

# 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, April 19, 2023, 7:00 p.m. Location: Library Meeting Room

This meeting will be broadcast live online at: <https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)

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

### AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
  - a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
  - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
  - a. Recognition of Service: Cindy Ruzicka
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - p. 3.....** a. Approve Minutes of the March 15, 2023 Regular Board Meeting
  - p. 8 .....** b. Receive and File Financial Report for March 2023
  - p.15 .....** c. Approve updates and 2.65% Market Adjustment to the Library's Wage Scale effective July 1, 2023
8. Regular Agenda
  - p. 17 .....** a. Approve payments for the period of March 16 – April 18, 2023 **(ACTION)**
  - p. 20 .....** b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

- p. 21 ..... a. Warhol PopArt Challenge exhibit at the Library (INFORMATION)
- p.22 ..... b. Committee on Local Government Efficiency (**ACTION**)

10. New Business

- p. 32 .. 11. Director's Report
- p. 34 .. 12. Department Head Reports
- p. 45 .. 13. President's Report
  - a. Next library meetings or events
  - b. Dinners, workshops, conferences
- p. 46 .. 14. Treasurer's Report
  - a. Donation from Amy Harmon
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Adjournment (**ACTION**)



# 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, April 19, 2023, 7:00 p.m. Location: Library Meeting Room

This meeting will be broadcast live online at: <https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)

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

### AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
  - a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
  - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
  - a. Recognition of Service: Cindy Ruzicka
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the March 15, 2023 Regular Board Meeting
  - b. Receive and File Financial Report for March 2023
  - c. Approve updates and 2.65% Market Adjustment to the Library's Wage Scale effective July 1, 2023
8. Regular Agenda
  - a. Approve payments for the period of March 16 – April 18, 2023 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
  - a. Warhol PopArt Challenge exhibit at the Library (INFORMATION)
  - b. Committee on Local Government Efficiency **(ACTION)**

10. New Business
11. Director's Report
12. Department Head Reports
13. President's Report
  - a. Next library meetings or events
  - b. Dinners, workshops, conferences
14. Treasurer's Report
  - a. Donation from Amy Harmon
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Adjournment (**ACTION**)



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**Wednesday, March 15, 2023**

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

2. Roll Call

PRESENT: Trustees DuRocher, Lezon, Richardson (arrived at 7:01 pm), Ruzicka (arrived at 7:03 pm), Stull and Warren

ABSENT: Trustee Picha

STAFF PRESENT: Executive Director Jason Stuhlmann, Public Services Manager Paul Dobersztyn, Marketing & Communications Manager Kathy Gaydos, Acquisitions & Cataloging Manager MaryKellie Marquez, HR Manager Ian Stevens, Members Services Laurie Rex, IT Associate Duncan Jones

PUBLIC PRESENT: Connie Schmidt

a. Approve Remote Attendance and Participation, if needed – not needed

3. Approval of the agenda

Trustee DuRocher removed item #19 related to a closed session and moved item #20 related to the regular agenda as Item #8c.

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

*Voice vote:*

*Ayes – All*

*Nays – None*

*Absent – Trustee Ruzicka*

*Motion carried*

4. Presentations – none

5. Public comments – Connie Schmidt stated the Board is doing a fine job.

6. Correspondence – none

7. Consent Agenda

- a. Approve Minutes of the January 18, 2023 Regular Board Meeting
- b. Receive and File Financial Report for January 2023
- c. Receive and File Financial Report for February 2023

- d. Ratify Payments from January 19 – February 15, 2023, in the amount of \$42,637.20 with checks #9230 – 9271.
- e. Ratify February 16, 2023, transfer of \$150,000 from commercial checking to operating checking account.
- 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
- 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
- h. Approve Paylocity Laser Check Signature Form adding Jason Stuhlmann and a Trustee as signees. This will remove former Director Sandy Whitmer as signee.

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Picha*

*Motion carried*

#### 8. Regular Agenda

- a. Approve payments for the period of February 16 – March 15, 2023

*MOTION: Trustee Stull moved to approve payment of invoices in the amount of \$56,733.09 with electronic payments and checks #9272 – 9314. Check #9275 is voided. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Picha*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Ruzicka moved to approve the transfer of \$200,000 from the commercial checking account to the operating checking account. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Picha*

*Motion carried*

- c. Destroy verbatim recording of April 21, 2021 Regular Board Meeting Closed Session.



MOTION: Trustee Stull moved to destroy the verbatim recording of the April 21, 2021 Regular Board Meeting Closed Session. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried

## 9. Unfinished Business

### a. Alibrijes Sculpture Art at the Library

Director Stuhlmann gave an update on the proposal for installation of a Alibrijes art sculpture at the library. He and Trustee Richardson met with Linda and Brian of the Tourism & Arts Commission. Director Stuhlmann and Trustee Richardson told them the library is interested in the project, with final board approval dependent on the selected art piece and space where it can be safely installed.

Trustees discussed location and installation possibly on top of one of the display cubes. They would like to know since this piece is owned by the City of Warrentville, can the library move it in the future. Director Stuhlmann stated an intergovernmental agreement will have to be drawn up.

No action was taken at this time.

### b. Committee on Local Government Efficiency

Director Stuhlmann gave an update and reminder about the requirement for the library to form a Committee on Local Governmental Efficiency by June 9, 2023. The committee is to be comprised of all board members and two Warrentville residents with a timeframe of 18 months to file the findings of the committee.

Trustees discussed possible community members for the committee. Trustee DuRocher will contact Marketing and Communications Manager Kathy Gaydos regarding possible advertising for community members to apply to join the committee.

Director Stuhlmann will research more details and bring to either the April or May board meeting.

## 10. New Business

### a. Approve installation, location and timeframe for Warhol PopArt Challenge exhibit at the library

Director Stuhlmann presented updated information about the Warhol PopArt Challenge exhibit and the library's opportunity to display the Warhol-esque art panels at the library featuring local Warrentville persons of historical importance.



Discussion was held regarding the location of the panels. The final decision is to install them on the windows facing Stafford Place in Youth Services.

*MOTION: Trustee Stull moved to approve the installation of four Warhol-esque art panels from June-September 2023 on the windows of the library. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Picha*

*Motion carried*

#### 11. Director's Report

- a. Anti-LGBTQ+ Sticker Incidents – Director Stuhlmann described the recent sticker incidents that have taken place at the library. He will follow up with a call to the Police Department to file a report.
- b. National Library Week Open House

Director Stuhlmann stated the library is hosting an open house on Sunday, April 23 to commence National Library Week. All trustees are invited to be involved in the event.

#### 12. Department Head Reports – no questions were asked of the department heads.

#### 13. President's Report

- a. Next library meetings or events – Trustee DuRocher announced the next library meetings and events.
- b. Trustee DuRocher reminded all trustees to file their Economic Interest Statement with DuPage County by May 1.
- c. Trustees DuRocher and Stull will attend the LACONI Trustee Banquet on May 16. Administration will make their reservation.

#### 14. Treasurer's Report – Trustee Lezon reported:

- Trustee Lezon reported the library received \$20,000 in Developer Donations from the City of Warrenville. The balance remaining is \$16,471.02.
- The library received an automatic distribution of \$1,400 from the DuPage Foundation.
- The Tourism & Arts Commission has awarded the Library a Hotel Tax Grant in the amount of \$9,021 for the Concerts on the Commons series and \$3,871 for the Sunday Musical Matinees.
- A donation was received from Vivian Lund in honor of Sandy Whitmer's retirement.

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

#### 16. Committee Reports – none



## 17. Trustee Comments

- a. Trustee Richardson stated she had attended the Library's Lord of the Rings Trivia event. She stated a mother attending trivia liked that Director Stuhlmann hosted story time.
- b. All trustees loved that Director Stuhlmann hosted a story time.
- c. Trustee Warren stated former board member Patricia Stevenson passed away recently.
- d. Trustee Ruzicka stated she personally knew Mildred Baldwin. Ms. Baldwin sketched a picture of her that was published in the Warrenville Digest.

## 18. Adjournment

*MOTION: Trustee Lezon moved to adjourn the meeting at 8:09 p.m. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Picha*

*Motion carried*

Respectfully submitted,

Heather Stull, Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**March 31, 2023**



WARRENVILLE  
LIBRARY  
INCOME

MARCH  
2023

FUND BALANCES

PAGE 1

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2022	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	2035684	100.0000%	182	2033869	99.91%	819881	0	2729	78277	160235	1569108	1362919
BLDG. & MAIN.	0	0.0000%	0	0		37206	0	0	0	13525	28086	9120
TOTAL TAX (LEVIED)	2035684	100.00%	182	2033869	99.91%	857087	0	2729	78277	173760	1597194	1372039
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	2562	30858	429340
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%	182	2033869	99.91%	1543132	0	2729	78277	176322	1628052	2027228
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: March 31, 2023**  
**Corporate Fund**

	Corporate Fund Month Ended Mar 31, 2023	Corporate Fund 12 Months Ended Jun 30, 2023	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 0.00	\$ 2,033,629.70	\$ 2,035,684.00	\$ 2,054.30	99.90 %
Back Taxes	182.22	239.77	0.00	(239.77)	
Copier	666.95	4,613.79	5,000.00	386.21	92.28 %
Fees	3.00	103.62	0.00	(103.62)	
TIF Funds	0.00	0.00	20,000.00	20,000.00	0.00 %
Interest	1,784.93	15,339.38	1,000.00	(14,339.38)	1,533.94 %
Book Sales	0.00	746.00	500.00	(246.00)	149.20 %
Lost Books	273.79	2,504.12	2,500.00	(4.12)	100.16 %
Gifts / Memorials	0.00	545.00	1,000.00	455.00	54.50 %
Miscellaneous	0.00	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 %
Developer Donations	0.00	20,000.00	20,000.00	0.00	100.00 %
	<b>2,910.89</b>	<b>2,112,146.92</b>	<b>2,120,405.00</b>	<b>8,258.08</b>	<b>99.61 %</b>
<b>Expenses</b>					
Sal. - Administration	29,598.84	173,288.10	245,000.00	71,731.90	70.72 %
Sal. - Member Services	17,596.81	145,415.26	260,000.00	114,584.74	55.93 %
Sal. - Maintenance	1,841.13	18,212.44	26,000.00	7,787.56	70.05 %
Sal. - Marketing	8,336.74	59,123.74	103,000.00	43,876.26	57.40 %
Sal. - Public Services	33,879.72	318,203.72	470,000.00	151,796.28	67.70 %
Sal. - IT	4,095.00	39,450.29	55,000.00	15,549.71	71.73 %
Sal. - Technical Services	6,552.72	62,296.51	88,000.00	25,703.49	70.79 %
I.M.R.F. - Expense	8,003.20	78,399.51	112,000.00	33,600.49	70.00 %
Fica - Expense	7,398.18	59,559.70	94,000.00	34,440.30	63.36 %
Unemp. Comp.	0.00	497.84	1,260.00	762.16	39.51 %
Op - Mat'l Processing/Tech	225.09	4,555.70	11,600.00	7,044.30	39.27 %
Op - Mat'l Processing/Circ	45.75	830.24	3,650.00	2,719.76	23.39 %
Op - Postage	878.71	4,285.68	4,690.00	404.32	91.38 %
Op - Office Supplies	166.75	2,825.39	4,145.00	1,319.61	68.16 %
Op - Bank Fee's	68.82	884.97	2,500.00	1,635.03	34.60 %
Op - Automation Supplies	933.89	4,399.21	4,000.00	(399.21)	108.98 %
Op - Publishing	0.00	972.09	1,000.00	27.91	97.21 %
Equip. - Purchases	1,773.00	7,158.38	8,100.00	941.62	88.38 %
Equip. - Maintenance	15.21	1,358.33	1,500.00	141.67	90.66 %
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	371.66	36,626.03	61,370.00	24,743.97	59.68 %
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	9,404.41	57,090.51	97,000.00	39,909.49	58.86 %
Pd - Recruiting	0.00	19,826.68	1,500.00	(18,426.68)	1,328.45 %
Pd - Staff Appreciation	200.80	2,174.98	4,500.00	2,325.02	48.33 %
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	635.10	6,931.60	14,655.00	7,723.40	47.30 %
Pd - Staff / Transportation	12.90	1,251.93	1,700.00	448.07	73.64 %
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.	35.20	516.30	500.00	(16.30)	103.26 %
Cont. - Lawyer	0.00	1,012.50	4,000.00	2,987.50	25.31 %
Cont. - Accounting	1,019.88	11,538.39	9,660.00	(1,878.39)	119.45 %
Cont. - Collection	39.40	167.45	250.00	82.55	66.98 %
Cont. - Audit	0.00	7,925.00	7,925.00	0.00	100.00 %

See Accountants Compilation Letter



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**  
**Period Ending: March 31, 2023**

<b>Corporate Fund</b>					
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00 %
Lib. Mat. - Adult Books	3,028.37	32,188.59	52,500.00	20,313.41	61.31 %
Lib. Mat. - Youth Books	2,605.45	23,661.82	36,800.00	13,138.08	64.30 %
Lib. Mat. - Adult AV	496.23	7,256.87	15,000.00	7,743.13	48.38 %
Lib. Mat. - Youth AV	502.77	2,586.14	5,000.00	2,403.86	51.92 %
Lib. Mat. - EBooks	5,615.75	30,253.61	40,700.00	10,446.39	74.33 %
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	741.26	8,237.91	9,500.00	1,262.09	86.71 %
Ps - Programs Youth	1,756.68	6,770.41	9,000.00	2,229.59	75.23 %
Ps - Hotel/Motel	0.00	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	139.48	5,291.82	15,190.00	9,898.18	34.84 %
Ps - Misc.	0.00	195.00	650.00	455.00	30.00 %
Maintenance	7,312.16	27,895.74	42,250.00	14,354.26	66.03 %
Gas	1,035.42	6,066.22	9,500.00	3,433.78	63.85 %
B & M - Water / Sewer	0.00	775.86	1,200.00	424.14	64.66 %
Electricity	2,064.66	19,187.53	42,000.00	22,812.47	45.68 %
Telephone	971.02	11,771.02	16,800.00	5,028.98	70.07 %
Janitorial Supplies	551.58	1,355.54	4,000.00	2,644.46	33.89 %
B & M - Landscape Maint	285.00	5,287.00	8,190.00	2,903.00	64.55 %
Debt Repayment	0.00	145,000.00	145,000.00	0.00	100.00 %
Debt Certificate Interest	0.00	12,636.50	23,830.00	11,193.50	53.03 %
Contingency	0.00	0.00	1,000.00	1,000.00	0.00 %
	<b>160,235.44</b>	<b>1,669,108.11</b>	<b>2,308,786.00</b>	<b>739,677.89</b>	<b>67.96 %</b>

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: March 31, 2023

	Building Maintenance Fund			Balance	% Received Expended
	Building & Maintenance Fund Month Ended Mar 31, 2023	Building & Maintenance Fund 12 Months Ended Jun 30, 2023	Building & Maintenance Fund Budget		
Income	0.00	0.00	0.00	0.00	
Expenses					
Maintenance Supplies	\$ 12.57	\$ 535.44	\$ 2,000.00	\$ 1,464.56	26.77 %
Security	345.93	2,741.39	10,800.00	8,058.61	25.38 %
Snow Removal	10,866.95	14,117.71	20,000.00	5,882.29	70.59 %
Hvac	<u>2,300.00</u>	<u>10,691.08</u>	<u>8,450.00</u>	<u>(2,241.08)</u>	<u>126.52 %</u>
	13,525.45	28,085.62	41,250.00	13,164.38	68.09 %

See Accountants Compilation Letter



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

	Special Reserve Fund Month Ended Mar 31, 2023	Special Reserve Fund 12 Months Ended Jun 30, 2023	Special Reserve Fund Budget	Balance	% Received Expended
<b>Income</b>	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Equip. - Purchases	\$ 0.00	\$ 143.37	\$ 6,000.00	\$ 5,858.63	2.39 %
Auto. - Purchases	2,581.96	14,669.35	41,700.00	27,030.65	35.18 %
Maintenance	0.00	15,877.00	68,000.00	52,123.00	23.35 %
Security	0.00	168.42	7,500.00	7,331.58	2.25 %
	<u>2,581.96</u>	<u>30,858.14</u>	<u>123,200.00</u>	<u>92,341.86</u>	<u>25.05 %</u>

See Accountants Compilation Letter

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

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	209,405.22
Fifth Third 8004	<u>1,825,183.39</u>

2,035,073.61

General Fixed Assets

\$ 5,235,092.00

**TOTAL ASSETS**

\$ 7,270,165.61

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>7,843.90</u>
----------	-----------------

7,843.90

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,270,000.00</u>
--------------------------	---------------------

1,277,843.90

**EQUITY**

Fund Balance	<u>\$ 5,992,321.71</u>
--------------	------------------------

**TOTAL LIABILITIES & FUND BALANCE**

\$ 7,270,165.61



## **7c. CONSENT AGENDA**

### **Approve updates and 2.65% Market Adjustment to the Library's Wage Scale effective July 1, 2023**

Director Stuhlmann recommends a 2.65% market adjustment be applied to the current wage scale, along with the following updates:

- Adjust minimum grades 1-4 to \$14/hour (matches 1/1/24 IL minimum wage)
- Added HR Manager as Exempt at grade 11
- Updated IT Manager to grade 10
- Added Maintenance Technician
- Updated Marketing Specialist -to- Marketing & Communications Manager
- Updated Technical Services Specialist -to- Acquisitions & Cataloging Assistant
- Updated Cataloging Assistant -to- Acquisitions & Cataloging Associate
- Updated Collection Support Specialist -to- Member Services Assistant
- Removed IT Assistant
- Removed Computer Systems Administrator

The past year has seen many updates and changes. The new HR Manager position will be reviewing and updating the job descriptions. Once this is completed, Ian will then work on a benchmarking study to create a new, up-to-date pay grade and wage scale (rather than contracting with HR Source).

As a reminder, the market adjustment applies only to the wage scale. it is not applied to the employee's rates. (Employees do not get a 2.65% increase because of this market adjustment)



**CONSENT AGENDA 7c.**  
Approve Library's Wage Scale

WARRENVILLE PUBLIC LIBRARY DISTRICT  
EFFECTIVE JULY 1, 2023  
BASED ON A 37.5 HOUR WORKWEEK

2.65 % market adjustment applied to 7/1/22 pay grades  
Maintains 11.8478% midpoint-to-midpoint spread  
Maintains 20% difference from midpoint to minimum/maximum

	FLSA Exempt/ NonExempt	Position Title	Range Minimum	Range Midpoint	Range Maximum
<b>Pay Grade 1</b>		(Empty)	\$ 27,300	\$ 27,300	\$ 27,300
		Note: Minimum wage effective 1/1/24 is \$14.00	\$ 14.00	\$ 14.00	\$ 14.00
<b>Pay Grade 2</b>		(Empty)	\$ 27,300	\$ 27,300	\$ 29,068
		Note: Minimum wage effective 1/1/24 is \$14.00	\$ 14.00	\$ 14.00	\$ 14.91
<b>Pay Grade 3</b>		(Empty)	\$ 27,300	\$ 27,300	\$ 32,512
		Note: Minimum wage effective 1/1/24 is \$14.00	\$ 14.00	\$ 14.00	\$ 16.67
<b>Pay Grade 4</b>	NE	Member Services Assistant	\$ 27,300	\$ 30,304	\$ 36,364
		Note: Minimum wage effective 1/1/24 is \$14.00	\$ 14.00	\$ 15.54	\$ 18.65
<b>Pay Grade 5</b>	NE	Member Services Associate	\$ 27,300	\$ 33,894	\$ 40,673
	NE	Acquisitions & Cataloging Assistant	\$ 14.00	\$ 17.38	\$ 20.86
<b>Pay Grade 6</b>	NE	Acquisitions & Cataloging Associate	\$ 30,328	\$ 37,909	\$ 45,491
	NE	IT Associate I	\$ 15.55	\$ 19.44	\$ 23.33
	NE	Maintenance Custodian			
<b>Pay Grade 7</b>	NE	Adult Services Associate	\$ 33,921	\$ 42,401	\$ 50,881
	NE	Youth Services Associate	\$ 17.40	\$ 21.74	\$ 26.09
	NE	Maintenance Technician			
<b>Pay Grade 8</b>	NE	Graphic Artist	\$ 37,940	\$ 47,424	\$ 56,909
			\$ 19.46	\$ 24.32	\$ 29.18
<b>Pay Grade 9</b>	NE	Adult Services Librarian	\$ 42,435	\$ 53,043	\$ 63,652
	NE	Youth & Teen Services Librarian	\$ 21.76	\$ 27.20	\$ 32.64
	NE	IT Associate II			
<b>Pay Grade 10</b>	E	Member Services Manager	\$ 47,462	\$ 59,328	\$ 71,193
	NE	Assistant to the Director	\$ 24.34	\$ 30.42	\$ 36.51
	NE	Acquisitions & Cataloging Manager			
	NE	Marketing & Communications Manager			
	NE	IT Manager			
<b>Pay Grade 11</b>	E	Public Services Manager	\$ 53,085	\$ 66,357	\$ 79,628
	E	HR Manager	\$ 27.22	\$ 34.03	\$ 40.83
<b>For Board Approval 4/19/23</b>					
<b>Changes:</b>	Apply 2.65% Market Adjustment to be effective July 1, 2023				
	Adjust minimum grades 1-4 to \$14/hour (matches 1/1/24 IL minimum wage)				
	Added HR Manager as Exempt at grade 11				
	Updated IT Manager to grade 10				
	Added Maintenance Technician				
	Updated Marketing Specialist -to- Marketing & Communications Manager				
	Updated Technical Services Specialist -to- Acquisitions & Cataloging Assistant				
	Updated Cataloging Assistant -to- Acquisitions & Cataloging Associate				
	Updated Collection Support Specialist -to- Member Services Assistant				
	Removed IT Assistant				
	Removed Computer Systems Administrator				



**8a. REGULAR AGENDA**

Approve payments for the period of March 16 – April 18, 2023  
**(ACTION)**

A partial bill list (bills received as of April 14, 2023) is attached. An updated bill list which includes bills received through April 19 and a suggested motion will be provided at the Board Meeting.

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**March 16 - April 19, 2023**

Date	Num	Name	Amount
04/19/2023	9315	4imprint	-1,098.30
04/19/2023	9316	Accounting Services, Inc.	-563.00
04/19/2023	9317	Ambius	-286.00
04/19/2023	9318	Baker & Taylor	-116.90
04/19/2023	9319	Baker & Taylor	-417.20
04/19/2023	9320	Baker & Taylor	-621.37
04/19/2023	9321	Baker & Taylor	-3,240.15
04/19/2023	9322	Baker & Taylor	-18.10
04/19/2023	9323	Baker & Taylor	-4,558.72
04/19/2023	9324	Bartholomew, Nick	-395.00
04/19/2023	9325	Bayscan Technologies	-303.00
04/19/2023	9326	Bloomscapes Landscaping, Inc.	-2,350.00
04/19/2023	9327	BlueWire Communications	-441.75
04/19/2023	9328	BlueWire Communications	-441.75
04/19/2023	9329	Davis, Jackie	-10.61
04/19/2023	9330	Demco	-290.89
04/19/2023	9331	Direct Energy Business	-2,467.00
04/19/2023	9332	Fields, Cindy	-50.00
04/19/2023	9333	Dave Herzog's Marionettes	-300.00
04/19/2023	9334	Kapco	-238.92
04/19/2023	9335	Konica Minolta Business Solutions	-28.51
04/19/2023	9336	LIMRICC Purchase of Health Insurance Prog	-12,978.03
04/19/2023	9337	Midwest Tape	-654.62
04/19/2023	9338	Midwest Tape	-654.11
04/19/2023	9339	Midwest Tape	-5,000.00
04/19/2023	9340	News Bank, Inc.	-4,487.00
04/19/2023	9341	Ryan, Jenne	-225.00
04/19/2023	9342	Service Master Commercial Cleaning	-2,066.00
04/19/2023	9343	Team One Repair, Inc.	-780.00
04/19/2023	9344	Technology Management Revolving Fund	-475.00
04/19/2023	9345	Unique	-19.70
04/19/2023	9346	Wheaton Park District	-75.00
04/19/2023	9347	S&S Worldwide	-107.57
04/19/2023	9348	Granite Telecommunications	-180.58
04/19/2023	9349	Petty Cash Fund	-9.48
04/19/2023	9350	Alarm Detection Systems, Inc.	-671.82
04/19/2023	9351	S&S Worldwide	-100.56
04/19/2023	9352	SWAN	-7,480.50
04/19/2023	9353	Cintas Fire Protection	-1,034.70
04/19/2023	9354	Konica Minolta Premier Finance	-407.00
04/19/2023	9355	Vanguard Energy Services, LLC	-580.27



04/19/2023	9356	AT&T	-373.32
04/19/2023	9357	Sam's Club/Synchrony Bank	-278.56
04/19/2023	9358	OverDrive	-1,993.84
03/16/2023	Electronic	Comcast	-239.90
03/21/2023	Electronic	Konica Minolta Premier Finance	-167.00
03/21/2023	Electronic	Northern Illinois Gas	-382.51
03/22/2023	Electronic	Chase Ink	-5,734.96
03/23/2023	Electronic	Paylocity	-328.36
04/06/2023	Electronic	Paylocity	-128.52
04/10/2023	Electronic	Warrenville, City of	-199.14
04/13/2023	Electronic	Chase Ink	-3,707.29
04/18/2023	Electronic	Northern Illinois Gas	-357.85

**-70,115.36**

## **8b. REGULAR AGENDA**

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

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

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

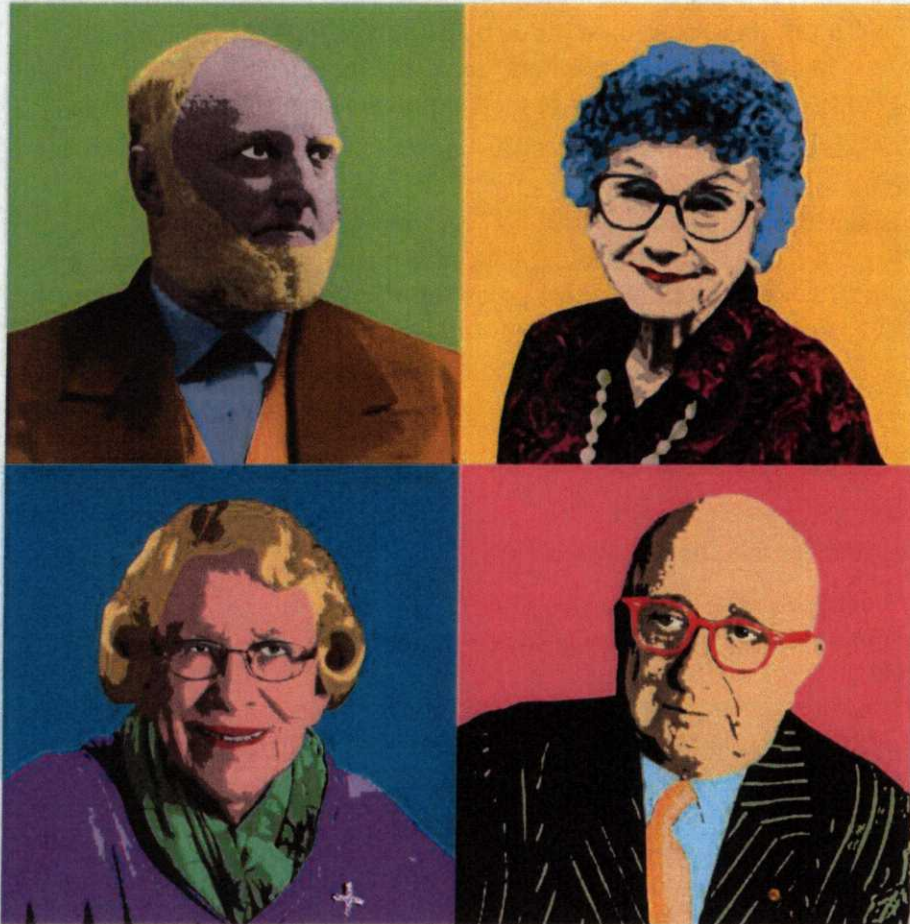


## 9a. UNFINISHED BUSINESS

### Warhol Pop Art Challenge at the library (INFORMATION)

We were able to get in touch with Vivian Lund and add her as one of the four notable Warrenville folks, along with Julius Morton Warren, Ivan Albright and Leone Schmidt.

Below is a draft of the art:





## 9b. UNFINISHED BUSINESS

### Committee on Local Governmental Efficiency (ACTION)

***Suggested motion: To be discussed at the meeting.***

Attached you will find a more detailed outline and guidelines put together by Ancel Glink for libraries regarding the Committee on Local Governmental Efficiency, including a sample report.

The Committee includes the Library Board, Executive Director, and two members of the public.

**The first meeting of the Committee must take place by June 10, 2023**, but can be an organizational meeting to identify committee members, including appointing the two members from the public. The Board President is the Chair of the Committee and will appoint those public members.

- The first meeting can also be used to:
  - Set deadlines for next steps
  - Designate committee members to compile information, identify efficiencies currently in place, and identify opportunities for efficiency and accountability.
- The second meeting can be to take gathered information and compile into a draft report.
- The third meeting can be used for the committee to finalize and approve the report.

There is a minimum requirement of three meetings, but the above steps can be spaced throughout as many meetings as are needed.

At today's board meeting, the items to be considered are:

- When the first meeting will take place
  - It can be the same night as the regular board meeting on May 17, or a completely different date and time.
  - If you choose the same night (which is more convenient for everyone), since new officers will be picked in May, it might be best to host the first meeting after the regular board meeting, say at 8 pm.
- What the first meeting will cover
  - It can be short and used solely to identify committee members and appoint the public members.
  - Or it could be a fuller meeting to discuss the other items mentioned above.
- Who from the public should be appointed to the committee
  - While you won't appoint them until the first meeting, it would probably be best to speak to potential candidates to make sure they are willing and able before you appoint them. Though I don't believe they have to be at the first meeting, necessarily, as long as we have a quorum of 6 committee members present.

I honestly do not think this requires any voting action as this does NOT appear to be a subcommittee of the Library Board, but is a new body being formed (that just so happens to include the Library Board members). But I put it on the agenda as a voting action item just in case you did want to vote or make a resolution.





A Professional Corporation  
140 South Dearborn Street, Suite 600  
Chicago, IL 60603  
www.ancelglink.com

Julie A. Tappendorf  
jtappendorf@ancelglink.com  
(P) 312.604.9182  
(F) 312.782.0943

## MEMORANDUM

**To:** Reaching Across Illinois Libraries (RAILS)  
**From:** Julie Tappendorf, Ancel Glink  
**Subject:** Compliance with the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*  
**Date:** March 10, 2023

---

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and exempting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions that impacted local governments must take to take the first step in compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

### WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties." This definition clearly includes library districts, as they are units of local government that levy taxes.

A question has been raised whether municipal libraries organized under the Local Library Act (including village and city libraries) must also comply with the Act. Unfortunately, this is not quite as clear under the Act.

Some municipal libraries have been advised by the municipal attorney that they do not need to comply because they are exempt under the "municipalities" exemption. This interpretation seems difficult to justify, however, as "municipalities" are separate governmental entities organized under the Illinois Municipal Code, where municipal libraries are organized under the Local Library Act, with both government entities having separate governing bodies. Moreover, the Attorney



ANCEL GLINK  
March 10, 2023  
Page 2

General has issued an opinion that municipal libraries are considered “units of local government” under Section 1 of Article VII of the Illinois Constitution, as special districts, separate and apart from municipalities. *See* Ill. Atty. Gen. Op. 81-002

An alternative argument for exempting municipal libraries from the Act that seems more legally defensible is that although municipal libraries fall within the definition of “units of local government, as defined in Section of Article VII of the Illinois Constitution,” they do not levy taxes solely on their own behalf – instead, the municipality levies the library tax on the library’s behalf. There are several Attorney General opinions finding that while municipal libraries are “units of local government” under the Illinois constitution, they do not have the authority to levy taxes. *See* Ill. Atty. Gen. Op. 98-002. Since the Act only requires units of local government that “levy taxes” to comply with the Act, there is a legally defensible argument that municipal libraries are not subject to the Act.

As I understand it, the Illinois Library Association (ILA) has taken the position that municipal libraries do not have to comply with the Act, providing some support to municipal libraries if they choose that position.

Although there is a defensible argument that city and village libraries established under the Local Library Act do not have to comply with the Decennial Act, that would not prevent a library from choosing to take a more conservative approach and follow the procedures set out in the Act.

Ultimately, each municipal library will need to make the determination itself whether to comply with the Act and form a committee and should consult with their legal counsel on this matter.

#### **WHO HAS TO BE ON THE COMMITTEE?**

Section 10(b) of the Act specifies that the committee’s membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as the library director) and “other officer” of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

#### **WHAT DOES THE COMMITTEE HAVE TO DO?**

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body’s board meeting. It can even be a part of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.



### **WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?**

The committee must “summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.” The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

To assist libraries in working through the process of discussing, considering, and preparing the required report, we put together a draft sample report (attached as **Exhibit A**). Note that the specifics of the report are not detailed in the Act itself, so Libraries could customize the attached sample template or create its own report that meets its needs.

First meeting: This meeting would essentially be an “organizational” meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from library funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings; however, a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” A committee could poll the people present at the meeting while at the meeting or send out an email survey following the meeting to those attendees who provided an email address to the committee.

### **WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?**

Section 25 of the Act requires the committee to provide its report to the county board. In addition, the Act provides that the reports must be available to the public, so libraries might consider posting the reports on their websites or making sure the reports are readily available upon request.

**Exhibit A<sup>1</sup>**

**SAMPLE LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL  
COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

**I. Unit of government submitting this report:**

Name of Library: \_\_\_\_\_

Address of Main Library Office: \_\_\_\_\_

**II. Information about our Library**

- A. We are located in \_\_\_\_\_ County. There are \_\_\_\_\_ libraries in our County.
- B. The population of the territory in which our Library is located is \_\_\_\_\_  
(as of 2020 census).
- C. We have \_\_\_\_\_ employees of the Library (not including board members).
- D. Our annual budget for FY \_\_\_\_\_ is: \$ \_\_\_\_\_.
- E. Our Library's equalized assessed valuation (EAV) for 2023 is \$ \_\_\_\_\_.

**III. Information about Our Committee**

**A. Committee Members:**

Board President \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

<sup>1</sup> **DISCLAIMER:** Please note that the sample report is provided for informational and illustration purposes only. Libraries should consult with their own library attorneys in complying with the Act and in preparing, adopting, and filing their own library reports.



Executive Director \_\_\_\_\_

Library Resident \_\_\_\_\_

Library Resident \_\_\_\_\_

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting (must occur prior to June 10, 2023): \_\_\_\_\_

Second Meeting: \_\_\_\_\_

Third Meeting: \_\_\_\_\_

Additional Meetings (List All, if any): \_\_\_\_\_

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

---

---

---

---

---

---

B. Other core services/programs we could possibly provide:

---

---

---

---

---

---

V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

---

---

---

---

---

---

**VI. Intergovernmental Agreements**

We partner with or have Intergovernmental Agreements with the following other governments  
(list as many as you have):

Entity:

Services Offered:

---

---

---

---

---

---

---

---

---

---

Our Library's efficiency has increased through intergovernmental cooperation in the following  
ways (list cost savings, avoiding duplicated services, etc.):

---

---

---

---

---

---

**VII. Community Partnerships**

We partner with the following organizations (list as many as you have):

Organization:

Services Offered:

---

---

---

---

---

---

---

---

---

---

**VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents**

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

\_\_\_\_\_ State laws applicable to Libraries



- \_\_\_\_\_ Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- \_\_\_\_\_ Policy on public comment
- \_\_\_\_\_ Designation of OMA officer (5 ILCS 120/1.05(a))
- \_\_\_\_\_ All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- \_\_\_\_\_ Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- \_\_\_\_\_ Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- \_\_\_\_\_ Designation of FOIA Officer (5 ILCS 140/3.5(a))
- \_\_\_\_\_ FOIA Officer Training (5 ILCS 140/3.5(b))
- \_\_\_\_\_ Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- \_\_\_\_\_ Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- \_\_\_\_\_ List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
- \_\_\_\_\_ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- \_\_\_\_\_ IMRF Total Compensation Postings (5 ILCS 120/7.3)
- \_\_\_\_\_ Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- \_\_\_\_\_ All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
- \_\_\_\_\_ Sexual harassment prevention training (775 ILCS 5/2-109(C))
- \_\_\_\_\_ Our Intergovernmental Agreements
- \_\_\_\_\_ Our budget and financial documents
- \_\_\_\_\_ State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
- \_\_\_\_\_ Our budget and financial documents

\_\_\_\_\_ Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016);

\_\_\_\_\_ Others (*List Below or Attach*):

---

---

---

- IX. **What Have We Done Well?** (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

---

---

---

---

---

---

- X. **What Inefficiencies Did We Identify/What Are our Next Steps?**

---

---

---

---

---

---

- XI. **What Can We Do Better or More Efficiently?**

---

---

---

---

---

---

- XII. **Studies on Governmental Efficiencies**

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.



**XIII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency:**

---

---

---

---

---

---

Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: \_\_\_\_\_  
Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: \_\_\_\_\_

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

### **for April 2023 Board Meeting**

#### **Board Elections**

Congratulations to Rick Warren and Heather Stull for their reelection on April 4, and to Connie Schmidt for being elected to her first term. I also want to thank Cindy Ruzicka for her time on the board and service to the library.

At the May board meeting new board members will be sworn in, and new officers will need to be elected to serve for the next two years

#### **Budget & Levy**

In March I had some meetings with former Director Whitmer, where she was kind enough to field several of my questions, many of which were about the budget and levy. At the beginning of April, I also attended a budget workshop for new directors. All of this was very informative and has been very helpful in understanding and working on the budget draft.

Additionally, I reached out to Ron Mentzer at the City regarding TIF funds, and he has agreed to meet with me in May to discuss and help me understand the process for the library.

I have been meeting and discussing the budget with managers, and everyone has been very helpful and patient with me as I learn all the ins and outs of our budget and spending.

#### **Personnel**

In getting familiar with the organization of the library, I observed that MaryKellie Marquez, Kathy Gaydos, and Duncan Jones are doing the jobs of managers, but MaryKellie only had the Manager title in some documentation, and neither Kathy nor Duncan had any documentation anywhere stating that they are managers. I am happy to announce that we have made it official. MaryKellie is the Acquisitions & Cataloging Manager, Kathy is now the Marketing & Communications Manager, and Duncan is now the IT Manager.

I am also happy to announce that in an effort to equalize the number of hours between Adult and Youth Services, we have made Kyrie Kenny-Sumrak full time in Youth Services.

#### **Miscellaneous**

- After board approval in March, I updated our Non-Resident Library Card participation with RAILS.
- I approved and returned the draft of the Levy Worksheet from the County Clerk.
- I followed up and made a police report regarding the recent sticker incidents.

#### **Meetings**

- Management Team Meetings (March 7)
- 1-on-1 Manager Meetings
- Membership Introduction Meeting from HR Source (March 1)



- Mayor Brummel's State of the City Address (March 1)
- SWAN Quarterly Meeting (March 2)
- Introductory lunch meeting with City Administrator Cristina White and Assistant City Administrator Alma Morgan (March 3)
- Meeting with President DuRocher (March 8)
- Meetings with Former Director Whitmer (March 9 & 16)
- Meeting with TAC members regarding Alibrijes art (March 13)
- Board Meeting (March 15)
- DuPage Library Directors Meeting (March 17)
- Warrenville Intergovernmental Meeting (March 17)
- Listening Tour
  - Diana (March 23)
  - Julie (March 27)

## **Trainings**

- Director Crash Course (March 6, 13, 20)
- Microsoft Teams Tutorial for Beginners (YouTube)

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

### **March 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
- Jason and I held a zoom meeting with a Chase representative to remove former Director Whitmer from the account and include Jason as authorizing officer.
- Met with Kathy Gaydos regarding refreshments for the April 23 Open House
- Ordered supplies for the April 23 Open House
- Gail Smith and I are planning for the annual National Library Worker Day lunch held during National Library Week. Gail has done an incredible job of putting together the order form.
- Ordered tickets for two trustees to attend the annual LACONI Trustee Dinner.
- Contacted library contractors for FY23-24 fee updates and inserted them into budget
- Sent a box of used toners to Quill for recycling.
- Assisted Ian with a few Paylocity items.

#### **Meetings**

- Management Team meetings – March 7
- Met with Ian – March 31

#### **Maintenance**

- Continues to maintain the building daily Monday-Friday.
- Met with Josh from Shales McNutt to obtain a second quote for replacing the public entrance doors and window repairs.
- Washed the window sills on the building and removed cobwebs.
- Arranges the meeting room for programs every week.
- Chemwise (pest control) conducted their quarterly visit.
- Cintas completed the annual fire extinguisher inspection.
- Continues to clean the carpeting on a maintenance schedule and/or due to stains reported to him.
- Jackie scheduled Cintas to complete the annual sprinkler system inspection in April.
- Vacuumed the light fixtures in Youth Services
- Changed the hot water valve in the Marketing Office
- Changed the landscape light bulb by the flagpole
- The flag was lowered to half-mast in respect for the Nashville School shooting

I was out on sick leave with an eye injury the week of March 13. Jason was able to step in and complete all items necessary for the board meeting and Paul Doberstzyn took meeting notes for the minutes. Thank you to all staff who helped in my absence.



# **PUBLIC SERVICES REPORT**

**MARCH 2023**

**Submitted by Paul Dobersztyn**

## **Highlights**

- The library hosted **58** total events in March with **631** participants. We had **86** views of our recorded events.
- We had a total of **5** passive events including the Spring Break Crafts to Go that had **116** participants.
- Miriam Montano and Jorge Arias held our first bi-lingual English/Spanish Computer Class on 3/11. We had **8** participants and several on the waitlist. We will be moving the classes to the meeting room to accommodate more seating for participants.
- Our seventh and final Sunday Music Matinee featuring Tom Sharpe had **80** people in attendance, which is the largest Sunday Music Matinee of the season.
- The grant final report for the Sunday Music Matinees was compiled and submitted to the City of Warrentville TAC by Paul Dobersztyn on 3/31/2023.

## **Personnel**

- No changes.

## **Professional Development**

- **7** sessions of CE were completed by the Public Services Department in March.
- **6** total hours of CE were completed.
- Topics covered include: PULSE Programmers Meeting, Hispanic Council Meeting, Social Engineering tactics, Web Security and more.
  - A full list can be provided by the Public Services Manager.

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

Book a Librarian: 4 / Puzzles: 2 / Teen Volunteers: 3  
Homebound Deliveries: 2 members (11 items)

- Diana Abraham attended the City of Warrentville IDEC meeting on 3/21.
- Diana Abraham visited the Headstart program on 3/10 visiting **34** students.
- Diana Abraham welcomed a class from the Agape Preschool on 3/16 hosting **33** students.
- Diana Abraham welcomed a class from the Agape Preschool on 3/20 hosting **13** students.
- Paul Dobersztyn met with David Cassara and Kathy Gaydos of the marketing department to go over the Summer 2023 edition of Summer Reading.
- Paul Dobersztyn worked with Paula Krapf of the City of Warrentville and Dawn Smith of College of DuPage regarding the Andy Warhol Pop Art Exhibit. The four panels were finalized and submitted for creation. The four panels will feature: Vivian Lund, Leonne Schmidt, Julius Morton Warren and Ivan Albright.
- Julie Kurtis continued her work with Marketing and creating event posts on Facebook.
- Julie Kurtis created the first draft of the 100 Books before high school challenge in Beanstack. She has been working with Mandy Wilson in this initiative and they plan on launching the program in the Fall of 2023.
- Paul Dobersztyn filled out contracts and COVID riders for all Concerts on the Commons performers. Paul created check requests and submitted all paperwork to administration.

## **Non SWAN InterLibrary Loan**

Item Requests Processed: 11; Materials Received: 13; Materials Lent: 16



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

- Received new computer hardware and troubleshooted with Duncan on processing speed.
- Installed eSIM card on new phone and processed data line purchase; added camera apps.
- Worked on updating the Google Analytics integration components; reviewed with Kathy.
- Troubleshooted with Communico on website security issue and a problem with setting images as background in content boxes and containers.
- Modified logo image for use on giveaway items.
- Drafted a bookmark to promote Concert on the Commons this summer.

**Safety Committee**

- Planned and led two committee meetings.
- Worked with Mandy and Ian to create instructions for walkie-talkie use.
- Communicated instructions to all staff on how to use walkies; monitored use of walkie-talkies by P.S. for morning call-outs.
- Added additional walkie-talkie input from a non-committee staff member to our files.

**Administrative**

- Reached out to Paula at the City for information on using a social media archive service, as the idea of joining with the City on this project had been previously discussed by Sandy and the City Administrator.
- Responded to Jason's request for information on Marketing's involvement/commitment to the City re: creation/support of Warhol displays.
- With Duncan, set up new iPhone as Google recovery number.

**Outreach**

- Confirmed the library's participation at the City's Bike Rodeo on May 20.
- Coordinated all details for a library card registration event at the Westlyn apartment complex on April 15.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. *In March*, uploaded the March Board Meeting agenda.

**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 March*, trained David how to set up an eNews publication, including standards for text, images and links.

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

**Meeting/Webinar Attendance**

**Kathy**

3/3/23 and 3/17/23: Safety Committee meeting  
3/6/23: Consistent Content Marketing Part 2 (RAILS webinar)  
3/7/23: Management Team Meeting



3/14/23: Safety Committee prep with Ian  
3/14/23: Technology meeting with Duncan and Taylor

**Kathy & David:**

3/9/23: Summer event descriptions with Paul

**Publicity Statistics**

**eNews (Constant Contact)**

Subscribers: 5,888

Average open rate: 47%

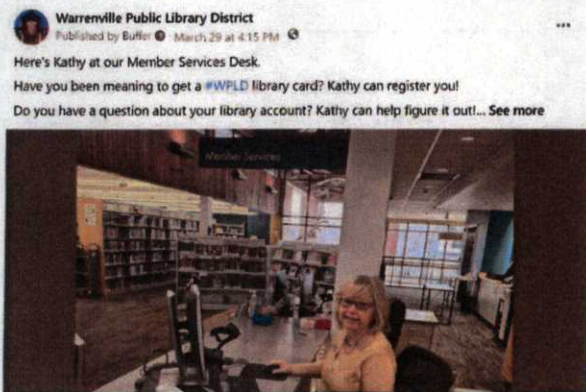
New Cardholders campaign—average open rate across series of 5 emails: 54%

**Social Media**

Facebook Followers: 1,652

Instagram Followers: 453

**Popular social media post:**



Facebook: 27 reactions (likes, comments, shares); 453 reach

## 12. MEMBER SERVICES REPORT

March 2023

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8738	57.48%
Aspen catalog/mobile app (Renewals)	74	0.49%
Autorenewals	4782	31.46%
Staff Assisted Checkout	1607	10.57%
TOTAL TRANSACTIONS	15201	100.00% *

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	5220	59.74%
Selfcheck 2 (Near Vending Machine)	3518	40.26%
TOTAL TRANSACTIONS	8738	100.00%

### Department Highlights

#### **Curbside**

14 Curbside pickups in March

I worked with Paul and MaryKellie on reclassifying some DVD genres to facilitate shelving the DVD in genre order, rather than strictly alphabetically.

I worked with Kathy G. and David to create a Library Bingo game for the National Library Week kickoff.

Member Services staff completed 8.5 hours of continuing education



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

**March 2023**

**Submitted by MaryKellie Marquez**

### **Collection Maintenance**

- 666 items created
- 473 items discarded
- 39 items repaired
- 36 discs cleaned

### **Training/Continuing Education**

#### **MaryKellie**

- Viewed Ryan Dowd's "Pennies in a Cup Kick-Off" 3/2/23.
- Watched KnowBe4: The Inside Man Season 2, episodes 3 & 4, 3/8/23.
- Set up an account with Better World Books, to get more ROI from withdrawn books 3/9/23.
- Attended the webinar, "Fostering Inclusion in the Workplace" 3/9/23.
- Saw the webinar "Choosing Happiness" (recorded on 3/22/23) 3/31/23.
- Watched Catalog Advisory Board (recorded on 2/9/23) 3/31/23.
- Completed genre changes for DVDs. No longer have a WAR genre, added a HOLIDAY genre.

#### **Gail**

- Completed the quarterly KnowBe4 training videos.
- Watched 3.5 hours Of Ryan Dowd training.
- Finished practicum at West Chicago Public Library 3/24/23.
- Worked on Youth Services award books.

#### **MaryKellie's Meetings:**

- Management Team meeting on 3/7/23.
- Meeting with Kathy for NLW tour 3/8/23 and 3/23/23.
- 1-on-1 with Jason 3/14/23.
- SACO Gender & Sexuality Funnel, general monthly meeting 3/14/23.
- March Board Meeting 3/15/23.
- ATLAS Middle Managers Networking Group 3/17/23.
- LACONI TSS Planning Meeting 3/24/23.
- SWAN Fireside Chat 3/28/23 (viewed on 3/31/23).



## 12. IT DEPARTMENT REPORT

March 2023

Submitted by Duncan Jones

### User Support

- I helped staff with PowerPoint issues, accessing SharePoint files, iPhone setup, the copier, printer settings, printing, setting up email forwarding, and displaying the website slideshow.
- I helped patrons with splitting PDFs, scanning to Dropbox, printing from the public PCs as well as their own devices.
- I returned the call of a patron who had a question about PDFs and how the public PCs could edit them.

### Troubleshooting

- Troubleshooting why sometimes PowerPoint will have an issue saving for a certain user. Checked the installation and updated. This issue is potentially resolved, it has yet to be reported again.
- I resolved an issue with accessing a SharePoint file, error 401. The issue was resolved by clearing the cache of the browsers. This issue occurred to several users on various staff PCs. I believe the cause is a small change by Microsoft to the O365 platform.
- Troubleshooting KnowBe4 phishing test emails being blocked, marked as spam, or revealed via sender name. I added entries from KnowBe4 in the spoofing activity in O365, and added internal and external allowances for the KB4 wildcards. This seems to have resolved the issue, but I am monitoring for a recurrence.
- I investigated high memory usage in Adobe products on the new Graphics Designer PC. While the changes made some small difference, ultimately the machine needed additional RAM, which I purchased and installed, resolving the issue.
- I did some troubleshooting of wireless printing issues, which likely resided with patron's device. The patron's document would not print over the wireless printing from their device.
- Troubleshooting an issue with PaperCut not finding patron cards sometimes. Circulation staff were having an issue with searching card numbers to add money to patron cards or guest passes. After restarting the server, the issue has yet to be reported.
- I found a work around to an issue where Teams files couldn't be set as a tab due to permissions. It seems that if a new document is created in a team, it won't let any document become a tab for some time. The work around for this issue was to create the tab from the Posts tab in a Team and navigate to choose the file manually.
- I resolved an issue with the webcam not working on a public laptop. Uninstalling the driver and reinstalling resolved the issue.
- Investigated a wireless print issue where jobs would not print double-sided. All attempts on my end were successful, the issue likely came from the user error or the patron's device.



- I fixed the version issue of Adobe Reader on a public PC. Public PC had a strange version of Adobe Reader set to default, likely a misstep when installing AR initially in September.

## Project/Goal

- I set the Marketing group email to be able to receive external emails. This is the first test of this feature, and it may be converted into a standard shared inbox if necessary. Since this test is proving effective, further department shared inboxes might be used in this way.
- I tagged many staff devices in WhoFi so as not to count on patron usage reports. This has reduced the number of devices closer to the normal range, yet still remains inflated. I will continue to investigate why some staff devices are still being counted.
- I deployed the new Graphics Designer PC and set up the old Graphics Designer PC as an upgrade for Kathy. After some small tweaks, it seems everything is set correctly. I am preparing the old marketing PC for other uses.
- I contacted Krayon Kiosk to change our invoice receiving email address.
- I spoke with Chuck from BlueWire about replacement parts for phone hardware and if we need to replace aging equipment. Chuck confirmed our contract with BlueWire will cover any parts or hardware that has issues or failures as part of their service.
- I researched and planned the purchase of various additional Mobile devices to expand our collection. A joint effort cross-departmentally elected to refer to this collection as "take-it-to-go", or "to-go". I worked with David to clarify the organization of the collection of the library website. I removed a Bluetooth keyboard from the collection due to faulty hardware.
- I arranged the HDMI cables in the Computer Lab and the study rooms to ensure each was the proper length for the space.
- I removed Kathy's staff email from the ticket system and added the shared Marketing email as requested. This enables Kathy to report tickets like other staff, instead of a ticket manager. Marketing ticket requests now reach the entire marketing department.
- I updated the annual payment information for TechSoup Zoom discount from the director's credit card, to the IT credit card, and renewed the Zoom subscription.
- I updated the Roku check-in documentation for the Circulation department. I met with Laurie to answer questions about the process.
- I checked the meeting room projector for damage and adjusted it after it was knocked askew by the dividing wall.
- I did setup, takedown, editing, and upload of the board meeting and created documentation of the board meeting technology process.
- I created an IT Response plan outline for the Safety Committee, and brought older documents to the group for review.
- I updated the operating system and programs on the public PCs and various servers, as well as the firmware on a network switch and the wireless access points.
- I adjusted the settings on the admin printer to allow staff to scan documents to USB.
- I provisioned the director's laptop with Jason's profile. We went over how to access on-site resources from home using the laptop.
- I researched if the BlueWire maintenance was paid for 12/22, and spoke with them about the invoice adjustment for last month's installation project.



- I completed the NAS hardware setup, planning and documenting setup for DPM backup locations. I am migrating the existing data to new NAS device from the old.
- I replaced a Member Services workroom monitor, due to a broken power button, and the scanner because it would stop responding momentarily.
- I contacted several vendors to solicit renewal quotes for their services in the coming fiscal year.
- I enabled a setting in O365 to optionally trust devices for up to 90 days after Multi-factor Authentication so staff can log in more easily.
- I deleted some old staff members accounts from O365 and Communico.
- I worked with Konica Minolta to schedule delivery and installation of the new public printers.
- I documented a procedure for creating a temporary pass for staff who have no access to their MFA device.
- I helped Paul with details of setting up a new library database.

## Meetings

- I met with Jason for our weekly meetings. We covered topics including ongoing IT projects, changes to public PC access policy, installation of new printers, the FY 2024 IT budget, the IT department schedule, and the directors Technology Strategic Plan.
- Met with Safety Committee to discuss various topics of safety. We created a new procedure for regularly using the walkie-talkies to announce manager departures and PIC changes.
- I met with Kathy to update the Google account backup phone to the new Marketing iPhone.
- I met with KnowBe4 rep for training planning.
- Met with Kathy and Taylor for to-go technology device planning.
- I attended the SWAN Technology Users Group meeting.

## Training

- Cyber CSI: Learn How to Forensically Examine Phishing Emails to Better Protect Your Organization Today KnowBe4 webinar
- Virtual Office Hour: Security Now TechSoup webinar
- CES 2023: Technology of the Future and Libraries RAILS webinar
- Advanced Uses of Zoom and Technology for Virtual Library Programming RAILS webinar
- GameRT March Mini Con on TTRPGs & Libraries webinar

## Planning

- I continued planning for the Mobile device/ to-go collection expansion.
- And the NAS (network attached storage) installation.
- As well as the Budget FY 2024 draft including the hardware installation projects of 2024.

## Tickets

- 17 opened, 15 closed, 5 pending



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

### **Next Library Meetings or Events as of March 10, 2023**

- 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
- Wednesday, June 21, 2023 at 7 pm  
Regular Board Meeting in Library Meeting Room

### **Dinners, Workshops, Conferences**

- 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  
**Reminder** that Barbara and Heather will be attending.
- June 23-26, 2023  
ALA Conference - Exhibit Hall Guest Passes are available through RAILS for \$40 if anyone is interested in going.

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

### **Donation from Amy Harmon**

In April, resident Amy Harmon made a generous stock donation to the library's account at the DuPage Foundation. Former Director Whitmer helped Ms. Harmon get the proper paperwork to set up this kind of donation, and Ms. Harmon intends this to be an annual contribution. This is very generous and will help the library grow its Foundation reserves.