



---

# Warrenville Public Library District

---

28W751 Stafford Place, Warrenville IL 60555-3002 • 630/393-1171 • warrenville.com

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Committee of the Whole Meeting of the Board of Trustees**  
**Wednesday, November 16, 2022, 6:00 p.m.**  
**Location: Library Meeting Room**

## **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)**
4. Public comments
5. 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)
6. Discussion/action resulting from the above closed session (*discussion only*)
7. Items for information and/or discussion (No Action)
8. Adjournment **(ACTION)**



# Warrenville Public Library District

28W751 Stafford Place, Warrenville IL 60555-3002 • 630/393-1171 • warrenville.com

## **WARRENVILLE PUBLIC LIBRARY DISTRICT**

### **Truth in Taxation Public Hearing**

**Wednesday, November 16, 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. Public Comments on the Proposed Property Tax Increase
4. Trustee and/or Staff Comments on the Proposed Property Tax Increase
5. Adjournment

**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.



# 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, November 16, 2022, 7:00 p.m.**  
(immediately following public hearing)  
**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
  - a. Introduction of new library staff
  - b. Presentation of the FY2022 Audit (Martha Trotter, Sikich LLP)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the October 19, 2022 Regular Board Meeting
  - b. Receive and file Financial Report for October
  - c. Certify Compliance with Truth in Taxation Act
  - d. Adopt Ordinance #22-23-03 Levy Ordinance for Fiscal Year 2022-2023

8. Regular Agenda
  - a. Approve payments for the period of October 20–November 16, 2022 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
  - a. Executive Director Search (*discussion only*)
10. New Business
  - a. Request from City of Warrenville Tourism and Arts Commission to consider display of public art piece in library (*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
20. Discussion resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
Library Board of Trustees  
Minutes of the Regular Board Meeting  
Wednesday, October 19, 2022**

1. Call to Order – Trustee DuRocher called the meeting to order at 7:00 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Ruzicka, Stull, Warren (arrived at 7:02 pm)

ABSENT: Trustee Richardson

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 and #20 pertaining to a Closed Session

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson and Warren*

*Motion carried*

4. Presentations – none

Trustee Warren arrived at 7:02 p.m.

5. Public comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- 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

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

Roll call vote:

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

Absent – Trustee Richardson

Nays – none

Motion carried

## 8. Regular Agenda

- a. Approve payments for the period of September 22, 2022 through October 19, 2022

MOTION: Trustee Stull moved to approve invoices in the amount of \$58,440.17 for the period of September 22, 2022 through October 19, 2022 including electronic payments and checks #9042 -9091. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

## 9. Unfinished Business

- a. Review 2023 Holiday Closures

Director Whitmer stated the Board approved a holiday closure schedule for 2023. The schedule omitted Monday, January 2 which was approved at the January 19, 2022 board meeting.

## 10. New Business

- a. Executive Director Search Update

Trustee DuRocher stated she spoke with John Keister and the Executive Director position has been posted on key websites such as American Library Association, Illinois Library Association and RAILS.

Director Whitmer stated John Keister's website for the position is <https://johnkeister.com/warrenville>

Trustee DuRocher stated a Committee-of-the-Whole meeting needs to be held at 6:00 p.m. before the November 16, 2022 board meeting to discuss the search. Mr. Keister will attend the meeting virtually. He will share information about applications during a closed session.

The Board agreed it is not necessary to broadcast or publish a recording of the November 16 Committee of the Whole Meeting.

Trustee DuRocher confirmed the Board approved up to \$5,000 as moving expense for a new director.

b. Adopt Diversity, Equity and Inclusion Statement

Acquisitions and Cataloging Manager Marykellie Marquez stated diversity, equity and inclusion is a passion of hers and she has considerable training on this subject.

Director Whitmer assigned her the task of forming a committee to compose a Diversity, Equity and Inclusion Statement. The committee did research on other organizations' DEI Statements. The goal was to create a statement that holds the library accountable to the commitments, mission and values that we strive for through our programs, collections and services.

The Board considered the three proposed statements.

After considerable discussion, Marketing Specialist Kathy Gaydos suggested the following statement:

"Warrenville Public Library District provides equitable access to inclusive collections, programs and services of value to, reflective of and embracing our diverse community."

Ms. Marquez noted the statement should be memorable for employees. Director Whitmer wants the staff to understand the library is providing equitable access to collections, programs and services.

Trustee Picha asked if the DEI committee plans to have periodic meetings. Director Whitmer stated the committee may continue to meet and can also guide work related to the employee handbook and other policies.



MOTION: Trustee Warren moved to adopt "The Warrenville Public Library provides equitable access to inclusive collections, programs, and services of value to, reflective of and embracing our diverse community" as the Library's Diversity, Equity and Inclusion Statement. Trustee Stull seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Picha, Ruzicka, Stull, Warren

Nays – None

Absent – Trustee Richardson

Motion carried

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

Director Whitmer stated because this year's tax levy 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. This notice will be published in the Daily Herald and a public hearing will be held at 7 pm on November 16, immediately before the regular board meeting.

#### 11. Director's Report

Trustee DuRocher asked the Board if they prefer the audit be presented in person or virtually. The board was in agreement it could be virtual and any presenter is fine.

Director Whitmer stated Cathy Crown has been hired as a Member Services Assistant and begins this month. A Human Resources Manager, Member Services Manager and Adult Services Librarian have been hired and will begin employment on November 14. Director Whitmer is expecting to hire a graphic designer this week.

Member Services Specialist Sarah Kratz resigned October 17 to pursue schooling as a medical assistant. Schedules are being reworked and the job will be posted by next week.

#### 12. Department Head Reports

Trustee Picha asked Paul Dobersztyn who was in charge of the teen program that made greeting cards for the Horizon Senior Living Apartments. Mr. Dobersztyn replied it was Youth Services Librarian Diana Abraham.

Trustee Picha stated many staff watched the interview with former Aurora Police Chief Kristen Ziman. Director Whitmer stated the presentation was part of the Ryan Dowd homelessness training sessions. This session taught how to be empathetic and ways to deescalate a situation.

Trustee DuRocher stated that eNews has a 44% open rate, which is amazing.

13. President's Report

Director Whitmer stated the library will be closed on Friday, November 4, 2022 for a staff in-service day.

Trustee DuRocher announced the upcoming meetings and events.

Trustee DuRocher stated there are two trustee education opportunities including "Keys to Being a Better Library Trustee" beginning on October 29. There is also a video on "Personal Values and Institutional Purpose: Intellectual Freedom Issues in 2022" presented by LACONI and available on YouTube. She suggested all trustees watch the LACONI video. Ms. Marquez will investigate how long the recording will be available. Director Whitmer will email the link.

14. Treasurer's Report – Trustee Lezon reported as of September 30, 2022 the City of Warrenville 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.

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

16. Committee Reports - none

17. Trustee Comments

Trustee Picha stated that the board is very lucky to have such a good management team and recognized Director Whitmer for guiding the ship.

18. Items for information and/or discussion – none

19. Adjournment

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

Respectfully submitted,

Heather J. Stull, Secretary  
Board of Trustees  
Warrenville Public Library District  
Minutes of Regular Board Meeting  
October 19, 2022  
Page 5 of 5

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**October 31, 2022**

WARRENVILLE  
LIBRARY  
INCOME

OCTOBER  
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%	20979	2016464	99.06%	819881	0	3004	31052	139865	596605	2270792
BLDG. & MAIN.	0	0.0000%	0	0		37206	0	0	0	3483	5270	31936
TOTAL TAX (LEVIED)	2035684	100.00%	20979	2016464	99.06%	857087	0	3004	31052	143349	601875	2302728
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	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%	20979	2016464	99.06%	1543132	0	3004	31052	143349	618500	2972148
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 Oct 31, 2022	Corporate Fund 12 Months Ended Jun 30, 2023	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 20,978.91	\$ 2,016,406.42	\$ 2,035,684.00	\$ 19,277.58	99.05 %
Back Taxes	0.00	57.55	0.00	(57.55)	
Copier	442.92	2,030.59	5,000.00	2,969.41	40.61 %
Fees	5.00	20.00	0.00	(20.00)	
TIF Funds	0.00	0.00	20,000.00	20,000.00	0.00 %
Interest	1,904.93	5,257.46	1,000.00	(4,257.46)	525.75 %
Book Sales	206.50	582.50	500.00	(82.50)	116.50 %
Lost Books	220.37	1,132.85	2,500.00	1,367.15	45.31 %
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00 %
Miscellaneous	224.16	1,237.11	500.00	(737.11)	247.42 %
Hotel/Motel Tax	0.00	0.00	13,430.00	13,430.00	0.00 %
Grants - Per Capita	0.00	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>23,982.79</b>	<b>2,047,516.08</b>	<b>2,120,405.00</b>	<b>72,888.92</b>	<b>96.56 %</b>
<b>Expenses</b>					
Sal. - Administration	14,356.17	57,924.68	245,000.00	187,075.32	23.64 %
Sal. - Member Services	13,623.15	55,116.90	260,000.00	204,883.10	21.20 %
Sal. - Maintenance	1,886.60	7,586.15	26,000.00	18,413.85	29.18 %
Sal. - Marketing	4,422.00	17,688.00	103,000.00	85,312.00	17.17 %
Sal. - Public Services	30,711.77	134,284.66	470,000.00	335,715.34	28.57 %
Sal. - IT	4,095.00	16,927.78	55,000.00	38,072.22	30.78 %
Sal. - Technical Services	6,536.36	26,091.39	88,000.00	61,908.61	29.65 %
I.M.R.F. - Expense	7,399.46	34,565.68	112,000.00	77,434.32	30.86 %
Fica - Expense	5,530.79	23,066.15	94,000.00	70,933.85	24.54 %
Unemp. Comp.	77.05	399.92	1,260.00	860.08	31.74 %
Op - Mat'l Processing/Tech	378.80	1,000.77	11,600.00	10,599.23	8.63 %
Op - Mat'l Processing/Circ	674.80	756.55	3,550.00	2,793.45	21.31 %
Op - Postage	614.68	2,084.18	4,690.00	2,605.82	44.44 %
Op - Office Supplies	354.87	1,107.84	4,145.00	3,037.16	26.73 %
Op - Bank Fee's	65.80	541.22	2,500.00	1,958.78	21.65 %
Op - Automation Supplies	308.85	935.36	4,000.00	3,064.64	23.38 %
Op - Publishing	610.99	668.49	1,000.00	331.51	66.85 %
Equip. - Purchases	545.26	2,732.38	8,100.00	5,367.62	33.73 %
Equip. - Maintenance	137.34	904.64	1,500.00	595.36	60.31 %
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	8,300.55	25,289.63	61,370.00	36,080.37	41.21 %
L. Ins. - Workmen's Comp	1,243.00	4,140.00	5,000.00	860.00	82.80 %
Ins. - Multi Peril Package	11,490.00	13,640.00	30,500.00	16,860.00	44.72 %
Ins. - Health / Life	4,794.67	18,533.46	97,000.00	78,466.54	19.11 %
Pd - Recruiting	0.00	6,500.00	1,500.00	(5,000.00)	433.33 %
Pd - Staff Appreciation	101.50	667.59	4,500.00	3,832.41	14.84 %
Pd - Staff / Tuition Reimburse	0.00	0.00	3,000.00	3,000.00	0.00 %
Pd - Staff / Dues	0.00	766.00	3,260.00	2,494.00	23.50 %
Pd - Staff / Meetings	1,525.95	4,877.05	14,655.00	9,777.95	33.28 %
Pd - Staff / Transportation	159.98	833.97	1,700.00	866.03	49.06 %
Pd - Trst / Mtgs	400.00	400.00	950.00	550.00	42.11 %
Pd - Trst / Transportation	0.00	0.00	250.00	250.00	0.00 %
Pd - Trustee Misc.	49.47	70.46	500.00	429.54	14.09 %
Cont. - Lawyer	1,012.50	1,012.50	4,000.00	2,987.50	25.31 %
Cont. - Accounting	950.14	6,180.19	9,660.00	3,479.81	63.98 %
Cont. - Collection	9.85	19.70	250.00	230.30	7.88 %
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**

<b>Corporate Fund</b>					
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00 %
Lib. Mat. - Adult Books	3,632.67	15,496.83	52,500.00	37,003.17	29.52 %
Lib. Mat. - Youth Books	3,016.97	11,465.36	36,800.00	25,334.64	31.16 %
Lib. Mat. - Adult AV	765.20	3,479.60	15,000.00	11,520.40	23.20 %
Lib. Mat. - Youth AV	386.40	1,085.80	5,000.00	3,914.20	21.72 %
Lib. Mat. - EBooks	0.00	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	690.00	20,375.07	31,030.00	10,654.93	65.66 %
Ps - Programs Adult	1,359.87	4,151.07	9,500.00	5,348.93	43.70 %
Ps - Programs Youth	494.38	3,056.70	9,000.00	5,943.30	33.96 %
Ps - Hotel/Motel	370.40	8,330.64	13,431.00	5,100.36	62.03 %
Ps - Refunds / Fines / Fees	0.00	0.00	250.00	250.00	0.00 %
Ps - Printing	0.00	2,210.38	11,800.00	9,589.62	18.73 %
Ps - PR / Publicity	53.24	2,031.25	15,190.00	13,158.75	13.37 %
Ps - Misc.	0.00	0.00	650.00	650.00	0.00 %
Maintenance	2,065.00	9,241.00	42,250.00	33,009.00	21.87 %
Gas	320.38	1,257.71	9,500.00	8,242.29	13.24 %
B & M - Water / Sewer	206.04	405.18	1,200.00	794.82	33.77 %
Electricity	2,115.50	9,051.31	42,000.00	32,948.69	21.55 %
Telephone	1,334.75	5,298.84	16,800.00	11,501.16	31.54 %
Janitorial Supplies	15.54	403.47	4,000.00	3,596.53	10.09 %
B & M - Landscape Maint	671.00	3,472.00	8,190.00	4,718.00	42.39 %
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>139,865.69</b>	<b>596,605.17</b>	<b>2,308,786.00</b>	<b>1,712,180.83</b>	<b>25.84 %</b>

See Accountants Compilation Letter



# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: August 31, 2022

### Building Maintenance Fund

	Building & Maintenance Fund Month Ended Oct 31, 2022	Building & Maintenance Fund 12 Months Ended Jun 30, 2023	Building & Maintenance Fund Budget	Balance	% Received Expended
Income	0.00	0.00	0.00	0.00	
Expenses					
Maintenance Supplies	\$ 0.00	\$ 87.98	\$ 2,000.00	\$ 1,912.02	4.40 %
Security	671.82	1,723.64	10,800.00	9,076.36	15.96 %
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00 %
Hvac	<u>2,811.08</u>	<u>3,458.91</u>	<u>8,450.00</u>	<u>4,991.08</u>	<u>40.93 %</u>
	3,482.90	\$,270.53	41,250.00	35,979.47	12.78 %

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**  
**Period Ending: August 31, 2022**  
**Special Reserve Fund**

	Special Reserve Fund Month Ended Oct 31, 2022	Special Reserve Fund 12 Months Ended Jun 30, 2023	Special Reserve Fund Budget	Balance	% Received Expended
Income	0.00	0.00	0.00	0.00	
Expenses					
Equip. - Purchases	\$ 0.00	\$ 143.37	\$ 6,000.00	\$ 5,856.63	2.39 %
Auto. - Purchases	0.00	436.10	41,700.00	41,263.90	1.05 %
Maintenance	0.00	15,877.00	68,000.00	52,123.00	23.35 %
Security	0.00	168.42	7,500.00	7,331.58	2.25 %
	0.00	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**  
**Oct 31, 2022**

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	228,490.34
Fifth Third 8004	<u>2,747,962.05</u>
	2,976,937.39

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

<b>TOTAL ASSETS</b>	<b><u><u>\$ 8,496,176.39</u></u></b>
---------------------	--------------------------------------

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>4,788.30</u>
	4,788.30

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,410,000.00</u>
	1,414,788.30

**EQUITY**

Fund Balance	<u>\$ 7,081,388.09</u>
--------------	------------------------

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$ 8,496,176.39</u></u></b>
---	--------------------------------------

See Accountant's Compilation Report

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF DU PAGE     )

**CERTIFICATION OF COMPLIANCE  
WITH THE TRUTH IN TAXATION LAW**

I, BARBARA J. DuROCHER, the duly qualified and presiding officer of the WARRENVILLE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, hereby certifies that the attached Levy Ordinance of THE WARRENVILLE PUBLIC LIBRARY DISTRICT for the fiscal year beginning July 1, 2022, was adopted in full compliance with the provisions of Section 4 through 7 of the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this 16<sup>th</sup> day of November 2022.

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

(SEAL)

**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		
<b>F. Operating Expenses:</b>			
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		
<b>G. Insurance</b>			
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		
<b>H. Contractual:</b>			
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		
<b>I. Personnel Development:</b>			
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		
<b>J. Equipment:</b>			
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		

	<u>APPROPRIATED</u>	<u>LEVIED</u>
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	
<b><u>SUMMARY</u></b>		
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
<b>TOTAL LEVY</b>		<b>\$2,265,000</b>

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)

## **8a. REGULAR AGENDA**

Approve payments for the period of October 20, 2022 – November 16, 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**  
**October 20 - November 16, 2022**

Date	Num	Name	Amount
11/16/2022	9092	Accounting Services, Inc.	-563.00
11/16/2022	9093	Ambius	-286.00
11/16/2022	9094	Baker & Taylor	-2,625.91
11/16/2022	9095	Baker & Taylor	-329.03
11/16/2022	9096	Baker & Taylor	-228.03
11/16/2022	9097	Baker & Taylor	-2,879.17
11/16/2022	9098	Bloomscapes Landscaping, Inc.	-385.00
11/16/2022	9099	BlueWire Communications	-441.75
11/16/2022	9100	Chase	-157,636.50
11/16/2022	9101	Cintas Fire Protection	-875.26
11/16/2022	9102	Direct Energy Business	-2,038.11
11/16/2022	9103	CDW Government, Inc.	-271.59
11/16/2022	9104	Goddard, Leslie	-400.00
11/16/2022	9105	Hill, Thomas	-51.00
11/16/2022	9106	Kenny-Sumrak, Kyrie	-95.00
11/16/2022	9107	Konica Minolta Business Solutions	-149.27
11/16/2022	9108	LIMRICC Purchase of Health Insurance Prog	-7,988.11
11/16/2022	9109	Linkedin Corporation	-2,500.00
11/16/2022	9110	Lookout Books	-75.97
11/16/2022	9111	Marquez, MaryKellie	-151.65
11/16/2022	9112	Miriam Montano	-27.38
11/16/2022	9113	OverDrive	-930.43
11/16/2022	9114	Service Master Commercial Cleaning	-2,066.00
11/16/2022	9115	Sikich LLP	-4,500.00
11/16/2022	9116	Technology Management Revolving Fund	-475.00
11/16/2022	9117	Wheaton Park District	-75.00
11/16/2022	9118	Midwest Tape	-948.83
11/16/2022	9119	Midwest Tape	-330.73
11/16/2022	9120	Reaching Across Illinois Library System	-750.00
11/16/2022	9121	Unique	-19.70
11/16/2022	9122	Davis, Jackie	-31.00
11/16/2022	9123	Granite Telecommunications	-179.48
11/16/2022	9124	Konica Minolta Premier Finance	-407.00
11/16/2022	9125	Moser, Sandra	-50.00
11/16/2022	9126	Otis Elevator Company	-125.00
11/16/2022	9127	Petty Cash Fund	-29.26
11/16/2022	9128	Gail Sonkin	-500.00
11/16/2022	9129	Vanguard Energy Services, LLC	-289.40
10/20/2022	Electronic	Paylocity	-271.62
10/21/2022	Electronic	Konica Minolta Premier Finance	-167.00
11/10/2022	Electronic	Chase Ink	-1,913.01

11/16/2022	AT&T	-373.32
11/16/2022	Sam's Club/Synchrony Bank	-84.57
11/16/2022	Quill Corporation	-21.02
		<b>-194,535.10</b>



## **8b. REGULAR AGENDA**

Approve transfer of funds.

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

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

## 10a. NEW BUSINESS

### **Request from City of Warrenton Tourism and Arts Commission to consider display of public art piece in library (*discussion only*)**

Monica Johnson, chairperson of the City's Tourism and Arts Commission, sent the email on the following page to introduce the possibility of placing a piece of art in the library as part of the City's public art installation program. TAC is at the early exploration phase for this project.

If the board is interested in working with TAC, Director Whitmer recommends the Board select a trustee to serve as a liaison to TAC for this project.

Ultimately, there will be a number of considerations required, among them location, liability, maintenance, duration of display and eventual removal, relocation or disposal of the piece. A memorandum of understanding or intergovernmental agreement would be a good avenue to document expectations and responsibilities before an installation occurs.

The Library's Art Exhibits Policy addresses temporary exhibits (1-2 months). Gifts or donations of artwork are addressed in the Gifts, Donations and Sponsorships Policy. Here are a few important highlights excerpted from the latter policy:

#### General Guidelines:

Each donation, if accepted is accepted only on the condition that the donation may be retained, sold, given away or discarded at the discretion of the Library Board of Trustees and/or Director.

Restrictions on any gift must be submitted in writing and approved by the Board before acceptance of the gift.

#### Works of Art:

Only the Board of Trustees may accept donations of artwork.

The Board reserves the right to determine the location and display of artwork.

The Board may request that an art work be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance and merit of the work and reputation of the artist. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the art work to the Library will be required. The Board may also request evidence of provenance and present title of the art work from the donor.

At the discretion of the Board, plaques may be installed at or near large works of art. The Library reserves the right to choose the wording, size, location and style of the plaque.

Complete policies can be viewed online at <https://www.warrenton.com/library-policies>.

Director Whitmer will send a summary of the Board's discussion to Monica Johnson to be shared with TAC at its November 17 meeting.

**From:** Monica Johnson

**Sent:** Wednesday, October 26, 2022 6:19 PM

**To:** Sandra Whitmer

**Subject:** TAC, the WPLibrary, and Public Artwork

Dear Sandy,

As you may already know, Warrenville's Tourism and Arts Commission, in addition to recommending funding for wonderful events in our city through the Hotel Tax Grant Program, also seeks out and installs public artwork for our residents to enjoy. Always striving to diversify our city's collection, TAC is hoping to have the opportunity to either purchase one of the colorful Mexican Alebrije pieces that has been on display inside the First Division Museum at Cantigny, or to commission one to be created for a public space in Warrenville. Any of the Alebrije sculptures TAC might be considering would require indoor installation, which is different from any of the other public works of art that TAC has acquired. TAC's commissioners are hopeful that the Warrenville Public Library Trustees might consider discussing whether our library might house such a piece.



Lucero de la Noche by artist Edgar Israel Camargo Reyes

To aid in the discussion, the piece TAC is considering acquiring is an Owl, or Lucero de la Noche, meaning "Night Star," which is shown in the photo above. The piece has a metal structure, and is formed with chicken wire, craft and recycled paper and wood sticks. It is painted with acrylic paint and has a polyurethane finish. I am trying to locate some information regarding the exact measurements, but, in the meantime, to give you an approximate idea, I'd guess it is 3 to 4 feet wide by maybe 2 to 3 feet tall, and is probably less than a foot deep. I have seen it in person at Cantigny. This particular sculpture would need to sit on a pedestal, or possibly displayed in a case. Once TAC has been assured we are able to proceed with a purchase, details such as these would be discussed. Much like your process at the Warrenville Public Library, TAC would go before the Warrenville City Council with our recommendation for a particular piece of artwork to be installed in a particular location, and hope for approval. We are merely in the first stages of the process, researching what might be possible —and we appreciate your time and consideration in our endeavor!

Please contact me if you have questions!

Thank you —

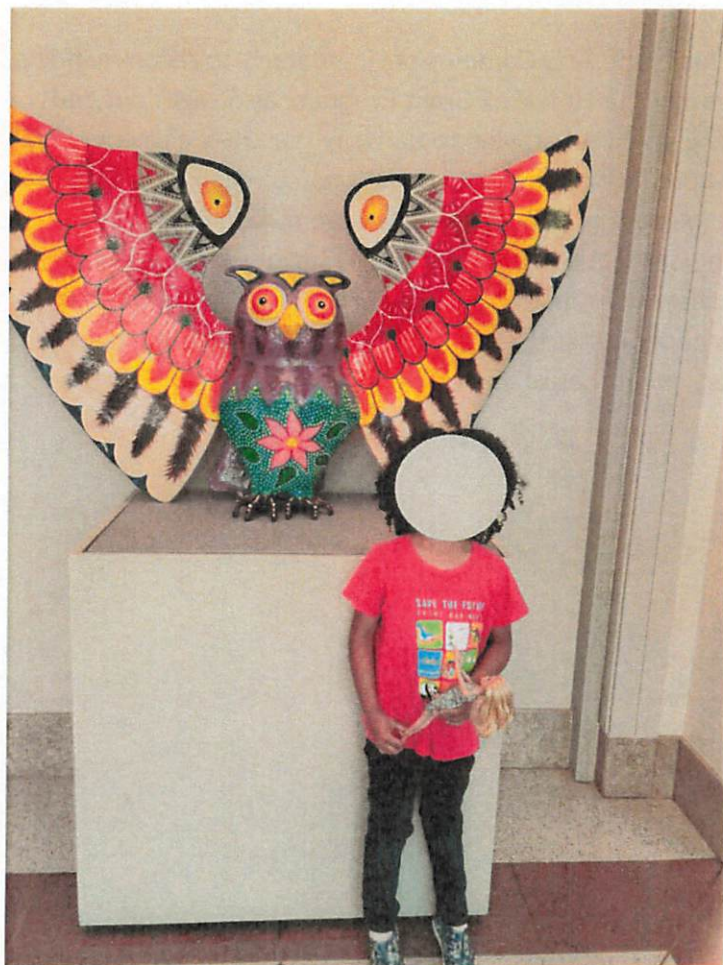
Monica Johnson

Chair, Warrenville's Tourism and Arts Commission



Additional Note from Director Whitmer

For a point of reference regarding the size of this piece, this photo was taken by one of our staff who visited the exhibit with her granddaughter, a kindergartner:



## **11. DIRECTOR'S REPORT**

**October 2022**

**submitted by Sandy Whitmer**

### **Staffing Update**

The following new employees will attend this month's board meeting to introduce themselves:

Ian Stevens, HR Manager  
Laurie Rex, Member Services Manager  
David Cassara, Graphic Designer  
Deborah Andrew, Adult Services Librarian

Unfortunately, Cathy Crown submitted her immediate resignation on November 2. She returned to her former position at Oak Brook Public Library.

We have posted the part-time position vacated by Sarah Kratz and have received three applications as of November 10.

### **Other**

Former librarian Richard Gier passed away in late October. Richard worked at WPLD for nearly 18 years, from 1997 through 2015. His family has asked that memorials be directed to the library.

Our meeting room was used by State Senator Laura Ellman for two constituent roundtable discussions. One discussion focused on environmental policy. The other focused on education policy.

The Management Team is reviewing *Standards for Illinois Public Libraries* in preparation for submitting the annual Per Capita Grant. The grant application will be presented in December for Board approval before it is submitted to the Illinois State Library.

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

- SWAN Committee of the Whole – review proposal for MessageBee (a new email notification option)
- SWAN Circulation Office Hours – reviewed procedures and best practices for billing for damaged items
- SWAN – Issuing non-resident cards
- SWAN Circulation Users Group Meeting
- SWAN Members Fireside Chat
- Management Team Meetings (2)

### **FOIA Requests**

- None



STATISTICAL SNAPSHOT	Oct 2022	Sep 2022	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021
<b>TOTAL CIRCULATION (physical items)</b>	<b>13,265</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>
WPLD items checked out at WPLD	7,108	7,466	8,613	9,709	9,685	7,027	7,855	8,511	6,912	7,338	6,442	7,497	7,053
Auto-renewals of WPLD Items	4,707	4,492	4,925	4,798	4,072	4,401	4,389	4,353	3,680	3,907	3,566	3,849	4,372
Other Library Items Checked out at WPLD	1,450	1,731	1,759	1,612	1,588	1,362	1,704	1,541	1,635	2,140	1,615	1,390	1,648
<b>DOWNLOADABLE CIRCULATION</b>	<b>2,751</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>
Overdrive/Libby	1,655	1,523	1,603	1,752	1,592	1,419	1,479	1,448	1,421	1,528	1,357	1,309	1,439
Overdrive (magazines) fka RB Digital	54	94	90	39	54	74	79	71	50	142	56	84	81
Hoopla	1,042	1,093	1,208	1,127	1,111	1,116	1,102	1,088	1,041	1,027	996	1,029	994
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,416	1,683	1,712	1,574	1,555	1,296	1,665	1,499	1,592	2,109	1,601	1,358	1,593
Received from Non-SWAN Libraries	15	14	23	14	10	14	9	18	14	13	11	16	7
Sent to SWAN Libraries	1,971	1,899	2,091	1,951	2,136	1,993	2,068	2,059	1,949	2,203	1,880	1,918	1,914
Sent to Non-SWAN Libraries	18	14	20	15	23	10	16	29	10	19	22	15	15
<b>COLLECTION</b>													
Physical Materials Added	696	538	484	720	513	632	789	665	674	791	624	662	709
Physical Materials Withdrawn	1,437	485	840	1,127	1,044	1,563	699	246	1,270	927	263	159	1,056
Total Collection Size	142,656	141,938	142,776	142,679	142,589	141,437	140,442	140,152	140,265	139,473	140,518	139,831	139,011
Physical materials	78,568	78,017	79,094	79,146	79,970	80,456	80,146	80,219	80,809	80,278	81,344	80,739	80,043
Overdrive books	47,286	47,214	47,055	46,998	46,371	45,279	44,776	44,550	44,246	44,083	44,125	44,113	44,059
Overdrive audiobooks	16,802	16,707	16,627	16,535	16,248	15,702	15,520	15,383	15,210	15,112	15,049	14,979	14,909
<b>PROGRAMS</b>													
Number of Adult Programs	25	24	17	15	27	19	21	16	14	19	18	16	16
Adult Program Attendance	334	239	844	871	1,124	289	1,800	329	415	250	150	97	137
Number of Teen Programs	8	10	8	9	13	9	11	8	7	7	3	5	4
Teen Program Attendance	38	57	64	44	106	146	55	32	60	87	44	53	22
Number of Youth Programs	29	25	18	24	34	14	25	27	19	21	14	19	20
Youth Program Attendance	318	355	272	360	579	165	367	366	297	235	218	220	268
Book-A-Librarian Sessions	11	14	14	14	14	14	14	14	14	0	14	14	12
Book-A-Librarian Attendance	-	2	2	4	7	1	1	5	2	0	3	2	2
<b>OUTREACH</b>													
Adult Outreach Events	-	1	-	0	1	1	2	1	0	0	0	0	0
Adult Outreach Attendance	-	27	-	0	74	64	90	8	0	0	0	0	0
Teen Outreach Events	1	-	-	0	0	0	1	0	0	0	0	0	0
Teen Outreach Attendance	7	-	-	0	0	0	250	0	0	0	0	0	0
Youth Outreach Events	6	-	2	2	3	6	4	1	1	0	0	1	3
Youth Outreach Attendance	189	-	149	84	195	1,038	183	14	7	0	0	11	44
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,979	9,948	9,921	9,888	9,867	9,808	9,752	9,716	9,761	9,711	9,682	9,693	9,830
Resident Cards Issued In Person	43	62	72	56	76	60	54	53	39	42	38	31	35
Online Cards Issued	10	7	11	7	9	17	10	13	12	9	2	9	9
New Resident Cards Issued & Mailed**	-	-	0	0	0	0	0	0	0	0	0	75	71



STATISTICAL SNAPSHOT	Oct 2022	Sep 2022	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021
<b>VISITOR COUNT</b>	5,748	5,354	8,352	7,429	7,944	5,737	5,014	6,062	4,742	4,622	4,747	3,899	5,176
<b>STUDY ROOM USES</b>	193	188	159	194	160	181	151	178	168	134	108	108	162
<b>MEETING ROOM USES (public)</b>	4	1	2	1	2	1	2	1	1	0	0	2	1
<b>CURBSIDE PICKUPS</b>	20	18	35	28	19	20	18	29	30	47	19	28	26
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	513	494	576	520	585	440	517	532	419	409	414	411	388
Wifi Sessions	2,226	2,359	2,365	2,402	2,416	2,059	1,923	1,907	1,628	1,508	1,245	1,355	1,559
Website Visits	10,703	10,939	12,501	10,074	10,689	9,279	8,935	9,852	8,816	9,491	7,808	8,311	8,432
<b>MARKETING</b>													
eNews Subscribers	5,833	5,810	5,800	5,770	5,709	5,573	5,577	5,537	5,512	5,486	5,490	5,476	5,450
eNews Open Rate	48%	45%	44%	40%	44%	43%	41%	44%	45%	37%	35%	29%	28%
Facebook Followers	1,559	1,540	1,452	1,416	1,350	1,325	1,315	1,301	1,291	1,285	1,275	1,275	1,273
Instagram Followers	420	411	409	396	380	373	369	364	355	350	346	341	336

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

**October 2022**

**Submitted by: Jackie Davis**

### **Administration**

- Sent financials to Accounting Services for processing
- Assembled the October board packet
- Processed checks for signature and mailing
- Composed minutes of the October 19, 2022 Regular Board Meeting
- Made two bank deposits for daily receipts and copy machines
- One auditor from Sikich was here on October 3. Audit went very smoothly.
- Had the meeting room piano tuned for a November program on October 12.
- Was on vacation from October 21 thru October 31.

### **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.
- Partially onboarded new Member Services Assistant Cathy Crown on October 17.
- Assembled new employee materials for staff starting in November.
- Assembled open enrollment papers for health benefits beginning January 1, 2023

### **Meetings**

- Management Team meetings – October 4 and 18
- Completed assigned training sessions from KnowBe4.

### **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 continues to clean the carpeting on a maintenance schedule and/or due to stains reported to him.
- Ly built a desk with privacy panels in Tech Services for IT Assistant
- Ly painted the walls and returned the desk to the original configuration in the former IT Manager's office for the new HR Manager

Jackie was on vacation from October 21 – October 31.

# **PUBLIC SERVICES REPORT**

**OCTOBER 2022**

**Submitted by Paul Dobersztyn**

## **Highlights**

- The library hosted **62** total events in October with 556 participants.
- Public Services hosted **7** passive programs: Día de los Muertos Ofrendas and Halloween Trick-or-Treating hosting **106** total participants.
- The Día de los Muertos community Ofrenda display was a big success. We had four tables in total hosting; the Warrenville Fire Department, Hubble Middle School Spanish Club, Warrenville Park District and the Warrenville Public Library. The displays engaged in over **70** interactions with staff about the celebration between 10/25 and 11/2. Other organizations showed interest, and the organizations that participated this year are interested in returning next year.
- Our second Sunday Music Matinee featuring Patchouli & Terra Guitarra attracted **61** people for the concert.
- Starbucks Storytime continues to draw large amounts of residents. This is the first time since the pandemic that we hosted this event and members are happy to see it return.

## **Personnel**

- Deborah Andrew was offered the open position for the Part Time Adult Services Librarian. Her start date is 11/14/2022.

## **Professional Development**

- **8** sessions of CE were completed by the Public Services Department in October.
- **8.5** total hours of CE were completed.
- Topics covered include: Celebrating Indigenous Stories and Storytellers, Jim Gill Workshop, KnowBe4 Online Security training, Intellectual Freedom and Social Justice and more.
  - A full list can be provided by the Public Services Manager.

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

Book a Librarian: 0    Puzzles: 1    Teen Volunteers: 0

- Julie Kurtis, Kyrie Kenny-Sumrak, Mandy Wilson, Diana Abraham and Paul Dobersztyn attended a Youth Services programming meeting on 10/10/22 to discuss Spring 2023 events.
- Miriam Montano, Tom Hill, Taylor Haring and Paul Dobersztyn attended an Adult Services programming meeting on 10/11/22 to discuss Spring 2023 events.
- Diana Abraham represented WPLD at the Johnson school Multi-lingual Night on 10/6/22 promoting WPLD Spanish programming, services and collections. She interacted with **102** individuals.
- Diana Abraham presented storytimes at the Agape Preschool on three different occasions in October. On 10/17/22 she had **17** students. Two sessions on 10/20/22 hosting **14** and **12** students.
- Diana Abraham visited the Headstart program at Johnson school on 10/21/22 visiting with **27** students.
- Julie Kurtis attended the Wiesbrook School Book Fair on 10/11/22 speaking to **17** individuals.
- Mandy Wilson attended a Wheaton/Warrenville South teen book club at the school, the program had **7** students in attendance.
- Paul Dobersztyn attended the SWAN eResource Advisory meeting on 10/27/22.
- Paul Dobersztyn met with Paul Lewis from the People Resources Center on 10/13/22 to discuss future in person ESL classes and citizenship courses.

## **Non SWAN InterLibrary Loan**

Item Requests Processed: 15; Materials Received: 15; Materials Lent: 18

## **12. Marketing REPORT**

**October 2022**

**Submitted by Kathy Gaydos**

### **Activities**

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

- Reviewed and edited initial draft from contracted designer; returned to designer with updated details.
- Reviewed second draft from designer and forwarded to programmers for review.
- Combined edits from reviewers and returned to designer.
- Uploaded graphics from our files and iStock to the Google drive for use by designer.
- Worked with Diana, Miriam and Jorge on initial and final Spanish translations.
- Issued final draft to proofreaders and submitted corrections to designer; made final edits.
- Sent final copy to Hagg Printing and approved their pdf.; finalized all print and mail specifications.

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

- Requested slides/flyers from designer for most winter events; requested updates to slides created for previous programs.

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

- Photographed Diwali program and posted pictures to social media.
- Created signage for Día de los Muertos ofrendas created by park district, fire protection district, Spanish club and our staff.
- Photographed all ofrenda tables and created a slide show set to music for posting on social media. (See photos at end of report.)
- Photographed Halloween-themed storytimes and parade for use on social media.
- Created November Sunday Music Matinee concert Facebook event.

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

- Drafted a series of “prop” cards for use in photos when a participant reaches the various levels (100, 200, etc.) of books enjoyed; worked with Diana and Julie to finalize and produce.
- Came up with a new idea to create a “frame” prop for use when participant reaches the 1,000 books enjoyed.

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

- Native American Heritage Month by Kyrie

### **Outreach**

- Prepped a Go Box for Diana to take to Johnson Multilingual Night Oct. 6.
- Prepped a Go Box for Julie to take to Wiesbrook school book fair night Oct. 11.
- Created Teen Volunteer flyer for Julie to pass along to WWS high school.
- Finalized details for outreach at Preserve at Cantera (Nov. 5), including working with Duncan and Stephanie to make sure the appropriate devices and forms were ready to go.

#### **Staff Training Day November 5**

- Reached out to Warrenville Deputy Police Chief Jeff Jacobson requesting the police department’s assistance with an active shooter portion of the safety presentation.
- Started coordinating with the P.D.’s ALICE officer, Alex Snapp, to have him and Corporal Steven Highland present active shooting info and scenarios. ALICE = Alert, Lockdown, Inform, Counter and Evacuate.
- Arranged walk-through of our building prior to training day; conducted walk-through with Office Snapp and his training partner.
- Documented lessons learned from walk-through and shared with management team.

- Revised Emergency Situations presentation with clarification on panic button response, temporary fire evacuation meeting place and other information.
- Worked with other management team members on finalizing schedule and other details.
- Responded to presenter Michelle Rogers' request for staff to answer questions about the library as preparation for her presentation.

## **Administration**

### **Graphic Designer interviews**

- Created list of interview questions and reviewed with Sandy.
- Designed, administered and evaluated test exercises for interview candidates using Adobe applications.
- Conducted interviews with Sandy and shared my feedback with her.

### **Miscellaneous**

- Created Thanksgiving Closed signs for library doors and social media posts.
- Created QR code for digital media use habits sign in Youth Services.
- Created new Nonfiction DVD banner which led to troubleshooting with Konica copier.
- Prepaid Constant Contact email subscription for the next year.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. *In October...*

- Submitted ticket to SWAN regarding a link on our website re: account services and SWAN's webpage.
- Submitted ticket to Communico regarding IP address appearing on the ILL request form, which led to some back and forth with their engineers...we're still waiting on a response.
- Worked internally to resolve issue with LinkedIn Learning link on our website.

**eNews** activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting 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—10/4/22, 10/18/22

Library Board meeting—10/19/22

Webinar: Back to Basics on Creating a Marketing Plan—10/26/22

COD Pop Art Challenge meeting with Paul and Tom—10/26/22

### **Publicity Statistics**

**eNews** (Constant Contact)

Subscribers: 5,833

Average open rate: 48%

New Cardholders campaign— average open rate across series of 5 emails: 57%

It's been one year since we initiated this series of new cardholder emails. We continue to have a very high overall open rate. I believe this has also impacted the above industry average open rate of eNews.

### **Social Media**

Facebook Followers: 1,559

Instagram Followers: 420

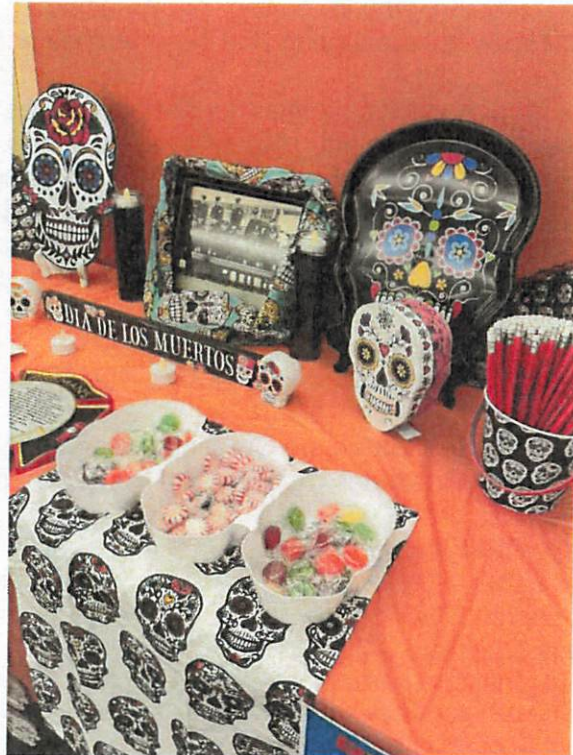


**Popular social media video post:**



Facebook: 61 reactions (likes, comments, shares); 1,103 reach

Día de los Muertos ofrendas...Adult Services (left), featuring nicho boxes created as part of Adult Crafting program; Fire Protection District (right).





Hubble Middle School Spanish Club



Park District



## 12. ACQUISITIONS & CATALOGING REPORT

October 2022

Submitted by MaryKellie Marquez

### Collection Maintenance

- 696 items created
- 1,437 items discarded
- 68 items repaired
- 10 discs cleaned

### Department Highlights

- MaryKellie Marquez and Gail Smith are almost done with the Youth Services audiobook re-labeling process.
- MaryKellie watched the LANCONI POP (Programs, Outreach & Promotion) program, "Intellectual Freedom & Social Justice" that would be beneficial for the Board to watch. She reached out to the program contact and found that it will be available on YouTube until December 2, 2022.
- MaryKellie continues working with SWAN's DEI (Diversity, Equity, and Inclusion) in Metadata Networking Group and the LGBTQ+ working group. We are hoping to have documentation on the DEI Networking website by year's end.
- MaryKellie is also working with The Gender and Sexuality Funnel Project, which is part of the Subject Authority Cooperative Program-a division of the Program for Cooperative Cataloging. This will allow for more acceptable queer terminology in the Library of Congress Subject Headings (LCSH), as well as other Library of Congress vocabularies and categories in classification. On October 27, 2022, it was announced that the PCC (Program for Cooperative Cataloging) officially approved the funnel!!!
- She presented on the Gender and Sexuality Funnel Project at the Illinois Library Association's 2022 conference, of which she attended all three days, October 18, 19, and 20, 2022.
- On October 19<sup>th</sup>, MaryKellie presented the Board with three options for a DEI statement that the Board was asked to adopt that will guide things in the next strategic plan, onboarding, hiring and work practices. After much thoughtful discussion, the Board voted to combine all three options. It reads as follows: **The Warrenville Public Library District provides equitable access to inclusive collections, programs and services of value to, reflective of and embracing our diverse community.** \*Special thanks to Kathy Gaydos for crafting the wording on the spot.
- Bernie's Book Bank came for another pick-up on October 20, 2022.
- Gail Smith celebrated her seventh year here at the Warrenville Public Library District.
- Gail also attended 3 hours of various SWAN office hours.
- MaryKellie attended management team meetings and assisted in crafting a portion of the upcoming Staff In-Service Day, which will be on November 4, 2022.
- Both MaryKellie and Gail celebrated Halloween with Adult Services Librarian, Taylor Harding, at the WPLD Program, "Books on Tap" with a Horror theme at the Rock Bottom Brewery on October 31, 2022.



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

**October 2022**

**Submitted by Duncan Jones**

### **User Support**

- Helped staff with ILA registration, unblocking email senders, phishing emails, Teams, printer issues, hold-shelf spreadsheet issue, Microsoft Forms, and PDF files opening in Chrome.
- Helped patrons with the scanner,
- Helped board member reset their O365 password.

### **Troubleshooting**

- Updated security software on various PCs as necessary.
- Resolved issue with mistakenly blocked email being sent to junk mail.
- Investigated wireless printing job coming out incorrectly sized.

### **Project/Goal**

- Tested and updated OS and software on staff PCs
- Created and presented Internet Security Tips for staff in-service day.
- Updated wireless access points.
- Documenting server switch connections.
- Updating server documentation.
- Updated OS on various servers.
- Created Employee Onboarding and Offboarding Checklist.
- Updated password to Ebsco.
- Moved office to new area.
- Backed up software install files.
- Researched and ordered new printers for additional employees.
- Installed iTunes on YS desk PC.
- Deleted accounts of departing staff members.
- Created accounts for incoming staff members.
- Testing OS update on test PCs.
- Planning and coordinating replacement of a router.
- Updating various documentation.

### **Meetings**

- Met with Gail to go over password manager.
- Met with Cathy for her technology orientation.
- Met with Gail to go over assistive technology in the library.

### **Training**

- KnowBe4 Internet Security and You.
- Ryan Dowd Conflict De-escalation.
- Managing Cybersecurity Risks for Your Nonprofit, TechSoup.
- Reducing Risk by Managing Identity Threats, TechSoup.

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

**for November 2022**

### **Next Meetings or Events (as of November 10 2022)**

Wednesday, November 16, 2022 at 6 pm

Committee of Whole Meeting in Library Meeting Room

(Because this meeting will consist primarily of a closed session, it will not be broadcast live or recorded for publication to the library's YouTube channel.)

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)

Wednesday, December 21, 2022 at 7 pm

Regular Board Meeting in Library Meeting Room

### **Thanksgiving Holiday Library Closures**

Wednesday, November 23 – close at 5 pm

Thursday, November 24 – closed

Friday, November 25 – closed

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

### **for November 2022**

#### **Debt Certificate Payment**

This month's payments include the principal and interest payment for the 2016 debt certificates. After this payment is applied, the remaining principal is \$1,125,000. The original principal amount was \$1,950,000. The final payment is due on 12/1/2029.