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, March 15, 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. Please use the subject line to indicate the email is a public comment for the Board Meeting. Emailed comments will be read during the meeting if they include the commenter's first and last name, are received at the above email address prior to the meeting's start time, are no more than 500 words in length and are free of any abusive or obscene language. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
    a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
    a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

p. 3..... a. Approve Minutes of the January 18, 2023 Regular Board Meeting
p. 6 ..... b. Receive and File Financial Report for January 2023
p. 13 ..... c. Receive and File Financial Report for February 2023
p. 20 ..... d. Ratify Payments from January 19 – February 15, 2023, in the amount of $42,637.20 with checks number 9230 – 9271.
p. 22..... e. Ratify February 16, 2023, transfer of $150,000 from commercial checking to operating checking account.
p. 23 ..... f. Approve Non-resident Library Card Participation for FY24 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
p. 24 ..... g. Approve Multi-Product Resolution from Fifth Third Bank to update the Commercial Master Signature Card, adding Jason Stuhlmann as an Authorized Signer for the Warrenville Public Library District

p. 37..... h. Approve Paylocity Laser Check Signature Form adding Jason Stuhlmann and a Trustee as signees. This will remove former Director Sandy Whitmer as signee.

8. Regular Agenda

p. 38 ..... a. Approve payments for the period of February 16 – March 15, 2023 **(ACTION)**

p. 40 ..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

p. 41 ..... a. Alibrijes Sculpture Art at the Library **(ACTION)**

p. 42 ..... b. Committee on Local Government Efficiency (INFORMATION)

10. New Business

p. 43 ..... a. Approve installation, location and timeframe for Warhol PopArt Challenge exhibit at the library **(ACTION)**

11. Director's Report

p. 47 ..... a. Anti-LGBTQ+ Sticker Incidents

p. 48 ..... b. National Library Week Open House – April 23

p. 54 ....12. Department Head Reports

13. President's Report

p. 78..... a. Next library meetings or events

p. 78..... b. Dinners, workshops, conferences

p. 83 ..... c. Statement of Economic Interest – Due May 1

p. 87 ..... d. Memo from Lawyers re: Election & Trustee Transition

p. 90.... 14. Treasurer's Report

a. Library District Developer Donations Distribution

p. 91 ..... b. DuPage Foundation Distribution

p. 92 ..... c. Tourism & Arts Commission – Hotel Tax Grant

p. 93 ..... d. Donation from Vivian Lund

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

p. 94 ... 19. Closed Session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

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

21. Adjournment **(ACTION)**

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h. Approve Paylocity Laser Check Signature Form adding Jason Stuhlmann and a Trustee as signees. This will remove former Director Sandy Whitmer as signee.

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    b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
    a. Alibrijes Sculpture Art at the Library **(ACTION)**
    b. Committee on Local Government Efficiency (INFORMATION)
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    a. Approve installation, location and timeframe for Warhol PopArt Challenge exhibit at the library **(ACTION)**
11. Director's Report
    a. Anti-LGBTQ+ Sticker Incidents
    b. National Library Week Open House – April 23
12. Department Head Reports
13. President's Report
    a. Next library meetings or events
    b. Dinners, workshops, conferences
    c. Statement of Economic Interest – Due May 1
    d. Memo from Lawyers re: Election & Trustee Transition
14. Treasurer's Report
    a. Library District Developer Donations Distribution
    b. DuPage Foundation Distribution
    c. Tourism & Arts Commission – Hotel Tax Grant
    d. Donation from Vivian Lund
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed Session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."
20. Discussion/action resulting from the above closed session – Release closed session minutes and/or destroy closed session recordings **(ACTION)**
21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, January 18, 2023

1. Call to order – Trustee DuRocher called the meeting to order at 7:08 p.m.
2. Roll Call

PRESENT: Trustees DuRocher, Lezon, Richardson, Stull, Warren

ABSENT: Trustees Picha and Ruzicka

STAFF PRESENT: 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, HR Manager Ian Stevens, Member Services Manager Laurie Rex, IT Associate Duncan Jones

OTHERS ATTENDING: Jason Stuhlmann

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

3. Approval of the agenda

Trustee DuRocher removed items #19 and #20 related to a closed session.

MOTION: Trustee Stull moved to approve the agenda as amended. Trustee Warren seconded
Voice vote:
Ayes – all
Nays – none
Absent – Trustees Picha and Ruzicka
Motion carried

4. Presentations – none
5. Public Comments – Jason Stuhlmann said a colleague told him someone called in to WGN Radio's "Thankful Thursday" feature to mention Director Whitmer would be retiring and was thankful for her years of service to the community.
6. Correspondence

a. DuPage Foundation

Director Whitmer shared a letter from the DuPage Foundation stating the library will be receiving a distribution of $1,400.00 in February.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

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

Draft

MOTION: Trustee Warren moved to approve the consent agenda as read. Trustee Lezon seconded.
Voice vote:
Ayes – all
Nays – none
Absent – Trustees Picha and Ruzicka
Motion carried

8. Regular Agenda

   a. Approve payments for the period of December 15, 2022 – January 18, 2023

MOTION: Trustee Stull moved to pay invoices in the amount of $96,344.76 for the period of December 15, 2022 through January 18, 2023 including electronic payments and checks #9179-9229. Check #9204 is voided. Trustee Richardson seconded.
Roll call vote:
Ayes – DuRocher, Lezon, Richardson, Stull, Warren
Nays – none
Absent – Picha and Ruzicka
Motion carried

   b. Approve transfer of funds

MOTION: Trustee Warren moved to transfer $200,000 from commercial checking account to operating checking account. Trustee Lezon seconded.
Roll call vote:
Ayes – DuRocher, Lezon, Richardson, Stull, Warren
Nays – none
Absent – Picha and Ruzicka
Motion carried

9. Unfinished Business - none

10. New Business

   a. Change Library Director position title to Executive Director

MOTION: Trustee Stull moved to change the Library Director position title to Executive Director. Trustee Lezon seconded.
Roll call vote:
Ayes – DuRocher, Lezon, Richardson, Stull, Warren
Nays – none
Absent – Picha and Ruzicka
Motion carried

11. Director's Report

   a. Update on Candidate Filings for 2023 Consolidated Election

      Director Whitmer stated three candidates filed. Candidates are Heather Stull, Rick Warren and Connie Schmidt. The ballot certification has been submitted.

   b. Update on Director's retirement timeline

Draft

Director Whitmer stated her last day in the building will be Friday, February 3. She will be taking vacation time from February 6 through March 17, which is her last official day with the library.

12. Department Head Reports

Trustee DuRocher thanked Kathy Gaydos, Marketing Specialist, for her assistance in composing her remarks for Director Whitmer's retirement open house.

Laurie Rex, Head of Member Services, thanked the Management Team and other staff for their assistance in her department due to the retirement of one staff member and other staff being absent.

13. President's Report

a. Next meetings or events

Trustee DuRocher announced the next meetings.

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

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

16. Committee Reports - none

17. Trustee Comments

Trustee Lezon stated she will miss Director Whitmer.

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 7:26 p.m. Trustee Lezon seconded.
Voice vote:
Ayes – all
Nays – none
Absent – Trustees Picha and Ruzicka
Motion carried

Respectfully submitted,

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

Draft

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

January 31, 2023

WARRENVILLE LIBRARY — JANUARY 2023 — FUND BALANCES — PAGE 1

INCOME 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%	0	2033630	99.90%	819881	0	23644	71012	189087	1261483	1663040
BLDG. & MAIN.	0	0.0000%	0	0		37205	0	0	0	4357	13478	23728
TOTAL TAX (LEVIED)	2035684	100.00%	0	2033630	99.90%	857087	0	23644	71012	193454	1274961	1686768
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	8789	26783	433415
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%	0	2033630	99.90%	1543132	0	23644	71012	202243	1301744	2346030
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: January 31,2023
Corporate Fund

	Corporate Fund Month Ended Jan 31, 2023	Corporate Fund 12 Months Ended Jun 30, 2023	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	$ 0.00	$ 2,033,629.70	$ 2,035,684.00	$ 2,054.30	99.90 %
Back Taxes	0.00	57.55	0.00	(57.55)	
Copier	500.15	3,494.59	5,000.00	1,505.41	69.89 %
Fees	3.00	26.00	0.00	(26.00)	
TIF Funds	0.00	0.00	20,000.00	20,000.00	0.00 %
Interest	2,124.64	11,789.74	1,000.00	(10,789.74)	1,178.97 %
Book Sales	0.00	582.50	500.00	(82.50)	116.50 %
Lost Books	98.80	1,994.66	2,500.00	505.34	79.79 %
Gifts / Memorials	100.00	445.00	1,000.00	555.00	44.50 %
Miscellaneous	817.73	2,054.84	500.00	(1,554.84)	410.97 %
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	20,000.00	20,000.00	20,000.00	0.00	100.00 %
	23,644.32	2,104,641.70	2,120,405.00	15,763.30	99.26 %
Expenses					
Sal. - Administration	18,502.59	120,543.48	245,000.00	124,456.52	49.20 %
Sal. - Member Services	15,734.56	110,571.89	260,000.00	149,428.11	42.53 %
Sal. - Maintenance	1,852.50	14,496.08	26,000.00	11,503.92	55.75 %
Sal. - Marketing	8,172.00	42,525.26	103,000.00	60,474.74	41.29 %
Sal. - Public Services	34,360.24	250,301.84	470,000.00	219,698.16	53.26 %
Sal. - IT	4,088.18	31,260.29	55,000.00	23,739.71	56.84 %
Sal. - Technical Services	6,491.31	49,207.43	88,000.00	38,792.57	55.92 %
I.M.R.F. - Expense	13,535.07	62,860.83	112,000.00	49,139.17	56.13 %
Fica - Expense	6,471.85	45,264.22	94,000.00	48,735.78	48.15 %
Unemp. Comp.	97.92	497.84	1,260.00	762.16	39.51 %
Op - Mat'l Processing/Tech	1,476.37	3,822.52	11,600.00	7,777.48	32.95 %
Op - Mat'l Processing/Circ	0.00	784.49	3,550.00	2,765.51	22.10 %
Op - Postage	767.38	2,884.75	4,690.00	1,805.25	61.51 %
Op - Office Supplies	372.22	1,842.09	4,145.00	2,302.91	44.44 %
Op - Bank Fee's	58.92	722.69	2,500.00	1,777.31	28.91 %
Op - Automation Supplies	0.00	2,677.76	4,000.00	1,322.24	66.94 %
Op - Publishing	0.00	972.09	1,000.00	27.91	97.21 %
Equip. - Purchases	574.00	4,811.38	8,100.00	3,288.62	59.40 %
Equip. - Maintenance	115.26	1,253.07	1,500.00	246.93	83.54 %
Auto. - Software	0.00	9,204.00	13,000.00	3,796.00	70.80 %
Auto. - Purchases	628.00	928.49	3,500.00	2,571.51	26.53 %
Auto. - Maintenance	9,844.29	36,020.62	61,370.00	25,349.38	58.69 %
L. Ins. - Workmen's Comp	2,259.00	3,502.00	5,000.00	1,498.00	70.04 %
Ins. - Multi Peril Package	17,915.48	31,555.48	30,500.00	(1,055.48)	103.46 %
Ins. - Health / Life	8,729.62	38,862.18	97,000.00	58,137.82	40.06 %
Pd - Recruiting	13,246.68	19,926.68	1,500.00	(18,426.68)	1,328.45 %
Pd - Staff Appreciation	85.54	1,099.43	4,500.00	3,400.57	24.43 %
Pd - Staff / Tuition Reimburse	420.00	420.00	3,000.00	2,580.00	14.00 %
Pd - Staff / Dues	0.00	1,350.00	3,260.00	1,910.00	41.41 %
Pd - Staff / Meetings	126.00	5,271.50	14,655.00	9,383.50	35.97 %
Pd - Staff / Transportation	14.01	1,195.73	1,700.00	504.27	70.34 %
Pd - Trst / Mtgs	0.00	476.34	950.00	473.66	50.14 %
Pd - Trst / Transportation	0.00	0.00	250.00	250.00	0.00 %
Pd - Trustee Misc.	14.08	161.52	500.00	338.48	32.30 %
Cont. - Lawyer	0.00	1,012.50	4,000.00	2,987.50	25.31 %
Cont. - Accounting	889.53	9,241.85	9,660.00	418.15	95.67 %
Cont. - Collection	39.40	108.35	250.00	141.65	43.34 %
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: January 31,2023
Corporate Fund

Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00 %
Lib. Mat. - Adult Books	2,545.91	26,145.96	52,500.00	26,354.04	49.80 %
Lib. Mat. - Youth Books	4,154.25	18,748.85	36,800.00	18,051.15	50.95 %
Lib. Mat. - Adult AV	749.70	5,896.05	15,000.00	9,103.95	39.31 %
Lib. Mat. - Youth AV	377.68	2,000.45	5,000.00	2,999.55	40.01 %
Lib. Mat. - EBooks	1,155.20	23,208.04	40,700.00	17,491.96	57.02 %
Lib. Mat. - Periodicals	0.00	8,795.60	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	553.55	6,527.16	9,500.00	2,972.84	68.71 %
Ps - Programs Youth	816.07	4,635.25	9,000.00	4,364.75	51.50 %
Ps - Hotel/Motel	450.00	9,280.64	13,431.00	4,150.36	69.10 %
Ps - Refunds / Fines / Fees	0.00	0.00	250.00	250.00	0.00 %
Ps - Printing	2,210.48	6,631.34	11,800.00	5,168.66	56.20 %
Ps - PR / Publicity	227.40	4,741.86	15,190.00	10,448.14	31.22 %
Ps - Misc.	0.00	195.00	650.00	455.00	30.00 %
Maintenance	3,451.58	17,849.58	42,250.00	24,400.42	42.25 %
Gas	1,171.91	3,772.98	9,500.00	5,727.02	39.72 %
B & M - Water / Sewer	0.00	590.52	1,200.00	609.48	49.21 %
Electricity	2,226.46	15,023.40	42,000.00	26,976.60	35.77 %
Telephone	1,337.46	9,315.83	16,800.00	7,484.17	55.45 %
Janitorial Supplies	0.00	761.82	4,000.00	3,238.18	19.05 %
B & M - Landscape Maint	286.00	4,715.00	8,190.00	3,475.00	57.57 %
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 %
	189,096.65	1,281,483.57	2,308,786.00	1,047,302.43	54.64 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: January 31, 2023
Building Maintenance Fund

	Building & Maintenance Fund Month Ended Jan 31, 2023	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	$ 434.89	$ 522.87	$ 2,000.00	$ 1,477.13	26.14 %
Security	671.82	2,395.46	10,800.00	8,404.54	22.18 %
Snow Removal	3,250.76	3,250.76	20,000.00	16,749.24	16.25 %
Hvac	0.00	7,308.67	8,450.00	1,141.33	86.49 %
	4,357.47	13,477.76	41,250.00	27,772.24	32.67 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: January 31, 2023
Special Reserve Fund

	Special Reserve Fund Month Ended Jan 31, 2023	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	8,789.00	10,594.69	41,700.00	31,105.31	25.41 %
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 %
	8,789.00	26,783.48	123,200.00	96,416.52	21.74 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
Jan 31, 2023

Assets

CURRENT ASSETS		
Petty Cash	250.00	
Cash In Drawer	160.00	
Cash / Copier Change	75.00	
Fifth Third 7985	179,744.45	
Fifth Third 8004	2,171,559.53	
	2,351,788.98	
General Fixed Assets		$ 5,235,092.00
TOTAL ASSETS		$ 7,586,880.98

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES		
I.M.R.F.	5,757.43	
	5,757.43	
LONG - TERM LIABILITIES		
Debt Certificate Payable	1,270,000.00	
	1,275,757.43	
EQUITY		
Fund Balance		$ 6,311,123.55
TOTAL LIABILITIES & FUND BALANCE		$ 7,586,880.98

See Accountant's Compilation Report

WARRENVILLE PUBLIC LIBRARY DISTRICT

27 W 751 STAFFORD PL

WARRENVILLE, IL 60555

February 28, 2023

WARRENVILLE LIBRARY INCOME

FEBRUARY 2023

FUND BALANCES

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%	0	2033630	99.90%	819881	0	4594	75606	147389	1408873	1520244
BLDG. & MAIN.	0	0.0000%	0	0		37206	0	0	0	1082	14560	22646
TOTAL TAX (LEVIED)	2035684	100.00%	0	2033630	99.90%	857087	0	4594	75606	148471	1423433	1542890
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	1513	28298	431902
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%	0	2033630	99.90%	1543132	0	4594	75606	149984	1451729	2200639
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: February 23, 2023
Corporate Fund

	Corporate Fund Month Ended Feb 28, 2023	Corporate Fund 12 Months Ended Jun 30, 2023	Corporate Fund Budget	Balance	% Received Expended
Income					
Taxes Levied	$ 0.00	$ 2,033,629.70	$ 2,035,684.00	$ 2,054.30	99.90 %
Back Taxes	0.00	57.55	0.00	(57.55)	
Copier	452.25	3,946.84	5,000.00	1,053.16	78.94 %
Extended Use Fees	11.50	11.50	0.00	(11.50)	
Fees	74.62	100.62	0.00	(100.62)	
TIF Funds	0.00	0.00	20,000.00	20,000.00	0.00 %
Interest	1,764.71	13,554.45	1,000.00	(12,554.45)	1,355.45 %
Book Sales	163.50	746.00	500.00	(246.00)	149.20 %
Lost Books	235.67	2,230.33	2,500.00	269.67	89.21 %
Gifts / Memorials	100.00	545.00	1,000.00	455.00	54.50 %
Miscellaneous	120.00	2,174.84	500.00	(1,674.84)	434.97 %
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 %
Grants, Miscellaneous	1,672.08	1,672.08	0.00	$ (1,672.08)	
Developer Donations	0.00	20,000.00	20,000.00	0.00	100.00 %
	4,594.33	2,109,236.03	2,120,405.00	11,168.97	99.47 %
Expenses					
Sal. - Administration	23,125.78	143,669.26	245,000.00	101,330.74	58.64 %
Sal. - Member Services	17,246.56	127,818.45	260,000.00	132,181.55	49.16 %
Sal. - Maintenance	1,875.23	16,371.31	26,000.00	9,628.69	62.97 %
Sal. - Marketing	8,261.74	50,787.00	103,000.00	52,213.00	49.31 %
Sal. - Public Services	34,022.16	284,324.00	470,000.00	185,676.00	60.49 %
Sal. - IT	4,095.00	35,355.29	55,000.00	19,644.71	64.28 %
Sal. - Technical Services	6,536.36	55,743.79	88,000.00	32,256.21	63.35 %
I.M.R.F. - Expense	7,535.48	70,396.31	112,000.00	41,603.69	62.85 %
Fica - Expense	6,897.30	52,161.52	94,000.00	41,838.48	55.49 %
Unemp. Comp.	0.00	497.84	1,260.00	762.16	39.51 %
Op - Mat'l Processing/Tech	508.09	4,330.61	11,600.00	7,269.39	37.33 %
Op - Mat'l Processing/Circ	0.00	784.49	3,550.00	2,765.51	22.10 %
Op - Postage	522.22	3,406.97	4,690.00	1,283.03	72.64 %
Op - Office Supplies	816.55	2,658.64	4,145.00	1,486.36	64.14 %
Op - Bank Fee's	73.46	796.15	2,500.00	1,703.85	31.85 %
Op - Automation Supplies	787.86	3,465.62	4,000.00	534.38	86.64 %
Op - Publishing	0.00	972.09	1,000.00	27.91	97.21 %
Equip. - Purchases	574.00	5,385.38	8,100.00	2,714.62	66.49 %
Equip. - Maintenance	90.05	1,343.12	1,500.00	156.88	89.54 %
Auto. - Software	0.00	9,204.00	13,000.00	3,796.00	70.80 %
Auto. - Purchases	0.00	928.49	3,500.00	2,571.51	26.53 %
Auto. - Maintenance	233.75	36,254.37	61,370.00	25,115.63	59.08 %
L. Ins. - Workmen's Comp	0.00	3,502.00	5,000.00	1,498.00	70.04 %
Ins. - Multi Peril Package	0.00	31,555.48	30,500.00	(1,055.48)	103.46 %
Ins. - Health / Life	8,823.92	47,686.10	97,000.00	49,313.90	49.16 %
Pd - Recruiting	0.00	19,926.68	1,500.00	(18,426.68)	1,328.45 %
Pd - Staff Appreciation	874.75	1,974.18	4,500.00	2,525.82	43.87 %
Pd - Staff / Tuition Reimburse	0.00	420.00	3,000.00	2,580.00	14.00 %
Pd - Staff / Dues	0.00	1,350.00	3,260.00	1,910.00	41.41 %
Pd - Staff / Meetings	1,025.00	6,296.50	14,655.00	8,358.50	42.96 %
Pd - Staff / Transportation	43.30	1,239.03	1,700.00	460.97	72.88 %
Pd - Trst / Mtgs	0.00	476.34	950.00	473.66	50.14 %
Pd - Trst / Transportation	0.00	0.00	250.00	250.00	0.00 %
Pd - Trustee Misc.	319.58	481.10	500.00	18.90	96.22 %
Cont. - Lawyer	0.00	1,012.50	4,000.00	2,987.50	25.31 %
Cont. - Accounting	1,276.66	10,518.51	9,660.00	(858.51)	108.89 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 23, 2023
Corporate Fund

Cont. - Collection	19.70	128.05	250.00	121.95	51.22 %
Cont. - Audit	3,425.00	7,925.00	7,925.00	0.00	100.00 %
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00 %
Lib. Mat. - Adult Books	3,012.26	29,158.22	52,500.00	23,341.78	55.54 %
Lib. Mat. - Youth Books	2,307.62	21,056.47	36,800.00	15,743.53	57.22 %
Lib. Mat. - Adult AV	864.59	6,760.64	15,000.00	8,239.36	45.07 %
Lib. Mat. - Youth AV	92.92	2,093.37	5,000.00	2,906.63	41.87 %
Lib. Mat. - EBooks	1,429.82	24,637.86	40,700.00	16,062.14	60.54 %
Lib. Mat. - Periodicals	0.00	8,795.60	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	969.49	7,496.65	9,500.00	2,003.35	78.91 %
Ps - Programs Youth	378.48	5,013.73	9,000.00	3,986.27	55.71 %
Ps - Hotel/Motel	825.00	10,105.64	13,431.00	3,325.36	75.24 %
Ps - Refunds / Fines / Fees	0.00	0.00	250.00	250.00	0.00 %
Ps - Printing	0.00	6,631.34	11,800.00	5,168.66	56.20 %
Ps - PR / Publicity	410.48	5,152.34	15,190.00	10,037.66	33.92 %
Ps - Misc.	0.00	195.00	650.00	455.00	30.00 %
Maintenance	2,734.00	20,583.58	42,250.00	21,666.42	48.72 %
Gas	1,257.82	5,030.80	9,500.00	4,469.20	52.96 %
B & M - Water / Sewer	185.34	775.86	1,200.00	424.14	64.66 %
Electricity	2,099.47	17,122.87	42,000.00	24,877.13	40.77 %
Telephone	1,484.17	10,800.00	16,800.00	6,000.00	64.29 %
Janitorial Supplies	42.14	803.96	4,000.00	3,196.04	20.10 %
B & M - Landscape Maint	286.00	5,001.00	8,190.00	3,189.00	61.08 %
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 %
	147,389.10	1,408,872.67	2,308,786.00	899,913.33	61.02 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 23, 2023
Building Maintenance Fund

	Building & Maintenance Fund Month Ended Feb 28. 2023	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	$ 522.87	$ 2,000.00	$ 1,477.13	26.14 %
Security	0.00	2,395.46	10,800.00	8,404.54	22.18 %
Snow Removal	0.00	3,250.76	20,000.00	16,749.24	16.25 %
Hvac	1,082.41	8,391.08	8,450.00	58.92	99.30 %
	1,082.41	14,560.17	41,250.00	26,689.83	35.30 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 23, 2023
Special Reserve Fund

	Special Reserve Fund Month Ended Feb 28, 2023	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	1,512.70	12,107.39	41,700.00	29,592.61	29.03 %
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 %
	1,512.70	28,296.18	123,200.00	94,903.82	22.97 %

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
Feb 28, 2023

Assets

CURRENT ASSETS		
Petty Cash		250.00
Cash In Drawer		160.00
Cash / Copier Change		75.00
Fifth Third 7985		183,540.07
Fifth Third 8004		2,023,272.24
		2,207,297.31
General Fixed Assets		$ 5,235,092.00
TOTAL ASSETS		$ 7,442,389.31

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES		
I.M.R.F.		6,655.64
		6,655.64
LONG - TERM LIABILITIES		
Debt Certificate Payable		1,270,000.00
		1,276,655.64
EQUITY		
Fund Balance		$ 6,165,733.67
TOTAL LIABILITIES & FUND BALANCE		$ 7,442,389.31

See Accountant's Compilation Report

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
January 19 - February 15, 2023

Date	Num	Name	Amount
02/15/2023	9230	Accounting Services, Inc.	-563.00
02/15/2023	9231	Ambius	-286.00
02/15/2023	9232	Automated Logic Contracting Services	-503.41
02/15/2023	9233	Baker & Taylor	-2,538.92
02/15/2023	9234	Baker & Taylor	-195.85
02/15/2023	9235	Baker & Taylor	-2,081.71
02/15/2023	9236	Baker & Taylor	-319.31
02/15/2023	9237	Bochenek, Annette	-300.00
02/15/2023	9238	Braoudakis, Heather	-225.00
02/15/2023	9239	Children's Plus, Inc.	-33.56
02/15/2023	9240	Demco	-121.20
02/15/2023	9241	Direct Energy Business	-2,099.47
02/15/2023	9242	DuRocher, Barbara J.	-285.60
02/15/2023	9243	Kenny-Sumrak, Kyrie	-38.92
02/15/2023	9244	Ko, Bokeum	-300.00
02/15/2023	9245	Konica Minolta Business Solutions	-90.05
02/15/2023	9246	Library Store	-351.97
02/15/2023	9247	LIMRICC Purchase of Health Insurance Prog	-12,086.12
02/15/2023	9248	Midwest Tape	-864.59
02/15/2023	9249	Midwest Tape	-92.92
02/15/2023	9250	Olsson Roofing Co.	-668.00
02/15/2023	9251	OverDrive	-1,429.82
02/15/2023	9252	Reaching Across Illinois Library System	-364.00
02/15/2023	9253	Service Master Commercial Cleaning	-2,066.00
02/15/2023	9254	Sikich LLP	-3,425.00
02/15/2023	9255	Stericycle, Inc.	-459.38
02/15/2023	9256	Technology Management Revolving Fund	-475.00
02/15/2023	9257	Today's Business Solutions, Inc.	-139.84
02/15/2023	9258	Tom Sharpe	-600.00
02/15/2023	9259	Wheaton Park District	-75.00
02/15/2023	9260	Willow Lane Education	-97.95
02/15/2023	9261	Granite Telecommunications	-182.15
02/15/2023	9262	Konica Minolta Premier Finance	-407.00
02/15/2023	9263	MidAmerica Books	-104.75
02/15/2023	9264	Petty Cash Fund	-65.60
02/15/2023	9265	Unique	-19.70
02/15/2023	9266	Vanguard Energy Services, LLC	-880.33
02/15/2023	9267	AT&T	-373.32
02/15/2023	9268	Davis, Jackie	-13.07
02/15/2023	9269	Quill Corporation	-958.91
02/15/2023	9270	Sam's Club/Synchrony Bank	-177.79

02/15/2023	9271	Automated Logic Contracting Services	-579.00
01/23/2023	Electronic	Konica Minolta Premier Finance	-167.00
01/26/2023	Electronic	Paylocity	-296.61
02/03/2023	Electronic	AFLAC	-94.30
02/09/2023	Electronic	Chase Ink	-4,954.74
02/10/2023	Electronic	Warrenville, City of	-185.34
			-42,637.20

RATIFY PAYMENT OF INVOICES IN THE AMOUNT OF $42,637.20 FOR THE PERIOD OF JANUARY 19, 2023 THROUGH FEBRUARY 15, 2023 INCLUDING ELECTRONIC PAYMENTS AND CHECKS #9230 - 9271.

Operating Account Ledger Balance on 1/31/23		$179,744.45
Electronic payments & Checks - January 19, 2023 - February 15, 2023		$42,637.20
Payroll 1	2/9/2023	$43,362.33
Payroll 2	2/23/2023	$45,000.00
Payroll 3	3/9/2023	$45,000.00
IMRF FOR JANUARY (PAY IN FEBRUARY)		$13,312.51
IMRF FOR FEBRUARY (PAY IN MARCH)		$14,000.00
Projected account balance		-$23,567.59
Transfer recommended		**$150,000.00**

MOTION: Ratify transfer of $150,000.00 from commercial checking account to operating checking account.

7f. CONSENT AGENDA

Approve Non-resident Library Card Participation for FY24 Utilizing the Tax Bill Method for Calculation of the Non-resident Fee and 15% Calculation for Non-resident Renters

State law requires public library boards to "opt-in" or "opt-out" of the non-resident library card program annually.

By participating in the program, any non-resident cards issued by our library are required to be honored by other libraries that also participate in the non-resident program.

A non-resident card is issued by the library to a person who does not live within a library's service area, per the State's guidelines. Non-resident cards are valid for one year. A non-resident card carries the same benefits and access as a resident card, including reciprocal borrowing privileges.

The Director and Member Services Manager recommend the following:

- Continue the participation in the non-resident library card program.
- Continue to utilize the tax-bill method for calculation of the non-resident fee. This ensures that a non-resident is paying the fee that would be required if their property was located within the District's boundaries.
- Continue to utilize the 15% of monthly rent formula to calculate the non-resident fee for non-resident renters (individuals who reside in a rental property outside of the District's boundaries).

FIFTH THIRD BANK

COMMERCIAL MASTER SIGNATURE CARD

This Signature Card is delivered to Fifth Third Bank, National Association ("Bank") by the customer identified below (the "Customer") in connection with the opening and ongoing use of the Customer's accounts identified on this page (and on the attached Exhibit A, if applicable). By using the Accounts, or by signing and delivering this Signature Card to Bank, the Customer acknowledges receipt of, and agrees to the governing of the Accounts by, the Fifth Third Bank Deposit Account Rules & Regulations, Business Product Disclosures, and/or Commercial Account Rules (each as amended or updated from time to time), as applicable to Customer's chosen account product(s), and Customer agrees to the related operating policies in effect at Bank with respect to all Accounts. To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person or business entity that opens an account. What this means for you: When you open an account, we will ask for your name, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents. We will also ask for the business entity name, principal address, employer identification number and other information.

Choose One: ☐ **New Account** ■ **Replace Existing Signature Card**

Full Legal Name of Customer: Warrenville Public Library District	
Optional Naming Extension: (Choose an item, if applicable)	Optional Naming Extension: (Choose an item, if applicable)
Physical Street Address: 28W751 Stafford PL	
City, State, Zip Code, Country: Warrenville, IL 60555	
Phone Number: (630)393-1171	

Bank is authorized and directed to recognize the persons listed on this page (and Exhibit A, if applicable) on checks drawn on the Account(s), for the withdrawal of funds, and for the transaction of any other business (including closing the Account(s)) regarding the indicated Account(s), until such time as Customer gives written notice of a change in authorization and Bank has a reasonable opportunity to act on that notice. Bank is also authorized in its discretion to accept changes and updates to this Signature Card in a separate, written instrument (e.g. Exhibit B) signed by an authorized representative of the Customer.

SIGNATURE OF AUTHORIZED PERSON LISTED IN ACCOUNT RESOLUTIONS

I certify that I am duly authorized by the Customer named above to execute and deliver this Signature Card, and further certify that the Individual(s) below (and, if applicable, those on the attached Exhibit A) is/are authorized to transact on the listed Account(s). Furthermore, if a public funds account type, I attest that the Customer is a government, quasi-government, or non-profit that qualifies, and the funds held in such Account(s) are eligible to be collateralized under applicable state and federal law.

Signature:_____ Date:_____

Name: Jason Stuhlmann Title: Executive Director

ACCOUNT NUMBER(S): [redacted] [redacted]

☐ *Additional account numbers – Please complete Schedule 1 to Exhibit A*

Signers below are authorized for all listed Accounts (including Schedule 1 to Exhibit A if applicable), unless otherwise noted. For each signer DOB is required, except where Customer is **EXEMPT** from the Bank's Customer Identification Program (Publicly Traded, Government, or Financial Institution).

EXEMPT	AUTHORIZED SIGNER	APPLICABLE ACCOUNT(S) #:
☑	Name: Jason Stuhlmann DOB: _____	☐ ONLY authorized on the following Accounts:
☑	Name: Jerri L. Picha DOB: _____	☐ ONLY authorized on the following Accounts:
☑	Name: Jill M Richardson DOB: _____	☐ ONLY authorized on the following Accounts:

Additional Signer(s) on EXHIBIT A

01.2022 v 0.6.0

FIFTH THIRD BANK

EXHIBIT A
TO COMMERCIAL MASTER SIGNATURE CARD – ADDITIONAL SIGNERS

FOR: Warrenville Public Library District

ACCOUNT NUMBER(S):	[redacted]	[redacted]			

☐ *Additional account numbers – Please complete Schedule 1 to Exhibit A*

Signers below are authorized for all listed Accounts (including Schedule 1 to Exhibit A if applicable), unless otherwise noted. For each signer DOB is required, except where Customer is **EXEMPT** from the Bank's Customer Identification Program (Publicly Traded, Government, or Financial Institution).

EXEMPT	AUTHORIZED SIGNER	APPLICABLE ACCOUNT(S) #:
☑	Name: Richard W. Warren Jr DOB: _____	☐ ONLY authorized on the following Accounts:
☑	Name: Sandra M. Lezon DOB: _____	☐ ONLY authorized on the following Accounts:
☑	Name: Cynthia D. Ruzicka DOB: _____	☐ ONLY authorized on the following Accounts:
☑	Name: Heather J Stull DOB: _____	☐ ONLY authorized on the following Accounts:
☑	Name: Barbara Durocher DOB: _____	☐ ONLY authorized on the following Accounts:
☐	Name: _____ DOB: _____	☐ ONLY authorized on the following Accounts:
☐	Name: _____ DOB: _____	☐ ONLY authorized on the following Accounts:
☐	Name: _____ DOB: _____	☐ ONLY authorized on the following Accounts:
☐	Name: _____ DOB: _____	☐ ONLY authorized on the following Accounts:

NOTE: For additional signers on Account(s) attach separate copies of this EXHIBIT A.

01.2022 v 0.6.0

FIFTH THIRD BANK

38 Fountain Square Plaza
Cincinnati, Ohio 45263

Multi-Product Resolution

Multi-Product Resolution

Effective as of the date of execution, the named persons in the Entity Authorization Section is/are duly authorized representatives of WARRENVILLE PUBLIC LIBRARY DISTRICT
[Name of Company, Corporation, Partnership, Organization, Government, Trust and/or Plan] ("Entity") and hold the title(s) set forth opposite his or her respective name, said authorized representative(s) is/are authorized to act on behalf of this Entity, and on behalf of those entities named in the Affiliate Authorization Section herein ("Affiliates"), as an "Authorized Person" in transactions with Fifth Third Bank, National Association, or an affiliate of Fifth Third Bancorp (collectively, "Bank"), with the authority designated in the appropriate Authorization Section and detailed in the following resolutions:

Section I. (DDA/TM) DEPOSIT ACCOUNTS & OTHER TREASURY MANAGEMENT SERVICES:

RESOLVED, that the Bank is hereby designated as an authorized depository of this Entity and that one or more checking, savings or other deposit accounts ("Accounts") be opened and maintained with the Bank in the name of the Entity.

RESOLVED, that the opening and maintaining of the Accounts, all transactions in connection with the Accounts and all related services will be governed by written agreements provided by the Bank, and by such rules, regulations and policies as the Bank shall from time to time establish.

RESOLVED, this Entity is authorized to obtain banking services from the Bank including treasury management, the sale or purchase of foreign currencies, and to enter into such agreements and documentation for such services as are required by the Bank from time to time, including a Master Treasury Management Agreement, Online Channel Access Agreement, Schedules to the Online Channel Access Agreement, Signature Card, Terms and Conditions for various banking services, Deposit Account Rules & Regulations, and/or Commercial Account Rules, as applicable ("Banking Agreements"), each of which, when accepted or signed by an Authorized Person described below is approved and authorized in all respects.

RESOLVED, that the Entity is authorized to incur and repay indebtedness, grant or give security, and incur and perform related liabilities and obligations to the Bank in connection with the banking services obtained by the Entity under the relevant Banking Agreements, including, without limiting the foregoing, with respect to: (a) transactions executed for the Entity by the Bank and (b) import and export services for letters of credit as provided in the terms and conditions for such import and export services and related reimbursement, financing and security or collateral arrangements.

RESOLVED, that the Entity is authorized to enter into, execute and deliver to the Bank applications, documents, notes and agreements reflecting or evidencing such indebtedness, security, liabilities and obligations including those related to letters of credit, confirmation and payment services, reimbursement arrangements and related loans, lines of credit or similar financing arrangements, and security and collateralization arrangements, and a note or notes, security, pledge or similar agreement evidencing or securing such arrangements ("Banking Services Financing Agreements"), each of which, when submitted, accepted or signed by an Authorized Person is authorized and approved in all respects.

RESOLVED: that any of the Authorized Persons as designated in the Entity Authorization Section, acting alone or together with other Authorized Persons, is authorized to act for the Entity, and (as designated) its Affiliates if the same are joined to the Banking Services Agreements or Commercial Card Service Agreement, and in its name to do any of the following:

Section 1.1. Accounts and Agreements. Open or close any deposit or other Account and execute on behalf of the Entity signature cards (and designate persons with check signing authority), application forms, authorization, set-up and other documentation and agreements with the Bank with respect to the Accounts and any services related to the Accounts including each of the Banking Agreements and Banking Services Financing Agreements;

Section 1.2. Payment Instructions. Issue, and designate persons with the authority to issue written, telephonic, electronic, internet-based or oral instructions and payment orders for the transfer or payment of funds of the Entity on deposit with the Bank (or at any other financial institution) including by wire transfer, automated clearing house debit, book transfer and other physical and electronic means;

Section 1.3. Foreign Currency Transactions. Agree to buy or sell foreign currencies via spot contracts, execute on behalf of the Entity confirmation of such spot transactions, and deliver such currencies as required under the spot transactions to the Bank, including by wire transfer, automated clearing house debit, book transfer and other physical and electronic means;

Section 1.4. Implementation and Setup. Select the services the Entity will obtain from the Bank and instruct the Bank on service options and features desired by the Entity, and the set-up, implementation and security procedures relating to the services selected.

Section II. (COM CARD) COMMERCIAL CARD:

RESOLVED, that this Entity desires to obtain financial accommodations from the Bank, including the use of a number of the Bank's Commercial Cards (the "Commercial Cards") by the officers and agents of this Entity.

RESOLVED, that this Entity agrees to assume responsibility for the use of each and every one of the Commercial Cards and to pay the Bank for all indebtedness incurred by the use of such Commercial Cards.

RESOLVED, that at any of the Authorized Persons as designated in the Entity Authorization Section acting alone or together with other Authorized Persons, be and hereby are authorized to act for and in the name of this Entity, and its Affiliates, if the same are joined to the Banking Services Agreements or Commercial Card Service Agreement, to (i) apply to the Bank for the issuance of such Commercial Cards, (ii) enter into and execute the Commercial Card Service Agreement and such application forms, agreements and documents to pay and provide security for payment of all indebtedness incurred by use of such Commercial Cards, whether authorized or unauthorized, as the Bank may require in accordance with the terms and conditions of the Commercial Card Service Agreement, and (iii) to obtain and forward Commercial Cards to those officers or agents it designates from time to time to receive and use a card.

Section III. OPTIONS [Check One or More Options, If Applicable]

☐ **Section 3.1. Manager Managed Option**

- **If Entity is opening a deposit account and treasury management services that will be managed by a property manager or other fiduciary and wish to authorize such manager/fiduciary to take action on the Entity's behalf, Entity must check this Manager-Managed option and provide the name of the Manager below. Bank may require additional documentation from the Manager. DO NOT CHECK IF ENTITY IS THE MANAGER; ONLY CHECK IF ENTITY IS NAMING A MANAGER**

RESOLVED FURTHER: that _____

and its subsidiaries, and their respective successors **are appointed as agents of the Entity** to act on behalf of the Entity with respect to all matters authorized in these DDA/TM Resolutions set forth above including to manage Entity's Accounts and services including the authority to establish Accounts, and execute and act as agents under the Banking Agreements, and make deposits to, withdrawals from and otherwise deal with such Accounts and to obtain and use Fifth Third Bank treasury management services on behalf of Entity, and to appoint individuals to act as their authorized representatives and as Authorized Persons for such services.

☐ **Section 3.2. Affiliate Services Option [Must Complete the Affiliate Authorization Section X – Page 10 FAILURE TO COMPLETE THE AFFILIATE AUTHORIZATION SECTION WILL INVALIDATE THIS SECTION 3.2]**

- **If Entity is acting on behalf of one or more entities in which Entity directly or indirectly owns an equity interest (each, an "Affiliate"), Entity must check the Affiliate option, and must complete the Affiliate Authorization Section X.**

RESOLVED, that Entity owns directly or indirectly an equity interest in each Affiliate listed in the Affiliate Authorization section below and Entity resolves that each such Affiliate may join the Banking Agreements, Commercial Card Service Agreement or other agreement with the Bank as a customer and as permitted by Bank from time to time; and

- Signor is duly authorized under the governing documents and resolutions of each Affiliate to give this certification to the Bank; and
- these resolutions are a true copy of resolutions adopted by the governing body of each Affiliate;
- that such resolutions are now in full force and effect and are pursuant to each the governing documents of each Affiliate; and
- each of the Authorized Persons named in the Affiliate Authorization Section (as specified for such Affiliate) is authorized to act on behalf of an Affiliate to the same extent as any Authorized Person in the Entity Authorization Section is permitted to act on behalf of Entity.

☐ **Section 3.3. Channel Administrator Option [Only Applies to New Fifth Third Direct Portal Set-Up]**

- **If Entity is establishing a NEW online portal set-up using the Bank's online channels (Fifth Third Direct or otherwise) for online banking needs, Entity must:**
  - **check this Section 3.3. Channel Administrator option,**
  - **elect or waive Dual Administration Control,**
  - **establish Channel Administrators**

RESOLVED, that as Entity and Bank have or will enter into an Online Channel Access Agreement ("OCAA") or another Bank agreement governing the use of Fifth Third Direct and other access channels ("Access Agreement"), the following person(s) designated below is/are hereby authorized and designated as the Channel Administrator(s) within such Access Channel(s), which includes Fifth Third Direct and other websites or portals, with all of the authority and duties as contemplated and permitted under the OCAA, Banking Agreements, Banking Services Financing Agreements, Commercial Card Service Agreement or other agreements with Bank, as applicable. Each Channel Administrator shall also be deemed an Authorized Person, with broad authority to manage user access and delegate authority rights with respect to Account and services. Entity has designated its initial Channel Administrator(s) below and elected or waived whether to enable "Dual Administration Control" whereby two (2) Channel Administrators are required to establish a User (as defined in the OCAA).

Dual Administration Control Election

[FAILURE TO MAKE SELECTION BELOW WILL INVALIDATE THIS SECTION 3.3]

With respect to Dual Administration Control, Entity has elected as follows:

☐ **Enable Dual Administration Control** Entity acknowledges that Bank has strongly recommended enabling Dual Administration Control whereby two (2) Channel Administrators are required to establish a User (as defined in the OCAA).

or,

☐ **Waive Dual Administration Control Enabling** Entity acknowledges the risks associated with choosing not to enable Dual Administration Control and having only one Channel Administrator, and accepts all responsibility for any fraud/losses that occur relating to inappropriate or unauthorized use of the Fifth Third Direct or other Access Channels, or the Channel Administrator User ID.

Establishment of Channel Administrator(s)

Entity hereby establishes the individuals named below as the Channel Administrator(s) for Entity pursuant to the forgoing resolutions as of the date set forth above. Entity understands that while only two (2) Channel Administrators may be established here, Entity may enable additional Channel Administrator(s) through the Fifth Third Direct Portal.

[If You Selected Enable Dual Administration Control, Two Channel Administrators Must be Identified]

	Channel Administrator Name	Email Address	Phone Number (enter only one # per person. Admin may add or change once Channel access is established)
1.			
2.			

Section IV. (LOAN/LEASING) LENDING, LEASING, LETTER OF CREDIT, RATE MANAGEMENT AGREEMENTS, GRANTING SECURITY INTEREST:

RESOLVED, that any of the Authorized Person(s) designated in the Entity Authorization Section, acting alone or together with other Authorized Person(s), is/are hereby authorized to act for and in the name of the Entity to: (i) borrow or lease, and designate persons with the authority to borrow or lease, from time to time on behalf of this Entity

12. ASSISTANT TO THE DIRECTOR REPORT
February 2023

Submitted by: Jackie Davis

Administration

- Sent financials to Accounting Services for processing
- Processed checks for signature and mailing
- Made two bank deposits for daily receipts and copy machines
- Director Stuhlmann began employment on February 6 and I was very busy answering questions and showing him the ropes.
- Contacted Kitty Savage at Fifth Third Bank to remove former Director Whitmer from the bank accounts and add Jason Stuhlmann.
- Contacted Chase Ink (library credit card) for the New Authorizing Officer Certification to remove Sandy Whitmer and add Jason as the new Authorizing Officer.
- Updated the Alarm Detection Systems call list.
- Updated the Person-in-Charge list.
- On February 27 we experienced a tornado warning. Public and staff were in the tornado shelter downstairs for about 25 minutes.
- Completed the 2023 Freedom of Information Act training

Human Resources

- Continued to train Ian Stevens on a few HR matters.
- Staff Recognition Committee held a baby shower for Julie Kurtis on February 23.
- Ly and Jackie met with Ian to discuss Ly's job description.

Meetings

- Management Team meetings – February 7 and 21

Maintenance

- Continues to maintain the building daily Monday-Friday.
- Ly met with a representative from Cintas to get a bid to install the emergency light batteries. After receiving the quote it was decided that Ly would continue to do them himself at a cost savings to the library.
- Ly replaced emergency exit light batteries where needed.
- Ly called Automatic Logic to come out to work up a quote for upgrading the HVAC controls system. Also, an electrician came out to check to see if the existing wiring could handle the upgrades. Have not received either quote as of February 28.
- Jason, Ly and Jackie met with Josh from Shales McNutt to obtain a new quote for replacing the public entrance doors and also to obtain a bid for window repairs.
- 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.
- Jason and Ly shoveled and salted the walks when necessary.

PUBLIC SERVICES REPORT

JANUARY 2023 **Submitted by Paul Dobersztyn**

Highlights

- The Winter Reading Challenge, *For the Love of Reading,* launched on January 14, 2023. The challenge is featured on the Beanstack app and logging is also available on paper logs. As of reporting, **129** people have registered for the challenge and **6** have completed the challenge by the end of January.
- We've reached a large amount of volunteer hours in January. With 6 different teens, they volunteered 37.25 hours of their time at the library. Activities include: dusting the entire library collection, sanitizing and disinfecting frequently used toys in the Youth Services department, assisting with programs like the Alice in Wonderland Escape Room among others.
- Taylor Haring delivered the first Homebound Delivery in January. She has received another application recently.
- The library hosted **63** total events in January with **618** participants. We had **597** views of our recorded events.
- Family Storytime and Toddler Times were very busy in January accounting for close to 200 of the overall attendance.
- The Alice in Wonderland Escape Rooms were very popular in January. We had **15, 18** and **22** participants on the three days it was held. We received very positive feedback for the work that Julie Kurtis, Mandy Wilson and Tom Hill accomplished.
- Our fifth Sunday Music Matinee featuring Barbara Silverman had **47** people in attendance.

Personnel

- Kyrie Kenny-Sumrak received her Mid-Year Evaluation on January 24, 2023.
- Julie Kurtis received her Mid-Year Evaluation on January 24, 2023.
- Miriam Montano received her Mid-Year Evaluation on January 24, 2023.
- Tom Hill received his Mid-Year Evaluation on January 25, 2023.
- Taylor Haring received her Mid-Year Evaluation on January 26, 2023.
- Mandy Wilson received her Mid-Year Evaluation on January 27, 2023.
- Diana Abraham received her Mid-Year Evaluation on January 30, 2023.

Professional Development

- **9** sessions of CE were completed by the Public Services Department in January.
- **9.75** total hours of CE were completed.
- Topics covered include: Citizenship Resources, Facing Book Challenges, Genealogy and others.
    - A full list can be provided by the Public Services Manager.

Programming / Outreach (Not entered in Communico)

Book a Librarian: 4 Puzzles: 1 Teen Volunteers: 6

- Paul Dobersztyn hosted students from the Hubble Essentials program on January 31, 2023. Paul provided a tour of the Teen Lounge, Young Adult collections, the Youth Services service desk, study room and non-fiction collections. A total of **9** people were in attendance.
- Diana Abraham attended the City of Warrenville IDEC meeting on January 17, 2023.
- Paul Dobersztyn attended a Management Team meeting on January 5, 2023.
- Paul Dobersztyn and Kathy Gaydos met with Paula Krapf on January 24, 2023 to discuss the College of DuPage's upcoming Andy Warhol exhibit and how the city can get involved.
- Mandy Wilson and Debbie Andrew attended the Safety Committee meeting on January 27, 2023.

- Tom Hill, Taylor Harding, Miriam Montano, Debbie Andrew and Paul Dobersztyn attended an Adult Services programming meeting on January 30, 2023 to discuss the Summer 2023 programming calendar and Summer Reading.
- Diana Abraham, Julie Kurtis, Kyrie Kenny-Sumrak, Mandy Wilson and Paul Dobersztyn attended a Youth Services programming meeting on January 30, 2023 to discuss the Summer 2023 programming calendar and Summer Reading.

Non SWAN InterLibrary Loan
Item Requests Processed: 33; Materials Received: 21; Materials Lent:16

PUBLIC SERVICES REPORT

FEBRUARY 2023 **Submitted by Paul Dobersztyn**

Highlights

- Winter Reading 2023 participation statistics.
  - 190 registered readers.
  - 158 completed the challenge (103 adults, 48 youth, 7 teen).
  - 143 new registrations to Beanstack.
  - 1,957 badges earned.
  - 140,448 minutes read (2,241 hours)
  - Three grand prize winners were drawn and contacted.
- The library hosted **56** total events in February with **589** participants. We had **51** views of our recorded events.
- The Sweetheart Ball on 2/11/2023 was a very popular program hosting **35** total participants.
- Our sixth Sunday Music Matinee featuring Heather Braoudakis had **31** people in attendance.

Personnel

- No changes.

Professional Development

- **11** sessions of CE were completed by the Public Services Department in February.
- **4.5** total hours of CE were completed.
- Topics covered include: Social Engineering Red Flags, Investing in the Digital Age: Resources for Patrons from the U.S. SEC and more.
  - A full list can be provided by the Public Services Manager.

Programming / Outreach (Not entered in Communico)

Book a Librarian: 4 Puzzles: 1 Teen Volunteers: 3

- Paul Dobersztyn reached out to several businesses to garner donations for the 2023 Summer Reading Challenge. We've received some very generous donations so far and expect to keep reaching out to local businesses.
- Diana Abraham attended the Multi-lingual Night at Bower on 2/9/23. She interacted with 79 people throughout the evening. Diana also shared her experience below:
  - *We had a great turnout for Multilingual Night at Bower. I did presentations in English and Spanish. After the formal presentations, we had a small group discussion time. Some of the questions which were discussed included "Why do families like living in Warrenville?", "How long have you lived in Warrenville?", "What resources have been helpful during your time is Warrenville?" and a few other questions. A proud moment came when several families shared that "the Library lets us borrow books to share at home", "the Library helps us with the computer and faxing important papers", "the Library is safe and fun", "friendly people help us with printing". It was moving to know some of our multilingual families were aware of our resources and shared their experiences with the small groups.*
- Diana Abraham visited the Headstart program on 2/10/2023 visiting **32** students.
- Diana Abraham attended the City of Warrenville IDEC meeting on 2/21/2023.
- Julie Kurtis, Mandy Wilson, Diana Abraham, Kyrie Kenny-Sumrak and Paul Dobersztyn attended a Youth Services Fall programming meeting on 2/23/2023.
- Tom Hill, Taylor Haring, Debbie Andrew, Miriam Montano and Paul Dobersztyn attended an Adult Services Fall programming meeting on 2/27/2023.
- Julie Kurtis prepared a Summer Reading presentation for the Youth Services department to use to promote the challenge at local schools.

Non SWAN InterLibrary Loan

Item Requests Processed: 10; Materials Received: 11; Materials Lent:14

Member Feedback
Below are some postcards we've received this year from Bower students.

Dear Librarians,
Thank you for keeping the books safe and organized. We really enjoy visiting your library.
Sincerely,
Ethan Fabian Aura Jocelyn Cameron Chase
Mrs. Thurm's Family

Dear Librarians,
Thank you for suppling us with great books and activities! You guys have a great kids Section! You all Rock at your Job and have a Great Holiday Season!
Sincerly,
Aura Tyler Brynn Jr George Ellie

Dear Watsonville Library Workers,
learning how to read is something we take very seriously here at Bower School. We know that the key to reading is generating excitement about the types of books we explore. Each one of our "Palmeras Peeps" has had the thrill & privilege of visiting the Watsonville Library, and YOU GUYS have helped put

12. Marketing Department REPORT

January 2023 **Submitted by Kathy Gaydos**

Activities

Spring *Reading Matters* (March–May 2023)

- Created and distributed "review" draft to P.S.; edited review copy with input from P.S.
- Revised RM to include two new Illinois Libraries Present programs for April.
- Created new "Mind Your Money" image to replace Money Smart week image.
- Revised dates/times on a few programs due to conflicts with Meeting Room reservations
- Recruited new proofreading team.
- Distributed final draft to proofreading team.
- Reviewed Spanish text and added registration notes to Spanish events.
- Took photos of Jason for front cover.
- Determined mailing counts and approved print charges with the Hagg Press.
- Sent print-ready file to printer.
- Received and approved printer's copy.

Spring 2023 Library Events (March, April, May)

- Created drafts of digital slides for all event publicity requests submitted by P.S. and submitted for their review.
- Finalized slides, uploaded and scheduled in Communico.
- Created paper flyers.

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

- Created schedule of remaining spring events for Marketing department to photograph and use for later publicity.
- Updated Sunday Music Matinee Communico event description and Facebook event announcing change in performer for Sunday, Jan. 22 concert.
- Downloaded Illinois Libraries Present March event marketing materials and posted flyer.

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

- Sent flyer to District 200 for inclusion in their eSchoolBag.

Science Kit Open House January 16, 2023

- Sent flyer to District 200 for inclusion in their eSchoolBag.
- Created "day of" publicity sign and posted at library entrances.
- Photographed event.

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

- Drafted Open House (April 23) event plan for Management Team's review.
- Worked with managers separately on details/roles for their teams.
- Worked with Paul on adding open house and tour times to Communico; also shared budget info for a grand prize…an iPad currently planned as the grand prize.
- Searched for documents created for tours given in 2017 and 2019; asked managers to review and edit for features pertaining to their areas.
- Communicated with Barbara on possible Trustee roles for the Open House, which will likely be greeters (at entrances or in Meeting Room); we'll review at April board meeting, which is a few days ahead of Open House.
- Ordered giveaway bags; with Liz's help, reviewed each bag's imprint; contacted the vendor to request 20 new bags that were not suitable to give out (got 'em!).

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

- Top Ten in 2022, 4 age segments (Paul).
- Young Media Awards 2023 (Kyrie).
- Japanese New Year (Mandy).
- Book-A-Librarian stories from Duncan, Miriam, Tom and Taylor.

- Welcome to new staff member (Ian).
- New Baby Discovery Room theme (Kyrie)

Graphic Designer (David)...in addition to creation, revisions, production and distribution of various publicity materials noted above...

- Continued training on Marketing processes.
- Continued reviewing photos and images in Communico for use in updating website; documented sizes and other parameters as part of review.
- Started making adjustments to the CSS code on our website in order to create more uniformity among pages, and to begin a foundation for applying code consistent with Web Content Accessibility Guidelines (WCAG).
- Created holiday closing signs for the year and miscellaneous closing signs to have on hand (power outage, weather closure).
- Troubleshooted on Konica copier issues about printing on cardstock, color variances, etc., documented for Marketing purposes and discussed with Jackie.
- Created Congratulations banner for Sandy's retirement reception.
- Created Homebound Delivery services information block for website.
- Researched desired wireless keyboard and mouse options for his workstation; submitted to Duncan for consideration.
- Reviewed all of the artwork in iREAD's Summer Reading package and selected specific images to use for our publicity materials.
- Drafted Summer Reading bookmark options.
- Photographed and videorecorded Sandy's reception; uploaded and edited some images.
- Reviewed and gave input on cell phone camera ratings to be used for research in purchase of Marketing cell phone; also reviewed cell phone data line packages.
- Completed and submitted his 90-Day Self Evaluation form.

Safety Committee

- Met with Ian to create an outline of safety considerations for discussion with Committee.
- Requested examples of safety manuals from other libraries in my library marketers' channels; received, reviewed and filed several submissions.
- Set up Teams file with our notes and safety manual examples.
- With Ian's help, set date and agenda for first meeting, held Jan. 27. Committee members include: Kathy, Ian, MaryKellie, Duncan, Mandy, Debbie and Jorge.
- Topics discussed at first meeting: background and interests in participating on committee, list of safety topics to consider, use of walkie-talkies on a daily basis, best ways to share information with staff and objectives for the committee.
- Reviewed PIC (Person In Charge) list purpose with Sandy.

Administrative

- Directed David to complete his 90-day self-evaluation form; I reviewed and moved on to next step in the process.
- Prepared David's 90-day evaluation for review by Sandy; discussed with her and finalized.
- Caught up on several video recordings and content articles from Super Library Marketing. Topics included: best days/times to send emails/social media posts, best out of office messages to promote the library, use of "how did you hear about us" questions/surveys and importance of email subject lines.
- Worked with Jason via email in developing article and photo about him for spring Reading Matters; also confirmed his availability for National Library Week Open House on April 23.
- Shared information with the City's Communications Coordinator about the Andy Warhol Pop-Art Challenge at College of DuPage this spring; met to discuss how the library could support the City's efforts and participate in advertising the event.

Administrative (Budget)

- Requested replacement equipment for David's workspace with Duncan.
- Researched cell phone camera options to replace Marketing's current SLR camera (Cameras on cellphones provide better-quality photos, are easier to use and transport, and can be connected directly to other devices to upload images.).
- Researched cell phone and data line pricing for cell phones.
- Requested Apple account setup needed to submit Tax Exempt status letter; attempted to gain status through online process with Apple.

Administrative (Sandy retirement/reception, luncheon)

- Drafted and finalized, with help from Barbara and Kathy S., the press release on Sandy's retirement; submitted to the *Daily Herald* for publication in several local DH editions. (Was published in whole and in part on a few online editions; was also printed in whole in the Elgin-area edition.)
- Created invitation graphic and sent it via email to leaders of several government agencies.
- Created message on eNews inviting our public to the reception.
- Worked with Paul to reserve our Meeting Room and create an event in Communico for the reception.
- Collected and relayed comments about Sandy and her achievements (from public, city agencies and staff) for Barbara to use in her speech at the reception.
- Photographed and videorecorded the reception and luncheon; uploaded and prepped images/recording for use in eNews and social media.
- Organized final staff photo op with Sandy.

Miscellaneous

- Worked with Laurie to determine Stephanie's availability in Jan. and Feb. to assist at apartment complex library card registration outreach; trying to schedule date with Westlyn Apartments on Diehl Rd.
- Worked with Duncan to figure out computer slow-down issue; problem solved with new mouse.
- Coordinated with MSD staff that additional Warrenville in Bloom calendars were being dropped off by the City because they had too many.

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

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. In January, worked with Mary Thomas at MSD to review procedures for uploading and labeling files/segments that are created two times per month from library card registration application info. Also, troubleshooted with Duncan on why Outlook was suddenly blocking eNews to staff mailboxes...had to create three test versions. Taylor has taken Sandy's place as the editor of eNews.

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 January,* troubleshooted with Julie on Facebook's latest change re: the ability to schedule events.

Meeting/Webinar Attendance
Kathy
1/05/23 and 1/17/23: Management Team meetings
1/11/23: Safety Committee prep with Ian
1/18/23: Ways to promote devices available for checkout with Taylor and Duncan
1/24/23: C.O.D. Pop-Art Challenge meeting with Paul and Paula Krapf, City's Communications Coordinator
1/27/23: Safety Committee Meeting

Publicity Statistics
eNews (Constant Contact)
Subscribers: 5,907
Average open rate: 49%
New Cardholders campaign—average open rate across series of 5 emails: 57%

Social Media
Facebook Followers: 1,606
Instagram Followers: 442

Popular social media post:

Facebook: 57 reactions (likes, comments, shares); 798 reach

12. Marketing Department REPORT

February 2023 **Submitted by Kathy Gaydos**

Activities

Spring *Reading Matters* (March–May 2023)

- Communicated key dates for *Reading Matters* activities (e.g., arrival of paper copies, available on website, eNews send) to all staff.
- Distributed printed copies to staff and put on display at all service desks, slat walls and in meeting room.
- Put printed copies on display at City and Park District.
- Delivered printed copies to Emmanuel Baptist (welcome wagon) and 4 apartment complexes for distribution to new and prospective tenants.

Spring 2023 Library Events (March, April, May)

- Reviewed all event descriptions and dates in Communico.
- Finalized paper flyers and began posting on slat walls (with help from Stephanie).
- Sent select flyers (pdfs) to District 200 for inclusion in their eSchoolBag.
- Modified the ESL slide and flyer, removing specific dates.
- Submitted requests to the City to include three programs on their electronic sign: Sunday Music Matinee, Warrenville and the Railroads and Clases de Computación.
- Downloaded Illinois Libraries Present April and May event marketing materials.

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

- Posted remaining flyers for February events.

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

- Photographed two of the winners and posted to social media, along with participation stats.

Summer Reading Challenge (January 14–February 14, 2023)

- Continued working on bookmark, reading logs and other marketing materials.
- Reviewed and edited the artwork applied to the adult participation gift.
- Reviewed additional details of the SRC with P.S.

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

- Finalized Open House (April 23) event plan for Management Team's review and presented it at meeting.
- Met separately with Duncan, Paul and Laurie to touch base on details that overlap for their groups.
- Updated tour document to be used by tour guides.
- With Duncan's input, ordered the iPad to be given away as the grand prize for completing the bingo sheet being developed by Laurie.
- Drafted "There's More to the Story" images to be used in our marketing materials.

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

- Black Life in America database (Paul).
- New Executive Library Director (Jason).
- New Human Resources Manager (Ian).
- Register for Spring Events (Kathy).

Graphic Designer (David)...in addition to creation, revisions, production and distribution of various publicity materials noted above...

- Continued training on Marketing processes such as setting up and sending eNews.
- Created business cards for Jason and Kathy.
- Photographed several programs (photos to be used on website and on social media).
- Continued making adjustments to our website in order to create more uniformity among pages and to apply code consistent with Web Content Accessibility Guidelines (WCAG). This involved...
    - working on properly unassigning/assigning paragraph elements to allow for consistency and expected visuals;
    - deleting duplicate link situations for accessibility purposes;
    - setting up proper word-break code to remove site overflow issues;
    - resetting several root components including font-size to allow for an accessible and responsive site;
    - converting all font-sizing from pixels to REM measurements to allow for accessible and responsive webpages.

Safety Committee

- Reviewed information submitted by other Committee members regarding safety topics.
- Planned and prepped for two committee meetings with Ian.
- Shared committee topics with Management Team and asked whether Disaster preparedness should be included.
- Discussed committee goals with Jason and provided him with existing procedures for handling threatening or emergent situations.
- Finalized audit of current walkie-talkies assigned to staff and updated spreadsheet.

Administrative

- Wrote and submitted press release on New Executive Director.
- Gave David his 90-day evaluation.
- Purchased and set up new iPhone to take photos and videos and have the ability to save or post directly from the phone to our devices; asked Duncan to inventory.
- Advised staff on how to handle two incidents that occurred while I was the P.I.C.

Miscellaneous

- Asked Paul and Laurie about assigning a staff member to assist with Bike Rodeo in May before we commit to this event.
- Created Go Box for Diana to take to Multilingual night at Bower school.
- Gave Kyrie some marketing bling to add to raffle basket for an event at Johnson school.
- Trained with Sandy and David on using the chrome bit to run the Café screen.

Website activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. *In February,* uploaded spring Reading Matters pdf, swapped out winter links with links to spring, and created and added promo card.

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 February,* worked with Julie to determine which spring library events should be added as Facebook events and how/when to schedule. Also, created several FB events.

Meeting/Webinar Attendance

Kathy
2/1/23: Transition meeting with Sandy
2/3/23 and 2/17/23: Safety Committee meetings
2/7/23: David 90-day evaluation
2/7/23 and 2/21/23: Management Team meetings
2/9/23: Gmail/Google security settings with Duncan
2/14/23 and 2/24/23: Job description meetings with Ian
2/15/23: NLW Open House event meeting with Duncan, Laurie and Paul
2/22/23: One-on-one meeting with Jason
2/22/23: How to Refresh Your Brand in 2023 (LinkedIn Learning webinar)
2/24/23: Safety Committee prep with Ian
2/27/23: Consistent Content Marketing (RAILS webinar)

Kathy & David: Various KnowBe4 webinar sessions on IT security

Publicity Statistics
eNews (Constant Contact)
Subscribers: 5,884
Average open rate: 49%
New Cardholders campaign—average open rate across series of 5 emails: 55%

Social Media
Facebook Followers: 1,634
Instagram Followers: 442

Popular social media post:

Facebook:64 reactions (likes, comments, shares); 639 reach

12. MEMBER SERVICES REPORT

January 2023 **Submitted by Laurie Rex**

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8074	58.14%
Aspen catalog/mobile app (Renewals)	77	0.55%
Autorenewals	4311	31.04%
Staff Assisted Checkout	1426	10.27%
TOTAL TRANSACTIONS	13,024	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4656	57.67%
Selfcheck 2 (Near Vending Machine)	3418	42.33%
TOTAL TRANSACTIONS	8074	100.00%

Department Highlights

Curbside
11 curbside orders were filled in January 2023.

-New Member Services Assistant and Member Services Associate started this month.

Everyone in Member Services had a hand in training the new staff.

-Sandy W. conducted Mid-Year reviews of all staff and Laurie sat in to learn the process.

-Laurie, Mary and Stephanie learned the difference in Non-Resident Fee cards and Non-Resident Taxpayer cards, and learned how to process each.

Member Services staff partook of 6.75 total hours of continuing education during January.

12. MEMBER SERVICES REPORT

February 2023

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7396	57.27%
Aspen catalog/mobile app (Renewals)	72	0.56%
Autorenewals	4156	32.18%
Staff Assisted Checkout	1290	9.99%
TOTAL TRANSACTIONS	12,914	100.00% *

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4366	59.03%
Selfcheck 2 (Near Vending Machine)	3030	40.97%
TOTAL TRANSACTIONS	7396	100.00%

Department Highlights

Curbside

9 curbside orders were filled in January 2023.

-Participated in RAILS Delivery Count-Sent out a total of 23 bins and 821 items for the week.

Member Services staff spent a total of 8.25 hours on continuing education.

12. ACQUISITIONS & CATALOGING REPORT

January 2023 **Submitted by MaryKellie Marquez**

Collection Maintenance

- 481 items created
- 574 items discarded
- 39 items repaired
- 33 discs cleaned

Department Highlights

- MaryKellie placed the Midwest Tape and Baker & Taylor orders: 1/4/2023
- MaryKellie Marquez attended Management Team meetings: 1/6/2023 & 1/17/2023
- MaryKellie a participated in the general SACO Funnel meeting: 1/9/2023
- Gail Smith had her Mid-Year Evaluation from MaryKellie Marquez: 1/11/2023
- MaryKellie took part in the webinar "Sustainable Thinking for the Future of Libraries": 1/11/2021
- MaryKellie and Gail Smith attended SWAN Cataloging Office Hours: 1/12/2023
- MaryKellie viewed the webinar "Linked Data: What's in it for Me?": 1/12/2023
- MaryKellie partook in the LANCONI TSS Board Meeting: 1/12/2023
- MaryKellie watched the Ryan Dowd "De-Escalation 201" training webinar: 1/12/2023
- MaryKellie viewed the December recording of SWAN's Fireside Chat: 1/13/2023
- MaryKellie and Gail completed three of a four-week Moodle course on Cataloging taught by Nincy George, RAILS
- MaryKellie attended the Sandy's last Board Meeting: 1/18/2023
- MaryKellie watched the LGBTQ+ Discussion with Erin Bell, Librarian & Archivist for Chicago's Gerber-Hart Library Archives: 1/19/2023
- MaryKellie went to the ATLAS Middle Managers Meeting: 1/20/2023
- MaryKellie had a 1-on-1 with Sandy to learn of the procedures for ordering barcodes and taking over as contact for Thrift Books and Baker & Taylor: 1/23/2023
- MaryKellie attended the RAILS Online Roundtable on "Starting a Networking Group" with Dan Bostrom, RAILS: 1/23/2023
- MaryKellie attended the CARLI program "De-Escalation: A Crucial Tool in Libraries Promoting Intellectual Freedom": 1/24/2023
- Went to a Management Retirement Lunch for Sandy's at Magggiano's:1/25/2023
- MaryKellie attended the first Safety Committee Meeting: 1/27/2023
- MaryKellie received her Mid-Year Evaluation from Sandy Whitmer: 1/31/23
- Gail worked with Jackie on arrangement of Sandy's retirement luncheon for staff.
- MaryKellie had last 1-on-1 with Sandy: 1/31/2023
- Gail attended the Books on Tap for the month of January with Librarians Taylor Harding and Tom Hill at Rock Bottom Brewery 1/30/2023
- Gail worked at straightening up the library at the Horizons Senior Homes in Warrenville.
- MaryKellie and Gail began to reclassify YA Graphic Novels for consistency through best practices through the entire month of January.

12. ACQUISITIONS & CATALOGING REPORT

February 2023 **Submitted by MaryKellie Marquez**

Collection Maintenance

- items created
- items discarded
- 55 items repaired
- 61 discs cleaned

Training/Continuing Education

MaryKellie

- Completed the Basic Classification Cataloging Moodle course offered by Nincy George, RAILS 2/3/23.
- Watched KnowBe4 "2023 Social Engineering Red Flags" and the Inside Man Season 2, episodes 1 & 2, 2/6/23.
- Attended the webinar, "Fighting Misinformation with Media Literacy" 2/7/23.
- Viewed Ryan Dowd's "De-Escalation 301" 2/9/23.
- Saw the recording of "Hiring Library Staff: Best Practices for the Interviewer" (recorded on 2/2/23) 2/14/23.
- Attended "Building Inclusivity: Journey Towards Diversifying Content & Empowering Communities" 2/16/23.
- Watched "Conducting a Library Facility Security Assessment" 2/21/23.
- Participated in "Inclusive Citation Practices" webinar 2/22/23.
- Observed the "Inspiring Meaningful Work: Public Libraries and Workforce Development" (recorded on 2/23/23) 2/28/23.

Gail

- Completed the Basic Classification Cataloging Moodle course offered by Nincy George, RAILS 2/3/23.
- Watched "2023 Social Engineering Red Flags" 2/14/23.
- Reviewed ACUG meeting from February 2022, 2/17/2023.
- FRBR Training 2/20/23.
- Attended ACUG meeting live, 2/23/23.

MaryKellie's Meetings:

- Safety Committee meetings on 2/3/23 & 2/17/23.
- Management Team meetings on 2/7/23 & 2/21/23.
- Acquisitions & Cataloging User Group (ACUG) pre-meeting 2/8/23.
- Technical Services Networking Group 2/10/23.
- SWAN User Group Co-Chair Orientation 2/13/23.
- SACO Funnel- Reproductive Rights/Health Working Group 2/13/2023.
- SACO Gender & Sexuality Funnel, general monthly meeting 2/16/23.
- DEI in Metadata- LGBTQ+ Working Group 2/20/23.
- SWAN ACUG meeting 2/23/23.
- SWAN Fireside Chat 2/28/23.
- DEI in Metadata Quarterly Meeting 2/28/23.

12. HUMAN RESOURCES

January 2023 **Submitted by Ian Stevens**

Highlights

- Successfully onboarded two new Member Services openings
- On schedule run for payrolls and IMRF accounting documentation
- Held first meeting of the newly created Safety Committee to create a safety manual

Recruiting

- Onboarded two new Member Services staff; Liz and Alex, including paperwork, library tour, handbook, and policy overview.
- Sandy reviewed the job descriptions are current and placed in a new web folder for HR to start a review process with the department managers.

HR Procedures

- Ran two payrolls in Paylocity 1/9 and 1/23
- Submitted payroll info to accountant to create IMRF submission file 1/24
- Completed Workers Comp insurance audit for Hartford 1/10
- Updated new benefits rates for all staff in Paylocity 1/5
- Mailed out W2/1095s to former staff 1/31
- Ongoing review of Employee Handbook to adjust and update as needed
- Completed one-on-one meets with managers and staff. Gain a lot of knowledge on staff backgrounds, history, and goals
- Transferred all HR related folders from Jackie office to HR office 1/16
- Reviewed with department managers job titles making updates where necessary 1/19

Meetings

- Management Team meetings 1/5 and 1/17
- Weekly meetings with Director Sandy covering a variety HR topics and projects
- Completed one-on-one meeting with all staff throughout the month to go over background, HR needs, goals.
- Co-chair safety committee meetings to discuss format, ideas, scheduling 1/5 and 1/11
- Kick off safety meeting with the committee members to review library safety procedures leading to creation of a safety documentation or manual. 1/27
- Phone meeting with LIMRiCC rep Margie for an overview of insurance program 1/18
- Meet with a manager and staff member for a FLMA request 1/26

Trainings/Continuing Education

- Attended a two-part IMRF webinar on IMRF procedures 1/10 and 1/24
- In partnership with Duncan (IT) scheduled two Kee Pass (password management security) training with staff members for first week of February
- Wrote 90-day self-review documentation

Expenses

- Ordered 2023 legal labor poster for staff lounge 1/17

12. HUMAN RESOURCES

February 2023 **Submitted by Ian Stevens**

Highlights

- Onboarding the new library Executive Director, Jason Stuhlmann
- On schedule runs for payrolls and IMRF accounting documentation

Recruiting

- No open positions this month.
- One new staff member started 2/6

HR Procedures

- Onboarded Library's new Executive Director completing HR paperwork, library tour, various database updates and assigning required legal training.
- Ran two payrolls in Paylocity 2/6 and 2/21
- Submitted payroll info to accountant to create IMRF 2/23, sent to IMRF 2/28
- Ongoing review of Employee Handbook to update as needed
- Started reviewing/reorganizing HR files based on legal standard
- Sandy reviewed the current vs old job descriptions and moved to a new web folder. HR can begin a review and updating process with the department managers
- 2023 Legal Labor poster received and displayed in breakroom

Meetings

- Management Team meetings 2/7 and 2/21
- Co-chair safety committee meetings 2/3 and 2/17
- Director Sandy meeting 2/2 discussing transition items and 90-day review
- Meet with two staff to discuss positions 2/15 and 2/24
- Various meetings with staff during month to discuss a variety of HR issues/topics/policies

Trainings/Continuing Education

- In partnership with Duncan (IT) organized two Kee Pass (password management security) trainings 2/3 & 2/6, including attending on 2/3
- Completed IT security trainings Inside Man 2/1, KnowBe4 Red Flag security 2/8
- Watched RAILS (Reaching Across Illinois Library System) web broadcast on library security and safety measures 2/22
- Reviewed Ryan Dowd's web training on De-escalation 2/9
- Took various Paylocity HR payroll trainings

Expenses

- Signed up for HRSource Altogether HR conference 4/13 in Naperville

12. IT DEPARTMENT REPORT

January 2023 **Submitted by Duncan Jones**

User Support

- Helped staff with Teams, OneDrive, Excel, Baker and Taylor, Moodle, printers, anti-virus, Google Drive, Outlook and Google Drive.
- Helped patrons with copies, printing, and hotspots.
- Contacted a party interested in our meeting room technology with information.
- Book-a-librarian Windows 11 basics.

Troubleshooting

- Applied a test GPO preventing unwanted updates.
- Tested a GPO for software deployment.
- Spoke with a Konica agent about the driver update issue for our admin copier.
- Resolved issue where mail from Constant Contact was being marked as spam in the staff email tenant.
- Worked with Fusion to resolve issue with new direct numbers.
- Fonts not working through Adobe as intended on Graphic PC. Resolved by deleting the fonts and installing through Adobe Cloud.
- Discovered Workflows won't print ink if the printer selected is not the default printer.
- Set up MaryKellie with a Google Drive account to collaborate on projects with other libraries.
- Resolved an issue where phishing training emails were being revealed in the sender.
- Reconnected WhoFi to the Wi-Fi system for statistics collection.
- Investigated complaint of streaking on prints from the public printer. Printer damage discovered, consulting with vendor.

Project/Goal

- Delivered broken monitor to UPS for replacement.
- Preparing for router replacement. Worked with ICN on installation of the router.
- Worked with Kent on preparing and completing switch replacement.
- Planning and preparing for Wireless Access Point replacement. Installed and configured new wireless access points throughout the building, including updating the Wi-Fi controller. Tested Wi-Fi around the building.
- Updated firmware on NAS devices.
- Updated OS on servers and staff PCs.
- Installed replacement UPS.
- Installed new printer configuration to Tech Services PCs.
- Updated documentation of network and hardware changes.

- Updated permissions to Circulation inbox for Liz to be able to access.
- Set Planner to be able to publish to calendars at staff request.
- Training and documenting how to manage board meeting technology.
- Moved hardware on Tech Services desk.
- Created a script to disable driver update pop-ups.
- Proof-read Reading Matters newsletter for Kathy.
- Updated and linked Toner Inventory document.
- Replaced toner in necessary printers, and re-inventoried and ordered more toner as appropriate.
- Replaced malfunctioning mouse at Marketing PC.
- Created and set-up accounts for new hire Jason. Pre-enabled MFA on Jason's accounts.
- Configured PC profile for Jason.
- Documented system images for backup. Planned for image-level backups of all appropriate systems.
- Created a Communico account for Ian, and advised on how to book a room.
- Researched and purchased replacement PC from Graphic Designer.

Meetings

- Met with Alex and Liz for their technology orientation.
- Met with David about available planning apps and potential to put Marketing requests through Spiceworks.
- Met with Konica rep Zach with Sandy to discuss printer replacement.
- Met with the Library IT group for a roundtable discussion.
- Attended the library board meeting.
- Met with Sandy for regular weekly meeting.
- Met with the Safety Committee to plan and establish safety.

Training

- Homeless De-Escalation 201 Workshop Ryan Dowd webinar.
- The Good, the Bad and the Truth About Password Managers KnowBe4 webinar.

Tickets

- 13 opened, 15 closed, 4 pending

12. IT DEPARTMENT REPORT

February 2023 **Submitted by Duncan Jones**

User Support

- Helped staff with MFA, Outlook, Teams, Password management, printing, toner replacement, public laptops, clearing hard drive space.
- Helped patrons with printing and opening PDFs.

Troubleshooting

- Adjusted the default program for PDFs on several Public PCs.
- Resolved an issue with users unable to view security cameras unless the account had been verified.
- Identified an issue with new phone router in connecting to certain outside vendors. I reached out to the vendors and worked with BlueWire and Fusion on resolving this issue. The vendors aren't able to place our secondary IP address to roll-over automatically, so we have to call them to manually change over if we have a failure on the primary network to provide service continuity.
- Resolved an issue where a Member Services monitor was locked on and unable to be turned off. Hold the power button for 10 seconds.
- Resolved an issue where the phones couldn't reach externally. I worked with BlueWire to resolve the problem. BlueWire estimate the issue was caused by a hiccup in the circuit.
- Resolved an issue where the public laptops couldn't connect to Wi-Fi. I updated the wi-fi drivers on each machine to be compatible with our new access points and Wi-Fi 6.
- Troubleshooting methods for resolving staff PC lock-ups.
- Resolved a volume issue on the children's iPads.
- Investigated fan issue on AS6. The PC gave a warning before booting about a fan failure. The fan appeared to function normally and the warning didn't return after inspection. I updated the BIOS on the machine in the hopes that the warning doesn't reappear.

Project/Goal

- Worked with BlueWire and Fusion to finalize installing the new phone router/SBC. Prepared the old router for recycling and updated documentation.
- Planning and preparation for new host server and new NAS. Scheduling NAS project for May and host project for November.

- Prepared for and decommissioned Gaming server. Removed connections to the server and updated documentation. Removed the hardware from the rack and prepared it for recycling. Moved extra RAM into a current server and tested.
- Spoke with Konica technician about a replacement part for a damaged one on the AS public printer and worked with him to finalize the installation. During this time, I directed the Adult Services staff to have patrons with print jobs that need to look good to the youth printer.
- Replaced toner in various staff printers and maintained an inventory of the toner.
- Purchased and enrolled new Marketing iPhone in Meraki manager, installed updates and added to inventory.
- Reset Sandy's office phone to Jason's phone, cleared the voicemail settings, and helped Jason setup his own.
- Added Jason to appropriate groups in Teams, and made him co-owner to most. Removed Sandy from O365 groups and replaced with Jason. Changed the Directors email to a general director email rather than a more personal mailbox.
- Created an account for Jason to view the security cameras. Went over how to check them with Jason.
- Adjusted the settings on KnowBe4 phishing tests to allow for more challenging tests as most users were passing with ease.
- Prepared KnowBe4 optional content to be accessible for old and new users in a more organized way.
- Changed the Google account password for increased security. I worked with several members of staff on coordinating the change.
- Lead two staff trainings on using our password manager for eight total staff members, then followed up with installing the password manager on their computers as requested.
- Changed billing info on Zoom from director to IT.
- Updated Adobe billing profile to charge IT's new card upon renewal.
- Moved the old graphics monitor to Director's computer.
- Created a procedure guide that staff can use for block booking computers in MyPC. Considered with Paul about the possibility of patrons reserving the computers in whole lab areas.
- Sorted and categorized documents in an unsorted local folder.
- Planned and organized backups of staff and public PCs for ease of recovery. Created a virtual environment for restoration testing and successfully restored a test.
- Created an image of the graphic designer PC for use in configuring the new graphics PC.
- Updated catalog PCs, public laptops, and various server's software and OS. Changed some settings for ease of use on the catalog PCs.
- Renewed certificate for Krayon Kiosk devices and created a schedule to renew, as well as documentation on the procedure.
- Updated the Wi-Fi controller and access points for stability and security.
- Setup laptop profile for Laurie for work from home. Showed Laurie how to use the VPN to connect when off site. Added MFA to Laurie's VPN account for security.
- Testing new PC lock-up prevention method that involves virtual memory.
- Removed a staff member's direct number to prevent spam calls.

Meetings

- Met with Jason for his technology orientation.
- Met with LIRA with Jason for their Cowbell cyber security platform pitch.
- Met with Kathy to setup recovery options for library Gmail account.
- Met with Kathy, Paul, and Laurie to discuss plans for the Open House.
- Met with Laurie to go over her new laptop and VPN procedures.
- Met with Jason for weekly meeting.
- Met with Safety Committee.

Training

- Homeless De-Escalation 301: Preventing Conflict Ryan Dowd webinar.
- Virtual Office Hour: Let's Build a Power App! TechSoup webinar.

Tickets

- 9 opened
- 11 closed
- 3 pending

13. PRESIDENT'S REPORT

Next Library Meetings or Events as of March 10, 2023

- Wednesday, April 19, 2023 at 6 pm
  Committee of the Whole Meeting in Library Meeting Room
- Sunday, April 23, 2023 from 1-4 pm
  National Library Week Open House
- Wednesday, May 17, 2023 at 6 pm
  Committee of the Whole Meeting in Library Meeting Room
- Wednesday, May 17, 2023 at 7 pm
  Regular Board Meeting in Library Meeting Room

Dinners, Workshops, Conferences

- Saturday, April 1 from10 am – Noon
  Trustee Forum Virtual Workshop: Library Finance for Trustees (see included flyer for more information)
- Saturday, May 13 from 10 am – Noon
  Trustee Forum Virtual Workshop: A Meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting (see included flyer for more information)
- Friday, May 19, 2023 from 6-11 pm
  LACONI Trustee Banquet at The Nineteenth Century Club in Oak Park
  Budgeted for 2 trustees to attend. Tickets are available for $65. We must RSVP by May 14, so at either the March or April meeting we can decide who will attend.
- June 23-26, 2023
  ALA Conference - Exhibit Hall Guest Passes are available through RAILS for $40.

Statement of Economic Interest

By now you should have received an email from the DuPage County Clerk with instructions on filing your Statement of Economic Interest. Please make sure to complete your statement no later than May 1, 2023 in order to be in compliance with the law. Once completed, please email your confirmation to the Executive Director. If you have questions regarding the statement, a helpful Fact Sheet has been included in the board packet for you to reference.

Memo from Lawyers re: Election and Trustee Transition

We received a memo (included in board packet) from our lawyers with reminders that:

- The election is April 4.
- Oaths of Office can take place after May 15.
- At our May 17, 2023 meeting we will elect new officers.
- New trustees must take Open Meetings Act training, and file their certificate of completion with the library.

Library Trustee Forum Spring Workshops

April 1 and May 13

The Trustee Forum is continuing its virtual Spring Workshop for 2023. The recordings will be available to participants after each session.

Workshop Information

Library Finance for Trustees

Part of a board's responsibility is understanding how to best protect the library's money. Join Kelly Zabinski of Zabinski Consulting Services, Inc for an informative presentation on library finances. As a certified public accountant, Kelly will share perspective and insights into topics including fund allocations and how these funds relate back to the library budget. Kelly will also help shed light on annual financial statements and the differences between cash, accrual and modified accrual accounting practices.

Date: Saturday, April 1, 10:00 am - Noon
Speakers: Kelly Zabinski, Zabinski Consulting Services, INC
Moderator: ILA Trustee Forum Board Member

A Meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting

This program will look inside the inner workings of a library board meeting, through a mock meeting presented by attorneys from Klein, Thorpe & Jenkins and fellow ILA members. The meeting topics will include issues related to Robert's Rules of Procedure, the Open Meetings Act, the Freedom of Information Act, election issues, patron issues, and other fun and exciting topics faced by library boards on a regular basis. Come learn about the common issues faced by library boards while enjoying this fun and lighthearted presentation put on by the library law experts at KTJ.

Date: Saturday, May 13, 10:00 am - Noon
Speaker: Carmen Forte Jr. Klein, Thorpe & Jenkins
Moderator: ILA Trustee Forum Board Member

Speaker Bios

Kelly Zabinski, Zabinski Consulting Services, INC, is a licensed CPA in good standing with the State of Illinois. She has over 20 years of extensive experience in the accounting, auditing, and financial consulting field, specifically to local government entities. She has worked as both a municipal auditor with large public accounting firms and as a Finance professional for a local municipality. Kelly serves on several committees with the Illinois Government Financial Officers Association and the Illinois CPA Society, and is a well-respected public speaker and instructor. Kelly completed her undergraduate

studies in Accounting and holds an MBA in Finance from DePaul University in Chicago, Illinois.

Carmen Forte Jr. is a partner at the local government law firm of Klein, Thorpe & Jenkins, Ltd. He counsels Illinois municipalities, school districts, libraries, special districts and corporate and non-profit clients. He regularly litigates in state and federal courts and various administrative venues for clients in a range of matters. He works with our clients to negotiate and manage several development agreements, helping to bring significant residential and commercial development to their communities. He prosecutes for the firm's numerous municipal clients in the areas of DUI and traffic offenses, local ordinance violations and business, tobacco and liquor licensing matters. He also defends the firm's clients in workers' compensation claims and disability pension matters. Carmen previously served as a trustee of the Village of Elmwood Park Library Board. During his tenure on the Board, he held the positions of President and Vice President and also chaired several committees. Most of his current library time is spent browsing the extensive collection of early reader books at the St. Charles Public Library with his two young children.

Join us for a evening of networking and conversation with Illinois Library Trustees. Featuring a conversation between Cyndi Robinson & Joe Filapek

LACONI Trustee Banquet

Friday, May 19th 6-11pm
The Nineteenth Century Club
Oak Park, IL

To purchase tickets and more information visit www.laconi.net

LACONI

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About this event

$65.00

5 hours

Mobile eTicket

The LACONI Trustee Banquet is an evening of networking with other Illinois Library Trustees at the Nineteenth Century Club in Oak Park. Featuring a conversation between Cyndi Robinson, the Executive Director of the Illinois Library Association and Joseph Filapek, ILA Trustee of the Year 2022 about the latest issues facing libraries.

A plated dinner will be served with a cash bar available. Meal options include:

- Panko Herb Crusted Salmon
- Pasta Pomodoro with Oven Dried Tomatoes
- Seared Pork Chop with Cherry Compote

Please note your meal selection by purchasing the ticket for the meal you would like. Tickets must be purchased by Sunday May 14, 2023. Refunds are available up to 7 days in advance of the event.

Questions? Contact Suzy Wulf, swulf@phpl.info.

STATEMENT OF ECONOMIC INTERESTS FORMS

The Illinois Governmental Ethics Act (5 ILCS 420/) provides that certain elected municipal office holders, candidates, officials and employees are required to file a Statement of Economic Interests.[1]

By February 1 of each year, each municipality is required to notify their local county clerk of individuals that are required to file the form. The county clerk is then required to provide the appropriate form and instructions on how to file the form. The Statement of Economic Interests must be filed by May 1 of each year.

MUNICIPAL OFFICIALS REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS

1. All elected officials and candidates for elected office.
2. All appointed members of a governing board, zoning board, zoning board of appeals or planning commission, and appointed members of other boards or commissions who have authority to authorize the expenditure of funds, but not members of boards or commissions who function only in an advisory capacity.
3. All government employees who are compensated for services (not as independent contractors) who:
   - are, or function as, the head of a department, division, bureau, authority or other administrative unit, or who exercise similar authority;
   - have direct supervisory authority over or direct responsibility for the formulation, negotiation, issuance or execution of contracts in an amount of $1,000 or greater;
   - have authority to approve licenses and permits, but not including employees who function in a clerical capacity;
   - adjudicate, arbitrate or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding;
   - have authority to issue or adopt rules and regulations; or,
   - have supervisory responsibility for 20 or more employees.
4. Members of the board of any pension fund established under the Illinois Pension Code, if not required to file under any other provision of Section 4A-101.5 of the Act.

REQUIRED DISCLOSURES

Public Act (P.A.) 102-0664, effective January 1, 2022, amended provisions of the Act and expanded the disclosure of financial interests required to be included in the Statement of Economic Interests. **The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.**

[1] 5 ILCS 420/4A-101.5

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MUNICIPAL OFFICIALS, WHO ARE REQUIRED TO FILE, MUST DISCLOSE THE FOLLOWING INFORMATION

- Assets valued in excess of $10,000, held individually, jointly with a spouse or jointly with a minor child or children;
- Assets in a trust, based on the total value of the assets, regardless of whether distributions have been made;
- Sources of income in excess of $7,500 annually for the filer and spouse;
- The sale or transfer of assets resulting in capital gains in excess of $7,500 and the date of the transaction;
- Creditors of a debt in excess of $10,000 owed by the filer, jointly with a spouse or jointly with a minor child or children;
- Name of the unit of government for which the filer or spouse was an employee, contractor or office holder (not including the position for which the Statement is being filed);
- Names of lobbyists who have an economic relationship with, or are a family member of, the filer; and,
- The source and type of gifts, individually or in the aggregate, in excess of $500 in the preceding year.

The Act does not require the disclosure of specific dollar amounts or values of the financial interests reported.

ASSETS INCLUDE:

- Stocks;
- Bonds;
- Mutual funds;
- Exchange traded funds;
- Commodity futures;
- Investment real estate;
- Beneficial interests in trusts; and,
- Business and partnership interests.

ASSETS DO NOT INCLUDE:

- Personal residences;
- Personal vehicles;
- Savings or checking accounts;
- Bonds, notes or securities issued by federal, state or local governments;
- Medicare benefits;
- Inheritances or bequests;
- Diversified funds;
- Annuities;
- Pensions;
- Retirement accounts;
- College savings plans; and,
- Qualified tax-advantaged savings programs for disability-related expenses or tangible personal property.

DEBTS INCLUDE:

- Any money or monetary obligation owed at any time during the preceding calendar year to an individual, company or other organization, other than a loan that is from a financial institution, government agency or business entity that is granted on terms made available to the general public; or,
- Any debt specifically exempted (see "Debts Do Not Include).

DEBTS DO NOT INCLUDE:

- Debts to or from financial institutions or government entities, such as mortgages, student loans, credit card debts, or loans secured by automobiles, household furniture or appliances, as long as those loans were made on terms available to the general public and do not exceed the purchase price of the items securing them;
- Debts to or from a political committee registered with the Illinois State Board of Elections or political committees, principal campaign committees or authorized committees registered with the Federal Election Commission; or,
- A loan from a member of the filer's family not known by the filer to be registered to lobby under the Illinois Lobbyist Registration Act.

HOW DO I GET MY STATEMENT OF ECONOMIC INTERESTS FORM AND WHERE DO I FILE THE FORM?

Each local county clerk will provide the form and may require the form to be filed electronically or to be filed in written form. An example of a Statement of Economic Interests form is available via this link. A county clerk may require a slightly different form. Provisions requiring certification of review by an ethics officer apply to State of Illinois officials, and do not apply to municipal officials unless a local ordinance requires that review.

Candidates for municipal office are required to include a receipt for filing a Statement of Economic Interests in their candidate submissions in order to appear on an election ballot.

DEFINITIONS IN THE ACT

In addition to the definitions of assets and debts detailed in this fact sheet, specific definitions for terms apply to the Statement of Economic Interests, and include the following:

CREDITOR: means an individual, organization or other business entity to whom money or its equivalent is owed, no matter whether that obligation is secured or unsecured, except that if a filer makes a loan to members of his or her family, then that filer does not, by making such a loan, become a creditor of that individual.

DIVERSIFIED FUNDS: means investment products, such as mutual funds, exchange traded funds or unit investment trusts, that invest in a wide variety of securities across multiple sectors or asset classes. These do not include sector funds.

DEFINITIONS IN THE ACT (continued)

ECONOMIC RELATIONSHIP: means any joint- or shared-ownership interests in businesses and creditor-debtor relationships with third parties, other than commercial lending institutions, where: (a) the filer is entitled to receive (i) more than 7.5% of the total distributable income, or, (ii) an amount in excess of the salary of the Governor (SFY 2022: $184,800); or, (b) the filer together with his or her spouse or minor children is entitled to receive (i) more than 15%, in aggregate, of the total distributable income, or, (ii) an amount in excess of two times the salary of the Governor (SFY 2022: $369,600).

FAMILY: means a filer's spouse, children, step-children, parents, step-parents, siblings, step-siblings, half-siblings, sons-in-law, daughters-in-law, grandparents and grandchildren, as well as the parents and grandparents of the filer's spouse, and any person living with the filer.

FILER: means a person required to file a Statement of Economic Interests pursuant to this Act.

INCOME: means pension income and any income from whatever source derived, required to be reported on the filer's federal income tax return, including, but not limited to: compensation received for services rendered or to be rendered (as required to be reported on any Internal Revenue Service forms, including, but not limited to, forms W-2, 1099, or K-1); earnings or capital gains from the sale of assets; profit; interest or dividend income from all assets; revenue from leases and rentals, royalties, prizes, awards or barter; forgiveness of debt; and, earnings derived from annuities or trusts other than testamentary trusts. This does not include compensation earned for service in the position that necessitates the filing of the Statement of Economic Interests, or investment or interest returns on items excluded as an asset or income from the sale of a personal residence or personal vehicle.

INVESTMENT REAL ESTATE: means any real property, other than a filer's personal residence, purchased to produce a profit, whether from income or resale. Investment real estate must be reported on the Statement but only by listing the city and state where the real estate is located.

LOBBYING and LOBBYIST: mean engaging in activities that require registration under the Illinois Lobbyist Registration Act or an individual who is required to be registered to engage in lobbying activities pursuant to the Illinois Lobbyist Registration Act.

PERSONAL RESIDENCE: means a filer's primary home residence and any real property held by the filer and used by the filer for residential purposes and not for commercial or income generating purposes.

SECTOR FUNDS: means investments in mutual funds or exchange traded funds invested in a particular industry or business.

SPOUSE: means a party to a marriage, a party to a civil union or a registered domestic partner.

A complete list of definitions is available via this link (5ILCS 420/Art.1).

Municipal officials and candidates for municipal office should thoroughly review the Statement of Economic Interests form, including applicable terms, definitions and disclosure requirements, in advance of each May 1 filing deadline to ensure compliance with the Act.

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

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

HARTMAN E. STIME (1927-1991)
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MARK A. RITZMAN

BOARD TRANSITION

CONSOLIDATED ELECTION APRIL 4, 2023

TO: Public Library Clients

FROM: Roger Ritzman/Mark Ritzman

DATE: February 24, 2023

This memorandum reminds you of dates relevant to Board transition following the election of Library Trustees (Library Districts and Village Libraries) at the Consolidated Election scheduled for April 4, 2023.

For Library Trustees in City Libraries who are appointed (vs. elected), see Section III below.

I. TRUSTEES - LIBRARY DISTRICTS

Tuesday, April 4, 2023:	Consolidated Election
Monday, May 15, 2023:	Terms begin for elected Trustees (third Monday in May)[1]
Saturday, June 17, 2023:	Last day to take Oath of Office and elect Board Officers (within 74 days after the election)[2]

[1] 75 ILCS 16/30-10(b)
[2] 75 ILCS 16/30-40

Comments

Current Trustees are entitled to serve until May 15, 2023 or "until their respective successors are elected and qualified". To be "qualified," Trustees must take the Oath of Office. Accordingly, sometime between May 15, 2023 and June 17, 2023, the Board should meet, administer the Oath (or verify administration of the Oath by a Notary Public), and elect Board Officers. Depending on the Board's meeting schedule, a Special Meeting may be necessary.

Until May 15, 2023 (or later depending on the 1st meeting of the new Board), the existing Board remains intact to conduct Library District business.

Relevant provisions of the Library District Act provide:

1. The terms of all Trustees shall begin on the third Monday of the month next following the month of the election. 75 ILCS 16/30-10 (b)

2. Organization of board; qualification and oath of Trustees.

   (a) Within 74 days after their election or appointment, the incumbent and new Trustees shall take their oath of office as prescribed by law and meet to organize the Board.

   (b) The first action taken at the meeting shall be the election of a president, a vice-President, a Secretary, and a Treasurer from among the Trustees. The Secretary shall then record the membership of the Board.

   (c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as Trustees under this Act. The required oath shall be taken and subscribed before a notary public or the Secretary of the Board.

3. Within 60 days after the organization of the Board the Secretary shall file with the County Clerk and the State Librarian, a statement listing the names and addresses of the Trustees and Officers and their respective terms in office. 75 ILCS 16-30-40(d).

II. TRUSTEES - VILLAGE LIBRARIES

Tuesday, April 4, 2023:	Consolidated Election
Saturday, June 3, 2023:	Last day to take Oath of Office and elect Board Officers (within 60 days after the election)[3]

Comments

Relevant provisions of the Local Library Act provide:

> Within 60 days after their election or appointment, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed before the Secretary or Secretary pro tempore of the library board, the County Clerk of the county containing all or a larger portion of the library, the Judge entering the order for the establishment referendum or before any other person authorized to administer oaths.

[3] 75 ILCS 5/4-6

The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office... 75 ILCS 5/4-6

Until such time as the new Board meets and "organizes", the existing Board remains intact to conduct Library business. There is no provision in the Local Library Act similar to the Library District Act specifying the beginning date for the term of the Trustees of Village Libraries. Typically, the organizational meeting of the Board takes place in May following the April election.

III. TRUSTEES-CITY LIBRARIES

Library Trustees for City Libraries are appointed for 3 year terms which begin July 1.

Relevant provisions of the Local Library Act provide:

The first library trustees of a city shall hold office as follows: one-third shall serve for one year, one-third for 2 years, and one-third for 3 years, from the first of July following their appointment. At their first regular meeting, those trustees shall cast lots for the respective terms. Annually thereafter the mayor shall, before the first of July of each year, appoint as before 3 trustees to take the place of the retiring trustees. The trustees appointed by the mayor shall hold office for 3 years and until their successors are appointed. 75 ILCS 5/4-1.1 (a)

• • •

Within 60 days after their election or appointment, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed before the Secretary or Secretary pro tempore of the library board, the County Clerk of the county containing all or a larger portion of the library, the Judge entering the order for the establishment referendum or before any other person authorized to administer oaths.

The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office... 75 ILCS 5/4-6

IV. OATH OF OFFICE

Attached for reference is an Oath of Office (alternate forms – Board Secretary and Notary Public)

V. OPEN MEETINGS ACT TRAINING (5 ILCS 120/1.05)

The Open Meetings Act requires new Trustees to "successfully complete the electronic training curriculum developed and administered by the Public Access Counselor".

The training should be completed within 90 days after a Trustee takes the Oath of Office.

New Trustees should file with the Library the certificate of completion of the training.

Trustees who previously completed the training and filed a certificate of completion with the Library are not required to re-take the training.

14. TREASURER'S REPORT

Library District Developer Donations

As of December 31, 2022, the balance of the Library District Developer Donations that the City of Warrenville has collected was $36,471.02. In January, Sandy requested a $20,000 distribution, which should leave us with a balance of $16,471.02. The distribution was received January 23, 2023.

DuPage Foundation

On February 27, 2023 we received an automatic distribution of $1,400 from our Warrenville Public Library Designated Fund with the DuPage Foundation.

Tourism & Arts Commission – Hotel Tax Grant

On March 6, 2023 we received confirmation that the library has been awarded funds from the Hotel Tax Grant, provided by the Tourism & Arts Commission (award letter is included in board packet). This is a reimbursable grant. For May 2023 – April 2024, the library is awarded $9,021 for the Concerts on the Commons series, and $3,871 for the Sunday Musical Matinees.

Donation from Vivian Lund

Vivian Lund was kind enough to make a donation and note to the library in honor of Sandy's retirement (note is included in the board packet). Jackie sent a thank you note.

DuPage Foundation
Doing a world of good in our own backyard®

3000 Woodcreek Dr., Ste. 310
Downers Grove, Illinois 60515

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February 22, 2023

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

Dear Sandy:

I am pleased to enclose a grant of $1,400 to Warrenville Public Library District from the Warrenville Public Library Designated Fund of The DuPage Community Foundation, d/b/a DuPage Foundation. The grant is unrestricted and must be used within 12 months of the issue date.

Please publicize this grant as a donation from the Warrenville Public Library Designated Fund of DuPage Foundation.

Please sign and return this letter to indicate 1) that there have been no changes in your organization's IRS status, 2) your agreement to the terms of the grant, and 3) that all funds will be spent for charitable purposes. This agreement may be returned by mail, fax or email at laura@dupagefoundation.org.

In addition, your organization confirms 1) that this distribution does not fulfill the payment of any pledge or other financial obligation, 2) that no goods or services of value will be provided to the donor or to the Foundation as stipulated by Internal Revenue Service regulations and our agreement with the donor, and 3) that, in compliance with Executive Order 13224 and the Patriot Act, no funds provided by DuPage Foundation will be used to support terrorist activity nor to promote or engage in violence, terrorism, or bigotry.

On behalf of the DuPage Foundation Board of Trustees, I am pleased to forward this grant and hope it will further your mission. If you have any questions regarding this grant, please feel free to call me.

Sincerely,

Barb Szczepaniak
Vice President for Programs

I hereby acknowledge receipt of your check for $1,400 and agree to the terms of the grant.

Signature	Title	Date
[signature]	EXECUTIVE DIRECTOR	2/27/2023

Enclosure

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3S258 Manning Avenue
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(630) 836-3050 tel
(630) 393-6948 fax
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March 6, 2023

Mr. Jason Stuhlmann, Director
Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555

Dear Jason:

The Warrenville Tourism and Arts Commission (TAC) would like to thank the Library District for taking the time to submit two Hotel grant applications (originally submitted by former Director Sandy Whitmer). On Tuesday, February 21, 2023, the City Council approved TAC's recommendation to fund your grant request for the Library Concert on the Commons and the Sunday Musical Matinees in the amounts of $9,021.00 and $3,871.00, respectively. TAC is looking forward to the Library's programs again this year.

The events are subject to approval of facility rental, temporary use permits, and any other zoning regulations, permits, and licenses that may be required. The Library District should use the DCVB as a resource to market the events.

As a reminder, grant funds cannot be used for Library District staffing and it is necessary to provide proper credit to the Hotel Tax Grant in all publications. This grant will be available from May 1, 2023, through April 30, 2024. The required final report and reimbursement form is attached. Please feel free to contact Senior Accountant Faranaz Kavina at (630) 836-3038 or fkavina@warrenville.il.us or me at 630-836-3027 or via email at amorgan@warrenville.il.us with any questions.

Congratulations on the grant award and good luck with your program.

Sincerely,

Alma Morgan
Assistant City Administrator

Enclosure

cc: Tourism and Arts Commission Members

This contribution is in recognition of Sandy Whitmer's retirement. Sandy's long, dedicated, fantastic leadership.

Vivian Lund

19. CLOSED SESSION

Semi-annual Review of Closed Session Minutes

20. DISCUSSION/ACTION RESULTING FROM CLOSED SESSION

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

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

- There are no minutes to be released at this time.
- Verbatim recordings of closed session minutes must be retained for at least 18 months. At this time, the following verbatim recording(s) may be destroyed:
    - April 21, 2021 – Director's Evaluation

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

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

Suggested motion: Destroy the verbatim recording of the April 21, 2021 Regular Board Meeting Closed Session.