

# 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, October 19, 2022, 7:00 p.m.**  
**Location: Library Meeting Room**

This 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
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the September 21, 2022 Committee of the Whole Meeting
  - b. Approve Minutes of the September 21, 2022 Budget & Appropriation Public Hearing
  - c. Approve Minutes of the September 21, 2022 Regular Board Meeting
  - d. Receive and file Financial Report for September
8. Regular Agenda
  - a. Approve payments for the period of September 22-October 19, 2022 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
  - a. Review 2023 Holiday Closures *(discussion only)*

10. New Business

- a. Executive Director Search Update (*discussion only*)
- b. Adopt Diversity, Equity and Inclusion Statement (**ACTION**)
- c. Review Truth in Taxation (TITA) Public Notice and set Public Hearing for Wednesday, November 16, 2022 at 7 p.m. (*discussion only*)

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 as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." (Executive Director Search)

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

21. Adjournment (**ACTION**)

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Committee of the Whole Meeting of the Board of Trustees**  
**Wednesday, September 21, 2022, 6:00 p.m.**

1. Call to Order – Meeting was Called to Order by Board President DuRocher at 6:01 p.m.
2. Roll Call – Trustees DuRocher, Lezon, Picha, Ruzicka, Stull and Warren were present. Trustee Richardson arrived at 6:04 p.m. after agenda was approved.

Also Attending: Library Director Sandy Whitmer and John Keister from John Keister and Associates.

No Request for Remote Attendance was received.

3. Approval of the Agenda – Motion to Approve the Agenda was made by Trustee Stull and seconded by Trustee Ruzicka. Voice Vote – All Ayes, No Nays, Agenda was approved.
4. Public Comments – None
5. New Business – Executive Director Search

John Keister asked what the Board was looking for in our next director. He shared the discussions that he had with staff and stated that the Library did not have any significant challenges. He also shared that the Warrenville Library was very well thought of because of the great job Sandy had been doing as well as how stable the finances and the Board are. John Keister requested Trustee DuRocher be the contact person.

6. Trustee Comments - None
7. Items for Information and/or Discussion – None
8. Adjournment – Motion was made to adjourn by Trustee Picha and seconded by Trustee Lezon. Voice Vote- All Ayes, No Nays. Meeting was Adjourned at 6:59 p.m.

Respectfully Submitted,

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the**  
**Budget & Appropriation Public Hearing**  
**Wednesday, September 21, 2022**

1. Call to Order – Trustee DuRocher called the public hearing to order at 7:04 p.m.

2. Roll Call

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

3. Public Comments on the Budget & Appropriation Ordinance - none

4. Trustee/Staff Comments on the Budget & Appropriation Ordinance

Director Whitmer stated the following:

- There was a typo in the working budget. The budget for accounting services is listed as \$660 and should be \$6,600.
- The working budget did not include funds for recruiting a new library director.
- The working budget will not be amended, instead funds have been appropriated for these purposes in the Budget and Appropriation Ordinance.

5. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 7:09 p.m. Trustee Richardson seconded.*

*Voice vote:*

*Ayes - All*

*Nays – none*

*Motion carried*

Respectfully submitted,

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
Library Board of Trustees  
Minutes of the Regular Board Meeting  
Wednesday, September 21, 2022**

1. Call to Order – Trustee DuRocher called the meeting to order at 7:10 p.m.
2. Roll Call  
ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren  
STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, Acquisitions and Cataloging Manager MaryKellie Marquez
  - a. Approve Remote Attendance and Participation – no requests for remote attendance and participation were received
3. Approval of the Agenda  
Trustee DuRocher removed #19 – Closed Session  
*MOTION: Trustee Picha moved to approve the agenda as amended. Trustee Warren seconded.*  
*Voice vote:*  
*Ayes – all*  
*Nays – none*  
*Motion carried*
4. Presentations – none
5. Public comments – none
6. Correspondence – Director Whitmer stated she received a memo from the library's attorney Roger Rifman outlining the April 2023 election. The terms of three Trustees (Ruzicka, Stull and Warren) will expire in April 2023.
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- 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

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

*Roll call vote:*

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

*Nays – none*

*Motion carried*

## 8. Regular Agenda

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

*MOTION: Trustee Ruzicka moved to approve invoices in the amount of \$62,171.08 for the period of August 18, 2022 through September 21, 2022 including electronic payments and checks #8983 – 9041. Checks #8994 and #9036 are voided. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays – none*

*Motion carried*

- b. Approve transfer of funds

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

*Roll call vote:*

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

*Nays – none*

*Motion carried*

## 9. Unfinished Business

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

Director Whitmer stated last month the Board approved expenditure for Trustee Ruzicka to attend the conference. After the meeting, Trustee Warren stated he could attend.

*MOTION: Trustee Stull moved to authorize expenditure for Trustee Warren to attend the ILA Annual Conference on October 20, 2022 and reimburse each trustee for mileage, tolls and parking. Trustee Richardson seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Stull*

*Nays – none*

*Abstain – Trustees Ruzicka and Warren*

*Motion carried*

## 10. New Business

- a. Receive update and review staff recommendations for Youth Services iPads

Mr. Dobersztyn stated Youth Services staff conducted a month-long online survey regarding the iPads. The survey had 13 responses and only 1 responder requested the iPads be completely removed from the library.

The staff recommends leaving the iPads in their current location. A 20-minute time limit will continue to be posted on the kiosk along with a sign with a QR code to *Beyond Screen Time: A Parents Guide to Media Use* published by the American Pediatric Association.

- b. Approve revisions to Employee Handbook "Health/Dental/Vision/Life Insurance"

*MOTION: Trustee Stull moved to approve revisions to Employee Handbook "Health/Dental/Vision/Life Insurance," including changes to cost sharing for insurance premiums, effective January 1, 2023. Trustee Lezon seconded.*

Director Whitmer stated these revisions were discussed during the budget process. She suggested the Board aim to increase the library's portion of employee premiums by 5% each year. The Board may also want to consider offering insurance to 30-hour part-time employees at the same cost sharing in the future.

*Roll call vote:*

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

*Nays – none*

*Motion carried*

- c. Discuss timeline for formation of Committee on Local Government Efficiency

Director Whitmer reminded the Board they need to form a Committee on Local Government Efficiency by June 9, 2023 consisting of all board members and at least 2 district residents. She suggested the board hold off until March/April 2023 to discuss this item in more detail. As of this date

the State has not released any Administrative Rules. RAILS is expected to offer information about this new requirement in the future.

d. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Whitmer explained the library always submits a levy that exceeds the amount expected to receive, ensuring all funds available are received. This also enables the library to grow the special reserve fund. If the library does not levy for the full amount, the lost amount can never be captured in the future. Director Whitmer stated if the board feels they have accumulated too much money taxes can be abated.

After discussion it was the consensus of the board to levy to capture the full 5% allowed by the tax cap.

Trustee Picha asked what the objection process is for the public. Director Whitmer stated a taxpayer can attend the Truth in Taxation Public Hearing.

e. Review and Approve 2023 Holiday Closures

*MOTION: Trustee Stull moved to approve recommended holiday closure schedule for 2023. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Motion carried*

11. Director's Report

Director Whitmer stated her primary focus has been on recruitment activities for the five open positions. She has received qualified applications for every position.

Trustee Stull stated she was happy to hear that some of the plexiglass is being removed.

12. Department Head Reports

Trustee DuRocher stated she was happy to see so many staff attended the SWAN expo.

Trustee Picha asked if "curbside pickup" is in the lobby. Director Whitmer stated yes.



Trustee Warren stated he liked the availability of the telescopes during the concerts. Mr. Dobersztyn stated they work with NASA ambassadors and the library also owns a telescope which is available for checkout.

Trustee Picha asked how Diana Abraham's visits to the food pantry and VFW burger night were received. Mr. Dobersztyn replied Diana reported they were both great opportunities. The VFW was a very different crowd and she was able to engage with a large number of residents.

13. President's Report

Trustee DuRocher announced the upcoming meetings and events.

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

- As of September 15, 2022 the library has received \$1,943,270 in taxes from the county treasurer. This represents 95.5% of the property tax income budgeted for this fiscal year.
- Director Whitmer shared a typo in the working budget in accounting services. It was listed as \$660 and should be \$6,600.
- The working budget did not include funds for recruiting a new library director.
- The working budget will not be amended, but funds have been appropriated for these purposes in the Budget & Appropriation Ordinance approved at tonight's meeting.
- In the August financials the interest income has already exceeded the amount budgeted due to increases in the interest rate for our checking account at Fifth Third Bank.

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

16. Committee Reports - none

17. Trustee Comments

18. Items for information and/or discussion – none

19. Adjournment

*MOTION: Trustee Picha moved to adjourn the meeting at 7:57 p.m. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,

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

DRAFT

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**September 30, 2022**

WARRENVILLE LIBRARY INCOME  LEVY	SEPTEMBER 2022		FUND BALANCES			UNAUDITED FUND BAL 6/30/2022	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT	PAGE 1
	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC RECEIVED CUR. MTH	TAX INC. RECEIVED Y T.D	% RECEIVED								
CORPORATE	2035684	100.0000%	754478	1995485	98.03%	819881	0	23218	28048	131444	456739	2386675	
BLDG & MAIN	0	0.0000%	0	0		37206	0	0	0	966	1788	35418	
TOTAL TAX (LEVIED)	2035684	100.00%	754478	1995485	98.03%	857087	0	23218	28048	132410	458527	2422093	
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	16481	16625	443573	
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%	754478	1995485	98.03%	1543132	0	23218	28048	148891	475152	3091513	
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: September 30, 2022**  
**Corporate Fund**

	Corporate Fund Month Ended Sep 30, 2022	Corporate Fund 12 Months Ended Jun 30, 2023	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 754,477.83	\$ 1,995,427.51	\$ 2,035,684.00	\$ 40,256.49	98.02 %
Back Taxes	0.00	57.55	0.00	(57.55)	
Copier	430.55	1,587.67	5,000.00	3,412.33	31.75 %
Fees	10.00	15.00	0.00	(15.00)	
TIF Funds	0.00	0.00	20,000.00	20,000.00	0.00 %
Interest	1,480.95	3,352.53	1,000.00	(2,352.53)	335.25 %
Book Sales	0.00	376.00	500.00	124.00	75.20 %
Lost Books	134.47	912.48	2,500.00	1,587.52	36.50 %
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00 %
Miscellaneous	370.00	1,012.95	500.00	(512.95)	202.59 %
Hotel/Motel Tax	0.00	0.00	13,430.00	13,430.00	0.00 %
Grants - Per Capita	20,791.60	20,791.60	20,791.00	(0.60)	100.00 %
Developer Donations	0.00	0.00	20,000.00	20,000.00	0.00 %
	<b>777,695.40</b>	<b>2,023,533.29</b>	<b>2,120,405.00</b>	<b>96,871.71</b>	<b>95.43 %</b>
<b>Expenses</b>					
Sal - Administration	14,356.16	43,568.51	245,000.00	201,431.49	17.78 %
Sal - Member Services	13,868.05	41,493.75	260,000.00	218,506.25	15.96 %
Sal - Maintenance	2,062.75	5,699.55	26,000.00	20,300.45	21.92 %
Sal - Marketing	4,422.00	13,266.00	103,000.00	89,734.00	12.88 %
Sal - Public Services	30,518.71	103,572.89	470,000.00	366,427.11	22.04 %
Sal - IT	4,095.00	12,832.78	55,000.00	42,167.22	23.33 %
Sal - Technical Services	6,536.37	19,555.03	88,000.00	68,444.97	22.22 %
I.M.R.F. - Expense	8,224.16	27,166.22	112,000.00	84,833.78	24.26 %
Fica - Expense	5,532.94	17,535.36	94,000.00	76,464.64	18.65 %
Unemp. Comp.	0.00	322.87	1,260.00	937.13	25.62 %
Op - Mat'l Processing/Tech	94.05	621.97	11,600.00	10,978.03	5.36 %
Op - Mat'l Processing/Circ	33.19	81.75	3,550.00	3,488.25	2.30 %
Op - Postage	700.00	1,469.50	4,690.00	3,220.50	31.33 %
Op - Office Supplies	501.39	752.97	4,145.00	3,392.03	18.17 %
Op - Bank Fee's	355.27	475.42	2,500.00	2,024.58	19.02 %
Op - Automation Supplies	424.13	626.51	4,000.00	3,373.49	15.66 %
Op - Publishing	0.00	57.50	1,000.00	942.50	5.75 %
Equip. - Purchases	809.12	2,187.12	8,100.00	5,912.88	27.00 %
Equip. - Maintenance	116.05	767.30	1,500.00	732.70	51.15 %
Auto. - Software	0.00	7,070.00	13,000.00	5,930.00	54.38 %
Auto. - Purchases	0.00	300.49	3,500.00	3,199.51	8.59 %
Auto. - Maintenance	335.91	16,989.08	61,370.00	44,380.92	27.68 %
L. Ins. - Workmen's Comp	0.00	2,897.00	5,000.00	2,103.00	57.94 %
Ins. - Multi Peril Package	0.00	2,150.00	30,500.00	28,350.00	7.05 %
Ins. - Health / Life	4,890.03	13,738.79	97,000.00	83,261.21	14.16 %
Pd. - Recruiting	6,500.00	6,500.00	1,500.00	(5,000.00)	433.33 %
Pd. - Staff Appreciation	100.54	566.09	4,500.00	3,933.91	12.58 %
Pd. - Staff / Tuition Reimburse	0.00	0.00	3,000.00	3,000.00	0.00 %
Pd. - Staff / Dues	541.00	766.00	3,260.00	2,494.00	23.50 %
Pd. - Staff / Meetings	1,995.10	3,351.10	14,655.00	11,303.90	22.87 %
Pd. - Staff / Transportation	307.65	673.99	1,700.00	1,026.01	39.65 %
Pd. - Trst / Mtgs	0.00	0.00	950.00	950.00	0.00 %
Pd. - Trst / Transportation	0.00	0.00	250.00	250.00	0.00 %
Pd. - Trustee Misc	0.00	20.99	500.00	479.01	4.20 %
Cont. - Lawyer	0.00	0.00	4,000.00	4,000.00	0.00 %
Cont. - Accounting	946.23	5,230.05	9,660.00	4,429.95	54.14 %
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: September 30, 2022**

<b>Corporate Fund</b>					
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00 %
Lib Mat. - Adult Books	3,533.25	11,864.16	52,500.00	40,635.84	22.60 %
Lib Mat. - Youth Books	2,174.22	8,448.39	36,800.00	28,351.61	22.86 %
Lib Mat. - Adult AV	706.47	2,714.40	15,000.00	12,285.60	18.10 %
Lib Mat. - Youth AV	291.90	699.40	5,000.00	4,300.60	13.99 %
Lib Mat. - EBooks	892.11	12,313.58	40,700.00	28,386.42	30.25 %
Lib Mat. - Periodicals	0.00	8,795.60	8,800.00	4.40	99.95 %
Lib Mat. - Internet Subscript	3,014.66	19,685.07	31,030.00	11,344.93	63.44 %
Ps - Programs Adult	841.57	2,791.20	9,500.00	6,708.80	29.38 %
Ps - Programs Youth	1,378.53	2,562.32	9,000.00	6,437.68	28.47 %
Ps - Hotel/Motel	607.64	7,960.24	13,431.00	5,470.76	59.27 %
Ps - Refunds / Fines / Fees	0.00	0.00	250.00	250.00	0.00 %
Ps - Printing	1,510.38	2,210.38	11,800.00	9,589.62	18.73 %
Ps - PR / Publicity	1,808.99	1,978.01	15,190.00	13,211.99	13.02 %
Ps - Misc.	0.00	0.00	650.00	650.00	0.00 %
Maintenance	2,143.00	7,175.00	42,250.00	35,075.00	16.98 %
Gas	244.47	937.33	9,500.00	8,562.67	9.87 %
B & M - Water / Sewer	0.00	199.14	1,200.00	1,000.86	16.60 %
Electricity	2,188.85	6,935.81	42,000.00	35,064.19	16.51 %
Telephone	1,335.44	3,964.09	16,800.00	12,835.91	23.60 %
Janitorial Supplies	35.73	387.93	4,000.00	3,612.07	9.70 %
B & M - Landscape Maint	671.00	2,801.00	8,190.00	5,389.00	34.20 %
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>131,444.01</b>	<b>456,739.48</b>	<b>2,308,786.00</b>	<b>1,852,046.52</b>	<b>19.78 %</b>

See Accountants Compilation Letter

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

**Period Ending: September 30, 2022**

**Building Maintenance Fund**

	<b>Building &amp; Maintenance Fund Month Ended Sep 30, 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	\$ 87.98	\$ 87.98	\$ 2,000.00	\$ 1,912.02	4.40 %
Security	380.00	1,051.82	10,800.00	9,748.18	9.74 %
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00 %
Hvac	<u>497.83</u>	<u>647.83</u>	<u>8,450.00</u>	<u>7,802.17</u>	<u>7.67 %</u>
	985.81	1,787.63	41,250.00	39,462.37	4.33 %

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**  
**Period Ending: September 30, 2022**  
**Special Reserve Fund**

	Special Reserve Fund Month Ended Sep 30, 2022	Special Reserve Fund 12 Months Ended Jun 30, 2023	Special Reserve Fund Budget	Balance	% Received Expended
<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	436.10	436.10	41,700.00	41,263.90	1.05 %
Maintenance	15,877.00	15,877.00	68,000.00	52,123.00	23.35 %
Security	<u>168.42</u>	<u>168.42</u>	<u>7,500.00</u>	<u>7,331.58</u>	<u>2.25 %</u>
	16,481.52	16,624.89	123,200.00	106,575.11	13.49 %

See Accountants Compilation Letter



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

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	245,706.50
Fifth Third 8004	<u>2,850,131.25</u>
	3,096,322.75

General Fixed Assets	<u>\$ 5,519,239.00</u>
----------------------	------------------------

<b>TOTAL ASSETS</b>	<b><u>\$ 8,615,561.75</u></b>
---------------------	-------------------------------

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>4,806.80</u>
	4,806.80

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,410,000.00</u>
	1,414,806.80

**EQUITY**

Fund Balance	<u>\$ 7,200,754.95</u>
--------------	------------------------

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 8,615,561.75</u></b>
---	-------------------------------

See Accountant's Compilation Report

**8a. REGULAR AGENDA**

Approve payments for the period of September 22, 2022 – October 19, 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**  
**September 22 - October 19, 2022**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
10/19/2022	9042	Accounting Services, Inc.	-563.00
10/19/2022	9043	Ambius	-286.00
10/19/2022	9044	Baker & Taylor	-2,858.27
10/19/2022	9045	Baker & Taylor	-89.75
10/19/2022	9046	Baker & Taylor	-3,556.39
10/19/2022	9047	Bloomscapes Landscaping, Inc.	-385.00
10/19/2022	9048	Cantigny Park	-100.00
10/19/2022	9049	Cintas Fire Protection	-889.24
10/19/2022	9050	Darnall, Steve	-300.00
10/19/2022	9051	Demco	-328.11
10/19/2022	9052	Direct Energy Business	-2,115.50
10/19/2022	9053	DuRocher, Barbara J.	-21.78
10/19/2022	9054	Games Plus	-152.00
10/19/2022	9055	Kenny-Sumrak, Kyrie	-47.50
10/19/2022	9056	Konica Minolta Business Solutions	-137.34
10/19/2022	9057	Kurtis, Julie	-149.31
10/19/2022	9058	Libraries of Illinois Risk Agency	-11,490.00
10/19/2022	9059	LIMRICC Purchase of Health Insurance Prog	-7,988.11
10/19/2022	9060	Matt Peterson	-300.00
10/19/2022	9061	Mclver, Kim	-315.58
10/19/2022	9062	Midwest Tape	-765.20
10/19/2022	9063	Midwest Tape	-295.45
10/19/2022	9064	Moser, Sandra	-50.00
10/19/2022	9065	Moser, Sandra	-50.00
10/19/2022	9066	Oak Brook Mechanical Services, Inc.	-2,811.08
10/19/2022	9067	Paddock Publications	-610.99
10/19/2022	9068	Petersen, Michelle	-553.75
10/19/2022	9069	Quill Corporation	-429.26
10/19/2022	9070	Risk Program Administrators	-1,243.00
10/19/2022	9071	Service Master Commercial Cleaning	-2,066.00
10/19/2022	9072	Technology Management Revolving Fund	-475.00
10/19/2022	9073	Unique	-9.85
10/19/2022	9074	Very Smart People LLC	-200.00
10/19/2022	9075	Wheaton Park District	-75.00
10/19/2022	9076	Alarm Detection Systems, Inc.	-671.82
10/19/2022	9077	Granite Telecommunications	-179.48
10/19/2022	9078	Art Shuter Piano Technician	-150.00
10/19/2022	9079	Konica Minolta Premier Finance	-378.26
10/19/2022	9080	Peregrine, Stime, Newman, Ritzman & Bruck	-1,012.50
10/19/2022	9081	Vanguard Energy Services, LLC	-91.12
10/19/2022	9082	Davis, Jackie	-18.25

10/19/2022	9083	Petty Cash Fund	-53.26
10/19/2022	9084	Whitmer, Sandy	-14.00
10/19/2022	9085	EastWest Books	-172.92
09/22/2022	Electronic	Paylocity	-267.71
09/23/2022	Electronic	Northern Illinois Gas	-227.07
09/28/2022	Electronic	Hariand Clarke Check Order	-388.29
09/30/2022	Electronic	AFLAC	-94.30

**-45,426.44**

## **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

### Review 2023 Holiday Closures (*discussion only*)

For information only (no action needed)

Last month, the Board approved a holiday closure schedule for 2023. The schedule omitted Monday, January 2. This closure was approved at the January 19, 2022 Board Meeting.

Below is an updated list of 2023 holiday closures.

Date	Holiday Description	Paid Holiday?
Sunday, January 1	New Year's Day	yes
Monday, January 2	Day after New Year's Day	For full time employees who do not normally work Sunday.
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

## **10a. NEW BUSINESS**

### **Executive Director Search Update (*discussion only*)**

Board President DuRocher will provide an update on the Executive Director search if any new information is available.

## 10b. NEW BUSINESS

### Adopt Diversity, Equity and Inclusion Statement (ACTION)

MaryKellie Marquez will attend the Board Meeting to present this item for discussion and approval.

In February, 2022, MaryKellie Marquez (Acquisitions and Cataloging Manager) was joined by Tom Hill (Adult Services Librarian), Kathy Strickland (Member Services Specialist), Julie Kurtis (Youth Services Librarian) and Kathy Gaydos (Marketing & Communications Specialist) to come together to create a Diversity, Equity, and Inclusion statement for the Warrenton Public Library District. With the guidance of Director Sandy Whitmer, the group's first task was to research DEI statements of other libraries and organizations. Secondly, the committee developed examples of how our current collections, programs, services and spaces are diverse, equitable and inclusive. (See following pages.)

The goal is to have a statement that holds ourselves accountable to the commitments, mission and values that we strive for through our programs, collections and services. The statement allows us to be transparent with the community about where we are and the steps we are taking to be the change that we want to see.

It is important that our efforts are more than just a "jump on the bandwagon" token statement. Rather, it should be a part of our library's culture in developing policies, implementing programs, building collections and shaping our staff.

An effective DEI statement is the first step towards creating an inclusive culture that celebrates all dimensions of diversity and where everyone feels a sense of belonging.

We should embed the DEI statement into the library's strategy by laying out our statement with our big-picture mission and values.

After the committee researched various components of DEI statements, they came up with their own versions. Then they met again to discuss the themes that stood out in the various contributions culminating in the following three versions that have subtle differences in tone:

- A. Warrenton Public Library District provides equitable access to inclusive collections, programs and services of value to our diverse community.
- B. Warrenton Public Library District provides equitable access to inclusive collections, programs and services that reflect our diverse community.
- C. Warrenton Public Library District provides equitable access to inclusive collections, programs and services that celebrate our diverse community.

It is now up to the Board to review, discuss and adopt one of these versions for the library.

***Suggested Motion: Adopt version (A, B or C) as the library's Diversity, Equity and Inclusion Statement***



<b>EXAMPLES OF DIVERSITY AT WPLD</b>				
What are we doing? (Or what might we do in the future?)	Which area does this example represent?			
	Collections	Programs	Services	Spaces
Using tools like Homosaurus and the DEI Metadata Networking group to catalog items using non-offensive terms (e.g., using the term “non-citizen” opposed to “illegal alien”)	X			
Book lists during heritage and history months honoring diverse authors and illustrators	X			
Programming that highlights diverse celebrations (e.g., Diwali, Chinese New Year, Hispanic Heritage Month, adult presenters, etc.)		X		
Mango Languages			X	
Bilingual programming (e.g., storytimes, craft kits)		X		
Buying fiction and nonfiction materials that represent diverse experiences and backgrounds when it comes to history, social issues, race and ethnic background, sexual orientation, etc.	X		X	
Youth department makes a conscious effort to select books with diverse characters to include in storytimes and other youth programming.	X	X		
Heritage months and Pride month materials featured in book displays	X		X	X
As a member of the SWAN consortium, which includes 100 libraries in four counties representing diverse populations in terms of socio-economic status, languages and cultures, provide our community access to items and services they otherwise wouldn't have or not easily obtain; can search catalog in Spanish; can use the SWAN app	X		X	
Staff of different race, ethnicity, gender, age, educational background, etc.			X	
Staff who speak more than one language			X	
WPLD Policy 260: Professional performers and presenters...will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.		X		

EXAMPLES OF EQUITY AT WPLD				
What are we doing? (Or what might we do in the future?)	Which area does this example represent?			
	Collections	Programs	Services	Spaces
Eliminated overdue fines			X	
Flexible about proof of residency			X	
Meeting residents where they are: laundromat, local parks, schools, food bank, residential complexes, etc.		X	X	
Homebound program			X	
Curbside service			X	
Guest passes that can be used at the computers for non-library cardholders			X	
iPads in youth services			X	
Study rooms available to anyone day of				X
Most programs do not require a library card		X		
Reading programs don't require library cards (except for the grand prizes)		X		
Availability of, and assistance with, computers, scanning, copying, faxing, printing and Wi-Fi			X	
As a member of the SWAN consortium, which includes 100 libraries in four counties representing diverse populations in terms of socio-economic status, languages and cultures, provide our community access to items and services they otherwise would not have or not easily obtain; can search our catalog in Spanish; can pick up or drop off at 100 libraries; can use the SWAN app	X		X	X

EXAMPLES OF INCLUSION AT WPLD				
What are we doing? (Or what might we do in the future?)	Which area does this example represent?			
	Collections	Programs	Services	Spaces
The library's competencies for staff include "Customer Service/Interaction." One of the behaviors expected of all employees is "Treats everyone with respect; behaves impartially, respects diversity (e.g., gender, age, etc.)."			X	
The library added automatic doors to the Stafford Place entrance which made all our public entrances ADA accessible.				X
Elevator				X
Adding more materials and programs in Spanish (e.g., books, storytimes, ESL Conversation Group, outreach, having some printed materials/signage and information on our website in Spanish and English)	X	X	X	
Meeting residents where they are: laundromat, local parks, schools, food bank, residential complexes, etc.		X	X	
Book a librarian to allow members extra help if they need it			X	
As a member of the SWAN consortium, which includes 100 libraries in four counties representing diverse populations in terms of socio-economic status, languages and cultures, provide our community access to items and services they otherwise wouldn't have or not easily obtain; can search Catalog in Spanish; can pick up or drop off at 100 libraries; can use the SWAN app	X		X	X

## **10c. NEW BUSINESS**

**Review Truth in Taxation (TITA) Public Notice and set Public Hearing for  
Wednesday, November 16, 2022 at 7 p.m. (*discussion only*)**

Because this year's tax levy request exceeds the 2021 levy extension by more than 5%, the library is required to publish a truth in taxation notice and hold a public hearing. The notice will be published in the Daily Herald on November 3. A public hearing will be held at 7 pm on November 16, just prior to the regular board meeting.

### **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.

# **11. DIRECTOR'S REPORT**

**October 2022**

**submitted by Sandy Whitmer**

## **Audit Update**

The final fieldwork for the fiscal year 2022 audit is complete. The auditors are now preparing the report which will be presented to the board on November 16. All signs point to a positive report. I would like to know if the board wants the audit to be presented in person or virtually and if there is a preference for which Sikich representative presents the audit.

## **Staffing Update**

As of October 12, we have hired three of the five positions that were posted at the end of August. Cathy Crown joins the staff this month as Member Services Assistant. Our new Human Resources and Member Services Managers have start dates in mid-November. We expect to have a Graphic Designer and Adult Services Librarian joining us in November, too.

Member Services Specialist Sarah Kratz has resigned from her position effective October 17. She is returning to school full-time.

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

- LIMRiCC Director's Forum – a discussion about insurance premiums and how libraries are sharing costs with employees
- Design for Access – Making online content accessible
- Ryan Dowd interview with former Aurora police chief Kristen Ziman
- Crisis Communications for Libraries
- SWAN fireside chat
- RAILS Member Update

## **FOIA Requests**

- SmartProcure – provided list of payments for May through August 2022



STATISTICAL SNAPSHOT	Sep 2022	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021
<b>TOTAL CIRCULATION (physical items)</b>	<b>13,689</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>
WPLD items checked out at WPLD	7,466	8,613	9,709	9,685	7,027	7,855	8,511	6,912	7,338	6,442	7,497	7,053	7,501
Auto-renewals of WPLD Items	4,492	4,925	4,798	4,072	4,401	4,389	4,353	3,680	3,907	3,566	3,849	4,372	4,198
Other Library Items Checked out at WPLD	1,731	1,759	1,612	1,588	1,362	1,704	1,541	1,635	2,140	1,615	1,390	1,648	1,571
<b>DOWNLOADABLE CIRCULATION</b>	<b>2,710</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>
Overdrive/Libby	1,523	1,603	1,752	1,592	1,419	1,479	1,448	1,421	1,528	1,357	1,309	1,439	1,222
Overdrive (magazines) fka RB Digital	94	90	39	54	74	79	71	50	142	56	84	81	49
Hoopla	1,093	1,208	1,127	1,111	1,116	1,102	1,088	1,041	1,027	996	1,029	994	936
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,683	1,712	1,574	1,555	1,296	1,665	1,499	1,592	2,109	1,601	1,358	1,593	1,519
Received from Non-SWAN Libraries	14	23	14	10	14	9	18	14	13	11	16	7	8
Sent to SWAN Libraries	1,899	2,091	1,951	2,136	1,993	2,068	2,059	1,949	2,203	1,880	1,918	1,914	1,774
Sent to Non-SWAN Libraries	14	20	15	23	10	16	29	10	19	22	15	15	21
<b>COLLECTION</b>													
Physical Materials Added	538	484	720	513	632	789	665	674	791	624	662	709	604
Physical Materials Withdrawn	485	840	1,127	1,044	1,563	699	246	1,270	927	263	159	1,056	1,525
Total Collection Size	141,938	142,776	142,679	142,589	141,437	140,442	140,152	140,265	139,473	140,518	139,831	139,011	139,506
Physical materials	78,017	79,094	79,146	79,970	80,456	80,146	80,219	80,809	80,278	81,344	80,739	80,043	80,787
Overdrive books	47,214	47,055	46,998	46,371	45,279	44,776	44,550	44,246	44,083	44,125	44,113	44,059	43,904
Overdrive audiobooks	16,707	16,627	16,535	16,248	15,702	15,520	15,383	15,210	15,112	15,049	14,979	14,909	14,815
<b>PROGRAMS</b>													
Number of Adult Programs	24	17	15	27	19	21	16	14	19	18	16	16	17
Adult Program Attendance	239	844	871	1,124	289	1,800	329	415	250	150	97	137	148
Number of Teen Programs	10	8	9	13	9	11	8	7	7	3	5	4	7
Teen Program Attendance	57	64	44	106	146	55	32	60	87	44	53	22	68
Number of Youth Programs	25	18	24	34	14	25	27	19	21	14	19	20	15
Youth Program Attendance	355	272	360	579	165	367	366	297	235	218	220	268	229
Book-A-Librarian Sessions	14	14	14	14	14	14	14	14	0	14	14	12	12
Book-A-Librarian Attendance	2	2	4	7	1	1	5	2	0	3	2	2	2
<b>OUTREACH</b>													
Adult Outreach Events	1	-	0	1	1	2	1	0	0	0	0	0	0
Adult Outreach Attendance	27	-	0	74	64	90	8	0	0	0	0	0	0
Teen Outreach Events	-	-	0	0	0	1	0	0	0	0	0	0	0
Teen Outreach Attendance	-	-	0	0	0	250	0	0	0	0	0	0	0
Youth Outreach Events	-	2	2	3	6	4	1	1	0	0	1	3	0
Youth Outreach Attendance	-	149	84	195	1,038	183	14	7	0	0	11	44	0
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,948	9,921	9,888	9,867	9,808	9,752	9,716	9,761	9,711	9,682	9,693	9,830	9,740
Resident Cards Issued In Person	62	72	56	76	60	54	53	39	42	38	31	35	52
Online Cards Issued	7	11	7	9	17	10	13	12	9	2	9	9	9
New Resident Cards Issued & Mailed**	-	0	0	0	0	0	0	0	0	0	75	71	90

STATISTICAL SNAPSHOT	Sep 2022	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021
<b>VISITOR COUNT</b>	5,354	8,352	7,429	7,944	5,737	5,014	6,062	4,742	4,622	4,747	3,899	5,176	5,088
<b>STUDY ROOM USES</b>	188	159	194	160	181	151	178	168	134	108	108	162	116
<b>MEETING ROOM USES (public)</b>	1	2	1	2	1	2	1	1	0	0	2	1	1
<b>CURBSIDE PICKUPS</b>	18	35	28	19	20	18	29	30	47	19	28	26	25
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	494	576	520	585	440	517	532	419	409	414	411	388	415
Wifi Sessions	2,359	2,365	2402	2,416	2,059	1,923	1,907	1,628	1,508	1,245	1,355	1,559	1,539
Website Visits	10,939	12,501	10,074	10,689	9,279	8,935	9,852	8,816	9,491	7,808	8,311	8,432	10,273
<b>MARKETING</b>													
eNews Subscribers	5,810	5,800	5,770	5,709	5,573	5,577	5,537	5,512	5,486	5,490	5,476	5,450	5,475
eNews Open Rate	45%	44%	40%	44%	43%	41%	44%	45%	37%	35%	29%	28%	26%
Facebook Followers	1,540	1,452	1,416	1,350	1,325	1,315	1,301	1,291	1,285	1,275	1,275	1,273	1,266
Instagram Followers	411	409	396	380	373	369	364	355	350	346	341	336	336

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

**September 2022**

**Submitted by: Jackie Davis**

### **Administration**

- Sent financials to Accounting Services for processing
- Assembled the September board packet
- Processed checks for signature and mailing
- Composed minutes of the September 21, 2022 B&A Public Hearing and Regular Board Meeting
- Made two bank deposits for daily receipts and copy machines
- Packaged the postage machine for return to Pitney Bowes. Awaiting a refund on the remaining postage in the machine. (Cost had doubled per month and since the library does not send out many ILL's decided cost for machine was excessive.)

### **Human Resources**

- Processed two payrolls
- Sent IMRF and monthly financial information to Accounting Services
- Continued to work with Paylocity to fix problems with the part time accruals and continue to keep my own spreadsheet to verify the hours are correct
- Interviewed candidates for the Public Services Manager and Human Resources Manager with Sandy

### **Meetings**

- Management Team meetings – September 6 and 20
- Completed assigned training sessions from KnowBe4.
- Met with John Keister regarding hiring of a new library director – September 21

### **Continuing Education**

- Ryan Dowd webinar of “chat with former Police Chief Christine Zieman” – September 8

### **Maintenance**

- Continues to maintain the building daily 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.
- Ly and Jackie removed a couple plexiglass pieces.
- Ly painted the Stafford Place new staff entrance door (looks great).
- Jackie did a “walk-about” with John Davis from Abbott Tree Care to review lawn maintenance and snowplowing – September 22
- Oakbrook Mechanical was at the library on September 28 and 29 to inspect a leak that is partially located behind a wall. Ly was able to contain the leak and Oakbrook Mechanical will be back in October to complete the work.
- Ly cleaned the carpet in the Discovery Room due to coffee stains.
- Chemwise conducted their quarterly check. All was good.



## 12. PUBLIC SERVICES REPORT

SEPTEMBER 2022

Submitted by Paul Dobersztyn

### Highlights

- The library hosted **62** total events in August with **651** participants.
- Public Services hosted **1** passive program: Youth Services favorite apple display, hosting **14** total participants.
- September marked the return of our popular cooking programs with Chef Susan Maddox presenting Latin-infused cuisine on 9/15 kicking off our month-long celebration of Hispanic Heritage month. The event was hosted by Diana Abraham and Miriam Montano.
  - Miriam Montano prepared 4 weeks' worth of take-home crafts for Hispanic Heritage Month for all ages.
  - The celebration continues into October with more programming and displays.
- Taylor Haring hosted our first Adult Board Game night to a rousing success. Library guests had a blast learning the new board games we offer at the library, especially the themed game *Ticket to Ride*.
- Our Sunday Music Matinees kicked off on 9/11 with American Folk songs by Mark Dvorak.
- Diana Abraham hosted a Teen Volunteer project on 9/28 hosting **4** teens. They created **36** cards for residents of the Warrenville Horizon Senior Living Apartments.
- 1,000 Books Before Kindergarten progress
  - **23** registrants already signed up in the first month
  - Our first participant reached 100 books within the first month. The parents allowed us to advertise her accomplishment on social media.
  - The Jim Gill kickoff concert was a popular event sparking some feedback:
    - "Thank you so much!! It was a wonderful concert with such an awesome performer/educator!!"
    - "So fun! Thanks for bringing him. We had a great time and my daughter was so sad it was over."
    - "how fun fun fun!"

### Personnel

- Performed two interviews with Director Whitmer for the vacant Part-Time Adult Services Librarian position.

### Professional Development

- **23** sessions of CE were completed by the Public Services Department in September.
- **42** total hours of CE were completed.
- Topics covered include: Intellectual Freedoms, KnowBe4 Security Training, Police Talk, SWAN Fireside Chat, Celebrate Hispanic and Latinx Heritage Month with Random House Children's Books and more.
  - A full list can be provided by the Public Services Manager.
- Julie Kurtis attended the ALSC Institute in Kansas City 9/29 through 10/1. Below is a recap of her experience. More information can be provided by Julie if requested.
  - "Thank you so much for allowing me to attend the ALSC National Institute this year. It was a really incredible event with interesting workshops, authors, and networking opportunities. The sessions were based on many different facets of Youth Services and I was able to gain a lot of new information and ideas for collections, programming, and DEI in the library."
  - "In attending sessions such as "Beyond Storytime: Dynamic Literacy Programs that Snap, Crackle and Pop!" and "Imagine That! Rethinking Play at the Library," I was able to bring back fun ideas for our department to pursue new programming opportunities. "Wake Up Your Musicianship for More Inclusive Storytimes" was a particularly interesting session about diversifying music in programming. I learned about a couple of different diversity audit methods including one through Collection HQ by Baker and Taylor in a

"Data, Development and Diversity: Oh My!" session. I attended a program about APALA's evaluation rubric for Asian American and Pacific Islander Youth Literature that shed light on a number of trends in AAPI youth literature and tools to find the best in diverse materials. Finally, I was able to talk to other Youth Librarians in a roundtable program about their methods in material reconsideration and learned about weeding with an equity lens and book resumes that support frequently challenged books. I am so excited to share all that I have learned with our Youth Services Department!"

- Kyrie Kenny-Sumrak attended the LACONI YS - Kohl Children's Museum: Discovering Art & Science Through Play on 9/30. Below are her thoughts of the experience:
  - *"I attended the LACONI YS event, Discovering Art & Science Through Play, held at the Kohl Children's Museum and had such a wonderful time during the day long training. The two sessions focused on scientific and art play, as well as how we can incorporate learning outcomes and opportunities in both programming and play areas. With hands on activities, we were able to dive deep into the "hidden" learning that goes on with a wide age range of kiddos, about birth to age 9, how this allows children to continue to learn at home and also to feel more comfortable with asking open-ended questions. Since the museum is open to such a wide range of learning abilities, we were given advice on how to program effectively on a budget and given plenty of ideas for future programming. The real benefit for me was being reminded of the importance of executive functioning in our youngest community members and how the library can play an active role in allowing kiddos to practice those skills - but by doing it in a way that allows them to explore science and art in a no-pressure zone."*
- Tom Hill attended the Andy Warhol Exhibit breakfast at the College of DuPage on 9/29. Below are his thoughts:
  - *"Learned a bit about the Andy Warhol exhibit coming to COD in summer 2023. The director of the MAC, the curator of the exhibit, and others spoke about the exhibit and encouraged community groups to plan Warhol themed events. Any programming we plan, the MAC can promote through their website. The curator is also available to give presentations at libraries."*

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

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

- Paul Dobersztyn attended the management team meeting on 9/6 & 9/20.
- Paul Dobersztyn met with James Johnson of CREO DuPage on 9/8 to discuss possible programming ventures.
- Paul Dobersztyn met with Robyn Harbour of WT Cox on 9/28 to discuss pricing for print periodical subscriptions FY23.
- Paul Dobersztyn represented the library at the VFW Burger Night event on 9/28. Interacted with 27 individuals discussing library card sign ups, 1000 Books and More Before Kindergarten and other library services.
- Julie Kurtis Met with Chaz at Bower and Tracy at Johnson. Plans to organize visits with 2nd grade classes for intro to the library and book talks for 3rd,4th,5<sup>th</sup> grades.
- Julie Kurtis and Paul Dobersztyn met with Kathy Gaydos to discuss the Winter content for Reading Matters on 9/9.
- Tom Hill reached out to several libraries asking for feedback on the Career Online High School program. So far one library has responded. I will present that feedback once we get some more responses.
- Paul Dobersztyn submitted applications for FY24 for Concerts on the Commons and the Sunday Music Matinees to the City of Warrenville Tourism and Arts Commission on 9/12.
- Paul Dobersztyn submitted a final report for the FY23 Concerts on the Commons TAC grant to Leo Beltran on 9/29.

### **Non SWAN InterLibrary Loan**

Item Requests Processed: 21; Materials Received: 14; Materials Lent: 14

## **12. Marketing REPORT**

**September 2022**

**Submitted by Kathy Gaydos**

### **Activities**

#### **Winter Reading Matters (December 2022–February 2023)**

- Received and reviewed program descriptions from P.S.; prepared questions for review meeting.
- Sent edited content and RM layout to contracted designer.
- Created event description file for use in Communico entries.
- Requested and received select program descriptions written in Spanish.
- Searched for images for RM and Communico calendar; downloaded and edited as needed.
- Sent mailing parameters and paper cost estimate request to printer.
- Created detailed schedule of publicity activities for *Reading Matters* and slides, flyers, etc.; sent to P.S. and contracted designer for review.

#### **Winter 2022-2023 Library Events (December, January, February)**

- Edited Winter Reading Challenge image created by Beanstack for use in publicity materials.

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

- Used original Adobe file to export and download individual event flyers as pdfs.
- Submitted several pdfs to District 200 for youth and teen library events.
- Submitted electronic sign requests to City for: Hispanic Heritage Month, Jim Gill concert and Native History program.
- Re-established digital slide shows at all three service desks and the café screen; worked with Sandy and Duncan to resolve problem on the café screen; documented steps to resolve issue in the future.
- Monitored initial screen displays and inputted all library events (difference for each screen) through November.

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

- Created FB event for September concert.
- Put large posters on slat walls and other locations in library.
- Added temporary banner message to website with link to full performance schedule.
- Delivered 50 bookmarks to DuPage Foundation for Arts DuPage Month kick-off event.
- With Sarah's help, entered info and images into the Arts DuPage electronic calendar for all concerts through March.
- Created October concert Facebook event.
- Submitted electronic sign requests to City for September and October performances.

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

- Finalized four activity logs; posted on website and adjusted text and links accordingly.
- Added 1BBK image to Youth webpage with links to the separate 1BBK webpage.
- Added navigation link widget on the 1BBK webpage leading to Kids, Teen and Adult pages.
- Created and finalized a digital slide for this program with input from Julie and Diana.

#### **Homebound Delivery Services**

- Uploaded final application pdf onto website and added link to it on homebound webpage; made other edits to webpage.
- Submitted electronic sign request to City about this service.

#### **DEI Committee**

- Worked with MaryKelly to finalize supporting documentation for the proposed DEI statements to be presented at October's Board meeting.

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

- Dia de los Muertos by Diana
- Las Posadas by Diana and Miriam with additional edits by Jorge
- Winter Reading Challenge by Paul
- Sandy Retirement for eNews and RM by Sandy
- Trustee election information for website and eNews by Sandy
- Hobbit Day by Taylor

**Welcome Email Campaign to New Cardholders**

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

Received Card	Dates	Emails Received	Average Open Rate
July	16-31	1-5	55% final
August	1-15	1-5	54% final
August	16-31	1-5	55% final
September	1-15	1-2	63% in progress

**Outreach**

- Scheduled Meet & Greet event at Preserve of Cantera in November; created and sent them a flyer to advertise.
- Contacted Warrenville Horizon director again via email (after in-person visit) to set a date for a Meet & Greet. No response yet.
- Prepped a Go Box for Paul to take to VFW Burger Night Sept. 28.

**Miscellaneous**

- Finalized ALA National Library Card Sign-Up Month posters, flyers and social media for use during September.
- Organized and communicated NLCSUM library tote bag giveaway to MSD staff.
- Worked with contracted designer to troubleshoot issue with Library Card brochure.
- Created Closed signs for library doors and social media posts for November 4, Staff Training Day.
- Reviewed previous slideshow on emergency situations to present on Staff Training Day.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. *In September...* added special board meeting agenda and board packet to website and three new science kits (text, links, images). Need to troubleshoot with Communico Help Desk to correct alignment of various science kits blocks.

**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—9/6/22, 9/20/22  
Super Library Marketing videos (various topics)—9/6/22  
Library Marketing Conference webinar on photography—9/8/22  
Winter Reading Matters review session with Paul and Julie—9/9/22  
DEI Committee meeting—9/13/22  
Style Guide review session with Miriam—9/20/22  
Library Board meeting—9/21/22  
KnowBe4 Inside Man and MFA—9/26/22  
KeePass and Multi Factor Verification training with Duncan—9/29/22

### Publicity Statistics

#### eNews (Constant Contact)

Subscribers: 5,810  
Average open rate: 44%

#### Social Media

Facebook Followers: 1,540  
Instagram Followers: 411

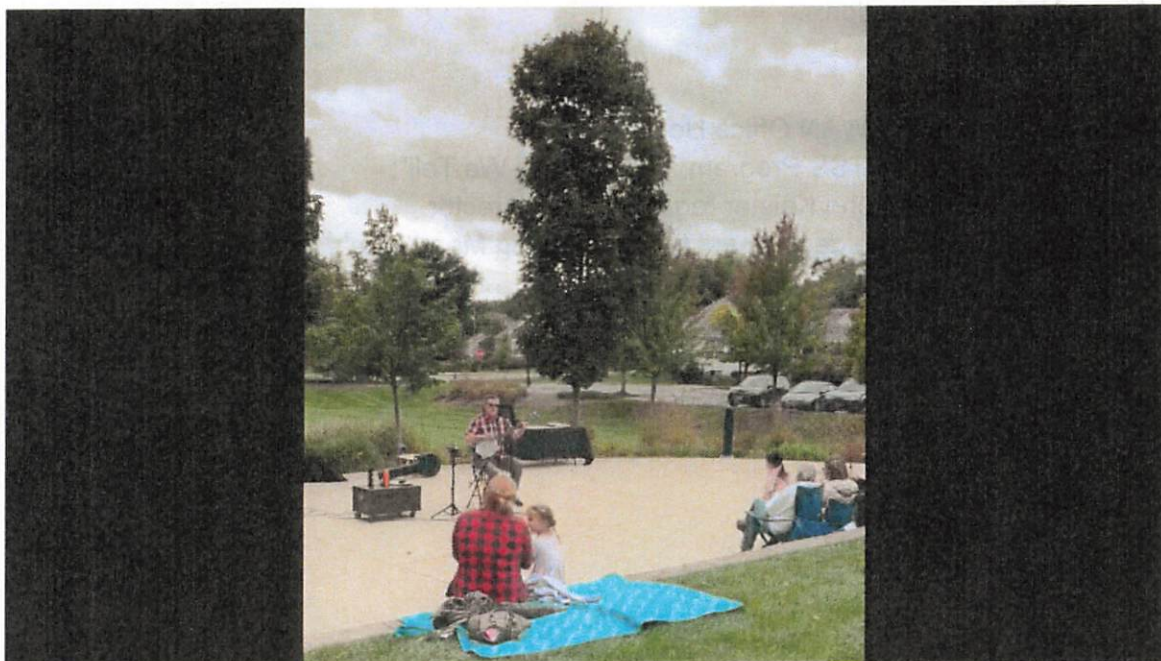
### Popular social media video post:



#### Warrenville Public Library District

Published by Paul Dobersztyn · September 25 at 2:15 PM · 🌐

Jim Gill is just getting started! Join us at the Bob Walters Commons next to the library right now! [#1000booksbeforekindergarten](#)



321  
People reached

85  
Engagements

Boost post

18

5 Comments 1 Share

Facebook: 18 reactions (likes, comments, shares); 321 reach

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

**September 2022**

**Submitted by MaryKellie Marquez**

### **Collection Maintenance**

- 538 items created
- 485 items discarded
- 89 items repaired
- 65 discs cleaned

### **Department Highlights**

MaryKellie and Gail tackled the YA audiobooks, updating spine labels and changing torn sleeves in the cases; Both were able to independently speak to John Keister about the qualities they want from a new director; MaryKellie finalized the proposal to incorporate a Diversity, Equity, and Inclusion Statement for the Board to vote on. She will present the proposal and answer questions at the October Board Meeting; MaryKellie took a staycation the last week of the month.

### **Training & Meetings**

#### **MaryKellie**

- 9/6/2022; Management Team Meeting;
- 9/8/2022, ACUG Meeting;
- 9/9/2022, Attended "The Art of Giving Feedback";
- 9/13/2022, 1-on-1 with Sandy; & DEI @ WPLD meeting;
- 9/16/2022, LANCONI TSS Program, "The Stories We Tell";
- 9/20/2022 Management Team Meeting;
- 9/21/2022, Met with John Keister regarding new director;
- 9/26-30/2022, Staycation;

#### **Gail**

- Attended 5 hours of SWAN Office Hours
- 9/16/2022, LANCONI TSS Program, "The Stories We Tell";
- 9/21/2022, Met with John Keister regarding new director
- 9/26-30/2022, Held the department together during MaryKellie's time off.

## **12. IT DEPARTMENT'S REPORT**

**September 2022**

**Submitted by Duncan Jones**

### **User Support**

- Helped staff with Monthly Report template setup, submitting IT tickets, phishing emails, password manager setup, mouse issues, Office 365 logins, Excel, Outlook Charms, missing files, and iTunes.
- Helped Gail identify programs we use at the library for her studies.
- Assisted patrons with printing photos and general computer use.

### **Troubleshooting**

- Resolved issue with multi-page scanner putting lines on color scans.
- Resolved issue with self-check lasers turning off.
- Resolved issue with page computer not working.
- Resolved issue with Café Display dimming after time.
- Resolved issue with catalog PCs locking up.
- Updated transaction software on Member Services device.
- Investigated fan issue on public PC.
- Inspected hotspot 175 regarding reports of not holding a charge.
- Replaced failed server fan.
- Security software wouldn't enable on certain machines. Updated machines with latest software from vendor to resolve.

### **Project/Goal**

- Set up slideshow on Member Services public-facing monitors.
- Disabled unreturned hotspot, then enabled after return.
- Added MFA to staff accounts and various other accounts.
- Applied license key for security software renewal and updated the key on all PCs.
- Followed up on the replacement router on order.
- Documented virtual machine settings.
- Updated NAS devices against a new vulnerability.
- Set up password manager for managers.
- Enabled and set up MFA on manager's accounts.
- Updated OS and various programs on public PCs.
- Documented database credentials.
- Updated OS on servers.
- Installed water sensor gateway.
- Investigated and blocked malicious email sent to several Warrentonville email addresses.
- Removed old staff profiles from various PCs.
- Updated security software on all affected machines.
- Spoke with Mobile Beacon about a canceled hotspot spot plan.

### **Meetings**

- Met with Management Team to demo a password manager and new MFA hardware tokens.
- Met with Sandy for weekly meeting [4].
- Met with Sandy and Kathy to go over Café Display.
- IT Roundtable
- Met with Sabrina from KnowBe4 to create upcoming security awareness training campaigns.

- Met with Kathy G for password manager training and MFA setup.
- 2022-09-22 SWAN Technology Update webinar

## **Training**

- Police Talk: A Conversation with Chief Kristen Ziman Ryan Dowd webinar.
- SharePoint Discussion for Non-profits TechSoup webinar.

## **Continuing Education**

- Windows 10 Administration LinkedIn Learning webinar
- CompTIA Network+ Understanding Networks LinkedIn Learning webinar

## **Planning**

- Planned and scheduled 2023 license renewals.



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

**for October 2022**

### **Next Meetings or Events (as of October 12 2022)**

Wednesday, October 19, 2022 at 7 pm  
Regular Board Meeting in Library Meeting Room

Wednesday, November 16, 2022 at 7 pm  
Truth in Taxation Public Hearing in Library Meeting Room

Wednesday, November 16, 2022 at 7 pm  
Regular Board Meeting in Library Meeting Room  
(immediately following Truth in Taxation Public Hearing)

### **Trustee Education Opportunities**

#### **"Keys to Being a Better Library Trustee"**

##### **Two-Part Webinar Series Begins October 29**

Join author and certified professional parliamentarian Nancy Sylvester for this two-part webinar focused on library boards. These sessions explore both the role of library board members as well as strategies for successful board meetings. Session one will be held on Saturday, October 29 from 10 a.m. to noon, and the second session on Saturday, November 12 from 10 a.m. to noon. Learn more and register on L2. (Sandy can assist you with registration.)

#### **"Personal Values and Institutional Purpose: Intellectual Freedom Issues in 2022"**

(Presented by LACONI's Programs, Outreach and Promotions Section)

Several of our managers viewed this online presentation. All felt the information provided would be helpful to the Board. If you would like to view the recording of the presentation, please request the link from Sandy. Here is a description of the program:

Book challenges are surging. What can your library do? Today's libraries are facing the greatest surge of challenges since the founding of the American Library Association. Join Jamie LaRue, former Director of ALA's Office for Intellectual Freedom and current Library Director, as he discusses the challenges today's libraries are fielding, why they are being challenged, and the role of the modern library.

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

### **for October 2022**

#### **Developer Donations**

As of September 30, 2022, the City of Warrenton is holding \$32,636.86 for the Library's use. Director Whitmer will request \$20,000 to be used toward the debt certificate payment as budgeted.

#### **Fifth Third Bank Interest Rate Increases Again**

The interest rate for our interest-bearing checking account rose from 0.60% APY in August to 0.66% APY in September.