

# 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, January 18, 2023, 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

p. 3..... a. DuPage Foundation Distribution Budget

#### 7. Consent Agenda (**ACTION**)

p. 4 ..... a. Approve Minutes of the December 12, 2022 Committee of the Whole Meeting

under separate b. Approve Minutes of the December 12, 2022 Committee of the Whole Closed  
cover ..... Session

p. 6 ..... c. Approve Minutes of the December 14, 2022 Regular Board Meeting

p. 10 ..... d. Receive and File Financial Report for November 2022

p. 17 ..... e. Receive and File Financial Report for December 2022

8. Regular Agenda

p. 24 ..... a. Approve payments for the period of December 15, 2022 – January 18, 2023  
(ACTION)

p. 27 ..... b. Approve transfer of funds (ACTION)

9. Unfinished Business

10. New Business

p. 28 ..... a. Change Library Director position title to Executive Director (ACTION)

11. Director's Report

p. 29 ..... a. Update on Candidate Filings for 2023 Consolidated Election

p. 29 ..... b. Update on Director's retirement timeline

p. 32 ..... 12. Department Head Reports

13. President's Report

p. 42 ..... 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

21. Adjournment (ACTION)



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4. Presentations
5. Public comments
6. Correspondence
  - a. DuPage Foundation Distribution Budget
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the December 12, 2022 Committee of the Whole Meeting
  - b. Approve Minutes of the December 12, 2022 Committee of the Whole Closed Session
  - c. Approve Minutes of the December 14, 2022 Regular Board Meeting
  - d. Receive and File Financial Report for November 2022
  - e. Receive and File Financial Report for December 2022

- 8. Regular Agenda
  - a. Approve payments for the period of December 15, 2022 – January 18, 2023 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
- 10. New Business
  - a. Change Library Director position title to Executive Director **(ACTION)**
- 11. Director's Report
  - a. Update on Candidate Filings for 2023 Consolidated Election
  - b. Update on Director's retirement timeline
- 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
- 21. Adjournment **(ACTION)**

January 9, 2023

Ms. Sandy Whitmer  
Director  
Warrenville Public Library District  
28W751 Stafford Pl.  
Warrenville, IL 60555

Dear Sandy,

Each year, DuPage Foundation determines the distribution budget for your fund(s) using a 12-quarter average spending policy based on September 30, 2022 fund balances. This year the Board of Trustees approved a 4.5% spending policy to calculate the following distribution budget for your fund:

<b>Warrenville Public Library Designated Fund</b>	<b>\$1,400</b>
---	----------------

An automatic distribution will be generated from the fund listed above on **February 22** and you will receive a check shortly thereafter.

We appreciate your confidence in the Foundation's ability to steward these charitable dollars on your behalf.

Sincerely,



Laura Ernst  
Program Officer

**Fund ID: WLFE**

Officers  
Nathaniel P. Wasson  
*Chair*

William E. Blum  
*Vice Chair*

Gerald E. Lewis Jr.  
*Secretary*

Charles E. Saul Jr.  
*Treasurer*

Board of Trustees  
Krishna K. Bansal

Richard G. Cline Jr.

Julie W. Curran

Timothy D. Elliott

Robert L. Fernandez

Betsy Goltermann

Andrew O. Johnson

John W. Kaiser Jr.

Delrose A. Koch

Diana L. Martinez

Roger P. McDougal

Charles B. McKenna

Paul C. Miles

Joan S. Morrissey

James G. Myers

Dorothy I. O'Reilly

Kevin J. Phillips

Sahira P. Sadiq

Megan M. Shebik

Braden N. Waverley

Approve Minutes of the December 12, 2022 Committee of the Whole Meeting

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Library Board of Trustees Special Meeting**  
**Monday, December 12, 2022**

1. Call to Order – Meeting was Called to Order by President DuRocher at 7:00 p.m.
2. Roll Call –  
Present: Trustees DuRocher, Lezon, Picha, Richardson, Stull and Warren. Trustee Ruzicka arrived at 7:10 p.m.  
Also Attending: John Keister (remote)
3. Approval of the Agenda  
***Motion by Trustee Lezon to approve agenda as presented. Seconded by Trustee Warren Voice Vote – all ayes. Motion carried.***
4. Public Comments – None
5. Closed Session  
***Motion by Trustee Warren to enter 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." Seconded by Trustee Richardson. Roll Call Vote – 6 ayes (Ruzicka absent). Motion carried.***  
  
The Board entered Closed Session at 7:03 p.m.  
  
The Board returned to Open Session at 7:36 p.m.  
  
Roll Call -  
Present: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren.  
Also Attending: John Keister (remote)
6. Action resulting from closed session  
***Motion by Trustee Stull to authorize John Keister to negotiate with the Board's preferred Executive Director candidate. Seconded by Trustee Picha. Roll call vote - all ayes. Motion carried.***
7. Items/Information and/or other discussion - None
8. Adjournment  
***Motion by Trustee Stull to adjourn the meeting. Seconded by Trustee Warren. Voice vote - all ayes. Motion carried.***  
Meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

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

**UNDER SEPARATE COVER**

**Approve Minutes of the December 14, 2022 Regular Board Meeting**

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
Minutes of the  
Regular Meeting of the Board of Trustees  
Wednesday, December 14, 2022**

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

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka (arrived at 7:05 pm) 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, Member Services Manager Laurie Rex, HR Manager Ian Stevens

PUBLIC ATTENDING: Jason Stuhlmann

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

3. Approval of the agenda

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Ruzicka*

*Motion carried*

4. Presentations – None

5. Public Comments – None

6. Correspondence – None

Trustee Ruzicka arrived at this time – 7:05 pm

7. Consent Agenda - Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the November 16, 2022 Committee of the Whole Meeting
- b. Approve Minutes of the November 16, 2022 Truth in Taxation Public Hearing
- c. Approve Minutes of the November 16, 2022 Regular Board Meeting
- d. Approve Minutes of the November 29, 2022 Committee of the Whole Meeting
- e. Approve Minutes of the November 29, 2022 Committee of the Whole Closed Session
- f. Approve Minutes of the December 5, 2022 Committee of the Whole Meeting
- g. Approve Minutes of the December 5, 2022 Committee of the Whole Closed Sessions #1 and #2
- h. Approve Minutes of the December 6, 2022 Committee of the Whole Meeting
- i. Approve Minutes of the December 6, 2022 Committee of the Whole Closed Session



- j. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- k. Adopt Ordinance #22-23-04 Fixing Regular Meetings for 2023
- l. Adopt Resolution No. 225 Designating an Authorized Agent to the Illinois Municipal Retirement Fund
- m. Adopt Resolution No. 226 Authorizing Membership in the Libraries of Illinois Risk Agency
- n. Authorize library staff to submit the FY23 Public Library Per Capita Grant Application and FY21 Expenditure Report to the Illinois State Library

*MOTION: Trustee Warren moved to approve the consent agenda as read. Trustee Richardson 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 November 17 – December 14, 2022

*MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$51,768.68 for the period of November 17, 2022 through December 14, 2022 including electronic payments and checks #9135-9178. Check #9163 is 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 Picha moved to transfer \$150,000 from commercial checking account to operating checking account. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

## 9. Unfinished Business – None

## 10. New Business

- a. Consider continuation of livestreaming, recording and posting meeting recordings to YouTube.

After discussion, the consensus of the Board was to continue live streaming and recording the meetings especially since staff watch the recordings.

## 11. Director's Report

- Director Whitmer stated an email reminder from DuPage County regarding the Economic Interest statements will be sent to each trustee and should arrive around February 1, 2023. The statement is to be submitted online by May 1.
- Director Whitmer stated that as of today, three candidates have filed for the April 4 Consolidated Election for trustee. They are Heather Stull, Rick Warren and Connie Schmidt. Filing remains open until Monday, December 19 at 5 pm.
- Director Whitmer stated she attended the LIRA renewal meeting for the property insurance in November. Premiums will be decreasing slightly for the renewal.
- Trustee Warren asked what the difference is between a crime policy and a bond. Director Whitmer stated the bond covers only the Board Treasurer who has to disclose personal information. The policy covers staff such as the Director and Assistant to the Director, as well as the Board Treasurer.

## 12. Department Head Reports

Trustee Picha stated she liked the use of Member Services Associate title and the wording that invitations have been extended to candidates in the Human Resources Manager's report.

Trustee Warren stated Ly Tran, the Library's maintenance man, really goes above and beyond to handle building issues. Director Whitmer shared he came in today during his unscheduled hours to investigate a roof leak.

Trustee Stull stated Marketing Specialist Kathy Gaydos is doing a great job getting information on the library out to the community. Ms. Gaydos stated David Cassara, graphic designer, is also contributing to the work.

Public Services Manager Paul Dobersztyn stated the first homebound delivery is scheduled for January. Trustee Warren asked if this service can be used indefinitely. Mr. Dobersztyn stated it can continue indefinitely if necessary.

## 13. President's Report

Trustee DuRocher reviewed the days the library is closed for the holidays.

Trustee DuRocher stated the next board meeting is January 18, 2023. Director Whitmer stated the agenda will include changing the Director's title to Executive Director.

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

15. Secretary's Report – Trustee Stull reported everything looks good.

16. Committee Reports – none

17. Trustee Comments

Trustee Picha thanked the staff that was involved in the Park District tree display.

Trustee Picha thanked Director Whitmer for all her hard work and wishes her the very best in the next chapter of her life.

Trustee Ruzicka stated she will be absent for the January meeting.

Trustee Warren stated he had a very bad personal experience with updating to Windows 11 and suggested to stay with Windows 10.

Trustee Richardson stated she will not be at the February board meeting.

18. Items for information and/or discussion – none

19. Closed Session – was not needed

20. Action resulting from closed session – Although the closed session was not needed the following action was taken:

*MOTION: Trustee Stull moved to hire Jason Stuhlmann as Executive Director at an annual salary of \$101,000 effective February 6, 2023. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustee DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren*

*Nays – None*

*Absent - None*

*Motion carried.*

Mr. Stuhlmann stated he is honored and excited to work with the Warrenville Public Library Board and staff.

21. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 7:30 pm and seconded by Trustee Stull*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – none*

*Motion carried*

Respectfully submitted,

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

**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	139866	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 Expanded
<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	57.65	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	1,804.93	5,257.48	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	134,284.86	470,000.00	335,715.34	28.57 %
Sal. - IT	4,095.00	16,927.78	55,000.00	38,072.22	30.76 %
Sal. - Technical Services	6,536.36	26,091.39	88,000.00	61,908.61	29.65 %
I.M.R.F. - Expense	7,389.46	34,565.68	112,000.00	77,434.32	30.86 %
Fica - Expense	5,530.79	23,066.15	94,000.00	70,833.85	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	3,064.84	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	49.05 %
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**

**Corporate Fund**

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	28.52 %
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	33.88 %
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	2,066.00	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	32,948.89	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	3,598.53	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 %
	<u>139,865.69</u>	<u>586,605.17</u>	<u>2,308,786.00</u>	<u>1,712,180.83</u>	<u>25.84 %</u>

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
<b>Income</b>					
	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Maintenance Supplies	\$ 0.00	\$ 87.98	\$ 2,000.00	\$ 1,912.02	4.40 %
Security	871.82	1,723.64	10,800.00	9,076.36	15.98 %
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>4,991.09</u>	<u>40.93 %</u>
	3,482.90	5,270.53	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**

	<b>Special Reserve Fund Month Ended Oct 31, 2022</b>	<b>Special Reserve Fund 12 Months Ended Jun 30, 2023</b>	<b>Special Reserve Fund Budget</b>	<b>Balance</b>	<b>% Received Expended</b>
<b>Income</b>	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Equip. - Purchases	\$ 0.00	\$ 143.37	\$ 8,000.00	\$ 5,856.83	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 %
	<u>0.00</u>	<u>16,624.89</u>	<u>123,200.00</u>	<u>106,575.11</u>	<u>13.49 %</u>

**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>
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<b>TOTAL ASSETS</b>	<b><u><u>\$ 8,496,176.39</u></u></b>
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**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>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$ 8,496,176.39</u></u></b>
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**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**December 31, 2022**

WARRENVILLE  
LIBRARY  
INCOME

DECEMBER  
2022

FUND BALANCES

PAGE 1

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED 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%	7363	2033630	99.90%	819881	0	3045	47368	198355	1072387	1828492
BLDG. & MAIN.	0	0.0000%	0	0		37206	0	0	0	3850	9120	28086
TOTAL TAX (LEVIED)	2035684	100.00%	7363	2033630	99.90%	857087	0	3045	47368	202205	1081507	1856578
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	1098	17994	442204
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%	7363	2033630	99.90%	1543132	0	3045	47368	203303	1098501	2524629
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: December 31, 2022**  
**Corporate Fund**

	Corporate Fund Month Ended Dec 31, 2022	Corporate Fund 12 Months Ended Jun 30, 2023	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 7,363.23	\$ 2,033,629.70	\$ 2,035,684.00	\$ 2,054.30	99.80 %
Back Taxes	0.00	57.55	0.00	(57.55)	
Copier	389.75	2,994.44	5,000.00	2,005.56	59.89 %
Fees	3.00	23.00	0.00	(23.00)	
TIF Funds	0.00	0.00	20,000.00	20,000.00	0.00 %
Interest	2,167.16	9,665.10	1,000.00	(8,665.10)	966.51 %
Book Sales	0.00	582.50	500.00	(82.50)	116.50 %
Lost Books	140.80	1,895.86	2,500.00	604.14	75.83 %
Gifts / Memorials	345.00	345.00	1,000.00	655.00	34.50 %
Miscellaneous	0.00	1,237.11	500.00	(737.11)	247.42 %
Hotel/Motel Tax	0.00	9,775.52	13,430.00	3,654.48	72.79 %
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>10,408.74</b>	<b>2,080,997.38</b>	<b>2,120,405.00</b>	<b>39,407.62</b>	<b>98.14 %</b>
<b>Expenses</b>					
Sal. - Administration	29,360.05	101,640.89	245,000.00	143,359.11	41.49 %
Sal. - Member Services	26,305.82	94,837.33	260,000.00	165,162.67	36.48 %
Sal. - Maintenance	3,045.82	12,643.58	26,000.00	13,356.42	48.63 %
Sal. - Marketing	12,258.00	34,353.26	103,000.00	68,646.74	33.35 %
Sal. - Public Services	51,242.07	215,941.60	470,000.00	254,058.40	45.95 %
Sal. - IT	6,149.33	27,172.11	55,000.00	27,827.89	49.40 %
Sal. - Technical Services	10,034.30	42,716.12	88,000.00	45,283.88	48.54 %
I.M.R.F. - Expense	7,363.36	49,325.76	112,000.00	62,674.24	44.04 %
Fica - Expense	10,221.52	38,792.37	94,000.00	55,207.63	41.27 %
Unemp. Comp.	0.00	399.92	1,260.00	860.08	31.74 %
Op - Mat'l Processing/Tech	1,285.41	2,346.15	11,600.00	9,253.85	20.23 %
Op - Mat'l Processing/Circ	12.99	784.49	3,550.00	2,765.51	22.10 %
Op - Postage	12.11	2,117.37	4,690.00	2,572.63	45.15 %
Op - Office Supplies	177.91	1,469.87	4,145.00	2,675.13	35.46 %
Op - Bank Fee's	59.88	663.77	2,500.00	1,836.23	26.55 %
Op - Automation Supplies	1,286.51	2,677.76	4,000.00	1,322.24	66.94 %
Op - Publishing	46.00	972.09	1,000.00	27.91	97.21 %
Equip. - Purchases	931.00	4,237.38	8,100.00	3,862.62	52.31 %
Equip. - Maintenance	83.90	1,137.81	1,500.00	382.19	75.85 %
Auto. - Software	2,134.00	9,204.00	13,000.00	3,786.00	70.80 %
Auto. - Purchases	0.00	300.49	3,500.00	3,199.51	8.59 %
Auto. - Maintenance	227.68	26,176.33	61,370.00	35,193.67	42.65 %
L. Ins. - Workmen's Comp	0.00	1,243.00	5,000.00	3,757.00	24.86 %
Ins. - Multi Peril Package	0.00	13,640.00	30,500.00	16,860.00	44.72 %
Ins. - Health / Life	6,660.86	30,132.56	97,000.00	66,867.44	31.06 %
Pd - Recruiting	0.00	6,680.00	1,500.00	(5,180.00)	445.33 %
Pd - Staff Appreciation	346.30	1,013.89	4,500.00	3,486.11	22.53 %
Pd - Staff / Tuition Reimburse	0.00	0.00	3,000.00	3,000.00	0.00 %
Pd - Staff / Dues	309.00	1,350.00	3,260.00	1,910.00	41.41 %
Pd - Staff / Meetings	150.00	5,146.50	14,855.00	9,508.50	35.12 %
Pd - Staff / Transportation	17.84	1,181.72	1,700.00	518.28	69.51 %
Pd - Trst / Mtgs	76.34	476.34	950.00	473.66	50.14 %
Pd - Trst / Transportation	0.00	0.00	250.00	250.00	0.00 %
Pd - Trustee Misc.	76.98	147.44	500.00	352.56	29.49 %
Cont. - Lawyer	0.00	1,012.50	4,000.00	2,987.50	25.31 %
Cont. - Accounting	1,104.04	8,252.32	9,660.00	1,407.68	85.43 %
Cont. - Collection	29.55	68.95	250.00	181.05	27.58 %
Cont. - Audit	0.00	4,500.00	7,925.00	3,425.00	56.78 %

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**  
**Period Ending: December 31, 2022**

<b>Corporate Fund</b>					
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00 %
Lib. Mat. - Adult Books	4,713.90	23,600.05	52,500.00	28,899.95	44.95 %
Lib. Mat. - Youth Books	440.42	14,594.80	38,800.00	22,205.40	39.66 %
Lib. Mat. - Adult AV	717.92	5,146.35	15,000.00	9,853.65	34.31 %
Lib. Mat. - Youth AV	148.42	1,622.77	5,000.00	3,377.23	32.48 %
Lib. Mat. - EBooks	8,808.83	22,052.84	40,700.00	18,647.18	54.18 %
Lib. Mat. - Periodicals	0.00	8,795.80	8,800.00	4.40	99.95 %
Lib. Mat. - Internet Subscript	0.00	22,875.07	31,030.00	8,154.93	73.72 %
Ps - Programs Adult	407.27	5,973.61	9,500.00	3,526.39	62.88 %
Ps - Programs Youth	653.63	3,817.18	9,000.00	5,182.82	42.41 %
Ps - Hotel/Motel	0.00	8,830.64	13,431.00	4,600.36	65.75 %
Ps - Refunds / Fines / Fees	0.00	0.00	250.00	250.00	0.00 %
Ps - Printing	2,210.48	4,420.86	11,800.00	7,379.14	37.48 %
Ps - PR / Publicity	1,418.99	4,514.46	15,190.00	10,675.54	29.72 %
Ps - Misc.	195.00	195.00	650.00	455.00	30.00 %
Maintenance	2,866.00	14,398.00	42,250.00	27,852.00	34.08 %
Gas	803.66	2,601.07	9,500.00	6,898.93	27.38 %
B & M - Water / Sewer	185.34	590.52	1,200.00	609.48	49.21 %
Electricity	1,707.52	12,798.94	42,000.00	29,203.08	30.47 %
Telephone	1,343.61	7,978.37	16,800.00	8,821.63	47.49 %
Janitorial Supplies	339.69	781.82	4,000.00	3,238.18	19.05 %
B & M - Landscape Maint	286.00	4,429.00	8,190.00	3,761.00	54.08 %
Debt Repayment	0.00	145,000.00	145,000.00	0.00	100.00 %
Debt Certificate Interest	0.00	12,636.50	23,830.00	11,193.50	53.03 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	<b>198,355.25</b>	<b>1,072,386.92</b>	<b>2,308,786.00</b>	<b>1,236,399.08</b>	<b>46.45 %</b>

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: December 31, 2022

### Building Maintenance Fund

	Building & Maintenance Fund Month Ended Dec 31, 2022	Building & Maintenance Fund 12 Months Ended Jun 30, 2023	Building & Maintenance Fund Budget	Balance	% Received Expended
<b>Income</b>	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Maintenance Supplies	\$ 0.00	\$ 87.98	\$ 2,000.00	\$ 1,912.02	4.40 %
Security	0.00	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>3,849.76</u>	<u>7,308.67</u>	<u>8,450.00</u>	<u>1,141.33</u>	<u>86.49 %</u>
	3,849.76	9,120.29	41,250.00	32,129.71	22.11 %

See Accountants Compilation Letter



# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: December 31, 2022

### Special Reserve Fund

	Special Reserve Fund Month Ended Dec 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	1,098.00	1,805.69	41,700.00	39,894.31	4.33 %
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 %
	<u>1,098.00</u>	<u>17,994.48</u>	<u>123,200.00</u>	<u>105,205.52</u>	<u>14.61 %</u>

See Accountants Compilation Letter

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

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	163,517.18
Fifth Third 8004	<u>2,369,487.41</u>

2,533,489.59

**General Fixed Assets**

\$ 5,235,092.00

**TOTAL ASSETS**

\$ 7,768,581.59

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>8,859.24</u>
	8,859.24

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,270,000.00</u>
	1,278,859.24

**EQUITY**

Fund Balance	<u>\$ 6,489,722.35</u>
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**TOTAL LIABILITIES & FUND BALANCE**

\$ 7,768,581.59

#### **8a. REGULAR AGENDA**

**Approve payments for the period of December 15, 2022 – January 18, 2023 (ACTION)**

A partial bill list (bills received as of January 12, 2023) is attached. An updated bill list which includes bills received through January 18 and a suggested motion will be provided at the Board Meeting.

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**December 15, 2022 - January 18, 2023**

Date	Num	Name	Amount
01/18/2023	9179	Accounting Services, Inc.	-563.00
01/18/2023	9180	Alarm Detection Systems, Inc.	-671.82
01/18/2023	9181	Ambius	-286.00
01/18/2023	9182	Baker & Taylor	-1,767.51
01/18/2023	9183	Baker & Taylor	-99.59
01/18/2023	9184	Baker & Taylor	-2,254.76
01/18/2023	9185	Baker & Taylor	-203.60
01/18/2023	9186	Bloomscapes Landscaping, Inc.	-2,511.00
01/18/2023	9187	Chem-Wise Pest Management	-595.00
01/18/2023	9188	Children's Plus, Inc.	-2,395.53
01/18/2023	9189	Direct Energy Business	-2,226.46
01/18/2023	9190	Granite Telecommunications	-182.14
01/18/2023	9191	Hagg Press, Inc.	-2,210.48
01/18/2023	9192	John Keister & Associates LLC	-13,148.68
01/18/2023	9193	Kapco	-449.65
01/18/2023	9194	Konica Minolta Business Solutions	-115.26
01/18/2023	9195	Libraries of Illinois Risk Agency	-17,915.48
01/18/2023	9196	LIMRICC Purchase of Health Insurance Prog	-12,086.12
01/18/2023	9197	Midwest Tape	-377.68
01/18/2023	9198	Midwest Tape	-1,708.68
01/18/2023	9199	Moser, Sandra	-50.00
01/18/2023	9200	Moser, Sandra	-50.00
01/18/2023	9201	OverDrive	-1,155.20
01/18/2023	9202	Provantage LLC	-7,749.00
01/18/2023	9203	Risk Program Administrators	-2,259.00
01/18/2023	9204	Rowley, David	-400.00
01/18/2023	9205	Scholastic, Inc.	-495.33
01/18/2023	9206	Service Master Commercial Cleaning	-2,066.00
01/18/2023	9207	Smith, Gail	-420.00
01/18/2023	9208	Technology Management Revolving Fund	-475.00
01/18/2023	9209	Twin Supplies, LTD.	-371.96
01/18/2023	9210	U.S. Postmaster	-750.00
01/18/2023	9211	Unique	-39.40
01/18/2023	9212	Wheaton Park District	-75.00
01/18/2023	9213	Wood, Kevin J.	-375.00
01/18/2023	9214	Wylly, David	-50.00
01/18/2023	9215	Warrenville Ace Hardware	-127.69
01/18/2023	9216	Central Technology	-2,130.70
01/18/2023	9217	Davis, Jackie	-6.80
01/18/2023	9218	Petty Cash Fund	-48.35
01/18/2023	9219	Konica Minolta Premier Finance	-407.00

01/18/2023	9220	LIMRICC Unemployment Compensation	-97.92
01/18/2023	9221	Olsson Roofing Co.	-696.00
12/15/2022	Electronic	Paylocity	-217.44
12/16/2022	Electronic	Comcast	-234.90
12/20/2022	Electronic	Konica Minolta Premier Finance	-167.00
12/20/2022	Electronic	Northern Illinois Gas	-293.03
12/29/2022	Electronic	Paylocity	-200.28
01/04/2023	Electronic	Chase Ink	-1,859.89
01/06/2023	Electronic	AFLAC	-94.30
01/12/2023	Electronic	Paylocity	-129.92

**-85,260.55**



## **8b. REGULAR AGENDA**

### **Approve transfer of funds (ACTION)**

Each month, a transfer to the Fifth Third Bank operating account may be necessary to cover this month's bill list and any additional anticipated expenditures, such as payroll, that may occur before the next regular Board Meeting.

A suggested motion and transfer sheet will be provided at the Board Meeting.

## **10a. NEW BUSINESS**

**Change Library Director position title to Executive Director (ACTION)**

***Suggested Motion: Change Library Director position title to Executive Director***

During the recruiting process, John Keister recommended the position title of Director be changed to Executive Director to align with common practice in the profession. If approved, the title will be changed moving forward.

Director Whitmer has no objection to this change, however, the board should be aware that it will take time to make this change in all of the places where this terminology exists. For now, updates will be made as documents are revised. The new executive director may opt to create a more comprehensive plan to search and update across all documents and communications.

# **11. DIRECTOR'S REPORT**

**for January 2023 Board Meeting**

**submitted by Sandy Whitmer**

## **Update on Candidate Filings for 2023 Consolidated Election**

The following District residents have filed for the three trustee seats to be elected at the April 4, 2023 Consolidated Election:

- Heather J. Stull
- Richard ("Rick") Warren
- Constance (Connie) Schmidt

No challenges to candidate petitions were received. I have submitted the certification of ballot to DuPage County.

## **Update on Director's Retirement Timeline**

With Jason Stuhlmann's start date set for Monday, February 6, my last day in the office will be Friday, February 3. Unless the board objects, I intend to "run out" my remaining annual leave instead of taking a lump sum payout. This allows me to be available to the new director for consultation, if needed, through mid-March.

## **Farewell and Thanks**

As I "pivot" to a new adventure, I extend my gratitude and thanks to the many, many people I've had the good fortune to work with during my time at WPLD. I'm grateful to the current board and all of the past boards who have provided the strong foundation and support that have allowed our team to provide library service to the Warrenville community. Although I am saying "farewell" to working at WPLD, I look forward to keeping in touch. (The 2023 Concerts on the Commons dates are already on my calendar, perhaps I'll see you there!)

## **FOIA Requests**

- None

STATISTICAL SNAPSHOT	Dec 2022	Nov 2022	Oct 2022	Sep 2022	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021
<b>TOTAL CIRCULATION (physical Items)</b>	<b>11,808</b>	<b>13,024</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>
WPLD items checked out at WPLD	6,075	7,492	7,108	7,466	8,613	9,709	9,685	7,027	7,855	8,511	6,912	7,338	6,442
Auto-renewals of WPLD Items	4,208	4,019	4,707	4,492	4,925	4,798	4,072	4,401	4,389	4,353	3,680	3,907	3,566
Other Library Items Checked out at WPLD	1,525	1,513	1,450	1,731	1,759	1,612	1,588	1,362	1,704	1,541	1,635	2,140	1,615
<b>DOWNLOADABLE CIRCULATION</b>	<b>2,723</b>	<b>2,763</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>
Overdrive/Libby	1,616	1,499	1,655	1,523	1,603	1,752	1,592	1,419	1,479	1,448	1,421	1,528	1,357
Overdrive (magazines) fka RB Digital	51	111	54	94	90	39	54	74	79	71	50	142	56
Hoopla	1,056	1,153	1,042	1,093	1,208	1,127	1,111	1,116	1,102	1,088	1,041	1,027	996
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,477	1,471	1,416	1,683	1,712	1,574	1,555	1,296	1,665	1,499	1,592	2,109	1,601
Received from Non-SWAN Libraries	20	26	15	14	23	14	10	14	9	18	14	13	11
Sent to SWAN Libraries	1,520	1,888	1,971	1,899	2,091	1,951	2,136	1,993	2,068	2,059	1,949	2,203	1,880
Sent to Non-SWAN Libraries	11	8	18	14	20	15	23	10	16	29	10	19	22
<b>COLLECTION</b>													
Physical Materials Added	549	477	696	538	484	720	513	632	789	665	674	791	624
Physical Materials Withdrawn	421	1,162	1,437	485	840	1,127	1,044	1,563	699	246	1,270	927	263
Total Collection Size	141,397	142,586	142,656	141,938	142,776	142,679	142,589	141,437	140,442	140,152	140,265	139,473	140,518
Physical materials	76,908	78,241	78,568	78,017	79,094	79,146	79,970	80,456	80,146	80,219	80,809	80,278	81,344
Overdrive books	47,494	47,448	47,286	47,214	47,055	46,998	46,371	45,279	44,776	44,550	44,246	44,083	44,125
Overdrive audiobooks	16,995	16,897	16,802	16,707	16,627	16,535	16,248	15,702	15,520	15,383	15,210	15,112	15,049
<b>PROGRAMS</b>													
Number of Adult Programs	16	20	25	24	17	15	27	19	21	16	14	19	18
Adult Program Attendance	542	183	334	239	844	871	1,124	289	1,800	329	415	250	150
Number of Teen Programs	11	6	8	10	8	9	13	9	11	8	7	7	3
Teen Program Attendance	93	22	38	57	64	44	106	146	55	32	60	87	44
Number of Youth Programs	26	28	29	25	18	24	34	14	25	27	19	21	14
Youth Program Attendance	272	281	318	355	272	360	579	165	367	366	297	235	218
Book-A-Librarian Sessions	14	14	11	14	14	14	14	14	14	14	14	0	14
Book-A-Librarian Attendance	2	5	-	2	2	4	7	1	1	5	2	0	3
<b>OUTREACH</b>													
Adult Outreach Events	-	-	-	1	-	0	1	1	2	1	0	0	0
Adult Outreach Attendance	-	-	-	27	-	0	74	64	90	8	0	0	0
Teen Outreach Events	-	-	1	-	-	0	0	0	1	0	0	0	0
Teen Outreach Attendance	-	-	7	-	-	0	0	0	250	0	0	0	0
Youth Outreach Events	2	2	6	-	2	2	3	6	4	1	1	0	0
Youth Outreach Attendance	107	47	189	-	149	84	195	1,038	183	14	7	0	0
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	10,023	10,020	9,979	9,948	9,921	9,888	9,867	9,808	9,752	9,716	9,761	9,711	9,682
Resident Cards Issued In Person	23	63	43	62	72	56	76	60	54	53	39	42	38
Online Cards Issued	6	10	10	7	11	7	9	17	10	13	12	9	2



STATISTICAL SNAPSHOT	Dec 2022	Nov 2022	Oct 2022	Sep 2022	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021
<b>VISITOR COUNT</b>	4,803	5,433	5,748	5,354	8,352	7,429	7,944	5,737	5,014	6,062	4,742	4,622	4,747
<b>STUDY ROOM USES</b>	214	202	193	188	159	194	160	181	151	178	168	134	108
<b>MEETING ROOM USES (public)</b>	2	5	4	1	2	1	2	1	2	1	1	0	0
<b>CURBSIDE PICKUPS</b>	11	24	20	18	35	28	19	20	18	29	30	47	19
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	416	451	513	494	576	520	585	440	517	532	419	409	414
Wifi Sessions	2,033	2,151	2,226	2,359	2,365	2,402	2,416	2,059	1,923	1,907	1,628	1,508	1,245
Website Visits	8,744	9,669	10,703	10,939	12,501	10,074	10,689	9,279	8,935	9,852	8,816	9,491	7,808
<b>MARKETING</b>													
eNews Subscribers	5,847	5,850	5,833	5,810	5,800	5,770	5,709	5,573	5,577	5,537	5,512	5,486	5,490
eNews Open Rate	47%	41%	48%	45%	44%	40%	44%	43%	41%	44%	45%	37%	35%
Facebook Followers	1,584	1,573	1,559	1,540	1,452	1,416	1,350	1,325	1,315	1,301	1,291	1,285	1,275
Instagram Followers	434	422	420	411	409	396	380	373	369	364	355	350	346

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

**Submitted by: Jackie Davis**

### **Administration**

- Sent financials to Accounting Services for processing
- Assembled the December board packet
- Processed checks for signature and mailing
- Composed minutes of the December 14, 2022 Regular Board Meeting
- Made two bank deposits for daily receipts and copy machines
- I was out of the library from December 23 – January 3.

### **Human Resources**

- Processed two payrolls and Nationwide with HR Manager Ian Stevens
- Sent IMRF and monthly financial information to Accounting Services
- Ordered floral arrangement for two get well occasions

### **Meetings**

- Met with Director Whitmer regarding the Per Capita Grant – December 1
- Management Team meetings – December 6 and 20

### **Training**

- Completed Paylocity Antiharassment Training for Managers
- Completed KnowBe4 that was assigned

### **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.
- Discovered a roof leak on December 14 and Ly came over on his day off from his full-time job to help figure out where the leak was. Jackie called Olsson Roofing and they were on site December 15. Discovered a hole in one corner of the roof that the roofer thought was made by a squirrel and a couple little holes, which he patched.\
- Due to icy conditions on December 16, Jackie salted the sidewalks at all three entrances and a portion of the lower-level lot.

## **12. HUMAN RESOURCES**

**December 2022**

**Submitted by Ian Stevens**

### **Highlights**

- Successfully filled two Member Services openings
- Successful run of payroll and IMRF accounting documentation on schedule
- Creation of two HR procedure documents completed
- Set up plans for a new Safety Committee to create safety documentation or manual

### **Recruiting**

- Held interviews with applicants to fill vacant Member Services Associate and Member Services Assistant positions. Made offers to two top candidates, both accepted. On boarding/first day was 1/3. At this time the library is fully staffed.

### **HR Procedures**

- Ran two payrolls in Paylocity under guidance from Jackie 12/12 and Sandy 12/27
- Submitted payroll info to accountant to create IMRF update file 12/28
- Registered for IMRF virtual procedures webinar in January (1/10 and 1/24)
- Created a short basic "What is HR" document for the staff. Received good feedback 12/5
- Created HR Records Disposal in accordance with Illinois law with the goal to dispose/reduce unnecessary HR saved paperwork (2023 project) 12/7
- Ongoing review of Employee Handbook to make adjusts and updates as needed
- Held ongoing one-on-one meets with managers and staff.

### **Meetings**

- Management Team meetings 12/6 and 12/20
- Weekly meetings with Director Sandy covering a variety HR topics and projects
- Meet one-on-one with all four department managers to discuss backgrounds, team dynamics, concerns, future ideas, how HR can be an asset to all 12/13, 14,16, 19
- Meet one-on-one with three staff members and have scheduled others for January
- Kick off safety meeting with Marketing Manager Kathy to co-chair and create a safety committee with the goal of reviewing library safety procedures leading to a staff safety documentation or safety manual. Topic on January Management Team meeting agenda.
- Meet with Duncan (IT) 12/22 to plan two KeePass (password security storage application) trainings to be held during January.

### **Trainings/Continuing Education**

- Viewed HR Source webinar "Moving the Needle on DEI" 12/23
- Phishing (IT) training completed 12/23
- Variety of Security/Malware (IT) video trainings completed 12/23
- Shadowed Members Service Manager Laurie when she was covering collection returns to learn some of the process and what the department works on 12/14. Plan for 2023 is to shadow other departments and relate their needs as it applies to HR processes.

## **12. Marketing Department REPORT**

**December 2022**

**Submitted by Kathy Gaydos**

### **Activities**

#### **Spring Reading Matters (March–May 2023)**

- Created schedule of publicity production activities; submitted to P.S.
- Reviewed initial event descriptions submitted by P.S.; prepared questions for review meeting; clarified dates/times for several events.
- Edited event descriptions for use in RM and for Communico event entries.
- Reviewed request from P.S. for slides/flyers for specific events.
- Requested and received images from P.S. for several events.
- Created initial draft of RM for internal Marketing department review.
- Reviewed cover page options with Sandy.

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

- Downloaded Illinois Libraries Present January (Ross Gay) and February (Kwame Alexander) event images for publicity purposes; produced flyers of each.
- Submitted flyer/pdfs for youth and teen events to District 200 for their eSchoolBag.
- With Stephanie's help, continued posting event flyers on three slat walls and removing expired flyers.

#### **Winter Reading Challenge (January 14–February 14, 2023)**

- Finalized rack card for insertion into items on the Holds shelf and for display racks at each service desk; coordinated distribution with Laurie.
- Created and finalized large poster for in-library display.
- Updated and finalized written content and printable paper log links on WRC webpage.

#### **Science Kit Open House January 16, 2023**

- Created publicity plan which includes a display sign for each of the 22 kits; will also be used at NLW Open House.
- Drafted three signs as examples for Julie's review; finalized all signs.

#### **National Library Week April 23-29, 2023: There's More to the Story**

- Outlined plans for an Open House event to be held on Sunday, April 23; will include refreshments, Jason meet & greet, library tours (one tour in Spanish) and displays/demos of our non-book items...science kits, mobile devices, discovery packs.
- Met with Paul and Laurie to go over plans and come up with other ideas like Scavenger Hunt and other programs during that week.
- Plans include all staff members working the day of the Open House and would like Library Board of Trustees to participate.

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

- Las Posadas (Diana/Miriam) article for website and social media use.
- Irish-American Heritage Month article for RM.
- Asian American Pacific Islander Month article for RM.
- Discovery Room cookie cafe theme details for use in social media (Kyrie).

#### **Graphic Designer...along with creation of various materials as noted above...**

- Continued training on Marketing processes.
- Reviewed library online database offerings.
- Created several new *Reading Matters* design elements for internal consideration.
- Created digital templates in various sizes for use in social media.
- Began reviewing photos and images in Communico to develop a plan and timeline for updating website photos and images.
- Created December/January holiday closing sign for doors and social media.
- Created holiday DVD sign for special display.



### **Safety Committee**

- Met with Ian to review initial steps in forming a committee.
- Asked Duncan to create a Safety Committee Team in Teams.
- Drafted goals and topics.
- Asked managers to identify a team member for the committee.
- Asked managers to audit the number of walkie-talkies in their departments.
- Asked Duncan to join the Committee; he agreed.

### **Administrative**

- Prepared summary statement of Marketing activities for inclusion in 2023 Per Capita Grant report.
- Prepared and submitted summary notes on director candidates to John Keister.
- Prepared 90-day goals for David.
- Moved several files from the Marketing Teams folder to the WPLD Staff folder; notified various staff members on new location of shared files.
- Created RAILS Learning Library account for David.

### **Miscellaneous**

- Worked with a group of staff members to remove decorations from the Park District's holiday tree showcase.
- Provided suggestions on ADA messaging on *Reading Matters* and website.
- Invited November new hires for photo ops and to submit brief bio for possible use on website and social media.
- Invited staff to participate in photo ops wearing holiday apparel for use on social media.
- Provided Marketing/Public Services how-to docs to Deborah in P.S.
- Troubleshooted sign-out issue on the Teams app with Duncan.
- Created Facebook post and added website banner message about phone outage on December 15; let staff know our public was directed to email the library if they couldn't get through on phones.
- Outlined plans for announcing Sandy's retirement in various platforms.
- Gathered ideas to announce Jason's arrival in various platforms.

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

- Opened ticket with Communico to add a link on the Meeting Room Reservation form to the library policy on Meeting Room use.
- Removed Item Request Form information and link.
- Added Purchase Suggestion information and link; updated Borrowing page with link locations.
- Replied to comment from member re: missing links on website; followed up with Public Services staff.

**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. *In December...* coordinated with Gail for her to provide images and info on book repair process.

## Meeting/Webinar Attendance

### David

12/07/22: Meeting with Kathy, Paul and Julie to discuss *Reading Matters* content  
12/13/22: LinkedIn Learning course on Advanced InDesign: Productivity Techniques  
12/20/22: Paylocity Anti-Harassment webinar

### Kathy

12/6/22: KnowBe4 Training: Security Bytes, Snapshots, Reporting, Passwords  
12/22/22: Paylocity Anti-Harassment webinar

### Meetings:

12/01/22: Per Capita Grant with Sandy  
12/06/22: Management Team  
12/07/22: *Reading Matters* content with David, Paul and Julie  
12/13/22: Outreach opportunities with Paul and Paula Krapf, City's Communications Coordinator  
12/19/22: Get acquainted with Ian and HR functions  
12/20/22: Marketing department roles with Sandy  
12/21/22: NLW planning with Paul and Laurie  
12/28/22: Safety Committee formation and topics with Ian  
12/29/22: Marketing and MSD shared tasks with Laurie

## Publicity Statistics

### eNews (Constant Contact)

Subscribers: 5,847

Average open rate: 47%


New Cardholders campaign—average open rate across series of 5 emails: 56%

## Social Media

Facebook Followers: 1,584

Instagram Followers: 434


## Popular social media post:

 **Warrenville Public Library District**  
Published by Kathy Quinn-Gaydos · December 17, 2022 at 9:03 AM · 🌐

Santa has elves...the library has Gail!

Gail works in our Cataloging department and performs many functions to get materials ready to be put on the shelves. Sometimes repairs are needed when items come back from our members. We get it...things happen.

Gail\*\* takes you through the repair steps..... [See more](#)



2,027  
People reached

335  
Engagements

[Boost post](#)

👍❤️ 44

11 comments 2 shares

Facebook: 62 reactions (likes, comments, shares); 2,027 reach

# **PUBLIC SERVICES REPORT**

**December 2022**

**Submitted by Paul Dobersztyn**

## **Highlights**

- December saw the return of our Read to a Dog program where young readers can read to a therapy dog in a judgement free environment to hone their skills to become great readers later in life. We hosted 7 young readers on 12/3/22.
- Our Storytime at Starbucks continues with strong numbers as Julie Kurtis hosted storytime for 27 individuals on 12/5/22.
- The library hosted 53 total events in December with 382 participants. We had 416 views of our recorded events.
- Public Services hosted 6 passive programs: Winter Take and Make kits and Teen Finals Weeks activities hosting 109 total participants.
- Miriam Montano recorded two videos for the Holiday Pinata Ornament craft in December, one in English and one in Spanish. The video in Spanish had 79 views on YouTube at the time of reporting.
- Our fourth Sunday Music Matinee featuring ZAZZ for the holidays had 35 people in attendance.

## **Personnel**

- No changes

## **Professional Development**

- 38 sessions of CE were completed by the Public Services Department in December.
- 23.5 total hours of CE were completed.
- Topics covered include: Inter-library Loan Bootcamp, Homelessness Training: De-escalation 101, Career Online High School and more.
  - A full list can be provided by the Public Services Manager.

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

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

- Diana Abraham attended an outreach event at the Johnson School on 12/8/22 interacting with 60 students.
- Diana Abraham presented storytime at the Headstart program on 12/14/22 hosting 32 students.
- Paul Dobersztyn met with Kathy Gaydos and Paula Krapf, City of Warrenville Communications Coordinator, on 12/13/22 to discuss our outreach resources and how we can coordinate some efforts with the city.
- Diana Abraham attended a City of Warrenville IDEC meeting on 12/20/22.
- Paul Dobersztyn met with Kathy Gaydos and David Cassara on 12/7/22 to discuss the events for the Spring 2023 Reading Matters newsletter.
- Paul Dobersztyn attended the meet and greets with all prospective Executive Director candidates from 11/28 through 12/2 with the management team. Provided a tour of Public Services,
- Paul Dobersztyn met with Ian Stevens on 12/16/22 to discuss how HR and Public Services can work together.
- Paul Dobersztyn met with Kathy Gaydos and Laurie Rex on 12/21/22 to start planning the National Library Week events and promotion.
- Julie Kurtis has set dates to do book talks for 3<sup>rd</sup> graders at Johnson in January.

## **Non SWAN InterLibrary Loan**

Item Requests Processed: 18; Materials Received: 20; Materials Lent: 11

## 12. MEMBER SERVICES REPORT

December 2022

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	6399	57.94%
Enterprise catalog/mobile app (Renewals)	68	0.57%
Autorenewals	4208	35.64%
Staff Assisted Checkout	1133	9.6%
TOTAL TRANSACTIONS	13,024	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	3872	60.5%
Selfcheck 2 (Near Vending Machine)	2527	39.5%
TOTAL TRANSACTIONS	6399	100.00%

### Department Highlights

#### **Curbside**

11 curbside orders were filled in December 2022.

-Interviewed and hired 1 new Member Services Associate and 1 new Member Services Assistant

-Began basic cross-training-Jorge A. learned some of the check-in procedures

-1 Member Services Assistant resigned

-Due to various illnesses and injuries, many non-Member Services staff assisted in shelving and other duties which was greatly appreciated!

## **12. IT DEPARTMENT REPORT**

**December 2022**

**Submitted by Duncan Jones**

### **User Support**

- Helped staff with the copier, printer, anti-virus updates, fonts, Edge browser, phones, incognito mode, Adobe Reader, Outlook, Teams,
- Helped patrons with printing, scanning, Excel, faxing

### **Troubleshooting**

- Investigated printer issue with off-sized documents.
- Investigating why a user is being logged out of O365 frequently.
- Restarted CPad by AS computers when it turned off.
- Resolved backup issue with domain controller.
- Resolved issue with Workflows connection.
- Resolved issue with public PCs not being able to log in.
- Investigated a domain controller issue.
- Resolved issue with the public server not allowing logins after rebooting.
- New DID numbers not able to be called.
- Workflows being disconnected.
- Disabled print from USB on the public copier.
- Tested the faxing due to patron issue.
- Resolved update issue where PCs would automatically check for updates outside the controlled destination.

### **Project/Goal**

- Reviewed Per Capita Grant standards.
- Set up iPad for IT use.
- Solicited advice and quotes on the replacement switch.
- Updated contact information for GoDaddy.
- Replaced toner in staff printers.
- Planned and purchased replacement/redundant switch.
- Updated browsers on staff PCs.
- Investigated if Communico is managing all our certificates for the website.
- Updated Firefox to the ESR version on the HVAC PC.
- Updated link to catalog on a public PC.
- Created list of expiring services, and contracts for 2023.
- Organized and labeled toner storage areas.
- Purchased DID numbers for two additional phone numbers to assign them to staff phones. Worked with Fusion and BlueWire on implementing the changes.
- Setup notifications for power loss.
- Worked with BlueWire to complete the first part of phone hardware update. Still need to schedule completion.
- Updated Firefox to 64bit on Circulation work PC. Backed up bookmarks locally.
- Updated various servers OS.
- Updated some PCs and laptops.
- Cancelled and refunded unneeded website certificate.
- Toner inventoried, documented, and replaced.
- Setup new monitor for Marketing PC.
- Worked towards exchanging a damaged monitor.
- Analyzed Mobile Device Cabinet items for removal, additions, and promotion.
- Set 2023 holiday schedule for public computers and voicemail.

- Updated Adobe on Marketing PCs.
- Created accounts for incoming employees.
- Updated and documented Technology Orientation plan.
- Created Safety Committee Team.
- Created ADA account for staff to receive requests.
- Planned installation of new router.

## **Meetings**

- Met with director candidates for their tours.
- Met with Kathy to go over sharing files and folders to staff outside the Marketing Team.
- Met with Taylor to review the Mobile Device Cabinet and plan for changes.
- Met with Sandy for weekly meeting.
- Met with Ian for department responsibilities clarification meeting.

## **Training**

- Ransomware, Ransom-war, and Ran-some-where: What We Can Learn When the Hackers Get Hacked KnowBe4 webinar.
- Homeless De-Escalation 201: Nonverbal tools to eliminate conflict Ryan Dowd webinar.
- Completed Paylocity Anti-harassment training.
- Met with Sabrina from KnowBe4 to go over upcoming training and phishing plan.

## **Tickets**

- **10 opened, 10 closed, 7 pending**

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

**December 2022**

**Submitted by MaryKellie Marquez**

### **Collection Maintenance**

- 549 items created
- 421 items discarded
- 34 items repaired
- 16 discs cleaned

### **Department Highlights**

- MaryKellie Marquez attended Management Meetings: 12/6/2022 and 12/20/2022.
- Programs MaryKellie Marquez attended:
  - Gender-Inclusive Librarianship, 12/5/2022
  - PLA Spotlight on Safety: Addressing Threats in Public Libraries, 12/12/2022
  - SACO Gender and Sexuality Funnel, 12/13/2022
  - Knowledge for Everyone: Open Access, 12/14/2022
  - Ryan Dowd's Mental Illness Part 2, 12/14/2022
  - ALA Connect Live: Our Brave Communities-Facing Censorship Head-On, 12/15/2022
  - SACO Funnel Subgroup-Reproductive Rights, 12/16/2022
  - KnowBe4 cyber safety training videos, 12/19/2022
  - Traliant Bystander Intervention Training, 12/22/2022
  - Ryan Dowd's Police Talk with Kristen Ziman and Unattended Children webinars, 12/30/2022
- Both MaryKellie and Gail met with Ian Stevens, new HR Specialist, in December 2022.
- Gail also completed KnowBe4 cyber safety training videos and Traliant Bystander Intervention Training in December 2022.
- Gail joined the Holly Days Tree Decorating Committee to put up and take down the Christmas tree.
- Gail completed another semester at COD towards her LTA certificate.
- Gail will be joining the West Chicago Public Library this Spring 2023 to complete her practicum...more updates to follow.

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

### **Next Meetings or Events as of January 12, 2023**

Wednesday, January 18, 2023 at 6 pm  
Retirement Reception for Director Whitmer in Library Meeting Room

Wednesday, January 18, 2023 at 7 pm  
Regular Board Meeting in Library Meeting Room

Tuesday, January 31, 2023 at Noon  
Retirement Luncheon for Director Whitmer (Staff and Board only)  
Please RSVP to Jackie Davis if you wish to attend

Wednesday, February 15, 2023 at 7 pm  
Regular Board Meeting in Library Meeting Room