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(pages 1 and 2 are agendas for the committee of the whole meeting and public hearing)

# 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, September 21, 2022, 7:00 p.m.**  
**(immediately following Budget & Appropriation Public Hearing)**  
**Location: Library Meeting Room**

Special Meeting Procedures because of COVID-19:

- Masks are recommended, but not required.
- Because of social distancing measures, the number of people who may gather at the Library may be limited, making in-person attendance available on a first-come, first-served basis.
- The meeting will be broadcast live online at:  
<https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)
- Public comments may be shared in person at the meeting or emailed to [trustees@warrenville.com](mailto:trustees@warrenville.com). Please use the subject line to indicate the email is a public comment for the Board Meeting. Emailed comments will be read during the meeting if they:
  - Include the commenter's first and last name
  - Are received at the above email address prior to the meeting's start time.
  - Are no more than 500 words in length and
  - Are free of any abusive or obscene language.

While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

## AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
  - a. Approve Remote Attendance and Participation, 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
  - a. Memo from Attorney Ritzman regarding April 4, 2023 General Consolidated Election
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the August 17, 2022 Regular Board Meeting
  - b. Approve Minutes of the September 7, 2022 Special Board Meeting

- c. Receive and file Financial Report for August
  - d. Approve Annual Statement of Income & Disbursements for FY2022
  - e. Adopt Ordinance #22-23-02 Budget & Appropriation Ordinance for 2022-2023 Fiscal Year
  - f. Adopt Resolution #224 - Resolution to Determine Estimate of Funds Needed for 2022-2023 Fiscal Year
  - g. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2022-2023 Fiscal Year
  - h. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2023 as required by Illinois Public Act 97-0609
8. Regular Agenda
- a. Approve payments for the period of August 18-September 21, 2022 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
- a. Authorize expenditure for up to two trustees to attend Trustee Day at the 2022 Illinois Library Association Annual Conference **(ACTION)**
10. New Business
- a. Receive update and review staff recommendation for Youth Services iPads (*discussion only*)
  - b. Approve revisions to Employee Handbook "Health/Dental/Vision/Life Insurance" **(ACTION)**
  - c. Discuss timeline for formation of Committee on Local Government Efficiency (*discussion only*)
  - d. Review first draft of Levy Ordinance and Truth in Taxation Notice (*discussion only*)
  - e. Review and Approve 2023 Holiday Closures **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
- a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed Session
20. Adjournment **(ACTION)**

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

221 EAST ILLINOIS STREET  
P.O. BOX 564  
WHEATON, ILLINOIS 60187-0564  
PHONE (630) 665-1900  
FAX (630) 665-0407  
E-MAIL: [rritzman@psnrb.com](mailto:rritzman@psnrb.com)

HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE (1928 – 2022)  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

**ELECTION OF LIBRARY TRUSTEES**

**Consolidated Election April 4, 2023**

TO: Public Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: August 31, 2022

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This memorandum reminds you of dates relevant to election of Library Trustees at the Consolidated Election scheduled for April 4, 2023.

**TRUSTEES - LIBRARY DISTRICTS**

Tuesday, September 20, 2022:	First day to circulate nominating petitions <sup>1</sup>
Monday, December 12, 2022 to Monday, December 19, 2022:	Seven (7) day period within which to file nominating petitions with Library Board Secretary
Thursday, January 26, 2023:	Last day for certification of candidates (certified to the County Clerk) - certification is made by the Secretary of the Library Board serving as the "Local Election Official"
Tuesday, April 4, 2023:	Consolidated Election

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<sup>1</sup> Nominations of candidates for election as Library Trustees shall be by petition, signed by a number of qualified voters equivalent to at least 2% of the votes cast at the last election for Library Trustee or 50, whichever is less, residing within the District, and filed with the Secretary of the District within the time provided by the Election Code. No party name or affiliation may appear on the petition. 75 ILCS 16/30-20.

## **TRUSTEES - VILLAGE LIBRARIES**

Tuesday, September 20, 2022:	First day to circulate nominating petitions <sup>2</sup>
Monday, December 12, 2022 to Monday, December 19, 2022	Seven (7) day period within which to file nominating petitions with Village Clerk
Thursday, January 26, 2023:	Last day for certification of candidates (certified to the County Clerk) certification is made by the Village Clerk as the "Local Election Official"
Tuesday, April 4, 2023:	Consolidated Election

## **CANDIDATE'S GUIDE**

Attached for reference are excerpts from the Candidate's Guide, 2023, issued by the State Board of Elections.

Roger A. Ritzman  
PEREGRINE, STIME, NEWMAN,  
RITZMAN & BRUCKNER, LTD.  
221 E. Illinois Street, P.O. Box 564  
Wheaton, Illinois 60187-0564  
Phone (630) 665-1900  
Facsimile (630) 665-0407

RAR:tmh 8/31/22 [https://psnrboom.sharepoint.com/Sites/PS/Shared Documents/General/\\_LIBRARYDIST/MEMO/Consolidatedelection-Librarytrustees2022 Doc](https://psnrboom.sharepoint.com/Sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Consolidatedelection-Librarytrustees2022 Doc)

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<sup>2</sup> Nominations for the position of Library Trustee shall be by petition, signed by at least 25 legal voters residing in the Village (except a village under the commission form of government) and filed with the clerk of such Village, within the time prescribed by the Election Code. Such clerk shall certify the candidates for Library Trustees to the proper election authorities. All candidates must be residents of their Village 75 ILCS 5/4-3.3.

# CANDIDATE FILING PERIODS (AND CAUCUS DATE INFORMATION)

## ESTABLISHED PARTY AND NONPARTISAN MUNICIPAL OFFICE CANDIDATES

**November 21-28, 2022** (10 ILCS 5/7-12(3), 10-6(4))

(Filed not more than 99 nor less than 92 days prior to the date of the primary election)

Filing period for candidates seeking nomination at the **FEBRUARY 28, 2023, Consolidated Primary Election**, see page 3.

Petitions may NOT be circulated prior to August 30, 2022. (10 ILCS 5/10-4)

(Not more than 90 days preceding the last day for the filing of the petition)

## INDEPENDENT, NEW PARTY, COMMISSION-MUNICIPAL, AND NON-MUNICIPAL NONPARTISAN OFFICE CANDIDATES

**December 12-19, 2022** (10 ILCS 5/10-6(2))

(Not more than 113 nor less than 106 days prior to the consolidated election)

Filing period for candidates seeking election at the **APRIL 4, 2023, Consolidated Election**, see page 5.

Petitions may NOT be circulated prior to September 20, 2022. (10 ILCS 5/10-4)

(Not more than 90 days preceding the last day for the filing of the petition)

**New political parties:** The SBE does not require new political parties to submit a full-slate of candidates, in accordance with the Seventh Circuit's 2017 ruling which found the full-slate requirement unconstitutional. *Libertarian Party of Illinois v. Scholz, et al.*, 872 F.3d 518 (7th Cir. 2017).

## CAUCUS DATE INFORMATION

In **MUNICIPALITIES** of 5,000 or less population, established political parties hold their caucuses on **December 5, 2022**, and file their certificates of nomination with the municipal clerk during the filing period, December 12-19, 2022. (10 ILCS 5/10-1(a))

**NOTE:** Municipalities of 5,000 or less may determine by ordinance (by November 15, 2022) that established political parties shall nominate candidates for municipal offices by primary election. (10 ILCS 5/7-1(b))

# PUBLIC LIBRARY DISTRICT BOARD – TRUSTEE

## Public Library District

### NOMINATION PAPERS

**Petitions:** Nonpartisan (SBE Form P-4)

**Statement of Candidacy:** Nonpartisan (SBE Form P-1A)

**Loyalty Oath (optional):** All candidates (SBE Form P-1C)

**Statement of Economic Interests:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Qualified elector of the library district with one-year residency in the library district at the time nomination papers are filed. (75 ILCS 16/30-20(d))

A person is not eligible to serve as a library trustee who, at the time of filing nomination papers, is in arrears in the payment of a tax or other indebtedness due to the library district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (75 ILCS 16/30-20(e))

### SIGNATURE REQUIREMENTS

A number of qualified voters residing in the district equivalent to at least 2% of the votes cast at the last election for library trustees, or 50, whichever is less. (75 ILCS 16/30-20(a))

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO FILE

With the Library District Secretary.

### TERM

7 Trustees: 6-year terms. The library board may, by resolution, change to 4-year terms. (75 ILCS 16/30-10)

### TERM BEGINS

The third Monday of the month (May 15, 2023) following the regular election of trustees. (75 ILCS 16/30-10, 30-40)

Within 74 days after their election or appointment, the incumbents and new trustees shall take their oath of office and meet to organize the board. (75 ILCS 16/30-40(a))



## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Library Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Wednesday, August 17, 2022**

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

2. Roll Call

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

ABSENT: Trustee DuRocher

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

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

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried*

4. Presentations – None

5. Public comments – none

6. Correspondence - none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the July 20, 2022 Regular Board Meeting
- b. Receive and file revised Financial Report for June
- c. Receive and file Financial Report for July

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried*

8. Regular Agenda

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

*MOTION: Trustee Stull moved to approve invoices in the amount of \$51,861.64 for the period of July 21, 2022 through August 17, 2022 including electronic payments and checks #8927 – 8982. Checks #8927, #8951, 8958 – 8961 are voided. Trustee Richardson seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried*

b. Approve transfer of funds

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried*

c. Release closed session minutes and/or destroy closed session recordings

*MOTION: Trustee Stull moved to destroy the verbatim recording of the September 16, 2020 Regular Board Meeting Closed Session. Trustee Picha seconded.*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried.*

9. Unfinished Business – none

10. New Business

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

*MOTION: Trustee Picha moved to approve the Illinois Public Library Annual Report for FY2022 and authorize library staff to submit the report to the state library. Trustee Lezon seconded.*

Trustee Picha stated everyone involved did a great job. Director Whitmer stated most of the information was Head of Public Services Paul Dobersztyn's responsibility this year as many of the questions involved library programming.

Trustee Picha asked if there is a penalty for not submitting the report on time. Director Whitmer stated if the report is not submitted the library will not receive the Per Capita Grant from the State of Illinois.

Director Whitmer stated Trustees Ruzicka and Warren reviewed the minutes and found everything to be in order.

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried*

- b. *Authorize expenditure for two trustees to attend Trustee Day at the 2022 Illinois Library Association Annual Conference*

*After discussion it was decided that only Trustee Ruzicka may be available to attend the conference.*

*MOTION: Trustee Stull moved to authorize registration expenditure for Trustee Ruzicka to attend the ILA Annual Conference on October 20, 2022 and reimburse her for mileage, tolls and parking. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried.*

- c. *Approve Policy #216 – Homebound Delivery*

*MOTION: Trustee Richardson moved to approve Policy No. 216 Homebound Delivery. Trustee Lezon seconded.*

Trustee Picha thanked Paul Dobersztyn and Taylor Haring for drafting this policy. Ms. Haring stated this service will begin in September and the policy addresses eligibility and details about the service.

Trustee Stull asked how long these items will be checked out for and if they can be renewed. Ms. Haring stated there is a special account setting. Items will be checked out for 8 weeks and cannot be renewed.

Director Whitmer stated Kathy Gaydos, Marketing Specialist, has included an article in the Fall Reading Matters and she showed the informational page Kathy has created for the website.

Trustee Stull asked if this service is for Warrenville residents only. Director Whitmer stated that is correct and clarified deliveries will be made only to locations within the District.

The board all agreed the policy is a good idea and thanked the staff for all their work.

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried.*

#### 11. Director's Report

- Director Whitmer stated Sarah Kratz, Member Services Specialist, has been assisting her with scanning archival documents as part of our goal to digitize these files.
- Director Whitmer stated she assisted Jackie Davis, Assistant to the Director, with the documentation required for setting up new time off accruals in the payroll system. These new accruals reflect the changes made in the new sick leave and annual leave policies.
- Director Whitmer stated she submitted the annual request to the City of Warrenville for TIF #3 and TIF #4 reimbursement.
- Director Whitmer reminded the Board that in March 2022 the library submitted a letter of support for the City of Warrenville's application for a ComEd Green Region Grant. She is happy to report the city received \$10,000 from this grant. These funds will be used towards improvements that are part of the trailhead project.
- Director Whitmer distributed a letter stating her intent to retire from the position of Library Director in February 2023 to the trustees.

#### 12. Department Head Reports

- Trustee Picha asked Jackie Davis why the library received a refund of \$49 from Worker's Compensation. Director Whitmer stated every year Jackie completes a Workers Compensation Audit and if the payroll is less than predicted we receive a refund.

- Jackie Davis announced Shales McNutt, Inc. will be receiving the new staff entrance doors and frames later this week and hope to install them in the near future.
- Kathy Gaydos stated the library's social media is growing. Facebook followers are up and the post regarding Sylvia Thompson's retirement received more likes than any other post.
- Paul Dobersztyn stated summer reading was a great success and the concerts are very well attended. He is currently working on next year's concert grant for 6 concerts to be on Thursday evenings.
- Trustee Richardson stated she had young people from overseas staying with her and they loved the concerts.
- MaryKellie Marquez stated she is sad that Director Whitmer will be retiring. She and the DEI Committee have been working on a DEI Statement and will have something for the board to review and discuss in September.

13. President's Report

Trustee Warren announced the upcoming meetings and events.

The library will be closed on Friday, August 19 for staff training and also Sunday, September 4 and Monday, September 5 for the Labor Day holiday.

14. Treasurer's Report – Trustee Lezon reported the following:

- As of June 30, 2022 the City is holding \$23,216 in developer donations for the Library's use. The FY23 budget includes \$20,000 in developer donations to be used toward debt certificate payments.
- Director Whitmer prepared and submitted the annual requests for TIF #3 and TIF #4 reimbursement from the City of Warrenville.
- As of August 10, the county treasurer has distributed \$1,081,521 to the Library District which represents 53% of the budgeted property tax income.

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

16. Committee Reports - none

17. Trustee Comments

- Trustee Ruzicka stated she will not be running for reelection in the April 2023 election.
- Trustee Picha stated the highlight of the board packet was a refund received from the Barefoot Hawaiians for having no fire at their concert.

18. Items for information and/or discussion – none

19. Adjournment

*MOTION: Trustee Richardson moved to adjourn the meeting at 7:56 p.m. Trustee Ruzicka seconded.*

*Voice vote:*

*Ayes – all  
Nays – none  
Motion carried*

Respectfully submitted,

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

DRAFT

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes Of The Special Meeting of the Board of Trustees**  
**Wednesday, September 7, 2022, 7:00 p.m.**

1. Call to Order – Meeting was Called to Order by President DuRocher at 7:01 p.m.

2. Roll Call – Trustees DuRocher, Picha, Stull and Warren were present. Trustees Lezon, and Richardson were absent.

Also Attending was Library Director Sandy Whitmer

Trustee Ruzicka arrived at 7:06 p.m. after Agenda was approved.

a. No Request for Remote Participation was received.

3. Approval of the Agenda- Closed Session was removed and Motion was made to approve the agenda as amended by Trustee Stull and seconded by Trustee Picha. Voice Vote -All Ayes, no Nays, Agenda was approved.

4. Public Comments – None

5. Presentations

a. John Keister, by Zoom, from John Keister and Associates was invited to start his presentation at 7:08 p.m. He explained his strategies about how he would approach the Library Director Search with questions from attending Trustees.

b. Deiters & Todd Library Consulting, with Jim Deiters making presentation by Zoom and Alex Todd participating by phone, at 7:30 made their presentation regarding their strategies for the Library Director search with questions by Trustees.

6. New Business – Director's Search

a. Consideration of proposals and selection of a search firm to conduct the search for a Library Director – Discussion of the different proposals from the two firms and after consensus was reached, *Trustee Picha made a Motion to approve the services for John Keister and Associates LLC for the Executive Search for a New Library Director and seconded by Trustee Warren. Trustee Picha then made an Amended Motion to Approve the Services of John Keister and Associates LLC, for Executive Search for a New Library Director for a Total of \$19,500 with \$6,500 payable upfront. Seconded by Trustee Warren. Roll Call Vote – All ayes, No Nays. Motion Passes.*

b. Consideration of Dates for meetings related to the Director's Search – After Discussion it was decided to hold a Committee of the Whole Meeting at 6:00 p.m. before the Regular Board Meeting on Wednesday, September 21.

7. Trustee Comments – Trustee DuRocher stated while she was going to miss Sandy, she is very excited about the job search with John Keister as well as what a pleasure it is to serve on the Library Board. Trustee Stull agreed it is a pleasure to serve on the Board as well. Trustee Ruzicka said she would miss the Library Board but she is looking forward to her next chapter and new opportunities.

8. Items for Discussion – None



9. Adjournment – Motion was made to adjourn by Trustee Picha and seconded by Trustee Ruzicka. Voice Vote: All ayes, no nays. Meeting was adjourned at 8:14 p.m.

Respectfully Submitted,

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

DRAFT

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**August 31, 2022**

WARRENVILLE  
LIBRARY  
INCOME

AUGUST  
2022

FUND BALANCES

PAGE 1

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D	% RECEIVED	UNAUDITED FUND BAL 6/30/2022	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	2035684	100.0000%	159428	1240950	60.96%	819881	0	3057	4888	146224	325295	1740424
BLDG & MAIN	0	0.0000%	0	0		37206	0	0	0	150	822	36384
TOTAL TAX (LEVIED)	2035684	100.00%	159428	1240950	60.96%	857087	0	3057	4888	146374	326117	1776808
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		460198	0	0	0	0	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	100.00%	159428	1240950	60.96%	1543132	0	3057	4888	146374	326260	2462710
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: August 31, 2022**  
**Corporate Fund**

	Corporate Fund Month Ended Aug 31, 2022	Corporate Fund 12 Months Ended Jun 30, 2023	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 159,427.86	\$ 1,240,849.68	\$ 2,035,684.00	\$ 794,734.32	60.96 %
Back Taxes	0.00	57.55	0.00	(57.55)	
Copier	723.26	1,157.12	5,000.00	3,842.88	23.14 %
Fees	5.00	5.00	0.00	(5.00)	
TIF Funds	0.00	0.00	20,000.00	20,000.00	0.00 %
Interest	1,194.34	1,871.58	1,000.00	(871.58)	187.16 %
Book Sales	376.00	376.00	500.00	124.00	75.20 %
Lost Books	116.00	778.01	2,500.00	1,721.99	31.12 %
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00 %
Miscellaneous	642.95	642.95	500.00	(142.95)	128.59 %
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 %
	<b>182,485.41</b>	<b>1,245,837.89</b>	<b>2,120,405.00</b>	<b>874,567.11</b>	<b>58.75 %</b>
<b>Expenses</b>					
Sal. - Administration	14,356.17	29,212.35	245,000.00	215,787.65	11.92 %
Sal - Member Services	14,100.35	27,825.70	260,000.00	232,174.30	10.70 %
Sal - Maintenance	1,818.40	3,636.80	26,000.00	22,363.20	13.99 %
Sal. - Marketing	4,422.00	8,844.00	103,000.00	94,156.00	8.59 %
Sal. - Public Services	38,724.51	73,054.18	470,000.00	396,945.82	15.54 %
Sal - IT	4,142.78	8,737.78	55,000.00	46,262.22	15.89 %
Sal. - Technical Services	6,527.35	13,018.66	88,000.00	74,981.34	14.78 %
I.M.R.F. - Expense	7,749.47	18,942.06	112,000.00	93,057.94	16.91 %
Fica - Expense	6,186.86	12,002.42	94,000.00	81,997.58	12.77 %
Unemp. Comp.	0.00	322.87	1,260.00	937.13	25.62 %
Op - Mat'l Processing/Tech	488.06	527.92	11,600.00	11,072.08	4.55 %
Op - Mat'l Processing/Circ	5.00	48.56	3,550.00	3,501.44	1.37 %
Op - Postage	0.00	769.50	4,680.00	3,920.50	16.41 %
Op - Office Supplies	60.10	251.58	4,145.00	3,893.42	6.07 %
Op - Bank Fee's	61.71	120.15	2,500.00	2,379.85	4.81 %
Op - Automation Supplies	202.38	202.38	4,000.00	3,797.62	5.06 %
Op - Publishing	57.50	57.50	1,000.00	942.50	5.75 %
Equip - Purchases	674.00	1,378.00	8,100.00	6,722.00	17.01 %
Equip. - Maintenance	257.50	651.25	1,500.00	848.75	43.42 %
Auto. - Software	1,070.00	7,070.00	13,000.00	5,930.00	54.38 %
Auto - Purchases	131.46	300.49	3,500.00	3,199.51	8.59 %
Auto - Maintenance	7,804.95	16,653.17	61,370.00	44,716.83	27.14 %
L. Ins - Workmen's Comp	0.00	2,897.00	5,000.00	2,103.00	57.94 %
Ins. - Multi Peril Package	2,150.00	2,150.00	30,500.00	28,350.00	7.05 %
Ins. - Health / Life	4,377.23	8,848.76	97,000.00	88,151.24	9.12 %
Pd - Recruiting	0.00	0.00	1,500.00	1,500.00	0.00 %
Pd - Staff Appreciation	46.50	465.55	4,500.00	4,034.45	10.35 %
Pd - Staff / Tuition Reimburse	0.00	0.00	3,000.00	3,000.00	0.00 %
Pd - Staff / Dues	0.00	225.00	3,260.00	3,035.00	6.90 %
Pd - Staff / Meetings	907.00	1,356.00	14,655.00	13,299.00	9.25 %
Pd - Staff / Transportation	343.81	366.34	1,700.00	1,333.66	21.55 %
Pd - Trst / Mlgs	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	15.58	20.99	500.00	479.01	4.20 %
Cont - Lawyer	0.00	0.00	4,000.00	4,000.00	0.00 %
Cont - Accounting	3,354.96	4,283.82	9,660.00	5,376.18	44.35 %
Cont - Collection	0.00	9.85	250.00	240.15	3.94 %
Cont - Audit	0.00	0.00	7,925.00	7,925.00	0.00 %

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: August 31, 2022

### Corporate Fund

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 %
Lib Mat - Adult Books	3,704.84	8,330.91	52,500 00	44,189.09	15.87 %
Lib Mat - Youth Books	3,684.72	6,274.17	36,800 00	30,525.83	17.05 %
Lib Mat - Adult AV	1,194.55	2,007.93	15,000 00	12,992.07	13.39 %
Lib Mat - Youth AV	325.05	407.50	5,000 00	4,592.50	8.15 %
Lib Mat - EBooks	572.99	11,421.47	40,700 00	29,278.53	28.06 %
Lib Mat - Periodicals	0 00	8,795.60	8,800 00	4.40	99.85 %
Lib Mat - Internet Subscript	5,921 00	16,670.41	31,030.00	14,359.59	53.72 %
Ps - Programs Adult	1,170.08	1,949.63	9,500 00	7,550.37	20.52 %
Ps - Programs Youth	412.19	1,183.79	9,000 00	7,816.21	13.15 %
Ps - Hotel/Motel	2,100.00	7,352.60	13,431.00	6,078.40	54.74 %
Ps - Refunds / Fines / Fees	0 00	0 00	250 00	250.00	0.00 %
Ps - Printing	0 00	700 00	11,800.00	11,100.00	5.93 %
Ps - PR / Publicity	14.19	169.02	15,190.00	15,020.98	1.11 %
Ps - Misc	0 00	0 00	650 00	650.00	0.00 %
Maintenance	2,066 00	5,032 00	42,250.00	37,218.00	11.91 %
Gas	243.31	692.86	9,500.00	8,807.14	7.29 %
B & M - Water / Sewer	199.14	199.14	1,200.00	1,000.86	16.60 %
Electricity	2,369.73	4,746.96	42,000.00	37,253.04	11.30 %
Telephone	1,315.30	2,628.65	16,800.00	14,171.35	15.65 %
Janitorial Supplies	244.63	352.20	4,000.00	3,647.80	8.81 %
B & M - Landscape Maint	671 00	2,130.00	8,190 00	6,060.00	26.01 %
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 %
	<b>146,224.35</b>	<b>325,295.47</b>	<b>2,308,786.00</b>	<b>1,983,490.53</b>	<b>14.09 %</b>

See Accountants Compilation Letter

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

**Period Ending: August 31, 2022**

	<b>Building Maintenance Fund</b>				
	<b>Building &amp; Maintenance Fund Month Ended Aug 31, 2022</b>	<b>Building &amp; Maintenance Fund 12 Months Ended Jun 30, 2023</b>	<b>Building &amp; Maintenance Fund Budget</b>	<b>Balance</b>	<b>% Received Expended</b>
<b>Income</b>	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Maintenance Supplies	\$ 0 00	\$ 0.00	\$ 2,000.00	\$ 2,000.00	0 00 %
Security	0 00	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	<u>150 00</u>	<u>150.00</u>	<u>8,450.00</u>	<u>8,300 00</u>	<u>1 78 %</u>
	<b>150.00</b>	<b>821.82</b>	<b>41,250.00</b>	<b>40,428.18</b>	<b>1.99 %</b>

See Accountants Compilation Letter

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

**Period Ending: August 31, 2022**

**Special Reserve Fund**

	<b>Special Reserve Fund Month Ended Aug 31, 2022</b>	<b>Special Reserve Fund 12 Months Ended Jun 30, 2023</b>	<b>Special Reserve Fund Budget</b>	<b>Balance</b>	<b>% Received Expended</b>
<b>Income</b>					
	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Equip. - Purchases	\$ 0 00	\$ 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	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>0.00 %</u>
	0.00	143.37	123,200.00	123,056.63	0.12 %

See Accountants Compilation Letter



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

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	223,162.65
Fifth Third 8004	<u>2,244,226.03</u>
	2,467,873.68

General Fixed Assets	<u>\$ 5,519,239.00</u>
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<b>TOTAL ASSETS</b>	<b><u><u>\$ 7,987,112.68</u></u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>5,161.79</u>
	5,161.79

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,410,000.00</u>
	1,415,161.79

**EQUITY**

Fund Balance	<u>\$ 6,571,950.89</u>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$ 7,987,112.68</u></u></b>
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See Accountant's Compilation Report

**PUBLIC NOTICE**  
**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**ANNUAL STATEMENT OF INCOME AND DISBURSEMENTS**  
**FROM JULY 1, 2021 THROUGH JUNE 30, 2022**

**CASH RECEIPTS**

1. Property Taxes	\$1,985,283.32
2. Photocopies	\$5,281.61
3. Fines/Fees	\$201.73
4. Interest	\$2,048.16
5. TIF Funds	\$6,822.00
6. Hotel/Motel Tax Grant	\$195.00
7. Per Capital Grant	\$19,987.73
8. Grants - Misc	\$350.97
9. Miscellaneous	\$6,907.03
10. Developer Donations	\$100,000.00
<b>TOTAL INCOME</b>	<b>\$2,127,077.55</b>

**DISBURSEMENTS**

Accounting Services \$6,314.00; Alarm Detection Systems, Inc. \$3,258.14; Ambius \$3,408.00; AT&T \$4,478.24; Baker & Taylor \$84,355.15; Bloomscares \$18,480.00; CDW Government, Inc. \$3,714.69; CFB Computers \$5,000.00; Chase \$166,580.87; Chase Ink \$29,957.94; Comcast \$2,604.74; Creekside Printing \$5,803.79; Demco \$4,141.60; Direct Energy Business \$35,287.68; EBSCO \$2,803.00; Hanover Insurance Group \$12,768.00; Illinois Municipal Retirement Fund \$107,392.44; Internal Revenue Service \$75,752.35; Konica Minolta Business Solutions \$2,793.08; Konica Minolta Premier Finance \$6,277.00; LIMRICC Purchase of Health Insurance \$52,630.28; Linked In \$2,500.00; Mango Language \$2,579.41; Maul Paving \$5,143.00; Midwest Tape \$38,508.45; Nedrow Decorating, Inc. \$15,550.00; Networks 2000, Inc. \$4,882.00; News Bank, Inc. \$4,231.00; Northern Illinois Gas \$3,103.80; Oakbrook Mechanical Services, Inc. \$4,659.04; Otis Elevator \$7,304.62; OverDrive \$19,569.30; Paylocity \$5,298.32; Personnel: Gross Salaries & Wages \$1,034,033.08; Under \$25,000 (Ali, Imaan; Arias, Jorge; Cabrera, Diane; Girmscheid, Joseph; Hill, JoAnn; Jimenez, Nora; Knych, Helen; Kratz, Sarah; Lapp, Sarah; Montano, Miriam; Scott, Destiny; Smith, Gail; Strickland, Kathleen; Szewczyk, Colleen) \$25,000 - \$49,999 (Cook, Stephanie; Haring, Taylor; Hill, Thomas; Hinson, Cynthia; Jones, Duncan; Kenny-Sumrak, Kyrie; Kurtis, Julie; Marquez, MaryKellie; Thomas, Mary; Tran, Ly; Wilson, Amanda; \$50,000 - \$74,999 (Abraham, Diana; Davis, Jacqueline; Dobersztyn, Paul; Perpich, Jaime; Quinn, Kathleen; Thompson, Sylvia) Over \$100,000 (Whitmer, Sandra); Plerus \$3,047.63; ProQuest LLC \$2,926.86; Provantage LLC \$4,360.50; Quill Corporation \$6,323.64; Reaching Across Illinois Library System \$6,375.00; Rivistas, LLC \$8,236.64; Schlecht, Molly \$5,797.24; Service Master Commercial Company \$25,895.00; Sikich, LLP \$7,650.00; SWAN \$35,042.73; Synchrony Bank/Amazon \$5,573.27; Technology Management Revolving Fund \$5,700.00; Today's Business Solutions \$3,689.02; Value Line Publishing, Inc. \$2,975.00; Vanguard Energy Services, LLC \$5,724.25.

All other vendors less than \$2,500 - \$73,016.03

Approved September 21, 2022

**ORDINANCE #22-23-02  
BUDGET AND APPROPRIATION ORDINANCE**

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

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

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

1. GENERAL

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

H.	Contractual:		\$76,000
	Legal	\$20,000	
	Accounting	\$25,000	
	Collection	\$1,000	
	Consultants	\$20,000	
	Audit	\$10,000	
I.	Personnel Development:		\$77,000
	Staff:	\$73,000	
	Dues	\$4,000	
	Meetings & Education	\$25,000	
	Travel	\$3,000	
	Employee Appreciation	\$6,000	
	Recruitment	\$35,000	
	Trustees:	\$4,000	
	Dues	\$1,000	
	Meetings & Education	\$2,000	
	Travel	\$1,000	
J.	Equipment		\$20,000
	Purchases	\$15,000	
	Maintenance	\$5,000	
K.	Library Materials		\$240,000
	Print	\$110,000	
	Non-Print	\$30,000	
	eResources	\$100,000	
L.	Public Service:		\$94,000
	Programs	\$55,000	
	Printing	\$18,000	
	Refunds/fees	\$1,000	
	PR/Publicity	\$20,000	
M.	Automation:		\$140,000
	Software, hardware	\$40,000	
	Miscellaneous purchases	\$20,000	
	Maintenance	\$80,000	
N.	Contingency		\$5,000
O.	Gift Expenditures		\$100,000
P.	Debt Repayment		\$169,000

2	SPECIAL RESERVE FUND		\$200,000
	Building Maintenance/Construction	\$100,000	
	Automation Purchases	\$75,000	
	Furniture/Equipment Purchases	\$25,000	
3.	WORKING CASH FUND		\$250,000
4.	BUILDING AND MAINTENANCE (from .02% Tax)		\$42,000
5.	GIFT FUND		\$1,000
6.	DEVELOPER DONATIONS FUND		\$100,000
	<b>TOTAL BUDGET EXPENSES</b>		<b>\$3,535,000</b>

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

- (a) The cash on hand at the beginning of the fiscal year is \$0.00.
- (b) The estimated cash expected to be received during the fiscal year from all sources is \$3,535,000.
- (c) The estimated expenditures for the fiscal year are \$3,535,000.
- (d) The estimated cash expected to be on hand at the end of the fiscal year is \$0.00.
- (e) The estimated amount of taxes to be received by the WARRENVILLE PUBLIC LIBRARY DISTRICT during the fiscal year is \$2,035,684.
- (f) The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$1,499,316.

SECTION 3: That the above sums of money in the total amount of \$3,535,000 or so much thereof may be authorized by law, be and the same are hereby appropriated for the purposes of the WARRENVILLE PUBLIC LIBRARY DISTRICT as specified for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

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

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

ADOPTED this 21st day of September 2022, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

ATTEST:

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

(SEAL)

STATE OF ILLINOIS       )  
                                      ) SS  
COUNTY OF DU PAGE     )

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

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

I do further certify that the attached is a true and correct copy of the Budget and Appropriation Ordinance adopting an annual budget and appropriating such sums of money for said Library District for the fiscal year beginning July 1, 2022 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on September 21, 2022.

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

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 21st day of September 2022.

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

(SEAL)



**R-224**  
**RESOLUTION TO DETERMINE ESTIMATE OF**  
**FUNDS NEEDED FOR 2022-2023 FISCAL YEAR**

WHEREAS, the Warrenville Public Library District must file on or before December 31, 2022 its Levy Ordinance for the 2022-2023 fiscal year; and

WHEREAS, pursuant to the “Truth in Taxation Law” the Warrenville Public Library District must determine not less than twenty (20) days prior to adoption of its Levy Ordinance the amounts of money, exclusive of any portion of the levy attributable to election costs and debt retirement costs, estimated to be necessary to be raised by taxation for the 2022-2023 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Warrenville Public Library District that the estimated amounts of money, exclusive of election costs and debt retirement costs, to be raised by taxation for the 2022-2023 fiscal year is \$2,265,000.00.

FURTHER RESOLVED that a public hearing pursuant to the “Truth in Taxation Law” shall be held on the 16th day of November 2022, at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

FURTHER RESOLVED that notice of said public hearing in compliance with the Truth in Taxation Act shall be given in *THE DAILY HERALD* not more than 14 days nor less than 7 days prior to the date of the public hearing.

ADOPTED this 21st day of September 2022.

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

ATTEST:

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

VOTES:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

SEAL

Approve Chief Fiscal Officer's Certificate of Estimate Revenue for 2022-2023 Fiscal Year

**CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED  
REVENUE FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT  
DUPAGE COUNTY, ILLINOIS**

(July 1, 2022 - June 30, 2023 Fiscal Year)

I, Sandy Lezon, do hereby certify as follows:

1. I am the Chief Fiscal Officer of the Warrenville Public Library District, DuPage County, Illinois.
2. I estimate the revenue, by source of said District for the fiscal year beginning July 1, 2022 and ending June 30, 2023 to be as follows:

<b>SOURCE</b>	<b>AMOUNT</b>
General Taxes Levied	\$2,265,000.00
Special Taxes Levied	\$0.00
Interest Income	\$1,000.00
Grants	\$34,221.00
Fees and Copier Income	\$5,000.00
All Other Sources	<u>\$1,229,779.00</u>
<b>TOTAL</b>	<b>\$3,535,000.00</b>

\_\_\_\_\_  
Sandy Lezon, Treasurer  
Board of Library Trustees  
Warrenville Public Library District

Dated: \_\_\_\_\_

(S E A L)

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**PUBLIC DISCLOSURE OF 'TOTAL COMPENSATION'**  
**ILLINOIS PUBLIC ACT 97-0609**  
**FOR FISCAL YEAR ENDING JUNE 30, 2023**

9/21/2022

**TOTAL COMPENSATION PACKAGE OF \$75,000+**

NAME	POSITION	SALARY	EMPLOYER PAID HEALTH INSURANCE*	ANNUAL LEAVE EARNED+	SICK LEAVE EARNED+	TOTAL COMPENSATION
Sandra Whitmer	Director	117,268.58	6,573.60	30 days	12 days	\$ 123,842.18

**TOTAL COMPENSATION PACKAGE OF \$150,000+**

NAME	POSITION	SALARY	EMPLOYER PAID HEALTH INSURANCE*	ANNUAL LEAVE EARNED+	SICK LEAVE EARNED+	TOTAL COMPENSATION
None						

\*Represents Employer's 80% portion of individual insurance premium; Employee pays 20% of individual premium plus 100% of premium for dependents

\*Pay for leave earned is included in salary

Public Act 97-609 amended the Open Meetings Act [5 ILCS 120], effective January 1, 2012, for employers that participate in the Illinois Municipal Retirement Fund (IMRF). The amendment requires employees to identify those employees with a "total compensation package" equal to or greater than (1) \$75,000 or (2) \$150,000. The term "total compensation package" is defined to mean "payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted."

**8a. REGULAR AGENDA**

Approve payments for the period of August 18, 2022 – September 21, 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**  
**August 18 - September 21, 2022**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
09/21/2022	8983	Accounting Services, Inc.	-563.00
09/21/2022	8984	Ambius	-286.00
09/21/2022	8985	American Library Association	-134.00
09/21/2022	8986	American Library Association	-407.00
09/21/2022	8987	Baker & Taylor	-88.90
09/21/2022	8988	Baker & Taylor	-2,185.09
09/21/2022	8989	Baker & Taylor	-401.43
09/21/2022	8990	Baker & Taylor	-16.59
09/21/2022	8991	Baker & Taylor	-17.19
09/21/2022	8992	Baker & Taylor	-3,027.03
09/21/2022	8993	Bloomscapes Landscaping, Inc.	-385.00
09/14/2022	8994	Direct Energy Business - VOIDED	0.00
09/21/2022	8995	Dobersztyn, Paul	-41.50
09/14/2022	8996	Direct Energy Business	-2,188.85
09/21/2022	8997	Granite Telecommunications	-180.84
09/21/2022	8998	Hagg Press, Inc.	-1,510.38
09/21/2022	8999	Illinois Ghost Walks	-155.00
09/21/2022	9000	Jim Gill, Inc.	-1,000.00
09/21/2022	9001	John Keister & Associates LLC	-6,500.00
09/21/2022	9002	Johnstone Supply	-497.83
09/21/2022	9003	Kenny-Sumrak, Kyrie	-65.00
09/21/2022	9004	Konica Minolta Business Solutions	-116.05
09/21/2022	9005	Konica Minolta Premier Finance	-435.74
09/21/2022	9006	Kurtis, Julie	-600.00
09/21/2022	9007	LIMRICC Purchase of Health Insurance Prog	-7,988.11
09/21/2022	9008	Midwest Tape	-706.47
09/21/2022	9009	Midwest Tape	-291.90
09/21/2022	9010	Moser, Sandra	-50.00
09/21/2022	9011	Moser, Sandra	-50.00
09/21/2022	9012	OverDrive	-892.11
09/21/2022	9013	Patchouli, Julie	-600.00
09/21/2022	9014	Petty Cash Fund	-75.23
09/21/2022	9015	ProQuest LLC	-3,014.66
09/21/2022	9016	Sam's Club/Synchrony Bank	-66.80
09/21/2022	9017	Schlecht, Molly	-1,800.00
09/21/2022	9018	Scholastic, Inc.	-2.84
09/21/2022	9019	Service Master Commercial Cleaning	-2,066.00
09/21/2022	9020	Shales McNutt Construction	-15,877.00
09/21/2022	9021	Smith, Gail	-37.44
09/21/2022	9022	SWAN	-600.00
09/21/2022	9023	Szewczyk, Colleen	-32.50

09/21/2022	9024	Technology Management Revolving Fund	-475.00
09/21/2022	9025	Thomas, Mary	-36.15
09/21/2022	9026	Trusted Media Brands, Inc.	-32.92
09/21/2022	9027	U.S. Postmaster	-700.00
09/21/2022	9028	Vanguard Energy Services, LLC	-17.40
09/21/2022	9029	Warrenville, City of	-77.00
09/21/2022	9030	Wheaton Park District	-75.00
09/21/2022	9031	White, Kim	-250.00
09/21/2022	9032	Whitmer, Sandy	-37.50
09/21/2022	9033	Wilson, Amanda	-36.25
09/21/2022	9034	Wylly, David	-50.00
09/21/2022	9035	AT&T	-373.32
08/25/2022	Electronic	Konica Minolta Premier Finance	-167.00
08/25/2022	Electronic	Paylocity	-275.84
08/26/2022	Electronic	AFLAC	-94.30
09/13/2022	Electronic	Chase Ink	-2,993.21

**-60,644.37**

## **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.



## 9a. UNFINISHED BUSINESS

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

At the August 17, 2022 Board Meeting, trustees authorized Trustee Ruzicka's registration for Trustee Day at ILA.

Following the meeting, Trustee Warren indicated he might be able to attend.

Director Whitmer has placed this item back on the agenda so another trustee, perhaps Trustee Warren, has the opportunity to register for the event.

Last month, Trustee Ruzicka indicated she would be unable to drive herself to the event. Pending transportation arrangements, Director Whitmer has not yet registered Trustee Ruzicka for the event.

Early bird registration closes on September 26.

Trustee Day is on Thursday, October 20 beginning with a continental breakfast from 8-9 am. The final program of the day concludes at 4pm. (More details are available at <https://www.ila.org/events/annual-conference>. You may also refer to pages 48-49 in last month's board packet at <https://www.warrenville.com/library-board#agendas>.)

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

## 10a. NEW BUSINESS

### Receive update and review staff recommendation for Youth Services iPads (discussion only)

At the June 15, 2022 Board Meeting, the trustees discussed a member request to remove the iPads from the Youth Services areas. At that time, the Board directed staff to gather data and information and report back to the Board in December with a recommendation based on the data and information collected.

Paul Dobersztyn, Public Services Manager, will be at the meeting to present a recommendation and answer questions about the information in this report.

**Staff recommendation: Leave the iPads in the current location in the library. We will continue to post the 20 minutes time limit on the kiosk. We will also provide a sign with a QR code link to the article that's referenced later in this report.**

## iPad Survey Results

An online survey was posted on signage in the Youth Services department from August 1<sup>st</sup> through September 6<sup>th</sup>, 2022. A QR code with a link to the survey was posted on the iPad kiosk and at the Youth Services desk. An iPad with the survey pre-loaded was available for those who don't have a smartphone. An invitation to participate in the survey was also sent in an eNews in August.

The survey had 13 responses from the public. Parents with children aged 0-6 submitted the most responses. Only 1 responder wanted the iPads removed from the library completely.

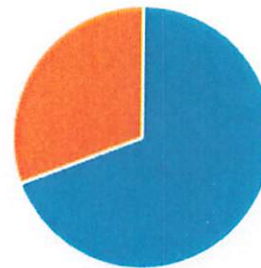
Below are the results to most questions and additional comments provided by responders.

Do you allow your child to use the iPads in the Youth Services Department?

[More Details](#)

 Insights

 Yes	9
 No	4



#### 4. Please explain why you do not allow your child(ren) to use the iPads

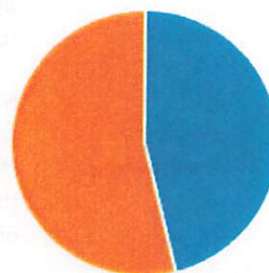
##### 4 Responses

ID #	Name	Responses
1	anonymous	We are here to read and play and interact with others
2	anonymous	We bring our children to the library to experience the library and the books - and see the value of this great resource. We have ipads at home for them if they need it.
3	anonymous	We come for books and would rather not engage in technology during our visit. My children will sit and read books in the library for a long time, but the iPads are a distraction from reading.
4	anonymous	I prefer her to not use technology yet, and I want her to be reading books and engaging with the other child activities at the library rather than be on a screen.

#### 5. Is the time limit sign ("Please limit your time to 20 minutes") helpful?

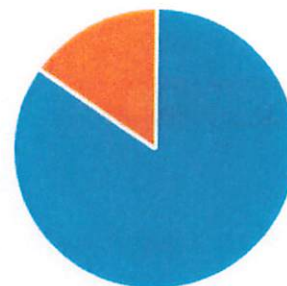
[More Details](#)

 Insights



#### 6. Do you have an iPad, tablet or computer at home?

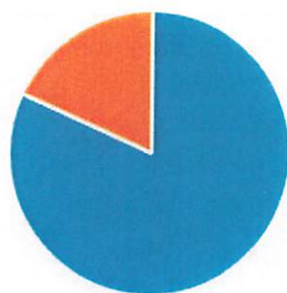
[More Details](#)



## 7. Do you allow your child(ren) to use the iPad, tablet or computer at home?

[More Details](#)

 Insights



## 9. Please share any additional thoughts about the library iPads (optional)

7 Responses

1	anonymous	Put a time limit on the Ipad of 12 minutes
2	anonymous	As a early childhood educator, we only used IPads for research in school. Solitary games take children out of the library environment. Libraries should be for books, establishing a love of reading and the joy of discovering research!
3	anonymous	My initial reaction was to say remove the iPads from the library and have something to focus on the tangible things in the library such as books, etc. However, not all children have access to iPads and other technology such as this, outside of the library. I know you'll make the right decision, it's a tough one.
4	anonymous	My daughter loves the iPads. We have pretty strict screen limits at home, so even though she knows how to use devices in a general sense, it's always a treat for her to play on the ones at the library.
5	anonymous	I'm not opposed to them being available, but complete access right in the middle of the room makes it challenging to keep her away from and say no to. I may allow her to use them when she is older, so having them available at the desk would be great!
6	anonymous	The kids, though playing an iPad seem to interact so nicely in this area. I also like that it is upright to aid in better posture while they play.
7	anonymous	My children always choose to play with the iPads once they see them. I would love for them to only be available for checkout so that my kids don't see them. I used to say before we got to the library "we aren't going to play with



## American Pediatric Association – Screen Time

Below are recommendations concerning screen time published by the American Pediatric Association. The article was last updated 7/20/2022.

Source:

Adapted from Beyond Screen Time: A Parent's Guide to Media Use (Copyright © 2020 American Academy of Pediatrics)

<https://www.healthychildren.org/English/family-life/Media/Pages/healthy-digital-media-use-habits-for-babies-toddlers-preschoolers.aspx>

Media Use Guidelines for Families		
Age	Description	Media Use Guidelines
<b>Younger than 2 years old</b>	Children younger than 2 learn and grow when they explore the physical world around them. Their minds learn best when they interact and play with parents, siblings, caregivers, and other children and adults. Children younger than 2 have a hard time understanding what they see on screen media and how it relates to the world around them. However, children 18–24 months of age can learn from high-quality educational media, IF their parents play or view with them and reteach the lessons.	<ul style="list-style-type: none"> <li>Media use should be very limited and only when an adult is standing by to co-view, talk, and teach (for example, video chatting with family along with parents).</li> <li>For children 18–24 months, if you want to introduce digital media,               <ul style="list-style-type: none"> <li>Choose high-quality programming.</li> <li>Use media together with your child.</li> <li>Avoid solo media use.</li> </ul> </li> </ul>
<b>2 to 5 years of age</b>	At 2 years of age, many children can understand and learn words from live video chatting. Young children can listen to or join a conversation with their parents. Children 3–5 years of age have more mature minds, so a well-designed educational program such as Sesame Street (in moderation) can help children learn social, language, and reading skills.	<ul style="list-style-type: none"> <li>Limit screen use to no more than 1 hour per day.</li> <li>Find other activities for your children to do that are healthy for their bodies and minds.</li> <li>Choose media that is interactive, nonviolent, educational, and pro-social.</li> <li>Co-view or co-play with your children.</li> </ul>
<b>5 years and older</b>	Today's grade-schoolers and teens are growing up immersed in digital media. They may even have their own mobile device and other devices to access digital media.	<ul style="list-style-type: none"> <li>Make sure media use is not displacing other important activities, such as sleep, family time, and exercise.</li> <li>Check your children's media use for their health and safety.</li> </ul>
<b>Tweens and teens</b>	Tweens and teens are more likely to have some independence in what they choose and watch, and they may be consuming media without parental oversight.	Parents should engage tweens and teens in conversations about their media use, digital citizenship, what they've seen or read, who they are communicating with, and what they have learned from their media use.

## **10b. NEW BUSINESS**

### **Approve revisions to Employee Handbook "Health/Dental/Vision/Life Insurance" (ACTION)**

***Suggested motion: Approve revisions to Employee Handbook "Health/Dental/Vision/Life Insurance," including changes to cost sharing for insurance premiums, effective January 1, 2023.***

Background: A point of discussion during the process for the adoption of this year's budget related to the library's need to improve strategies for retaining staff. One strategy recommended by Director Whitmer was to begin to share the premium cost of dependent and spouse insurance premiums. The Board indicated general approval of the following strategy to be implemented with the January 1, 2023 renewal:

- Premium sharing will be based on the lowest cost plan.
- Library will pay 90% of the lowest cost plan's single premium for the employee, regardless of the plan selected by the employee.
- Library will pay 50% of the lowest cost plan's premium for spouse, children and family, regardless of the plan selected by the employee.
- Employee will be responsible for the remainder of any premium.
- This applies to medical, dental and vision plans.
- Library pays 100% of the basic life insurance plan premium for the employee.
- Employee is responsible for 100% of the premium for any voluntary life insurance plan.
- Library pays 100% of the LIMRiCC Administrative Fee.

Director Whitmer recommends the "Health/Dental/Vision/Life Insurance" section of the Employee Handbook be updated to reflect these changes. She also recommends an appendix be added to the handbook each year which indicates the premium sharing structure for all of the plans offered.

In subsequent years, Director Whitmer recommends the board consider increasing the premium sharing for dependent/spouse coverage by 5-10% each year (as the budget allows) to reach a level that is competitive in the local market. In the future the Board may also wish to consider offering insurance benefits to part-time, 30-hour employees.

The updated section and the appendix for the 2023 plan year are included below.

## **EMPLOYEE HANDBOOK**

### **HEALTH/DENTAL/VISION/LIFE INSURANCE**

**5.12**

The Library is a member of The Library Insurance Management and Risk Control Combination (LIMRiCC) and participates in LIMRiCC's Purchase of Health Insurance Program (PHIP). Each year, the Library Director reviews the plans offered and makes a determination of which plans will be offered by the library.

#### **FULL-TIME EMPLOYEES**

Regular, full-time employees who are not in a temporary position are eligible to enroll in health, dental, vision and life insurance plans.

Enrollment may occur at time of hire, during open enrollment or at the time of a qualifying life event. Subsequent changes may be made during open enrollment or at the time of a qualifying life event.

When enrolled at time of hire, insurance coverage is effective on the first of the month following the employee's start date.

For full-time employees, premiums are shared by the library and the employee as follows:

- Premium sharing will be based on the lowest cost plan.
- Library will pay 90% of the lowest cost plan's single premium for the employee, regardless of the plan selected by the employee.
- Library will pay 50% of the lowest cost plan's premium for spouse, children and family, regardless of the plan selected by the employee.
- Employee will be responsible for the remainder of any premium.
- This applies to medical, dental and vision plans.
- Library pays 100% of the basic life insurance plan premium for the employee.
- Employee is responsible for 100% of the premium for any voluntary life insurance plan.
- Library pays 100% of the LIMRiCC Administrative Fee.

Premiums will be deducted from the employee's pay.

### **PART-TIME EMPLOYEES**

After completing one year of employment, part-time employees working at least 20 hours per week may enroll in dental, vision and voluntary life insurance plans at their own cost. Premiums will be deducted from the employee's pay. Initial enrollment is made during the open enrollment period. Subsequent changes may be made during open enrollment or at the time of a qualifying life event.

### **OTHER INFORMATION**

Although the library may offer an HSA qualified High Deductible Health Plan, the library does not contribute to the employees' Health Savings Accounts.

The Library Director may make recommendations to the Library Board of Trustees regarding premium sharing, HSA contributions or other changes to insurance benefits.

The Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law, but will endeavor to make changes to plans offered or the premium sharing only at the start of a plan year.

A Summary Plan Description (SPD) is provided during open enrollment. SPDs and plan documents may be accessed online.

The plan documents are the final authority in all matters relating to these benefits and will govern in the event of any conflict.

LIMRiCC decisions may dictate eligibility requirements, available plans, plan benefits and plan costs.

Approved December 16, 2015 (effective January 1, 2016)

Revisions proposed September 21, 2022 (effective January 1, 2023)

## APPENDIX – HEALTH INSURANCE PREMIUMS

### Monthly Insurance Premiums and Sharing Amounts - January 1, 2023 Renewal

Eligible Full-time employees: For medical, dental and vision plans, calculations are based on the library paying 90% of the employee-only premium and 50% of spouse/child/family coverage for the lowest cost plan, regardless of the plan chosen by the employee. Library pays 100% of Basic Life / AD&D and 100% of the LIMRiCC Administrative Fee.

Eligible Part-time employees: For dental, vision and voluntary life insurance plans, the employee pays 100% of the total premium. (Part-time employees are not eligible for medical or basic life insurance.) Library pays 100% of the LIMRiCC Administrative Fee.

#### Medical HDHP with HSA (Lowest Premium Medical Plan)

	Employee Pays	Library Pays	Total Premium	ee per pay
Employee Only	\$70.60	\$635.40	\$706.00	\$35.30
Employee & Spouse	\$461.10	\$1,025.90	\$1,487.00	\$230.55
Employee & Child(ren)	\$430.10	\$994.90	\$1,425.00	\$215.05
Family	\$820.60	\$1,385.40	\$2,206.00	\$410.30
Medicare Single	\$58.90	\$530.10	\$589.00	\$29.45
Medicare Family	\$398.90	\$753.10	\$1,152.00	\$199.45

#### Medical HMO

	Employee Pays	Library Pays	Total Premium	ee per pay
Employee Only	\$308.60	\$635.40	\$944.00	\$154.30
Employee & Spouse	\$997.10	\$1,025.90	\$2,023.00	\$498.55
Employee & Child(ren)	\$910.10	\$994.90	\$1,905.00	\$455.05
Family	\$1,560.60	\$1,385.40	\$2,946.00	\$780.30
Medicare Single	\$151.90	\$530.10	\$682.00	\$75.95
Medicare Family	\$533.90	\$753.10	\$1,287.00	\$266.95

#### Medical PPO 750

	Employee Pays	Library Pays	Total Premium	ee per pay
Employee Only	\$331.60	\$635.40	\$967.00	\$165.80
Employee & Spouse	\$1,020.10	\$1,025.90	\$2,046.00	\$510.05
Employee & Child(ren)	\$968.10	\$994.90	\$1,963.00	\$484.05
Family	\$1,649.60	\$1,385.40	\$3,035.00	\$824.80
Medicare Single	\$179.90	\$530.10	\$710.00	\$89.95
Medicare Family	\$698.90	\$753.10	\$1,452.00	\$349.45



**Medical PPO 1500**

	Employee Pays	Library Pays	Total Premium	ee per pay
Employee Only	\$174.60	\$635.40	\$810.00	\$87.30
Employee & Spouse	\$682.10	\$1,025.90	\$1,708.00	\$341.05
Employee & Child(ren)	\$646.10	\$994.90	\$1,641.00	\$323.05
Family	\$1,149.60	\$1,385.40	\$2,535.00	\$574.80
Medicare Single	\$80.90	\$530.10	\$611.00	\$40.45
Medicare Family	\$456.90	\$753.10	\$1,210.00	\$228.45

**Dental DHMO (Lowest Premium Plan)**

	Employee Pays	Library Pays	Total Premium	ee per pay
Employee Only	\$2.54	\$22.83	\$25.37	\$1.27
Employee & Spouse	\$13.32	\$33.61	\$46.93	\$6.66
Employee & Child(ren)	\$16.81	\$37.11	\$53.92	\$8.41
Family	\$27.58	\$47.87	\$75.45	\$13.79

**Dental PPO**

	Employee Pays	Library Pays	Total Premium	ee per pay
Employee Only	\$15.17	\$22.83	\$38.00	\$7.58
Employee & Spouse	\$40.39	\$33.61	\$74.00	\$20.19
Employee & Child(ren)	\$35.89	\$37.11	\$73.00	\$17.95
Family	\$66.13	\$47.87	\$114.00	\$33.06

**Vision**

	Employee Pays	Library Pays	Total Premium	ee per pay
Employee Only	\$0.77	\$6.98	\$7.75	\$0.39
Employee & Spouse	\$3.11	\$9.31	\$12.41	\$1.55
Employee & Child(ren)	\$3.24	\$9.44	\$12.67	\$1.62
Family	\$7.12	\$13.32	\$20.43	\$3.56

**Basic Life / AD&D**

	Employee Pays	Library Pays	Total Premium	ee per pay
Employee Only	\$0.00	\$3.60	\$3.60	\$0.00

**LIMRICC Admin Fee**

	Employee Pays	Library Pays	Total Premium	ee per pay
Employee Only	\$0.00	\$6.00	\$6.00	\$0.00

**Library does not contribute to employee HSA.**  
**Voluntary Life Insurance premiums are available upon request.**

## **10c. NEW BUSINESS**

### **Discuss timeline for formation of Committee on Local Government Efficiency (discussion only)**

Director Whitmer shared an attorney memo about Public Act 102-1088 which requires the library district to form a Committee on Local Government Efficiency. The Board asked Director Whitmer to bring this topic back for discussion in the fall.

A few important things to note:

- The committee (which includes the full board plus at least 2 district residents and the library director) must be formed by June 9, 2023.
- The committee shall meet at least 3 times.
- The committee's role includes, but is not limited to the study of the district's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the State.
- The committee shall summarize its work and findings in a written report to the County Board which shall include recommendations in respect to increased accountability and efficiency.

I do not believe the Administrative Rules have been released by the State. This topic was discussed at the July RAILS Board Meeting and RAILS staff seemed to indicate they may be offering some support to libraries as we work toward compliance with this new requirement.

At this point, the Board may wish to:

- (a) Take up this work in the near future,
- (b) Set a future date to bring the topic back to the board for discussion about formation of the committee, or
- (c) Take no action at this time.

The original memo from Attorney Ritzman can be found on pages 4-8 of the July 20 Board Packet (available online at <https://www.warrenville.com/library-board#agendas>).

## 10d. NEW BUSINESS

### Review first draft of Levy Ordinance and Truth in Taxation Notice (*discussion only*)

The 2022 Levy Ordinance was developed with the following assumptions:

- CPI cap = 5%  
Library can capture an increase of 5% above last year's levy extension plus any new growth.  
Last year the CPI cap was 1.4%.
- Levy to capture any "new construction" in the EAV.

Please keep in mind the library always submits a levy that exceeds the amount we expect to receive. This ensures we receive all funds available. The County Clerk always reviews and adjusts our request so the funds collected from property owners are within the limitations of the tax cap.

An estimate for the actual extension is:

2021 Property Tax Extension	\$2,035,684
CPI Increase (5%)	\$101,784
Taxes from new growth (est.)	\$20,000
Projected 2022 Extension:	\$2,157,468
Net Gain	\$121,784

The Truth in Taxation Notice will be published in the Daily Herald on November 3. The Public Hearing will be held at 7 pm on Wednesday, November 16.

The Board may direct the staff to lower the levy amount. In the future, the Board also has the option to "abate" taxes if it determines the district has accumulated excess funds.

Keep in mind that a healthy fund balance acts as a savings account and can be transferred to the special reserve fund for projects such as a new roof, new parking lot, new HVAC, etc. without having to go to referendum to request voter approval to levy for additional funds.

## ORDINANCE 22-23-03

### AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS

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

Section 1: That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Warrenville Public Library District be and the same is hereby levied for the purposes specified against all taxable property in the Warrenville Public Library District for the fiscal year commencing on the 1st day of July 2022 and ending on the 30th day of June 2023.

1. GENERAL:

	<u>APPROPRIATED</u>	<u>LEVIED</u>
A. Salaries:		
Administration	\$265,000	\$245,000
Public Services	\$500,000	\$470,000
Technical Services	\$100,000	\$88,000
Circulation	\$280,000	\$260,000
Maintenance	\$40,000	\$26,000
I.T.	\$65,000	\$55,000
Marketing	\$115,000	\$103,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$1,247,000
Appropriated from sources other than current levy	\$118,000	
B. Illinois Municipal Retirement Fund	\$130,000	\$112,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$112,000
Appropriated from sources other than current levy	\$18,000	
C. Federal Insurance Contributions	\$105,000	\$94,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$94,000
Appropriated from sources other than current levy	\$11,000	
D. Unemployment Compensation	\$3,000	\$2,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$2,000
Appropriated from sources other than current levy	\$1,000	
E. Building Expenses:		
Maintenance	\$100,000	\$1,000
Utilities	\$100,000	\$89,000
Levied for the foregoing expenses of Building Expenses from the General Public Library Tax		\$90,000

	<u>APPROPRIATED</u>	<u>LEVIED</u>
Appropriated from sources other than current levy	\$110,000	
F. Operating Expenses:		
Postage	\$7,000	\$4,000
Office	\$15,000	\$8,000
Publishing	\$2,000	\$1,000
Materials Processing	\$20,000	\$14,000
Levied for the foregoing expenses of Operating Expenses from		\$27,000
Appropriated from sources other than current levy	\$17,000	
G. Insurance		
Multi-Peril	\$35,000	\$30,000
Bonds	\$1,000	\$500
Health/Life	\$125,000	\$95,000
Umbrella	\$1,000	\$500
Officers/Directors	\$5,000	\$5,000
Workers Compensation	\$7,000	\$5,000
Levied for the foregoing expenses of Insurance from the General Public Library Tax		\$136,000
Appropriated from sources other than current levy	\$38,000	
H. Contractual:		
Legal	\$20,000	\$4,000
Accounting	\$25,000	\$15,000
Collection	\$1,000	\$500
Consultants	\$20,000	\$7,500
Audit	\$10,000	\$8,000
Levied for the foregoing expenses of Contractual Services from the General Public Library Tax		\$35,000
Appropriated from sources other than current levy	\$41,000	
I. Personnel Development:		
Staff:		
Dues	\$4,000	\$3,000
Meetings & Education	\$25,000	\$17,000
Travel	\$3,000	\$2,000
Employee Appreciation	\$6,000	\$4,000
Recruitment	\$35,000	\$5,000
Trustees:		
Dues	\$1,000	\$500
Meetings & Education	\$2,000	\$1,000
Travel	\$1,000	\$500
Levied for the foregoing expenses of Personnel Development from the General Public Library Tax		\$33,000
Appropriated from sources other than current levy	\$54,000	
J. Equipment:		
Purchases	\$15,000	\$7,000
Maintenance	\$5,000	\$2,000

	<u>APPROPRIATED</u>	<u>LEVIED</u>
Levied for the foregoing expenses of Equipment from the General Public Library Tax		\$9,000
Appropriated from sources other than current levy	\$11,000	
K. Library Materials:		
Print	\$110,000	\$100,000
Non-Print	\$30,000	\$20,000
Subscriptions	\$100,000	\$70,000
Levied for the foregoing expenses of Library Materials from the General Public Library Tax		\$190,000
Appropriated from sources other than current levy	\$50,000	
L. Public Service:		
Programs	\$55,000	\$18,000
Printing	\$18,000	\$11,000
Refunds/Fees	\$1,000	\$1,000
PR/Publicity	\$20,000	\$15,000
Levied for the foregoing expenses of Public Service from the General Public Library Tax		\$45,000
Appropriated from sources other than current levy	\$49,000	
M. Automation:		
Software, hardware	\$40,000	\$13,000
Misc. purchases	\$20,000	\$1,000
Maintenance	\$80,000	\$60,000
Levied for the foregoing expenses of Automation from the General Public Library Tax		\$74,000
Appropriated from sources other than current levy	\$66,000	
N. Contingency	\$5,000	\$2,000
Levied for the foregoing expenses of Contingency from the General Public Library Tax		\$2,000
Appropriated from sources other than current levy	\$3,000	
O. Gift Expenditures	\$100,000	
Levied for the foregoing expenses of Gift Expenditures from the General Public Library Tax		\$0
Appropriated from sources other than current levy	\$100,000	
P. Debt Repayment	\$169,000	\$169,000
Levied for the foregoing expenses of Debt Repayment from the General Public Library Tax		\$169,000
Appropriated from sources other than current levy	\$0	



APPROPRIATED

LEVIED

By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."

2. SPECIAL RESERVE FUND (Capital Improvements)

Building Maintenance/Construction	\$100,000
Automation Purchases	\$75,000
Furniture/Equipment Purchases	\$25,000

Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax

\$0

Appropriated from sources other than the current levy

\$200,000

3. WORKING CASH FUND (Capital Improvements): \$250,000

Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax

\$0

Appropriated from sources other than the current levy

\$250,000

4. BUILDING AND MAINTENANCE (.02%) \$42,000 \$0

Levied for the foregoing expenses of Building and Maintenance from a SPECIAL TAX in addition to all other taxes levied by the District

\$0

Appropriated from sources other than the current levy

\$42,000

5. GIFT FUND \$1,000

Levied for the foregoing expenses of the Gift Fund from a SPECIAL TAX in addition to all other taxes levied by the District.

\$0

Appropriated from sources other than current levy

\$1,000

6 DEVELOPER DONATIONS \$100,000

Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax

\$0

Appropriated from sources other than a current tax levy

\$100,000

SUMMARY

Appropriated from sources other than a current levy

\$1,280,000

Levied as the General Public Library Tax

\$2,265,000

Levied from Special Taxes

\$0

**TOTAL LEVY**

**\$2,265,000**

APPROPRIATED

LEVIED

**Section 2:** This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 16th day of November 2022, pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by me this 16th day of November 2022.

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

ATTEST:

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

(SEAL)

DRAFT



STATE OF ILLINOIS       )  
                                      ) SS  
COUNTY OF DU PAGE     )

**CERTIFICATION OF AUTHENTICITY  
(LEVY ORDINANCE)**

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

I further certify that attached is a true and correct copy of the Levy Ordinance levying and assessing taxes for said Library District for the fiscal year beginning July 1, 2022 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on November 16, 2022.

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

IN WITNESS WHEREOF, I have placed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois at Warrenville, Illinois this 16<sup>th</sup> day of November 2022.

---

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

(SEAL)

# DRAFT

## LEGAL NOTICE NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT

- I. A public hearing to approve a proposed property tax levy increase for the Warrenville Public Library District for 2022 (2022-2023 fiscal year) will be held on November 16, 2022 at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sandra Whitmer, Director, 28W751 Stafford Place, Warrenville, Illinois, (630) 393-1171.

- II. The corporate and special purpose property taxes extended or abated for 2021 were \$2,035,684.

The proposed corporate and special purpose property taxes to be levied for 2022 are \$2,265,000. This represents a 11.26% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2021 were \$0.00.

The estimated property taxes to be levied for debt service and public building commission leases for 2022 are \$0.00. This represents no change over the previous year.

- IV. The total property taxes extended or abated for 2021 were \$2,035,684. The estimated total property taxes to be levied for 2022 are \$2,265,000. This represents a 11.26% increase over the previous year.

## 10e. NEW BUSINESS

### Review and Approve 2023 Holiday Closures (ACTION)

#### ***Suggested Motion: Approve recommended holiday closure schedule for 2023***

Director Whitmer recommends the following holiday closure schedule for 2023.

Date	Holiday Description	Paid Holiday?
Sunday, January 1	New Year's Day	yes
Sunday, April 9	Easter	no
Sunday, May 28	Day before Memorial Day	no
Monday, May 29	Memorial Day	yes
Monday, July 3 at 4 pm	Warrenville Parade	No (regularly scheduled employees will participate in parade)
Tuesday, July 4	Independence Day	yes
Sunday, September 3	Day before Labor Day	no
Monday, September 4	Labor Day	yes
Wednesday, November 22 at 5 pm	Day before Thanksgiving	no
Thursday, November 23	Thanksgiving Day	yes
Friday, November 24	Day after Thanksgiving	yes
Sunday, December 24	Christmas Eve	yes
Monday, December 25	Christmas Day	yes
Sunday, December 31	New Year's Eve	yes

In addition to the paid holidays indicated above, employees will have the ability to request up to three paid floating holidays in 2023. Floating holidays are requested and approved according to a process outlined in the employee handbook policy approved by the Board in June 2022. Floating holidays may be used for religious, federal or state holidays on which the library is not closed.

## 11. DIRECTOR'S REPORT

August 2022

submitted by Sandy Whitmer

### Employee Insurance Update

Jackie and I attended the virtual fall membership meeting of LIMRiCC. We received information about the January 1, 2023 renewal. Open Enrollment will take place October 31 through November 11. Here is a summary of rate changes:

- Vision – rate guarantee through 1/1/24, no plan changes
- Basic Life – rate guarantee through 1/1/24, no plan changes
- Dental HMO - 11.38% rate increase, no plan changes
- Dental PPO - 4.81% rate increase, no plan changes
- Medical HMO – 10% rate increase, specialty drug copay increasing to \$125
- Medical PPO (750 & 1500) - 10% rate increase, specialty drug copay increasing to \$100
- Medical HDHP – 10% rate increase, IRS requires minimum \$3,000 deductible

Actual premiums are included elsewhere in this packet (See report on proposed changes to the health/dental/vision/life insurance section of the employee handbook.)

### COVID-19 Update

As of September 1, all room capacities have been lifted. Duncan returned public computers to their original configurations and capacities. (We now have 18 public computers available, up from 12.) Ly assisted with removing plexiglass barriers from the computer stations and returning some furniture to the public spaces. We continue to monitor the community level for DuPage County and use this level as guidance for requiring staff to wear masks. (As of this report, the community level is “medium” so masks are optional for staff. Many staff continue to wear masks, especially when working in close proximity to others.)

### Other

I posted five open positions in August and am in the process of reviewing applications and conducting brief phone introductions with qualified applicants. More information about these positions is posted at [wpld.info/workwithus](http://wpld.info/workwithus). I will be conducting in person interviews over the next few weeks and am cautiously optimistic that we will be able to find a qualified and capable hire for each position. The positions include:

- Human Resources Manager, full-time (4 applicants)
- Member Services Manager, full-time (11 applicants)
- Graphic Designer, full-time (8 applicants)
- Adult Services Librarian, part-time (8 applicants)
- Member Services Assistant, part-time (14 applicants)

I submitted the library's annual report to the Illinois State Library.

I worked with Paul Dobersztyn to make revisions to the Budget & Appropriation Ordinance.

I was quoted in the *Daily Herald* article “Look at What They’re Finding Inside Books.”

I continue to back-up the member services team and cover the desk for vacations and other schedule “holes.”

### **Continuing Ed / Professional Development / Meetings / Outreach**

- Lunch meeting with Warrenville marketing partners (School District, Park District and City) to touch base and discuss potential opportunities. During the meeting I learned that Johnson Elementary school may have grant funds that would support student field trips to the library. This info was passed along to Julie Kurtis, Youth Services Librarian, for follow-up.
- Met with City's new Communications Coordinator, Paula Krapf.
- Hosted "group viewing" of Ryan Dowd's training "Sexual Harassment: How to respond to a customer's inappropriate comments." (Only Jackie & I attended the live session. Two other employees, Duncan and Tom, viewed the recorded session.) This has been a topic of concern in the past. All employees have access to the recorded session through our annual subscription to Dowd's training seminars.
- LIMRiCC Fall Membership Meeting
- SWAN Expo – I enjoyed this in-person "conference" and learned more about OCLC interlibrary loans, how data can be pulled to tell a story about our cardholders and how different libraries manage acquisitions and cataloging.
- Disaster Planning & Response for Libraries of Any Size

### **FOIA Requests**

- None



STATISTICAL SNAPSHOT	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021
<b>TOTAL CIRCULATION (physical items)</b>	<b>15,297</b>	<b>16,119</b>	<b>15,345</b>	<b>12,790</b>	<b>13,948</b>	<b>14,405</b>	<b>12,227</b>	<b>13,385</b>	<b>11,623</b>	<b>12,736</b>	<b>13,073</b>	<b>13,270</b>	<b>13,930</b>
WPLD items checked out at WPLD	8,613	9,709	9,685	7,027	7,855	8,511	6,912	7,338	6,442	7,497	7,053	7,501	7,777
Auto-renewals of WPLD Items	4,925	4,798	4,072	4,401	4,389	4,353	3,680	3,907	3,566	3,849	4,372	4,198	4,660
Other Library Items Checked out at WPLD	1,759	1,612	1,588	1,362	1,704	1,541	1,635	2,140	1,615	1,390	1,648	1,571	1,493
<b>DOWNLOADABLE CIRCULATION</b>	<b>2,901</b>	<b>2,918</b>	<b>2,757</b>	<b>2,609</b>	<b>2,660</b>	<b>2,607</b>	<b>2,512</b>	<b>2,697</b>	<b>2,409</b>	<b>2,422</b>	<b>2,514</b>	<b>2,207</b>	<b>2,482</b>
Overdrive/Libby	1,603	1,752	1,592	1,419	1,479	1,448	1,421	1,528	1,357	1,309	1,439	1,222	1,369
Overdrive (magazines) fka RB Digital	90	39	54	74	79	71	50	142	56	84	81	49	41
Hoopla	1,208	1,127	1,111	1,116	1,102	1,088	1,041	1,027	996	1,029	994	936	1,072
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,712	1,574	1,555	1,296	1,665	1,499	1,592	2,109	1,601	1,358	1,593	1,519	1,440
Received from Non-SWAN Libraries	23	14	10	14	9	18	14	13	11	16	7	8	13
Sent to SWAN Libraries	2,091	1,951	2,136	1,993	2,068	2,059	1,949	2,203	1,880	1,918	1,914	1,774	1,808
Sent to Non-SWAN Libraries	20	15	23	10	16	29	10	19	22	15	15	21	13
<b>COLLECTION</b>													
Physical Materials Added	484	720	513	632	789	665	674	791	624	662	709	604	586
Physical Materials Withdrawn	840	1,127	1,044	1,563	699	246	1,270	927	263	159	1,056	1,525	1,058
Total Collection Size	142,776	142,679	142,589	141,437	140,442	140,152	140,265	139,473	140,518	139,831	139,011	139,506	139,206
Physical materials	79,094	79,146	79,970	80,456	80,146	80,219	80,809	80,278	81,344	80,739	80,043	80,787	80,852
Overdrive books	47,055	46,998	46,371	45,279	44,776	44,550	44,246	44,083	44,125	44,113	44,059	43,904	43,693
Overdrive audiobooks	16,627	16,535	16,248	15,702	15,520	15,383	15,210	15,112	15,049	14,979	14,909	14,815	14,661
<b>PROGRAMS</b>													
Number of Adult Programs	17	15	27	19	21	16	14	19	18	16	16	17	6
Adult Program Attendance	844	871	1,124	289	1,800	329	415	250	150	97	137	148	57
Number of Teen Programs	8	9	13	9	11	8	7	7	3	5	4	7	4
Teen Program Attendance	64	44	106	146	55	32	60	87	44	53	22	68	2
Number of Youth Programs	18	24	34	14	25	27	19	21	14	19	20	15	8
Youth Program Attendance	272	360	579	165	367	366	297	235	218	220	268	229	346
Book-A-Librarian Sessions	14	14	14	14	14	14	14	0	14	14	12	12	0
Book-A-Librarian Attendance	2	4	7	1	1	5	2	0	3	2	2	2	0
<b>OUTREACH</b>													
Adult Outreach Events	-	0	1	1	2	1	0	0	0	0	0	0	0
Adult Outreach Attendance	-	0	74	64	90	8	0	0	0	0	0	0	0
Teen Outreach Events	-	0	0	0	1	0	0	0	0	0	0	0	0
Teen Outreach Attendance	-	0	0	0	250	0	0	0	0	0	0	0	0
Youth Outreach Events	2	2	3	6	4	1	1	0	0	1	3	0	1
Youth Outreach Attendance	149	84	195	1,038	183	14	7	0	0	11	44	0	300
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,921	9,888	9,867	9,808	9,752	9,716	9,761	9,711	9,682	9,693	9,830	9,740	9,609
Resident Cards Issued In Person	72	56	76	60	54	53	39	42	38	31	35	52	42
Online Cards Issued	11	7	9	17	10	13	12	9	2	9	9	9	7
New Resident Cards Issued & Mailed**	0	0	0	0	0	0	0	0	0	75	71	90	0

STATISTICAL SNAPSHOT	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021
<b>VISITOR COUNT</b>	<b>8,352</b>	<b>7,429</b>	<b>7,944</b>	<b>5,737</b>	<b>5,014</b>	<b>6,062</b>	<b>4,742</b>	<b>4,622</b>	<b>4,747</b>	<b>3,899</b>	<b>5,176</b>	<b>5,088</b>	<b>5,150</b>
<b>STUDY ROOM USES</b>	<b>159</b>	<b>194</b>	<b>160</b>	<b>181</b>	<b>151</b>	<b>178</b>	<b>168</b>	<b>134</b>	<b>108</b>	<b>108</b>	<b>162</b>	<b>116</b>	<b>98</b>
<b>MEETING ROOM USES (public)</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	
<b>CURBSIDE PICKUPS</b>		<b>28</b>	<b>19</b>	<b>20</b>	<b>18</b>	<b>29</b>	<b>30</b>	<b>47</b>	<b>19</b>	<b>28</b>	<b>26</b>	<b>25</b>	<b>51</b>
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	576	520	585	440	517	532	419	409	414	411	388	415	403
Wifi Sessions	2,365	2402	2,416	2,059	1,923	1,907	1,628	1,508	1,245	1,355	1,559	1,539	1,597
Website Visits	12,501	10,074	10,689	9,279	8,935	9,852	8,816	9,491	7,808	8,311	8,432	10,273	9,339
<b>MARKETING</b>													
eNews Subscribers	5,800	5,770	5,709	5,573	5,577	5,537	5,512	5,486	5,490	5,476	5,450	5,475	5,426
eNews Open Rate	44%	40%	44%	43%	41%	44%	45%	37%	35%	29%	28%	26%	33%
Facebook Followers	1,452	1,416	1,350	1,325	1,315	1,301	1,291	1,285	1,275	1,275	1,273	1,266	1,264
Instagram Followers	409	396	380	373	369	364	355	350	346	341	336	336	334

## **12. ASSISTANT TO THE DIRECTOR REPORT August 2022**

**Submitted by: Jackie Davis**

### **Administration**

- Sent financials to Accounting Services for processing
- Assembled the August board packet
- Processed checks for signature and mailing
- Composed minutes of the August 17 Regular Board Meeting
- Made two bank deposits for daily receipts and copy machines
- Transferred funds from ProPay to Fifth Third

### **Human Resources**

- Processed two payrolls
- Sent IMRF and monthly financial information to Accounting Services
- Entered the new accrual rates in Paylocity.
- The Staff Recognition Committee (Gail Smith and Jackie) held a retirement luncheon for Sylvia Thompson on August 8.

### **Meetings**

- Management Team meetings – August 16
- LIMRICC Health Insurance meeting for the 2023 renewal of insurance
- Completed assigned training sessions from KnowBe4.

### **Continuing Education**

- Ryan Dowd webinar on Sexual Harrasment – August 11

### **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 as needed.
- Otis Elevator performed the annual pressure test on August 5.
- Chemwise (our pest control company) was called out for "sewer flies" on August 24.
- Shales McNutt installed the new employee entrance/delivery doors on August 25-26.
- Alarm Detection was on site August 24 to remove the security and fob entry systems from the two entrance doors being replaced. They returned on August 26 to reinstall the security/fob hardware.
- Ly put insulation on the exterior air conditioning lines.
- Ly inspected and tightened (as needed) the bolts on the lower level parking lot poles.
- Ly assisted Duncan with moving computers, chairs, tables – August 30-31



## 12. PUBLIC SERVICES REPORT

AUGUST 2022

Submitted by Paul Dobersztyn

### Highlights

- The Concerts on the Commons wrapped up in August with strong attendance numbers:
  - The Ron Burgundy's recorded **320** in attendance
  - The 4 C Notes recorded **380** in attendance
- The library hosted **43** total events in August with **1,100** participants. We had **80** views of our 3 recorded events.
- Public Services hosted **7** passive programs: Summer to-go crafts and night sky telescope viewing during the concerts, hosting **147** total participants.
- 1,000 Books Before Kindergarten progress
  - Published Beanstack page.
  - Julie Kurtis and Diana Abraham worked and Kathy Gaydos on reading logs, activity logs and outreach bookmark.
  - Paul Dobersztyn ordered storage for prizes to go behind the desk.

### Personnel

- Sylvia Thompson's last day was August 12<sup>th</sup>.

### Professional Development

- **15** sessions of CE were completed by the Public Services Department in August.
- **54** total hours of CE were completed.
- The entire public services department attended the SWAN expo on 8/19. Here are some takeaways from the event:
  - There are so many resources out there being implemented by other libraries that contribute to the success of SWAN and by extension, the member libraries. Some can be cost prohibitive for our particular library, such as Orange Boy and similar software. Some services though, such as the book club kits, are available to any SWAN library free of cost. A great resource and an example of how the SWAN system can be beneficial to smaller libraries with fewer resources.
  - Using Data to Tell a Story. I'm excited to dig into the mapping reports that SWAN has put in BlueCloud Analytics. I hope to use it to gain data on our underserved areas in our library district.
  - 11am-Placards and virtual displays=great marketing tool! 1pm-Circ notes don't appear in BlueCloud bit they do in WorkFlows. 2pm- Patron Point Vs. Orange Boy - targeted marketing campaigns work and unsubscribe rate for these 2 programs are very low.
- Topics covered include: Project Outcome, KnowBe4 Security Training, Authentic Opportunities to Build English Language Proficiency and more.
  - A full list can be provided by the Public Services Manager.

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

Book a Librarian: 2    Puzzles: 1    Teen Volunteers: 6

- Paul Dobersztyn attended the management team meeting on 8/16.
- Tom Hill, Taylor Haring and Paul Dobersztyn attended Adult Services programming meeting on 8/23.
- Taylor Haring and Paul Dobersztyn met with Sandra Whitmer to finalize the Homebound Delivery policy on 8/10.
- Mandy Wilson, Kyrie Kenny-Sumrak, Julie Kurtis, Diana Abraham and Paul Dobersztyn attended Youth Services programming meeting on 8/24.
- Paul Dobersztyn updated content on the library website on 8/1 and 8/15.
- Paul Dobersztyn met with Scott Bass (phone call) to discuss lineup for summer 2023 concerts on 8/10.

- Paul Dobersztyn made several calls to performers to prepare for the 2023-2024 Sunday music matinee series.
- Julie Kurtis and Mandy Wilson met with Kristin at Hubble: discussed summer reading presentations, program flyer sharing, stem outreach, etc.
- Julie Kurtis assembled three new science kits for circulation.
- Julie Kurtis and Tom Hill created new assembly instructions for the telescope science kit.

**Non SWAN InterLibrary Loan**

Item Requests Processed: 35; Materials Received: 23; Materials Lent: 20

## **12. MARKETING REPORT**

**August 2022**

**Submitted by Kathy Gaydos**

### **Activities**

#### **Fall Reading Matters (September-November)**

- Approved final copy with printer.
- Made "Desk" copies and distributed to each service desk.
- Shared details of mailing dates and accompanying publicity (Events calendar, website, flyers) to Public Services and Member Services.
- Worked with Stephanie to distribute printed copies around library.
- Distributed printed copies to various residential complexes, to Emmanuel Baptist for their welcome packets and to City Hall and Park District.

#### **Fall 2022 Library Events (September, October, November)**

- Reviewed, edited and finalized all digital slides/flyers.
- Shared slides and schedule with Julie for posting Facebook events; she is now posting Adult, Teen and Youth events.
- Shared flyers with Stephanie for posting on slat walls.
- Added digital slides for September events into Communico for display at service desks.
- Recorded and posted video of YS staff announcing fall youth events.
- Customized Illinois Libraries Presents flyers and downloaded social media messages for September (Marlee Matlin) and October (Jesmyn Ward) virtual events.

#### **Sunday Music Matinees (September 2022 through March 2023)**

- Reviewed, edited and finalized bookmark with designer.
- Shared file with Paul for submission to printer.
- Finalized digital slides and posters for in-library displays.
- Entered September concert info and image into Arts DuPage electronic calendar.

#### **Summer 2022 Library Events (June, July, August)**

- Worked with PS on photo ops for Kindergarten Readiness, Snap Circuits and Teen Gaming.
- Photographed and videod during The Four C Notes concert.

#### **Summer Reading Challenge**

- Publicized prize winners' names in eNews.
- Updated my Summer Reading folder/stats sheet with this year's participation numbers.
- Posted photos of winners on social media.

#### **1,000 Books and More Before Kindergarten Program**

- Edited and updated webpage; removed "coming soon" message.
- Finalized, filed and shared logos.
- Created draft of reading log (2 full pages) and submitted to Julie and Diana.
- Edited and finalized reading log; posted on website.
- Reviewed Beanstack site.
- Created draft of activity log and submitted to Julie and Diana for review.

#### **Homebound Delivery Services**

- Updated webpage with input from Paul.

#### **DEI Committee**

- Shared statement by the Downers Grove Library Director in response to comments that library has received regarding an upcoming program and their commitment to DEI.

**Content Articles (wrote articles, reviewed/edited article from others and/or posted on website/social media)**

- Discovery Pack article by Kyrie
- Banned Books Week by Julie
- LinkedIn Learning by Tom
- Fall Library Events
- National Library Card Sign-Up Month article in English; requested and received Spanish translation by Diana and Jorge.

**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	16-30	1-5	55% final
July	1-15	1-5	55% final
July	16-31	1-4	56% in progress
August	1-15	1-2	61% in progress

**Outreach: National Night Out August 2 and other**

- Attended NNO, took pictures and posted on social media; made follow-up notes with suggestions for next year; tallied stats and added to the file.
- Prepared "Go Boxes" for Diana's outreach events: Food Pantry at Immanuel Presbyterian church (8/23) and Burger Night at VFW (8/24)
- Began process of trying to schedule Meet & Greet events at Warrenville Horizon and Preserve at Cantera.

**Miscellaneous**

- Created Summer Daze "we're open" signs and social media posts.
- Created Closed signs and social media posts for August 19 (Staff Training) and Labor Day.
- Created Computer Lab closed signs for September 7 meeting/program use.
- Requested Spanish translations to modify ALA National Library Card Sign-Up Month poster.
- Customized ALA NLCSUM posters, flyers and social media for use during September.
- Registered for a Library Marketers photography webinar in September.
- Created preliminary schedule for winter *Reading Matters*; submitted to Paul, Julie, contracted designer and Hagg Printing.
- Returned pollinator seed mix packets to display on cube at Stafford Place entrance.
- Photographed three new Science Kits being added to our collection and created packaging labels for each.
- Photographed long-lost record album received in the mail; posted images and story to social media.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In August, submitted Help Desk ticket to Communico regarding how to size content blocks. Attended remote personalized training regarding sizing content blocks, which led to the discovery by Communico that some type of code is embedded on our site which prevents me from being able to size the blocks on my own. They are working to correct it. Also, updated website with fall event article and images; asked Paul to change visibility settings on website articles and images while I was out of office.

**eNews** activities related to producing biweekly newsletters and welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing and monitoring contact lists; monitoring responses.

**Social Media** activities related to managing three social media platforms: planning what events and resources are included; reviewing file photos or slides (take and create as needed); scheduling; monitoring local agencies and other libraries; responding to staff request for additional social media support; monitoring and responding to public comments; decide and implement any ad spending on events; sharing public comments posted on our platforms with staff; updating content tracking documents.

### Meeting/Webinar Attendance

Management Team meeting via Teams—8/2/22  
 National Night Out outreach—8/2/22  
 DEI Committee meetings—8/9/22, 8/23/22  
 Library Board meeting—8/17/22  
 SWAN Expo at Moraine Valley—8/19/22  
 KnowBe4 Security Awareness—8/25/22

### Publicity Statistics

**eNews** (Constant Contact)  
 Subscribers: 5,800  
 Average open rate: 44%

### Social Media

Facebook Followers: 1,452  
 Instagram Followers: 409

### Popular social media post:

 **Warrenville Public Library District**  
 Published by Buffer · August 8

Say goodbye to Sylvia!

She is retiring Friday after over 20 years at WPLD. Many of you know her from visiting the Adult Services Desk to ask for help locating an item or logging onto a computer. She has also been the driving force behind much of our programming, including scheduling our Sunday Music Matinee performers, and selecting many of the books you'll find in our catalog. Sylvia is a wealth of knowledge about our library and our community. We will miss her. ... See more



2,792 People reached      540 Engagements      [Boost post](#)

  71      28 Comments    7 Shares

Facebook: 357 reactions (likes, comments, shares); 2,792 reach

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

**August 2022**

**Submitted by MaryKellie Marquez**

### **Collection Maintenance**

- 484 items created
- 840 items discarded
- 98 items repaired
- 96 discs cleaned

### **Department Highlights**

Bernie's Book Bank came for another pick-up on August 2, 2022. Thrift Books also did a pick-up on August 8, 2022. MaryKellie Marquez and Gail Smith finished the pilot for SWAN's BLUEcloud Cataloging on August 9, 2022. Claudia Nickson (SWAN (System Wide Automated Network)) asked for our input. Both Gail and MaryKellie have become amazingly comfortable using the catalog module and were encouraged to continue using it. MaryKellie has been working with Gail on cleaning up the final J Graphic Novels. Next, we will tackle the YA Graphic Novels. SWAN Expo was attended by all members of the library on August 19, 2022. MaryKellie was asked to present "Streamlining Your Workflow" with Sam Dietel (SWAN) along with co-presenters Pam Thomas (Oak Lawn PL) and Sarai Barrios (Eisenhower PL).

### **Training & Meetings**

#### **MaryKellie**

- 8/2/2022; Management Team Meeting
- 8/3/2022, LANCONI TSS Board Meeting;
- 8/4/2022, Intermediate LCSH, Dr. Karen Snow;
- 8/5/2022, LGBTQ+ Working Group;
- 8/8/2022, "Resilience in the Time of Change;"
- 8/9/2022 DEI @ WPLD meeting;
- 8/11/2022, SWAN Expo prep meeting;
- 8/12/2022, RAILS Technical Services Networking Group;
- 8/16/2022, HR Source Program with Sandy and Paul; and Management Team Meeting;
- 8/17/2022, Board Meeting via ZOOM;
- 8/19/2022; SWAN Expo;
- 8/23/2022, SACO Funnel meeting;
- 8/23/2022, DEI @ WPLD;
- 8/30/2022, SWAN Fireside Chat;
- 8/31/2022, LGBTQ+ Working Group;

#### **Gail**

- 8/2/2022, BLUEcloud Cataloging Office Hours
- 8/4/2022, Intermediate LCSH, Dr. Karen Snow;
- 8/12/2022, RAILS Technical Services Networking Group;
- 8/19/2022, SWAN Expo
- 8/30/2022. SWAN Fireside Chat
- In addition to these, Gail worked with Assistant to the Director, Jackie Davis, to arrange Sylvia Thompson's Retirement Party, helped MaryKellie with bills; completed J Graphic Novels with help from MaryKellie Marquez and Julie Kurtis, started new semester at College of DuPage: Acquisitions and Library Technology.

## 12. IT DEPARTMENT'S REPORT

August 2022

Submitted by Duncan Jones

### User Support

- Helped staff with Excel reports, phishing emails, opening .PUB files, monitor issues, and KnowBe4 questions.
- Helped Member Services staff create a papercut account and transfer funds to a patron's new card number.
- Replaced various cables among staff devices.
- Replaced the mouse in public laptop kit #139.
- Created a tutorial on screen recording in PowerPoint.

### Troubleshooting

- Troubleshooting security camera wouldn't turn on.
- Self-Checks reporting out of service, public PCs unable to log in. Issue with SIP2 connection to SWAN from their end.
- Users couldn't login to the public PCs or the PC management portal. I uninstalled a couple updates from the public server which resolved the issue. A faulty update to the public server caused public PCs to be inaccessible. Re-applied update and made some adjustments to resolve.

### Project/Goal

- Updated staff and public laptops and catalog PCs.
- Purchased and tested Multi-Factor Authentication hardware tokens.
- Set up MFA for IT admin accounts, worked with MSP to enable MFA on their accounts.
- Created KnowBe4 training plan for users, and enabled optional training.
- Documented SQL backup procedures.
- Researched replacement security camera. Considered additional locations for cameras with Sandy and Jackie. Purchased and set up new and replacement security cameras.
- Looked into backing up camera/WiFi system settings.
- Double checked holiday closure schedules for SWAN Expo date.
- Enabled flag for external emails in Office 365.
- Continued setting up public PCs for deployment, adjusting various settings to match the currently deployed PCs, then tested and deployed additional public PCs.
- Researched and completed cyber liability insurance questionnaire.
- Testing new method to reduce PC lock-ups.
- Updated iPads, and Adobe products on marketing PCs.

### Meetings

- Met with Sandy for weekly meeting [4].
- SWAN Expo.

## **Training**

- The Ransomware Hostage Rescue Checklist: Your Step-by-Step Guide to Preventing and Surviving a Ransomware Attack Knowbe4 webinar.
- A Little Privacy, Please... Diving into Data Privacy for Nonprofits TechSoup webinar

## **Continuing Education**

- Docker Containers 101 by NetworkChuck Youtube.



## 12. MEMBER SERVICES REPORT

August 2022

Submitted by Sandy Whitmer

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8,672	56.70%
Enterprise catalog/mobile app (Renewals)	48	0.31%
Autorenewals	4,925	32.19%
Staff Assisted Checkout	1,652	10.80%
TOTAL TRANSACTIONS	15,297	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	6,561	75.6%
Selfcheck 2 (Near Vending Machine)	2,111	24.4%
TOTAL TRANSACTIONS	8,672	100.00%

### Department Highlights

#### **Curbside**

35 curbside orders were filled in August 2022.

#### **SWAN Expo**

Nearly all Member Services staff attended SWAN Expo on August 19. The most-enjoyed sessions were about engaging members through the Aspen Catalog and learning about computer security.

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

**for September 2022**

#### **Next Meetings or Events (as of September 15, 2022)**

Wednesday, September 21, 2022 at 6 pm

Committee of the Whole Meeting (Executive Director Search) in Library Meeting Room

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

Wednesday, October 19, 2022 at 7 pm

Regular Board Meeting in Library Meeting Room

## **14. TREASURER'S REPORT**

**for September 2022**

### **Property Tax Distributions**

As of September 15, the county treasurer has distributed \$1,943,270 to the Library District. This represents 95.5% of our budgeted property tax income. Collections and distributions are on target.

### **Working Budget & Appropriation**

- Director Whitmer shared there is a typo in the working budget. The budget for accounting services is listed as \$660. It should be \$6600.
- The working budget did not include funds for recruiting a new library director.
- We will not amend the working budget, instead funds have been appropriated for these purposes in the B&A Ordinance to be approved at this month's board meeting.

### **Fifth Third Bank Interest Rate**

In reviewing the August financials, you may notice our interest income has already exceeded the amount budgeted. This is because the rate for the interest-bearing checking account has increased:

June – 0.20% APY

July – 0.34% APY

August – 0.60% APY