1,493	1,760
DOWNLOADABLE CIRCULATION												2,918	2,757	2,609	2,660	2,607	2,512	2,697	2,409	2,422	2,514	2,207	2,482	2,647
Overdrive/Libby												1,752	1,592	1,419	1,479	1,448	1,421	1,528	1,357	1,309	1,439	1,222	1,369	1,425
Overdrive (magazines) fka RB Digital												39	54	74	79	71	50	142	56	84	81	49	41	137
Hoopla												1,127	1,111	1,116	1,102	1,088	1,041	1,027	996	1,029	994	936	1,072	1,085
INTERLIBRARY LOANS																								
Received from SWAN Libraries												1,574	1,555	1,296	1,665	1,499	1,592	2,109	1,601	1,358	1,593	1,519	1,440	1,718
Received from Non-SWAN Libraries												14	10	14	9	18	14	13	11	16	7	8	13	16
Sent to SWAN Libraries												1,951	2,136	1,993	2,068	2,059	1,949	2,203	1,880	1,918	1,914	1,774	1,808	1,758
Sent to Non-SWAN Libraries												15	23	10	16	29	10	19	22	15	15	21	13	17
COLLECTION																								
Physical Materials Added												720	513	632	789	665	674	791	624	662	709	604	586	781
Physical Materials Withdrawn												1,127	1,044	1,563	699	246	1,270	927	263	159	1,056	1,525	1,058	381
Total Collection Size												142,679	142,589	141,437	140,442	140,152	140,265	139,473	140,518	139,831	139,011	139,506	139,208	139,256
Physical materials												79,146	79,970	80,456	80,146	80,219	80,809	80,278	81,344	80,739	80,043	80,787	80,852	81,132
Overdrive books												46,998	46,371	45,279	44,776	44,550	44,246	44,063	44,125	44,113	44,059	43,904	43,683	43,557
Overdrive audiobooks												16,535	16,248	15,702	15,520	15,383	15,210	15,112	15,049	14,979	14,909	14,815	14,661	14,567
PROGRAMS																								
Number of Adult Programs												15	27	19	21	16	14	19	18	16	16	17	6	7
Adult Program Attendance												871	1,124	289	1,800	329	415	250	150	97	137	148	57	70
Number of Teen Programs												9	13	9	11	8	7	7	3	5	4	7	4	5
Teen Program Attendance												44	106	146	55	32	60	87	44	53	22	68	2	15
Number of Youth Programs												24	34	14	25	27	19	21	14	19	20	15	8	17
Youth Program Attendance												360	579	165	367	366	297	235	218	220	268	229	346	508
Book-A-Librarian Sessions												14	14	14	14	14	14	0	14	14	12	12	0	0
Book-A-Librarian Attendance												4	7	1	1	5	2	0	3	2	2	2	0	0
OUTREACH																								
Adult Outreach Events												0	1	1	2	1	0	0	0	0	0	0	0	0
Adult Outreach Attendance												0	74	64	90	8	0	0	0	0	0	0	0	0
Teen Outreach Events												0	0	0	1	0	0	0	0	0	0	0	0	0
Teen Outreach Attendance												0	0	0	250	0	0	0	0	0	0	0	0	0
Youth Outreach Events												2	3	6	4	1	1	0	0	1	3	0	1	0
Youth Outreach Attendance												84	195	1,038	183	14	7	0	0	11	44	0	300	0
LIBRARY CARDS																								
Total Resident Cards Active												9,888	9,867	9,808	9,752	9,716	9,761	9,711	9,682	9,693	9,830	9,740	9,609	9,619
Resident Cards Issued In Person												56	76	60	54	53	39	42	38	31	35	52	42	72
Online Cards Issued												7	9	17	10	13	12	9	2	9	9	7	9	9
New Resident Cards Issued & Mailed**												0	0	0	0	0	0	0	0	75	71	90	0	0

STATISTICAL SNAPSHOT											
	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Jul 2021
VISITOR COUNT	7,429	7,944	5,737	5,014	6,062	4,742	4,622	4,747	3,899	5,176	5,088
STUDY ROOM USES	194	160	181	151	178	168	134	108	108	162	5,150
MEETING ROOM USES (public)	1	2	1	2	1	1	0	0	2	1	98
CURBSIDE PICKUPS	28	19	20	18	29	30	47	19	28	26	51
COMPUTERS & TECHNOLOGY											
Computer Sessions	520	585	440	517	532	419	409	414	411	388	415
Wifi Sessions	2402	2,416	2,059	1,923	1,907	1,628	1,508	1,245	1,355	1,559	1,539
Website Visits	10,074	10,689	9,279	8,935	9,852	8,816	9,491	7,808	8,311	8,432	10,273
MARKETING											
eNews Subscribers	5,770	5,709	5,573	5,577	5,537	5,512	5,486	5,490	5,476	5,450	5,475
eNews Open Rate	40%	44%	43%	41%	44%	45%	37%	35%	29%	28%	26%
Facebook Followers	1,416	1,350	1,325	1,315	1,301	1,291	1,285	1,275	1,275	1,273	1,266
Instagram Followers	396	380	373	369	364	355	350	346	341	336	334
											329

12. ASSISTANT TO THE DIRECTOR REPORT

JULY 2022

Submitted by: Jackie Davis

Administration

- Sent financials to Accounting Services for processing
- Assembled the July board packet
- Processed checks for signature and mailing
- Composed minutes of the July 20 Regular Board Meeting
- Made two bank deposits for daily receipts and copy machines
- Transferred funds from ProPay to Fifth Third
- Sikich personnel at the library on July 1 to do the preliminary work for the audit.
- Completed and submitted a workers compensation audit to Hartford Insurance. We were notified that we will be receiving a refund of \$49.

Human Resources

- Processed two payrolls
- Sent IMRF and monthly financial information to Accounting Services
- Changed pay rates to reflect the new FY22-23 rates.
- Completed and submitted 7 accrual forms to Paylocity for the annual leave and sick leave policies.

Meetings

- All employee meeting – July 7
- Phone call with Paylocity to go over the new accruals – July 7
- Board Meeting – July 20
- Completed two training sessions from KnowBe4.

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.
- 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 the flowers.
- Alarm Detection made a service call on July 15. Sandy was receiving phone calls late due to a sensor needing replacement. On July 20 they had to come back and installed a new sensor.
- On July 21 Ly had to call electrician Tim Hertz to the building. The new circuit breaker Tim installed in May for the air handler failed. Ly contacted the company where the breaker was purchased, shipped out the failed one and a new one was shipped out.

12. PUBLIC SERVICES REPORT

July 2022

Submitted by Paul Dobersztyn

Highlights

	2022	2021	2020
Youth participants	356	307	31
Youth Hours Read	6,289	5,034	186
Teen Participants	63	32	5
Teen Hours Read	1,110	25	25
Adult Participants	258	141	19
Adult Hours Read	7,265	1,345	555

- The Read off the Beaten Path Summer Reading Challenge concluded on Sunday, July 31st. This was our first year doing the challenge on Beanstack and it was very well received by library members and by staff. The grand prize drawing on was August 1st and winners were notified later that day.
 - The final numbers for the challenge: **258** people registered for the 18+ challenge with **168** readers finishing at least 10 hours of reading. **419** people registered for the 0-17 challenge with **287** reading at least **6** hours this summer.
 - **879,891** minutes logged (14,665 hours) for all challengers.
- Stories in the Park and storytime at Summerlakes were very successful this year. We plan to host those storytimes again next summer and plan to possibly visit more venues as well.
- The Concerts on the Commons continue be successful as well.
 - Dancing Queen recorded **500** in attendance
 - Final Say recorded **280** in attendance
- The library hosted **48** total events in July with **1,301** participants. We had **26** views of our 2 recorded events.
- Public Services hosted **1** passive programs: Summer to-go crafts hosting **25** total participants.

Personnel

- No Changes

Professional Development

- **14** sessions of CE were completed by the Public Services Department in July.
- **16** total hours of CE were completed.
- Topics covered include: Starting a mock citizenship interview service at your library, Open Meetings Act training and picture book reviews.
 - All employees attended the All Staff meeting on 7/7 either in-person, virtually or viewing the recording.
 - A full list can be provided by the Public Services Manager.

Programming / Outreach (Not entered in Communico)

Book a Librarian: 4 Puzzles: 1 Teen Volunteers: 4

- Diana Abraham and Paul Dobersztyn represented the Public Services department in the city of Warrenville's 4th of July parade on 7/3.
- Tom Hill attended the WPLD DEI meeting on 7/12.
- Julie Kurtis created the first draft of the 1000 Books and More Before Kindergarten challenge in Beanstack.
- Julie Kurtis attended the ALSC Notable Children's Book Committee on 7/11 and 7/12.
- Paul Dobersztyn attended the City of Warrenville Tourism and Art Commission grant meeting on 7/14. The deadline for the FY23 application is September 12.
- Paul Dobersztyn met with Sandra Whitmer on 7/7 to review and draft the FY23 budget and appropriation ordinance.

- Paul Dobersztyn met with Niche Academy (Zoom) on 7/6 & 7/26 to being the implementation process of adding the service to the library website.
- Paul Dobersztyn met with Sandra Whitmer on 7/27 to finalize the iPad survey and review the Homebound Delivery proposed policy drafted by Taylor Haring.
- Diana Abraham conducted a storytime for the Bloom Children's Center on 7/21, hosting 12 students.
- Diana Abraham conducted storytimes for several students at the Gardener School of Naperville on 7/22, hosting 72 students.

Non SWAN InterLibrary Loan

Item Requests Processed: 27; Materials Received: 14; Materials Lent: 1

12. Marketing REPORT

July 2022

Submitted by Kathy Gaydos

Activities

Fall Reading Matters (September-November)

- Reworked/edited first draft from designer to fit in all content.
- Routed second draft of designed version to PS staff for their review.
- Made additional edits with designer.
- Added info on fall Illinois Libraries Present events
- Routed to proofreaders for final review.
- Converted pdf file into Word document for final spell check.
- Finalized and received print-ready files from designer and relayed to printer.
- Coordinated print and mailing details with Hagg Press; requested check to pay upfront for paper.

Fall 2022 Library Events (September, October, November)

- Submitted slide and flyer requests to contracted designer; adjusted “generic” materials where necessary.
- Reviewed all fall events in Communico; edited and added text and images where needed; provided language suggestions if storytime content “alerts” are added.

Sunday Music Matinees (September 2022 through March 2023)

- Reviewed publicity details with Paul...bookmark, posters, when events will be available for registration in Communico.
- Drafted event descriptions (December through March) and bookmark content; submitted to Paul for his review and input.
- Submitted bookmark, posters and performer images to designer.

Summer 2022 Library Events (June, July, August)

- With Stephanie's help, updated the slat walls and other publicity spaces with flyers.
- Worked with PS on photo ops for Stuffed Animal Sleepover, Ghost Hunting, Take & Make summer craft kits, Tie-Dye shirts, Bike Maintenance and Die Cut Days.

Summer Reading Challenge

- Requested list of prize winners on August 1 so they could be included in eNews.
- Coordinated with Paul about taking photos of winners for use in social media.

1,000 Books and More Before Kindergarten Program

- Received second draft of logo from designer in two formats; returned for edits.
- Created webpage draft.

Homebound Delivery Services

- With input from Paul and Taylor, worked with designer to create an image to be used in publicity and other program documents.
- Reviewed application form created by Taylor.
- Clarified name of program and its descriptive uses (per Style Guide) with Taylor.
- Created webpage draft.

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

- Picture Book article in English and Spanish by Diana.
- Hispanic Heritage Month article in Spanish, by Diana and Jorge. Looked for/requested a Hispanic Heritage image from PS to accompany article; decided to create a customized image in the future.

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
June	1-15	1-5	55% final
June	16-30	1-4	54% in progress
July	1-15	1-2	62% in progress

DEI Committee

- After reviewing DEI statements submitted by other committee members, I edited my statement for review at August committee meeting.

Outreach: July 3rd Parade

- Decorated float and marched with our group.
- Took photos and posted to social media before and after parade.
- Wrote re-cap of the process and day-of tasks and made suggestions for next year.

Outreach: National Night Out and other

- NNO August 2 prep...confirmed our booth with Police Department event coordinator; planned and produced all publicity materials, created detailed plan for staff about set-up, supplies needed and talking points; created tally sheet.
- Emailed Westlyn apartments and Warrenville Horizon about outreach events at their facilities; spoke with Mary in MS to coordinate schedules for potential events.

Admin

- Updated the Marketing Budget FY23 spreadsheet with spending amounts from master budget.
- Updated spreadsheet with July expenses; turned in invoices to Jackie.
- Completed Sikich Audit Inquiry; emailed to Lauren Allen.
- Completed KnowBe4 module to spot phishing scams.
- Completed F drive file clean-up...deleted or moved Marketing files to Teams; documented what files need to remain on F drive (Adobe, legacy, photos).

Miscellaneous

- Moved the Forest Preserve's seed packet distribution display in an attempt to entice more library visitors to take home seeds.
- Discussed Marketing/Graphics next steps of creating three new science kits (photos, kit inserts and website updates) with Julie.
- Removed pandemic information/signage from entrance doors and website.
- Created two QR codes: Events calendar and iPad survey.
- Responded with comments and questions to Paul's ideas for creating a Library of Things.
- Created Teams document for English to Spanish translations.

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In July, removed Tutor.com database that appeared on our website in five locations. Also, edited Slide/Film converter text about memory card. Created drafts of new webpages for 1,000BBK and Homebound.

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 July, Diana told me that she thought the eNews article about Science Kits was very effective, as she answered questions from 6-7 people in the few days after eNews published about how to check out kits.

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; monitoring and responding to public comments; sharing public comments posted on our platforms with staff; updating content tracking documents. In July, photos and videos of the July 14th Concert on the Commons, with Dancing Queen: An ABBA Salute band, received a lot of attention on Facebook. These posts likely contributed to a significant month-to-month increase in followers.

Meeting/Webinar Attendance

All-Staff meeting on emergency procedures and new leave policies (recording)—7/12/22

DEI Committee meeting—7/12/22

Library Board meeting—7/20/22

Publicity Statistics

eNews (Constant Contact)

Subscribers: 5,770

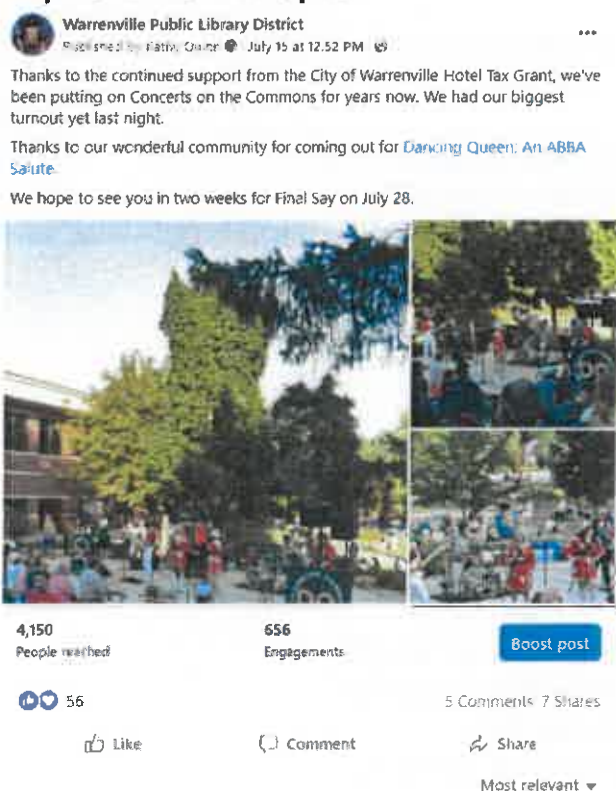
Average open rate: 40%

Social Media

Facebook Followers: 1,416

Instagram Followers: 396

Popular social media post:



Facebook: 143 reactions (likes, comments, shares); 4,150 reach

12. ACQUISITIONS AND CATALOGING REPORT

July 2022

Submitted by MaryKellie Marquez

Collection Maintenance

- 720 items created
- 1,127 discarded
- 90 items repaired
- 47 discs cleaned

Department Highlights

MaryKellie Marquez and Gail Smith participated in the Independence Day Parade on July 3, 2022. They both attended the all-staff meeting on July 7th. On July 13th, MaryKellie was asked to share her experience in getting a Library of Congress Subject Heading approved at the SACO Funnel Group meeting. Gail has diligently been working with Julie Kurtis on getting the Youth Graphic Novels cleaned up in the catalog. MaryKellie and Gail supported the library at the end of the month by attending the Books on Tap program on July 25th.

Training/Meetings

MaryKellie

- Attended an LCSH program hosted by RAILS with presenter Dr. Karen Snow July 7th.
- Met with Sandy on July 12th & 27th.
- Met with the DEI @ WPLD committee & Sandy on July 12th. The members shared their ideas and will meet again in August.
- SWAN Analytics office hours July 13th.
- Attended the SWAN Cataloging Advisory Meeting on July 14th.
- Attended the LANCONI TSS "Unconference" on July 15th.
- Met with the DEI-LGBTQ+ Working Group to go over draft for the next DEI Metadata Networking Group presentation on July 21st.
- Watched the SWAN Fireside chat on July 26th.
- Attended the board meeting (virtually) on July 29th.

Gail

- Helped Kathy Gaydos with parade preparations.
- Worked with Jackie to plan Sylvia's retirement party to be held in August.
- Attended an LCSH program hosted by RAILS with presenter Dr. Karen Snow July 7th.
- Attended BLUEcloud Cataloging office hours on July 12th.
- Attended the LANCONI TSS "Unconference" on July 15th.
- Watched the SWAN Fireside chat on July 26th.
- Attended BLUEcloud All Staff office hours on July 27th.

User Support

- Installed requested second monitor at various staff workstations.
- Helped staff with printing, creating a Zoom meeting, external SharePoint access, replacing toner, Museum Pass login, Spiceworks, various PC lock-up issues.
- Recovered deleted folders on the network share.
- Investigated renaming issue in Loop Components in Teams.
- Helped patron with scan to fax.
- Book a Librarian: Moving photos from Android phone to PC for printing.

Troubleshooting

- Resolved glitch in security software on various machines.
- Resolved issue with NAS device after update.

Project/Goal

- Ensured book ordering service remained functional after an update on their end.
- Corrected locations of items on the inventory spreadsheet.
- Reached out to SWAN about EBSCO password resets.
- Prepared new public PCs for deployment.
- Compiled report on PC count for IPLAR.
- Set up Apple business account to manage volume purchasing.
- Adjusted management of Krayon Kiosk iPads and updated apps on them.
- Updated NAS devices.
- Updated the OS on various servers and PCs.
- Updated software on staff and service desk PCs.
- Testing MFA setups on IT accounts.
- Tested new admin printer after installation.
- Created KnowBe4 training outline.
- Identified staff devices on the Wi-Fi to exclude from count.
- Investigated MFA hardware solutions.
- Enabled cloud recovery service on backup solution.
- Transferred passwords to new password manager and audited credentials.
- Planned password manager deployment.

Meetings

- Met with Sandy for weekly meeting [3]
- Staff Meeting - time off policies, tornadoes.
- SWAN Fireside Chat June.
- Met with Sabrina from KnowBe4 to review quarterly goals.

12. MEMBER SERVICES REPORT

July 2022

Submitted by Sandy Whitmer

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	9,302	57.70%
Enterprise catalog/mobile app (Renewals)	68	0.43%
Autorenewals	4,798	29.77%
Staff Assisted Checkout	1,951	12.10%
TOTAL TRANSACTIONS	16,119	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	6,840	73.5%
Selfcheck 2 (Near Vending Machine)	2,462	26.5%
TOTAL TRANSACTIONS	9,302	100.00%

Department Highlights

Curbside

28 curbside orders were filled in July 2022.

Staff Meeting

A staff meeting was held on July 7. The new paid time off policies were discussed and procedures for summer weather watches and warnings were reviewed. The following staff either attended in-person, attended remotely or watched a recording of the meeting: Sarah, Mary, Kathy, Stephanie, Jo Ann and Helen.

13. PRESIDENT'S REPORT

for August 2022

Next Meetings or Events (as of August 11, 2022)

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)

Sunday, September 4 and Monday, September 5, 2022
Library Closed – Labor Day

Wednesday, September 21, 2022 at 7 pm
Budget & Appropriation Public Hearing in Library Meeting Room

Wednesday, September 21, 2022 at 7 pm (immediately following Public Hearing)
Regular Board Meeting in Library Meeting Room

14. TREASURER'S REPORT

for August 2022

Developer Donations

As of June 30, 2022, the City is holding \$23,216 in developer donations for the Library's use. (The library's FY23 budget includes \$20,000 in developer donation income to be used toward the debt certificate payments.)

Request for TIF Reimbursement

Director Whitmer prepared and submitted the annual requests for TIF #3 and TIF #4 reimbursements to the City of Warrenville.

Property Tax Distributions

As of August 10, the county treasurer has distributed \$1,081,521 to the Library District. This represents 53% of our budgeted property tax income. Collections and distributions are on target.

19. CLOSED SESSION

Semi-annual Review of Closed Session Minutes

20. DISCUSSION/ACTION RESULTING FROM CLOSED SESSION

Release Closed Session Minutes and/or Destroy Closed Session Recordings (ACTION)

A closed session for the six-month review of closed session minutes has been placed on the agenda. Director Whitmer reviewed the minutes:

- There are no minutes to be released at this time.
- Verbatim recordings of closed session minutes must be retained for at least 18 months. At this time, the following verbatim recording(s) may be destroyed:
 - September 16, 2020 – Director's Evaluation

If the Board wishes to discuss this matter further, then the closed session can be held.

If no discussion is needed, then the meeting agenda should be amended as follows: remove the closed session (#19) and move the action item (#20) to the regular agenda as item #8c. The status of the six-month review can then be recorded in the minutes.

Suggested motion: Destroy the verbatim recording of the September 16, 2020 Regular Board Meeting Closed Session.