

# 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 20, 2022, 7:00 p.m.**  
**Location: Library Meeting Room**

Special Meeting Procedures because of COVID-19:

- Masks are recommended, but not required.
- Because of social distancing measures, the number of people who may gather at the Library may be limited, making in-person attendance available on a first-come, first-served basis.
- The 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 **(ACTION)**
3. Approval of the agenda **(ACTION)**

*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. Employee Recognition (Kathy Gaydos, 5 years)
5. Public comments
6. Correspondence

7. Consent Agenda **(ACTION)**

- p. 3 ..... a. Approve Minutes of the March 16, 2022 Regular Board Meeting
- p. 9 ..... b. Receive and file Financial Report for March
- p. 17 ..... c. Approve a 1.9% Market Adjustment to Wage Scale effective July 1, 2022

8. Regular Agenda

- p. 19 ..... a. Approve payments for the period of March 17–April 20, 2022 **(ACTION)**
- p. 22 ..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

- p. 23 ..... a. Approve revised proposal for replacement of exterior hollow metal doors **(ACTION)**

10. New Business

- p. 25..... a. Authorize individual consultation(s) with library attorney for completion of Statement(s) of Economic Interest **(ACTION)**
- p. 26 ..... b. Authorize staff to close 5/3 money market account and transfer balance to operating checking account **(ACTION)**

p. 27 ... 11. Director's Report

p. 31 ... 12. Department Head Reports

p. 45 ... 13. President's Report

- a. Next meetings or events

p. 46.... 14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

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

20. Discussion/action resulting from the above closed session (Changes to Director's Compensation) **(ACTION)**

21. Adjournment **(ACTION)**



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5. Public comments
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9. Unfinished Business
  - a. Approve revised proposal for replacement of exterior hollow metal doors **(ACTION)**
10. New Business
  - a. Authorize individual consultation(s) with library attorney for completion of Statement(s) of Economic Interest **(ACTION)**
  - b. Authorize staff to close 5/3 money market account and transfer balance to operating checking account **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
  - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
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20. Discussion/action resulting from the above closed session (Changes to Director's Compensation) **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
Regular Meeting of the Board of Trustees  
Wednesday, March 16, 2022**

1. Call to order – Trustee DuRocher called the meeting to order at 7:02 p.m.
2. Roll Call – Trustee DuRocher called roll call

ATTENDING: Trustees DuRocher, Lezon, Richardson, Ruzicka (arrived at 7:08 p.m.), Stull, Warren

ABSENT: Trustee Picha

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Paul Dobersztyn, Member Services Manager Jaime Perpich

STAFF ATTENDING REMOTELY: Marketing Specialist Kathy Gaydos

No requests for remote attendance and participation were received.

3. Approval of the agenda

Trustee DuRocher removed items 10.d. – Selection of Alternate Trustee as backup to attend Public Library Association Conference and #19 and #20 pertaining to a closed session.

Director Whitmer added 18.a. - Consideration of a letter of support for the City of Warrenville's ComEd Green Region Grant for the Trailhead Project

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Picha and Ruzicka*

*Motion carried*

4. Presentations

- a. Overview of Aspen Catalog Features

Public Services Manager Paul Dobersztyn and Member Services Manager Jaime Perpich gave an overview of the Aspen Catalog features which went live on March 14. Enterprise, the old catalog will be available until the end of April.

Mr. Dobersztyn and Ms. Perpich demonstrated different features of the new catalog.

Trustee Ruzicka arrived at 7:08 p.m.

5. Public comments – none

6. Correspondence

a. Illinois State Library Letter re: District Board Changes

Director Whitmer stated the Office of the Secretary of State specifically asked for this letter to be shared with the Board. It is a reminder that public library districts are statutorily required to inform the Illinois State Librarian of board member changes and vacancies.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the February 16, 2022 Regular Board Meeting
- b. Receive and file Financial Report for February
- c. Approve Non-resident Library Card Participation for FY23 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

*MOTION: Trustee Warren 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 17–March 16, 2022

*MOTION: Trustee Ruzicka moved to pay invoices in the amount of \$45,892.47 for the period of February 17, 2022 through March 16, 2022 including electronic payments and checks #8686 – 8728. Check #8717 is voided. Trustee Richardson 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 transfer \$175,000 from commercial checking account to operating checking account. Trustee Warren seconded.*

*Roll call vote:*

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

Nays – none  
Absent – Trustee Picha  
Motion carried

9. Unfinished Business – none

10. New Business

- a. Review Illinois Public Library Standards Activities and Library Strategic Priorities for FY23

Director Whitmer stated this document is primarily information for the Board indicating which activities the staff will be working on in 2022. Some of these activities will be reflected in the budget.

Items to be completed in 2022 were also highlighted in the Strategic Plan. Trustee DuRocher stated the Strategic Plan is a dynamic document and would like the Board to be informed on how the library plans to improve services to the Hispanic community.

Trustee Warren questioned how the library will convene regular meetings for local organizations to share information about events and services. Director Whitmer stated the goal is to connect local Warrenville organizations such as Warrenville Youth and Family Services, Lions Club, Kiwanis, etc. Director Whitmer stated the library could act as the facilitator.

The Strategic Plan is planned through 2024 and some of these items may not be fulfilled in 2022.

Director Whitmer stated the library will want to begin the process for a new Strategic Plan after July 1, 2023.

- b. Approve Revisions to Policy No. 310 – Hours of Operation

*MOTION: Trustee Ruzicka moved to approve revisions to Policy No. 310 - Hours of Operation. Trustee Warren seconded.*

Director Whitmer explained the policy approved in January was the Employee Handbook holiday policy. Library Policy No. 310 – Hours of Operation needs to be updated to reflect the changes made in the Employee Handbook.

*Roll call vote:*

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

*Nays – Trustee Lezon*

*Absent – Trustee Picha*

*Motion carried*

Trustee Richardson stated she is upset the library is not closed to honor black Americans.

Director Whitmer stated holidays for 2022 were reviewed at the January board meeting and trustees were asked about additional holidays such as Martin Luther King's birthday and Juneteenth. The Board did not approve any additional days. Trustee DuRocher stated students would be off on Martin Luther King's birthday and they may want to use the library.

#### 10.c. Consideration of Proposals for Exterior Doors

*MOTION: Trustee Stull moved to accept Shales McNuff Construction's proposal for replacement of exterior and basement hollow metal doors in the amount of \$8,992.00. Trustee Ruzicka seconded.*

Trustee DuRocher stated Director Whitmer suggested these doors be replaced this fiscal year due to safety issues. Funds are included in this year's budget to cover this cost. Funds for the aluminum and glass entry doors will be included in the FY23 budget.

Trustee Warren asked if the doors will have automatic openers. Director Whitmer stated they will not. These doors are used by staff for entry to the building and deliveries and will have a hold open feature for deliveries. If the building needs to be made accessible to a staff person there would be other ways for accommodation.

After considerable discussion the consensus of the Board is to investigate automatic openers on staff entry and other doors when the need arises. Director Whitmer stated there are organizations that will come and give the library proposals to make the building fully accessible.

#### *Roll call vote:*

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

*Nays – none*

*Absent – Trustee Picha*

*Motion carried*

#### 11. Director's Report

- Director Whitmer did not have any further comments.
- Paul Dobersztyn and Jaime Perpich stated the current mask recommendation is going well. Most of the staff continues to wear a mask while on the public floor.

#### 12. Department Head Reports

Trustee DuRocher thanked Jaime Perpich and Paul Dobersztyn for their work on the Aspen changeover.



## Public Services

- Paul Dobersztyn stated the library received the concert grant from the City of Warrenville.
- Paul Dobersztyn stated the summer reading program is titled "Read Beyond the Beaten Path".
- Trustee Stull asked if any more scout tours are scheduled. Mr. Dobersztyn stated there are not any currently, but the staff would be more than willing to accommodate other groups.
- Youth Services have classroom tours scheduled for Able Academy and Agape.
- College of DuPage Library Technical Assistant students are touring the library on March 17.
- Trustee Warren asked what Beanstack is. Mr. Dobersztyn stated it is software to track a member's progress for reading programs.

## Member Services

- Jaime stated Member Services Specialist Jorge Arias has now been employed for over a month and loves working here and reaching out to the members.

## Marketing

- Kathy Gaydos stated she was contacted by the City of Warrenville to participate in the annual Bike Rodeo on May 21. She is coordinating the library's participation.
- She and Jaime Perpich will conduct meet and greet, with refreshments, at Everton Flats and Preserve at Cantera in the future. They will be able to register residents for library cards at that time.

## 13. President's Report

- Trustee DuRocher stated the Economic Interest Statements need to be submitted, however, no new information has been received from the Library's attorney regarding the filing. She stated that if you filled this out in the past with "no" or "n/a", based on her husband's experience filling out the form, it is about the same.

Trustee Lezon stated it is much more detailed and asked who can see the completed form. Director Whitmer stated once you submit your response, anyone can review it on the DuPage County website.

Director Whitmer stated the County is just fulfilling the requirements of the law and you should let your state legislators know your concerns about the changes.

- Trustees DuRocher, Picha, Ruzicka and Warren need to complete the Open Meetings Act training and turn the certificate into Director Whitmer.
- Illinois Library Association Spring Forums will continue to be virtual. Trustees should inform Director Whitmer if they want to participate.

11. Treasurer's Report – Trustee Lezon stated everything looks good.
12. Secretary's Report – Trustee Stull stated everything looks good
13. Committee Reports – Personnel Committee (Director's Evaluation)

Trustee Warren will send the evaluation form link to trustees. They are to be returned by April 1.

Trustee DuRocher stated comments are especially helpful. If you select "Needs Improvement" or "Exceeds Expectations" you should comment on the reason why.

14. Trustee Comments

- Trustee DuRocher stated it was March Madness at Four Winds School and she dyed her hair blue for the Artistic Hair Day.

15. Items for information and/or discussion

Director Whitmer stated she composed a letter in support of the City of Warrenton's application to the ComEd Green Region program for the Trailhead project. They are applying for a \$10,000 grant.

The Board agreed Director Whitmer and Trustee DuRocher should sign the letter.

Trustee DuRocher stated she attended the Warrenton IDEC meeting on March 15. The Park District is hosting a multicultural festival on June 11<sup>th</sup> and she suggests the library consider participating in the event.

16. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 8:19 p.m. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Picha*

*Motion carried*

Respectfully submitted,

Heather Stull, Secretary  
Board of Trustees  
Warrenton Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**March 31, 2022**

WARRENVILLE LIBRARY INCOME	MARCH 2022	FUND BALANCES											PAGE 1
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2021	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	1984389		99.7227%	0	1979725	99.76%	876317	(300000)	2182	130518	121226	1426051	1260509
BLDG. & MAIN.	5518		0.2773%	0	5559	100.74%	107119	0	0	0	11560	59265	53413
TOTAL TAX (LEVIED)	1989907		100.00%	0	1985284	99.77%	983436	(300000)	2182	130518	132786	1485316	1313922
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		187288	300000	0	0	77	7518	479770
ALBA LEMOS GIFT FUND	0			0	0		2979	0	0	0	0	2979	0
CAPITAL PROJECT	0			0	0		0	0	0	0	0	0	0
TOTAL	1989907		100.00%	0	1985284	99.77%	1399550	0	2182	130518	132863	1495813	2019539
FORMULA = A+B+C+D-E=F					A		B	C		D		E	F

12/15/2021  
 RESOLUTION #R-222  
 MOVE 300,000.00 FROM  
 CORPORATE FUND TO  
 SPECIAL RESERVE FUND

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: Mar 31, 2021

Corporate Fund

	Corporate Fund Month Ended Mar 31, 2022	Corporate Fund 12 Months Ended Jun 30, 2022	Corporate Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 0.00	\$ 1,979,724.52	\$ 1,984,389.00	\$ 4,664.48	99.76 %
Copier	325.35	3,710.86	1,500.00	(2,210.86)	247.39 %
Fees	13.00	72.58	500.00	427.42	14.52 %
TIF Funds	0.00	0.00	2,500.00	2,500.00	0.00 %
Interest	80.38	1,413.52	2,000.00	588.48	70.68 %
Book Sales	0.00	378.68	1,000.00	623.32	37.67 %
Lost Books	145.00	2,136.20	3,000.00	863.80	71.21 %
Gifts / Memorials	1,200.00	1,750.00	1,000.00	(750.00)	175.00 %
Miscellaneous	5.00	642.84	1,000.00	357.16	64.28 %
Grants - Per Capita	0.00	19,987.73	16,940.00	(3,047.73)	117.99 %
Developer Donations	0.00	100,000.00	100,000.00	0.00	100.00 %
	<b>2,181.80</b>	<b>2,110,242.05</b>	<b>2,113,829.00</b>	<b>3,586.95</b>	<b>99.83 %</b>
<b>Expenses</b>					
Sal. - Administration	13,804.06	130,803.57	184,000.00	53,196.43	71.09 %
Sal. - Member Services	15,948.03	146,455.92	222,000.00	75,544.08	65.97 %
Sal. - Maintenance	1,824.93	17,697.33	26,000.00	8,302.67	68.07 %
Sal. - Marketing	4,171.52	41,640.15	83,000.00	41,359.85	50.17 %
Sal. - Public Services	31,204.10	286,453.56	451,000.00	164,546.44	63.52 %
Sal. - IT	3,900.00	76,273.86	104,000.00	27,726.14	73.34 %
Sal. - Technical Services	6,084.00	58,296.10	93,000.00	34,703.90	62.68 %
I.M.R.F. - Expense	7,536.25	84,047.01	117,000.00	32,952.99	71.84 %
Fica - Expense	5,624.21	55,344.80	86,000.00	30,655.20	64.35 %
Unemp. Comp.	0.00	739.70	2,000.00	1,260.30	36.99 %
Op - Mat'l Processing/Tech	1,357.22	5,754.72	9,600.00	3,845.28	59.95 %
Op - Mat'l Processing/Circ	0.00	1,296.15	4,845.00	3,548.85	26.75 %
Op - Postage	273.95	2,208.63	4,795.00	2,586.37	46.06 %
Op - Office Supplies	307.88	2,132.69	4,245.00	2,112.31	50.24 %
Op - Bank Fee's	55.65	635.90	1,000.00	364.10	63.59 %
Op - Automation Supplies	14.66	1,654.93	4,000.00	2,345.07	41.37 %
Op - Publishing	0.00	966.34	1,300.00	333.66	74.33 %
Equip. - Purchases	537.00	4,977.96	7,440.00	2,462.04	66.91 %
Equip. - Maintenance	269.38	1,955.28	3,000.00	1,044.72	65.18 %
Auto. - Software	0.00	15,169.00	15,900.00	731.00	95.40 %
Auto. - Purchases	203.76	2,536.32	3,800.00	1,263.68	66.75 %
Auto. - Maintenance	546.30	44,604.97	60,200.00	15,595.03	74.09 %
L. Ins. - Workmen's Comp	0.00	0.00	4,000.00	4,000.00	0.00 %
Ins. - Multi Peril Package	0.00	12,768.00	14,350.00	1,582.00	88.98 %
L. Ins. - Officer / Dir	0.00	0.00	8,000.00	8,000.00	0.00 %
Ins. - Health / Life	4,481.13	40,172.37	76,500.00	36,327.63	52.51 %
Pd - Recruiting	0.00	225.00	1,500.00	1,275.00	15.00 %
Pd - Staff Appreciation	0.00	614.89	3,800.00	3,285.11	15.77 %
Pd - Staff / Tuition Reimburse	0.00	0.00	750.00	750.00	0.00 %
Pd - Staff / Dues	0.00	1,540.00	2,775.00	1,235.00	55.50 %
Pd - Staff / Meetings	2,425.00	6,409.25	16,950.00	10,540.75	37.81 %
Pd - Staff / Transportation	11.23	1,159.14	2,750.00	1,590.86	42.15 %
Pd - Trst / Dues	0.00	153.00	150.00	(3.00)	102.00 %
Pd - Trst / Mtgs	1,135.00	1,500.00	3,050.00	1,550.00	49.18 %
Pd - Trst / Transportation	0.00	454.19	750.00	295.81	60.56 %
Pd - Trustee Misc.	0.00	72.95	500.00	427.05	14.59 %
Cont - Lawyer	0.00	1,012.50	4,000.00	2,987.50	25.31 %
Cont - Accounting	909.79	8,940.86	13,500.00	4,559.14	66.23 %
Cont - Collection	35.80	214.80	1,000.00	785.20	21.48 %
Cont - Audit	0.00	7,650.00	7,650.00	0.00	100.00 %

See Accountants Compilation Letter



# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: Mar 31, 2021

### Corporate Fund

Cont. - Consultants	0.00	0.00	7,500.00	7500.00	0.00 %
Lib. Mat. - Adult Books	3,227.76	35,636.23	52,500.00	16863.77	67.88 %
Lib. Mat. - Youth Books	2,626.06	27,134.09	36,800.00	9665.91	73.73 %
Lib. Mat. - Adult AV	745.41	9,638.95	20,000.00	10361.05	48.19 %
Lib. Mat. - Youth AV	145.42	2,431.39	5,000.00	2568.61	48.63 %
Lib. Mat. - EBooks	700.73	22,672.06	35,000.00	12327.94	64.78 %
Lib. Mat. - Periodicals	0.00	8,824.64	8,200.00	-624.64	107.62 %
Lib. Mat. - Internet Subscript	265.00	30,783.27	25,000.00	-5783.27	123.13 %
Ps - Programs Adult	150.00	3,953.79	8,500.00	4546.21	46.52 %
Ps - Programs Youth	862.97	3,999.29	8,000.00	4000.71	49.99 %
Ps - Refunds / Fines / Fees	0.00	72.72	1,000.00	927.28	7.27 %
Ps - Printing	3,047.63	8,851.42	13,800.00	4948.58	64.14 %
Ps - PR / Publicity	1,196.24	6,601.92	10,570.00	3968.08	62.46 %
Ps - Misc.	0.00	150.00	650.00	500.00	23.08 %
Gas	1,627.02	6,431.18	7,000.00	568.82	91.87 %
B & M - Water / Sewer	0.00	592.92	1,000.00	407.08	59.29 %
Electricity	2,682.66	27,138.77	37,000.00	9861.23	73.35 %
Telephone	1,488.24	12,474.30	17,300.00	4825.70	72.11 %
Debt Repayment	0.00	140,000.00	140,000.00	0.00	100.00 %
Debt Certificate Interest	0.00	14,029.50	26,700.00	12670.50	52.54 %
Contingency	0.00	52.72	2,000.00	1,947.28	2.64 %
	<b>121,225.99</b>	<b>1,426,051.00</b>	<b>2,113,720.00</b>	<b>687,669.00</b>	<b>67.47 %</b>

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: Mar 31, 2022

	Building Maintenance Fund				
	Building & Maintenance Fund Month Ended Mar 31, 2022	Building & Maintenance Fund 12 Months Ended Jun 30, 2022	Building & Maintenance Fund Budget	Balance	% Received Expended
<b>Income</b>					
Taxes Levied	\$ 0.00	\$ 5,558.80	\$ 5,518.00	\$ (40.80)	100.74 %
	0.00	5,558.80	5,518.00	(40.80)	100.74 %
<b>Expenses</b>					
Maintenance	6,284.12	25,955.62	36,200.00	10244.38	71.70 %
Maintenance Supplies	0.00	236.27	2,000.00	1763.73	11.81 %
Security	251.51	3,213.94	10,550.00	7336.06	30.46 %
Snow Removal	4,710.00	17,325.00	20,000.00	2675.00	86.63 %
Hvac	0.00	5,918.89	5,250.00	-668.89	112.74 %
Janitorial Supplies	28.87	2,149.49	10,000.00	7850.51	21.49 %
B & M - Landscape Maint	286.00	4,465.92	8,110.00	3,644.08	55.07 %
	11,560.50	59,265.13	92,110.00	32,844.87	64.34 %

See Accountants Compilation Letter

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

**Period Ending: Mar 31, 2021**

**Alba Lemos Gift Fund**

	<b>Alba Lemos Gift Fund Month Ended Mar 31, 2022</b>	<b>Alba Lemos Gift Fund 12 Months Ended Jun 30, 2022</b>	<b>Alba Lemos Gift Fund Budget</b>	<b>Balance</b>	<b>% Received Expended</b>
<b>Income</b>					
	0.00	0.00	0.00	0.00	
<b>Expenses</b>					
Lib. Mat, - EBooks	\$ 0.00	\$ 2,979.00	\$ 3,000.00	\$ 21.00	99.30 %
	0.00	2,979.00	3,000.00	21.00	99.30 %

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: Mar 31, 2021

### Special Reserve Fund

	Special Reserve Fund Month Ended Mar 31, 2022	Special Reserve Fund 12 Months Ended Jun 30, 2022	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	\$ 0.00	\$ 10,000.00	\$ 10,000.00	0.00 %
Auto. - Purchases	77.00	88.89	13,150.00	13,081.11	0.68 %
Maintenance	0.00	7,428.90	56,000.00	48571.10	13.27 %
Security	0.00	0.00	7,500.00	7,500.00	0.00 %
	<u>77.00</u>	<u>7,517.79</u>	<u>86,650.00</u>	<u>79,132.21</u>	<u>8.68 %</u>

See Accountants Compilation Letter

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

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	210,782.68
Fifth Third 8004	1,800,967.21
Fifth Third 8000	<u>12,062.22</u>

2,024,297.11

General Fixed Assets

\$ 5,519,239.00

**TOTAL ASSETS**

\$ 7,543,536.11

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>4,756.25</u>
	4,756.25

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,410,000.00</u>
	1,414,756.25

**EQUITY**

Fund Balance	<u>\$ 6,128,779.86</u>
--------------	------------------------

**TOTAL LIABILITIES & FUND BALANCE**

\$ 7,543,536.11

See Accountant's Compilation Report



### **7c. CONSENT AGENDA**

Approve a 1.9% Market Adjustment to Wage Scale effective July 1, 2022

Director Whitmer recommends a 1.9% market adjustment be applied to the current wage scale. We will engage the services of HR Source consultants to do a benchmark study in FY23 and create a new pay grade and wage scale.

As you can see on the proposed revisions, we no longer have positions in the first three pay grades and minimum wage has impacted pay grades 1 through 4.

As a reminder, the market adjustment applies only to the wage scale. It is not applied to employee's pay rates. (Employees do not get a 1.9% increase because of the market adjustment.)

1.9% market adjustment applied to 7/1/21 pay grades  
Maintains 11.8478% midpoint-to-midpoint spread  
Maintains 20% difference from midpoint to minimum/maximum

-18-

**8a. REGULAR AGENDA**

Approve payments for the period of March 17, 2022 – April 20, 2022.

A partial bill list is included on the following page(s)

**A complete bill list with SUGGESTED MOTION will be provided at the Board Meeting**

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**March 17 - April 20, 2022**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
04/20/2022	8729	4imprint	-616.51
04/20/2022	8730	Accounting Services, Inc.	-528.00
04/20/2022	8731	Alarm Detection Systems, Inc.	-655.71
04/20/2022	8732	Baker & Taylor	-34.30
04/20/2022	8733	Ambius	-286.00
04/20/2022	8734	Baker & Taylor	-280.72
04/20/2022	8735	Baker & Taylor	-4,032.14
04/20/2022	8736	Baker & Taylor	-1,185.57
04/20/2022	8737	Baker & Taylor	-4,619.58
04/20/2022	8738	Baldwin, Davis	-100.00
04/20/2022	8739	Bayscan Technologies	-391.00
04/20/2022	8740	Bloomscapes Landscaping, Inc.	-385.00
04/20/2022	8741	BlueWire Communications	-471.00
04/20/2022	8742	Chase	-12,551.37
04/20/2022	8743	Direct Energy Business	-2,537.22
04/20/2022	8744	Dobersztyn, Paul	-176.75
04/20/2022	8745	Granite Telecommunications	-154.60
04/20/2022	8746	Hagg Press, Inc.	-651.00
04/20/2022	8747	Konica Minolta Business Solutions	-228.95
04/20/2022	8748	LIMRICC Purchase of Health Insurance Prog	-7,369.39
04/20/2022	8749	Kapco	-180.93
04/20/2022	8750	LIMRICC Unemployment Compensation	-763.43
04/20/2022	8751	Lynn, Paddy	-350.00
04/20/2022	8752	Marquez, MaryKellie	-47.47
04/20/2022	8753	Midwest Fun Factory, Inc.	-185.00
04/20/2022	8754	Midwest Tape	-1,305.69
04/20/2022	8755	Midwest Tape	-227.67
04/20/2022	8756	Moser, Sandra	-50.00
04/20/2022	8757	Moser, Sandra	-50.00
04/20/2022	8758	Moser, Sandra - VOIDED	0.00
04/20/2022	8759	Moser, Sandra - VOIDED	0.00
04/20/2022	8760	OverDrive	-5,000.00
04/20/2022	8761	OverDrive	-945.45
04/20/2022	8762	Petty Cash Fund	-39.66
04/20/2022	8763	Richardson, Jill	-180.49
04/20/2022	8764	Service Master Commercial Cleaning	-2,038.00
04/20/2022	8765	SWAN	-7,285.00
04/20/2022	8766	SYNCHRONY BANK/AMAZON	-897.88
04/20/2022	8767	Technology Management Revolving Fund	-475.00
04/20/2022	8768	U.S. Postmaster	-600.00
04/20/2022	8769	University of Illinois Extension	-125.00

04/20/2022	8770	Vanguard Energy Services, LLC	-774.41
04/20/2022	8771	Very Smart People LLC	-200.00
04/20/2022	8772	Whitmer, Sandy	-5.00
04/20/2022	8773	Scholastic Inc. Education	-506.72
04/20/2022	8774	AT&T	-373.32
04/20/2022	8775	Davis, Jackie	-5.62
4/14/2022	8776	Sam's Club/Synchrony Bank - VOIDED	0.00
4/14/2022	8777	The Barefoot Hawaiian, Inc. - VOIDED	0.00
04/20/2022	8778	Sam's Club/Synchrony Bank	-145.30
04/20/2022	8779	The Barefoot Hawaiian, Inc.	-535.00
04/20/2022	8780	Quill Corporation	-952.64
03/17/2022	Electronic	Comcast	-214.90
03/22/2022	Electronic	Northern Illinois Gas	-408.28
03/22/2022	Electronic	Fusion, LLC	-69.73
03/22/2022	Electronic	Konica Minolta Premier Finance	-167.00
03/24/2022	Electronic	Paylocity	-273.67
03/31/2022	Electronic	AFLAC	-94.30
04/07/2022	Electronic	Paylocity	-108.12
04/11/2022	Electronic	Warrenville, City of	-200.04
04/12/2022	Electronic	Chase Ink	-3,081.06
04/13/2022	Electronic	Peerless Network	-199.64

-66,316.23



## **8b. REGULAR AGENDA**

Approve transfer of funds

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

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

## **9a. UNFINISHED BUSINESS**

Approve revised proposal for replacement of exterior hollow metal doors **(ACTION)**

At the March 16, 2022 Board Meeting, the Board approved Shales McNutt Construction's proposal for replacement of exterior and basement hollow metal doors in the amount of \$8,992.

The original proposal included one door for the lower-level mechanical room entrance. Josh from Shales McNutt and the contractor came out to go over the materials needed after the March board meeting. At that time, upon further inspection it was discovered both doors for the lower level mechanical room entrance need replacement due to rust and deterioration.

The revised proposal amount for the project is \$15,877.

**Suggested Motion: Accept Shales McNutt Construction revised proposal for replacement of exterior & basement hollow metal doors in the amount of \$15,877.**



April 14, 2022

Sandy Whitmer  
Warrenville Public Library  
28W751 Stafford Pl, Warrenville IL 60555

RE: Staff/Delivery & Basement Hollow Metal Door, Frame, & Hardware Replacement Proposal - Rev.1

Dear Ms. Whitmer,

Per your request below is the cost associated to complete the work described and discussed:

**\$15,877.00**

Demo & dispose of the existing doors, frames, & hardware. Install (2) new pairs of doors 6'-0" x 7'-0" (Staff Entry/Delivery & Basement) to match existing w/ "hold open" closers and associated hardware. Will re-use existing electric strikes/wiring. Frames to be grouted solid. Doors & Frames to be painted by owner.

We thank you in advance for your consideration of this proposal and look forward to hearing from you soon.

Sincerely,

Josh Campanelli  
SMC Construction Services

Cc: File

## 10a. NEW BUSINESS

Authorize individual consultation(s) with library attorney for completion of Statement(s) of Economic Interest **(ACTION)**

DuPage County emailed an invite to complete the Statement of Economic Interest to all trustees on March 1.

Director Whitmer shared information about the revised questions in the March board packet. She also forwarded a memo from Attorney Ritzman in early April which offered the following options:

1. Postpone filing for a few weeks hoping that additional "guidance" from the Secretary of State may be forthcoming before the May 2 deadline for filing;
2. Complete the SEI in good faith based on a good faith interpretations of the definitions.

As of April 14, no new guidance has been provided by the Secretary of State or the library's attorney.

Director Whitmer suggests the Board consider authorizing individual consultations with the library attorney for any trustee or employee who has specific questions regarding their individual situation as it relates to completion of the SEI.

If authorized, Director Whitmer will communicate this to the library's attorney and each individual authorized will then be able to contact the attorney directly.

As of April 14, only one individual, Trustee Stull, has requested a consultation.

***Suggested Motion: Authorize [list names] up to \_\_\_\_ hours each of one-on-one consultation with the library's attorneys to review and complete the Statement of Economic Interest.***

## 10b. NEW BUSINESS

Authorize staff to close 5/3 money market account and transfer balance to operating checking account **(ACTION)**

In April, 2021, the Board authorized a transfer of more than \$700,000 from the Money Market account to an existing checking account to take advantage of a higher interest rate. At the time, the library's bank representative suggested leaving the Money Market open with a small deposit in case interest rates "bounced back." As we know interest rates have continued to plummet and it no longer makes sense for the library to maintain a separate money market account.

Director Whitmer recommends closing the money market account and transferring the balance (\$12,062.22) to the operating checking account. This will simplify some of our bookkeeping and reporting.

This additional info about our bank accounts may be helpful:

Account	Interest Rate (APY)	Monthly Service Charge	3/31 Balance	3/31 Interest credited
Operating Checking (Business Elite)	none	waived (\$35)	\$212,555.54	n/a
Other Checking (IBT DDA)	0.05%	\$50	\$1,800,967.21	\$80.28
Money Market	0.01%	none	\$12,062.22	\$0.10

***Suggested Motion: Authorize staff to close 5/3 money market account and transfer balance to operating checking account.***



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

**March 2022**

**Sandy Whitmer**

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### **Reminder to Trustees re: Open Meetings Act Training**

Open Meetings Act training certificates are due to administration by April 30 for the following trustees:

Barbara DuRocher & Jerri Picha - OMA Public Board Member (only)

Rick Warren & Cindy Ruzicka - OMA Public Board Member & OMA Designee

Director Whitmer has provided a copy of the communication sent in January to these trustees.

If you've completed the training, please log into the site, print a copy of the completion certificate and give it to Sandy or Jackie. We are required to keep these certificates on file at the Library.

(If having trouble printing the certificate you may want to try a browser other than Chrome. Or print a screenshot of the certificate.)

### **General Activities**

- Jackie, Gail, Kyrie, Taylor and I continue to meet every week to review sections of the Employee Handbook in preparation for a complete rewrite/overhaul. Our last meeting focused on time off benefits. We hope to present some recommendations to the Board in May so there is time to consider and approve in time to implement the changes at the beginning of the fiscal year.
- Adjusted pay rates of seven employees for internal equity. These adjustments moved the employees closer to the midpoints of the pay ranges for their positions.
- Paul secured contracts for the summer concert performers. I reviewed the contracts and worked with library attorney to draft a rider for the contracts which addresses how we will proceed if cancellations are required because of the pandemic. Paul finalized the contracts and riders with the performers and talent agency.

### **COVID-19 Mitigation Protocols**

Nothing new to report. I continue to monitor data and suggestions from the CDC, IDPH and DPCHD. In March, there was a period of time with a significant increase in the positivity rate in Warrenville. The 7-day rolling average for the positivity rate in the 60555 zip code reached a high point of 22.68% on March 20. The case rate per 100,000 was 476.8. Over the past week, the positivity rate has hovered around 5-8%.

### **Continuing Ed/Professional Development**

- Legal Issues in Employment – Supervisor Training (HR Source)
- Your Employee Handbook – Are you up to date? (HR Source)
- Freedom of Information Act Overview (IL Attorney General)

### **FOIA Requests**

- Jonathan Fagg, ABC7 Chicago – data on reconsideration forms or other forms that challenge library books
- SmartProcure – purchasing records from 10/25/2021 to current

### **Other Information**

We have decided to stop selling a variety of supplies at the Member Services Desk. Sales have dipped considerably and we will not have to register to remit sales tax to the Illinois Department of Revenue if we discontinue selling items. We will give away the remaining supply of earbuds and rewritable CDs/DVDs while supplies last.

As part of our budget preparation, the Management Team reviewed plans for participation in community events for FY23. We will participate in the following community-wide and national library events:

- July 3 parade
- National Night Out
- Library Card Sign Up Month (publicity campaign)
- Holiday Tree Decoration (Holly Days)
- National Library Week 2023 (library open house with tours)
- Health & Wellness Fair
- STEM Expo (CUSD200) & STEMcon (COD)
- Bicycle Rodeo

STATISTICAL SNAPSHOT	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021
<b>TOTAL CIRCULATION (physical items)</b>	<b>14,405</b>	<b>12,227</b>	<b>13,385</b>	<b>11,623</b>	<b>12,736</b>	<b>13,073</b>	<b>13,270</b>	<b>13,930</b>	<b>14,929</b>	<b>14,104</b>	<b>11,077</b>	<b>11,518</b>	<b>13,237</b>
WPLD items checked out at WPLD	8,511	6,912	7,338	6,442	7,497	7,053	7,501	7,777	8,848	9,207	6,258	6,245	7,354
Auto-renewals of WPLD Items	4,353	3,680	3,907	3,566	3,849	4,372	4,198	4,660	4,321	3,310	3,504	3,785	4,153
Other Library Items Checked out at WPLD	1,541	1,635	2,140	1,615	1,390	1,648	1,571	1,493	1,760	1,587	1,315	1,488	1,730
<b>DOWNLOADABLE CIRCULATION</b>	<b>2,607</b>	<b>2,512</b>	<b>2,697</b>	<b>2,409</b>	<b>2,422</b>	<b>2,514</b>	<b>2,207</b>	<b>2,482</b>	<b>2,647</b>	<b>2,378</b>	<b>2,326</b>	<b>2,218</b>	<b>2,428</b>
Overdrive/Libby	1,448	1,421	1,528	1,357	1,309	1,439	1,222	1,369	1,425	1,291	1,234	1,239	1,284
Overdrive (magazines) fka RB Digital	71	50	142	56	84	81	49	41	137	67	57	70	105
Hoopla	1,088	1,041	1,027	996	1,029	994	936	1,072	1,085	1,020	1,035	909	1,039
<b>INTERLIBRARY LOANS</b>													
Received from SWAN Libraries	1,499	1,592	2,109	1,601	1,358	1,593	1,519	1,440	1,718	1,531	1,280	1,447	1,693
Received from Non-SWAN Libraries	18	14	13	11	16	7	8	13	16	34	14	23	14
Sent to SWAN Libraries	2,059	1,949	2,203	1,880	1,918	1,914	1,774	1,808	1,758	1,629	1,564	1,820	2,006
Sent to Non-SWAN Libraries	29	10	19	22	15	15	21	13	17	27	19	28	12
<b>COLLECTION</b>													
Physical Materials Added	665	674	791	624	662	709	604	586	781	632	423	494	1,156
Physical Materials Withdrawn	246	1270	927	263	159	1,056	1,525	1,058	381	1,123	193	816	644
Total Collection Size	140,152	140,265	139,473	140,518	139,831	139,011	139,506	139,206	139,256	141,370	140,369	139,219	138,483
Physical materials	80,219	80,809	80,278	81,344	80,739	80,043	80,787	80,852	81,132	82,393	81,735	81,105	81,039
Overdrive books	44,550	44,246	44,083	44,125	44,113	44,059	43,904	43,693	43,557	44,544	44,392	44,099	43,590
Overdrive audiobooks	15,383	15,210	15,112	15,049	14,979	14,909	14,815	14,661	14,567	14,433	14,242	14,015	13,854
<b>PROGRAMS</b>													
Number of Adult Programs	16	14	19	18	16	16	17	6	7	16	7	17	3
Adult Program Attendance	329	415	250	150	97	137	148	57	70	129	82	178	75
Number of Teen Programs	8	7	7	3	5	4	7	4	5	7	10	9	7
Teen Program Attendance	32	60	87	44	53	22	68	2	15	22	32	18	32
Number of Youth Programs	27	19	21	14	19	20	15	8	17	16	7	15	15
Youth Program Attendance	366	297	235	218	220	268	229	346	508	370	102	231	189
Book-A-Librarian Sessions	14	14	0	14	14	12	12	0	0	0	0	0	0
Book-A-Librarian Attendance	5	2	0	3	2	2	2	0	0	0	0	0	0
<b>OUTREACH</b>													
Adult Outreach Events	1	0	0	0	0	0	0	0	0	0	0	0	0
Adult Outreach Attendance	8	0	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Events	0	0	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Outreach Events	1	1	0	0	1	3	0	1	0	1	1	0	0
Youth Outreach Attendance	14	7	0	0	11	44	0	300	0	30	91	0	0
<b>LIBRARY CARDS</b>													
Total Resident Cards Active	9,716	9,761	9,711	9,682	9,693	9,830	9,740	9,609	9,619	9,733	9,665	9,648	9,626
Resident Cards Issued In Person	53	39	42	38	31	35	52	42	72	66	27	24	25
Online Cards Issued	13	12	9	2	9	9	9	7	9	8	17	8	6
New Resident Cards Issued & Mailed**	0	0	0	0	75	71	90	0	0	0	0	0	0



STATISTICAL SNAPSHOT	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021
<b>VISITOR COUNT</b>	6062	4742	4,622	4,747	3,899	5,176	5,088	5,150	6,008	6,664	2,921	2,838	3,034
<b>STUDY ROOM USES</b>	178	168	134	108	108	162	116	98	88	0	0	0	0
<b>MEETING ROOM USES (public)</b>	1	1	0	0	2	1	1						
<b>GRAB &amp; GO VISITS*</b>	0	0	0	0	0	0	0	0	0	0	1,832	2,838	3,034
<b>CURBSIDE PICKUPS</b>	29	30	47	19	28	26	25	51	29	42	34	45	49
<b>COMPUTERS &amp; TECHNOLOGY</b>													
Computer Sessions	532	419	409	414	411	388	415	403	427	407	333	322	371
Wifi Sessions	1907	1,628	1,508	1,245	1,355	1,559	1,539	1,597	1,548	1,314	948	1,017	1,191
Website Visits	9,852	8,816	9,491	7,808	8,311	8,432	10,273	9,339	9,378	9,712	8,981	8,399	11,476
<b>MARKETING</b>													
eNews Subscribers	5,537	5,512	5,486	5,490	5,476	5,450	5,475	5,426	5,384	5,334	5,331	5,316	5,335
eNews Open Rate	44%	45%	37%	35%	29%	28%	26%	33%	29%	36%	35%	35%	39%
Facebook Followers	1,301	1,291	1,285	1,275	1,275	1,273	1,266	1,264	1,264	1,250	1,245	1,234	1,233
Instagram Followers	364	355	350	346	341	336	336	334	329	325	314	311	309
*Greeter stand removed in mid-May 2021, no longer using Grab & Go manual counts. Going forward, we will rely on people counters at entrances for our visitor counts.													
**The New Resident Project has been paused after a 3 month trial period (September-November 2021). Going forward, Member Services will work with Marketing to determine other ways to reach new WPLD residents													

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

### **March 2022**

**Jackie Davis**

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#### **Administration**

- Sent financials to Accounting Services for processing
- Assembled the March board packet
- Processed checks for signature and mailing
- Composed minutes of the March 16 Board Meeting
- Made two bank deposits for daily receipts and copy machines
- Transferred funds from ProPay to Fifth Third
- Completed budget numbers for the FY22-23 budget

#### **Human Resources**

- Processed two payrolls
- Sent IMRF and monthly financial information to Accounting Services
- Selected three employees to be on the Employee Handbook Committee
- Interviewed shelver position candidate with Jaime – March 30

#### **Meetings**

- F Drive Cleanup with Sandy – March 31, 2022
- Management Team Meetings – March 1, 15
- Employee Handbook Committee – March 15, 22, 29

#### **Continuing Ed**

- Balance of Aspen Training – March 2 and 5
- HR Source Legal Issues for Supervisors – March 8
- HR Source Employee Handbook – March 16
- 

#### **Maintenance**

- Ly continues to maintain the building on a daily basis Monday-Friday.
- Washed the window sills on the building and removed cobwebs.
- Replaced batteries in many emergency lights and exit signs.
- Arranges the meeting room for programs every week.
- Cintas completed their annual fire extinguisher inspection.
- Alarm Detection made a service call to repair the "fob keypad" at the mechanical room door – March 28
- Continued to work with Otis Elevator to finalized yearly service contract and current pressure testing requirements.

## **12. PUBLIC SERVICES REPORT**

### **March 2022**

**Paul Dobersztyn**

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#### **Highlights**

- The library hosted **51** total events in March with **491** participants. We had **235** views of our recorded events.
- Public Services hosted **4** passive programs: Spring Break crafts with a total of **120** participants.
- Public Services submitted their programming entries to Paul Dobersztyn on March 1<sup>st</sup>. Paul Dobersztyn submitted Summer Reading Matters copy to Marketing on March 4<sup>th</sup>.
- Sylvia Thompson hosted a successful Sunday concert on March 20<sup>th</sup> hosting Some Irish Music and a Wee Bit more performed by Trillium.

#### **Personnel**

- No changes

#### **Professional Development**

- **17** sessions of CE were completed by the Public Services Department in March.
- **19.25** total hours of CE were completed.
- Topics that were covered: The best new technology in libraries, DEI, Workforce Development, Becoming an Upstander and more.
  - A full list can be provided by the Public Services Manager.
- Julie Kurtis enrolled in the RUSA webinar: Leading with Confidence. Below are her comments.
  - This webinar was targeted towards library staff moving into new leadership roles. It focused largely in recognizing your character traits and finding your own leadership style. In order to gain confidence within a leadership role, they suggest focusing on what you bring to the table rather than what you think you should do or be.

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

Book a Librarian: 5 Puzzles: 1 Teen Volunteers: 8

- Diana Abraham hosted the Able Academy at WPLD on 3/18/22. Julie performed storytime and Diana hosted activities for **14** total people.
- Along with Sandy and Jaime, we led a library tour for the College of DuPage LTA program. Hosting **8** students.
- A DEI @ WPLD committee meeting was held on 3/8. Members of Public Services department on the committee are Tom Hill and Julie Kurtis.
- Mandy Wilson, Sylvia Thompson and Diana Abraham submitted content to the Marketing department.
- Julie Kurtis and Paul Dobersztyn met with Kathy Gaydos of marketing to discuss the Summer Reading Matters newsletter.
- Diana Abraham headed the Spanish Programming committee on March 16<sup>th</sup>, below are her notes: Members Present: Diana, Miriam, Gail, Kyrie and Jorge
  - 1. Community Partners:
    - People's Resource Center, WYFS, Schools, World Relief
    - When talking about community partners, Jorge mentioned he has significant experience with People's Resource Center (PRC). He mentioned he would be able to teach computer classes in Spanish. He also has a contact who could conduct GED classes in

Spanish. Jorge said Saturday mornings would be the best time to conduct those training classes. Kyrie and I said we could have a joint children's craft/stories program to help with working/single parent families who bring children.

- o 2. Programming:
  - cooking demos from local chefs (Markito's)
  - guitar/music intro classes
  - Whole Family Craft Night-pottery, tiles, sewing (Jorge's wife has some crafting skills, he will ask)
  - Kindergarten Round-Up prep night in Spanish
  - WWSHS cultural clubs collaboration
  - Johnson School multicultural event ?
  - Warrenville's 1st Annual Multicultural Fest - June 11 from 12-5 in front of City Hall
  - Current Library Programming Plans include Dia de los Ninos in April, End of School Year program conducted in Spanish in June, Hispanic Heritage Month craft/music/dance/food in Sept/Oct and History/Celebration of the Posadas in December.
- o 3. Outreach:
  - All the members were interested in being available for outreach as long as their managers have building coverage.
- o 4. What's Next:
  - Miriam and I will continue to have monthly meetings on programming and follow-up for our Public Services department
  - Jorge volunteered to conduct the Spanish Computer classes. He will use the curriculum from PRC. When Paul returns, I will pitch the idea and if approved then Paul, Jaime and Jorge can arrange schedules to accommodate the program. Days, times, location can be discussed with Paul if the program is approved.
  - Kyrie and Gail will be ready for program development and prep when we have approved programs.
- o Our next meeting will depend on our Fall Programming discussion in Public Services. We will reconvene tentatively in May.

### **Non SWAN InterLibrary Loan**

Item Requests Processed: 16; Materials Received: 18; Materials Lent: 29

### **PLA Report**

March 23:

#### **Opening Session with Luvvia Ajayi Jones**

This was a very inspiring opening session. Luvvie urged the audience to become professional trouble makers: the people who commit themselves to speaking up and telling the truth to elevate whatever room they're in. Luvvie shared the three questions to ask before speaking up: 1. Do I mean it? 2. Can I defend it? 3. Can I say it thoughtfully? This was a great way to start off the conference.

#### **Building a Dynamic World Languages Collection**

This presentation discussed the entire process of creating a new World Languages collection at our library. From community assessment to tips on marketing. They suggested we look at our community demographics from Census Data, Schools reports and the department of city planning statistics to see if other collections are necessary as communities change in rapid pace. An easy way to get better usage and representation of our Spanish collection would be moving the collection closer to the front of the library.



### Digital Books: Where do we go from here?

ALA executives and lobbyists discussed the future of ebooks in libraries. The digital demand will remain high after the pandemic, which we have seen at our own library. Prices are rising and the restrictions for lending are also increasing. There is a major battle in the private sector for content, and unfortunately libraries are being left behind as prices rise.

### Workforce Development: Successes & Failures

Pike's Peak Public Library discussed creating a program that trained library members for manufacturing jobs and advancement in the workforce. They partnered with local manufacturers creating a list of 180 essential skills and used those as a guide for their curriculum. They also launched a food worker cohort to help train library members find work in the restaurant industry. Both programs were funded by state grants.

March 24

### Prepare Your Library for Today's Censorship Battles

A panel of ALA executives discussed what has changed in the last few years that's allowed for an increase in book challenges at libraries and schools. Well organized, well-funded groups are aiming at LGBT+ and black authors particularly. They are using false claims, but have been very successful and gaining backing. Groups are also harnessing government power to censor. Current targets by these groups are live streamed board meetings, social media and are usually very performative to attract attention to their cause. Librarians have been targeted as well, and criminal complaints have been brought against library staff. They discussed best practices and strategies how libraries can respond. Know your community, respond thoughtfully, support others especially on your staff and take the long view, don't respond short-mindedly. The panel suggested that library boards consider a crisis communication policy and that all board members can confidently back up our library's collection development policy.

### DEI in a Sundown Town

This presentation was from the Glendale Public Library. Glendale, California has 1.7% of their population identify as black. Library and museum staff started to dig into why the population is so low in their city. They discovered that Glendale was possibly a sundown town. A sundown town is any organized jurisdiction that for decades kept African Americans from living in the town and created an "all-white" community purposefully. The library created a resolution officially apologizing for the city's racist past and is actively creating an inclusive space in their city. The digital exhibit, Reckoning: Racism & Resistance in Glendale, was created and has garnered national attention. You can visit the exhibit here – <https://www.reflectspace.org/reckoning>

### Lifelong English Language Learners

25.6 Million people told the US Census Bureau that their English comprehension was very low. Denver Public Library stated that 16% of their population are immigrants and 32% of their citizens speak limited English. The role of the public library is to be the first point of access for learning, all ages and comprehension levels. The importance of hosting ESL classes is really reflected by these numbers. The panel offered suggestions about increasing our ESL offerings. With the use of "Bi-literacy" we can create an environment that is welcoming and not intimidating. We can use Mango Languages in a better capacity and create more bi-lingual signage as an easy start on this path.

March 25

### Start a Mock Citizenship Interview Program at your Library

The San Jose library and USCIS discussed who is eligible for naturalization to become a US citizen and how the library can assist those who are pursuing citizenship by providing practice. What we need to get started are: training for staff, the Oath, N-400 forms for examples, civics questions & answers and reading/writing sentences examples. This can



be a service we offer by appointment and a great way to promote our citizenship corner resources. This program can boost confidence in those applying. Our staff would notify the differences between the practice sessions and the actual interview.

#### Tools and Measures for a Sustainable Library District

The presenter offered the following tools to make the library a more sustainable gathering space: Sustainable Libraries Initiative, Better Building Initiative, United Nations sustainable development goals, and the U.S. Green Building Council can assist library boards with creating more sustainable library policy and action.

#### Hear from Asian Pacific American Library Leaders

This panel was led by an all-woman, all Asian Pacific group discussing why they chose libraries as a driver of change. ALA President Patty Wong discussed the struggles of being the first ever Asian American ALA President. Her predecessor, Lessa Kanani'opua Pelayo-Lozada, was also on the panel being the first ever ALA president-elect of Pacific Islands descent. This presentation was very inspiring and eye opening at the same time in the fact that libraries still have a long way to go to become more inclusive.

#### Vendor Visits

I was able to visit all of the vendor booths that we currently subscribe to. The main ones being OverDrive, Baker & Taylor, OCLC and EBSCO. I caught up with Mango Languages and discussed better ways to engage with ESL learners. I talked with Niche Academy about our launch of a new product for our members in July. I also visited Communico to visit their "mini-library" and discover some of their new products. I did dedicate a lot of time talking to several new vendors like Ingram and Scholastic Books in case we want to expand the number of book vendors we work with. I also visited several companies that offer self-check lockers and kiosks. I talked to Tech Logic, Bibliotheca, AutoLend Library and Envisionware. If the board wanted to pursue some remote locations for holds pick ups or have a unit outside the library, we have a good place to start those discussions. There are several makes, models and lending varieties available.

I really appreciate the opportunity to learn and network at PLA. It was my first PLA conference ever, and I felt inspired and encouraged the entire time.

## 12. MEMBER SERVICES REPORT

### March 2022

Jaime Perpich

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	8,267	57.39%
Enterprise catalog/mobile app (Renewals)	80	0.56%
Autorenewals	4,353	30.22%
Staff Assisted Checkout	1,705	11.84%
TOTAL TRANSACTIONS	14,405	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	5,989	72.44%
Selfcheck 2 (Near Vending Machine)	2,278	27.56%
TOTAL TRANSACTIONS	8,267	100.00%

#### Department Highlights

##### **Curbside**

29 curbside orders were filled in March 2022.

##### **New Resident Card Activations**

A total of 18 New Resident cards have been fully activated as of April 2, 2022.

#### Project Updates

Sarah K. and Gail have completed the "No Disc" label project for current audiobooks in our collection. Gail will continue the project as part of the cataloging routine for new audiobooks

Kathy S. has been reviewing and editing the procedures for the Member Services Department at record speed. Her writing knowledge has been a huge asset.

#### Meetings

Management Team Meetings – Jaime

3/17/2022 – LTA Class Tour – Jaime

Board Meeting – Jaime

#### PLA Conference March 23-25, 2022 – Jaime

There were so many amazing takeaways from this conference! Professional troublemaker, Luvvie Ajayi Jones opened for the conference. She defines a professional troublemaker as a person who works to make 1 thing better, who challenges others and speaks out. In her own career, she described how fear kept from owning her writing as an emerging author. A powerful quote from her was: "Fear often does keep us from doing things that are our purpose." She urged attendees to become professional troublemakers and speak up; there is always at least one person in the room/in a meeting who is afraid to speak. Luvvie urged listeners to realize that it is your business and when you walk out of the room, you should be able to justify what happened in there and your role. During this pandemic, we have all struggled to adapt to the constant changes in our lives and our library. Yet we did our best to stay connected and keep everyone informed even when our building was closed, even when staff were divided into teams to decrease potential. Because everyone had a voice, an

idea, a suggestion for a new way of doing things to help us all move forward. I think this was a great introduction and push to look at how we can create an environment at work that allows professional troublemakers to thrive, being their authentic selves.

Various presentations dealt with library policies, freedom of access to the library and its materials, and the impact on members. "Find the 1<sup>st</sup> Amendment" really made me look at our policies more intensely. Requiring a government issued ID to register for a library card limits access to groups of people who may not have common documents—homeless individuals, senior citizens, refugee, etc. "Effective Security Structures" looked at the Baltimore Public Library's rules of conduct, and criteria for banning adults and children, as well as allowing access to online resources for the duration of the ban.

Topics of race were incredibly impactful. Richland Public Library formed a social awareness task force which is now known as "Let's Talk Race." It consists of team members trained to lead discussions on race, bias, inclusivity and equality. Richland library staff defined their guidelines and how they started this discussion group. They are currently working on a curriculum to help people talk about race in open source. I am excited for the formation of our EDI committee and Hispanic Residents committees. We are starting small, and taking time to plan the goals of these committees. Attorney and author, Brittany K. Barnett presented on her dedicated journey to transforming the criminal justice system. She described the war on drugs as the war on black people and drug addiction. She shared her personal experience of her mother going to prison for drug use and how disproportionate the prison charges are (life sentencing) for radically different possession amounts. She explained that people know so little about how the criminal justice system actually works and how she has fought for criminal justice reform as a lawyer working for the release of black people who were given a life sentence for drugs. It was so inspiring to hear her personal story and one thing she said really resonates with me: "Stop worrying about the challenge and start imagining the possibilities instead."

Kal Penn was the closing presenter which was just an incredible opportunity to hear him speak on his experiences from acting to working on Obama's campaign and in the White House. Kal explained that what success means to us is often warped, and to look at our benchmarks and definitions of success. He described his own struggles with imposter syndrome and having a support system.

## 12. MARKETING REPORT

### March 2022

Kathy Gaydos

#### Activities

##### Summer Reading Matters (June-August)

- Reviewed all event descriptions submitted by Public Services (P.S.) and suggested changes.
- Created draft copy of all events and submitted to P.S. for their review; made edits based on their input.
- Submitted events to contracted designer; received a very preliminary designed copy.
- Reviewed/adjusted Publicity Production Schedule based on input from designer.
- Worked with P.S. to confirm the summer reading challenge details that will appear in RM and other pieces.

##### Concerts on the Commons (June, July, August)

- Requested publicity photos from P.S. for each of the performers for use in our publicity efforts.
- Banners (lamp post): confirmed measurements with the City of Warrenville based on other banners they have produced.

##### Spring 2022 Library Events

- Shared eNews of March events with District 200.
- Illinois Library Presents April event with Nick Offerman...customized in-library flyer and social media messages.
- Distributed spring event slides to P.S. for use in creating Facebook events.
- With Stephanie's help, monitored event flyers for removal/addition to displays.

##### Newsletter Printing Estimates

- Created spreadsheet with costs, quantities and other details from printers.
- Reviewed costs/other criteria with Sandy and selected new printer (Hagg Press in Elgin).

##### Giveaway Items

- With help from Kathy S., searched for a variety of items to appeal to different ages to give away at outreach events and to new library cardholders.
- Placed orders for several items from two vendors.
- With Jaime's input, ordered new pens...changed color to green.

##### Welcome Email Campaign to New Cardholders

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

Received Card	Dates	Emails Received	Average Open Rate
January	16-31	1-5	44% final
February	1-15	1-5	55% final
February	16-28	1-4	54% in progress
March	1-15	1-4	59% in progress

### **Content Articles (reviewed, edited and posted on website and/or social media)**

- National Volunteer Month by Mandy
- Women's History Month by Julie
- Día de los Niños by Diana
- Harry Potter by Julie

### **New SWAN/Aspen Catalog**

- Communicated with all staff about timing of publicity and shared SWAN's template of key updates.
- Wrote article on new catalog features...posted to website and adapted for use in eNews and on social media.
- Created images for use on social media.
- Created table top signage about new features for in-library display.
- With Paul's help, updated several website links with new catalog and My Account locations within SWAN.

### **Outreach**

- Warrenville Bike Rodeo: date changed from May 21 to May 14; re-worked details with Paul and MaryKellie to make sure staff is available for new date; also shared maps and other details of last year's event.
- Friends of the 4<sup>th</sup> parade...requested details from their committee to firm up availability of our staff and to start planning the float/vehicle decorations.
- Meet & Greet events at Everton Flats (April 9) and Preserve at Cantera (May 14): created separate templates for use by these complexes to modify for their internal publicity efforts.

### **DEI Committee**

- Reviewed documents on gender pronouns in advance of committee meeting.
- Researched and created file of DEI statements used by other libraries on their posted job descriptions.

### **Miscellaneous**

- Budget...reviewed current year's expenses and prepared budget items for FY23.
- Responded to Duncan's request for FY23 technology needs for Marketing.
- SCARCE signage at laundromat...coordinated with Diana to revise their current signage to include library's logo.
- Youth Services banners...sent requests for 7 new banners to contracted designer.
- National Poetry Month article by Sylvia...provided input and asked Paul to post on website.
- Tri-fold library brochure...updated with new catalog links.
- Photographed spring break week youth crafts for use in social media.
- Supplied photos of past library programs to Western DuPage Chamber for their new Community Profile & Directory Booklet.
- Unsubscribed and secured a refund from MeetUp, an online event forum.

**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 welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing and monitoring contact lists; monitoring responses.

**Social Media** activities related to managing three social media platforms:

planning what events and resources are included; reviewing file photos or slides (take and create as needed); scheduling; monitoring local agencies and other libraries; responding to staff request for additional social media support; sharing public comments posted on our platforms with staff; updating content tracking documents.

## Meeting/Webinar Attendance

Management Team meetings—3/1/22, 3/15/22

Library Board Meeting via Zoom—3/16/22

DEI Committee meeting—3/8/22

Reading Matters printer quotes with Sandy—3/14/22

## Publicity Statistics

eNews (Constant Contact)

Subscribers: 5,537

Average open rate: 44%

## Social Media

Facebook Followers: 1,301

Instagram Followers: 364

## Popular posts on social media in March 2022:



Warrenville Public Library District

March 21

Here are a few pictures of library happenings over the last few days...acoustic music from Trillium, Mickey Mouse Clubhouse and STEAM Team constellation challenge at home.

Visit the library soon and ask at the Adult Services Desk or Youth Services Desk about registering for an upcoming event.

#WPLD #libraryevents #trillium #mickeymouse



Facebook: 41 reactions (likes, comments, shares); 1,567 reach

9:21



WPLDREADS  
Posts



View insights

Boost Post



Liked by wheatonlibrary and 20 others

wpldreads

Irish eyes are smiling today... more

March 17

Instagram: 21 reactions (likes, comments, shares); 92 reach

## 12. ACQUISITIONS & CATALOGING REPORT

March 2022

MaryKellie Marquez

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### Collection Maintenance:

665 items created

246 items discarded

90 items repaired

50 discs cleaned

### Department Highlights:

MaryKellie chaired the first meeting of the DEI @ WPLD group. The first task the group is focusing on is an anti-discrimination clause/statement for hiring purposes. Kathy G. has started a group document that has what other libraries are including in their hiring policies MaryKellie met with Sarah Segura from DeEtta Jones Associates to find out more about the services offered to organizations for DEI trainings. Ms. Segura signed MaryKellie up for a free trial of the Cultural Road program to see if this is something the DEI group would be interested in pursuing for future staff in-service trainings.

Some thrilling news to share is that WPLD was selected to be one of the six pilot libraries that use BLUEcloud for creating pre-cats! (Pre-cats are simple/incomplete records for new items that are not in the catalog when we receive them. Warrenton is not a full cataloging library and we rely on catalogers at SWAN and other member libraries to complete our "pre-cat" records.) We had the first meeting with Claudia Nickson and Scott Brandwein from SWAN on Thursday March 24<sup>th</sup>.

Gail got to strut her stuff for her classmates in her LTA program for a tour of the library with special thanks to Sandy, Paul, and Jaime for putting it together.

More exciting news is that the book repair workshop that WPLD is hosting on April 11<sup>th</sup> is waitlisted for the morning session (15 signed up, 8 waiting) and the afternoon session is almost full with 12 signed up!) Sandy introduced MaryKellie to Amanda Musacchio and they briefly went over the supplies that are on hand and what will be covered in the workshop. This opportunity arose out of a request from Gail to learn more about book repair. Gail's connection to Amanda along with a suggestion from Sandy led to WPLD hosting two sessions of hands-on training for staff from other libraries throughout our region.

ASPEN (our new online catalog) went live on March 14<sup>th</sup>. MaryKellie continues to upload book covers and is working with SWAN on getting pictures uploaded for the Science Kits.

### Trainings/Meetings:

MaryKellie Marquez attended/participated in 17.5 hours of training. Along with Sandy, Paul, and Jackie, MaryKellie attended the Legal Issues for Supervisors put on by HR Source. MaryKellie will be attending the Evolving Manager Bootcamp April 5-7, 2022 in Downers Grove, which will go more in-depth of the topics covered in the course. MaryKellie had to reach out to Curt Leppert, as both she and Gail were unable to complete placing the order through Baker and Taylor's website. Paul has been in contact with Mary Bacon from their IT department. Curt gave MaryKellie a different URL

to use where she successfully got the orders in, uploaded and approved. Still not quite sure what the problem is with the original URL.

MaryKellie had her regularly scheduled one-on-ones with Sandy, as well as attending the management team meetings. At the Middle Mangers' Round Table on March 18<sup>th</sup>, MaryKellie was able to share her information on her Mental Health First Aid certification that she received in December 2021. Many managers commented on not only patrons having issues, but staff as well.

Gail Smith completed 8.5 hours of training. Since MaryKellie was in the management training, Gail got to speak with SWAN staff and a Sirsi Dynix rep to try and figure out why we continue to have recurring problems with BLUEcloud Acquisitions. Gail is taking part in the committee to update the employee handbook. She has also joined the committee for the Spanish Outreach programs. She is currently on Spring Break from school, which will be back in session in early April.



## 12. IT DEPARTMENT REPORT

March 2022

Duncan Jones

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### Training/Meetings

- Met with Sandy for weekly meeting and to review 2023 budget [2]
- Book a Librarian [2].
- Met with Jaime to discuss Member Services' technology needs.
- Met with Jackie to review how to access other inboxes.
- Met with Gail to go over Forms for staff surveys.
- Ryan Dowd: De-escalation Skills webinar.
- Critical Cybersecurity Briefing Presented by the Illinois Chamber of Commerce and Representative Underwood webinar.
- CISA Cyber Essentials webinar
- Microsoft 365 Plug-ins to Common Applications webinar.
- Log4j - Kevin Mitnick Explains One of the Most Serious Vulnerabilities in the Last Decade webinar.

### Activities/Projects

- Set up, informed staff, and answered questions about the new phishing report button.
- Installed a second monitor for testing on the Graphic Artist computer and walked Kathy through using the new setup.
- Replaced faulty Display Port cable on marketing computer.
- Removed experimental extra monitor from Marketing at Kathy's request.
- Switched MaryKellie's monitor to one that is less blue.
- Resolved MaryKellie's audio issue caused by installing a new monitor.
- Removed data limit from various hotspots.
- Helped Kathy with a Communico issue.
- Helped Member Services with printer orientation issues.
- Added label to copier for previewing prints.
- Helped Member Services with the procedure to make a combined, single-page copy.
- Resolved Tech Services printer wanted confirmation to print single sided.
- Helped Trustee Warren with Google Docs login.
- Troubleshooting setting up licenses in Office 365.
- Worked on installing SSL certificate with Communico.
- Resolved headsets not getting mic sound.
- Investigated why printing hold slips came out long unless print headers/footers disabled.
- Monitored Workflows disconnected briefly from the VPN.
- Investigated why the HVAC PC couldn't apply updates.
- Resolved projector not turning on with the system. Rebooting the whole unit resolved the issue.
- Investigated AS1 print settings not staying default.
- Updated NAS firmware.
- Created KnowBe4 phishing and training campaigns for upcoming months.
- Re-installed two Krayon Kiosk iPads.
- Renewed Krayon Kiosk service.
- Updated test machines and servers.
- Updated catalog PCs and deployed them to the floor.
- Updated Windows and browsers on all Public and Staff PCs.
- Updated several hotspots.

- Surveyed staff for headset needs.
- Placed order for headsets for staff.
- Generated replacement cost estimates for various devices.
- Installed and tested HDMI extension in projector floor box.
- Installed Adobe Creative Cloud on Marketing PC.
- Created a logical network map.
- Created a map of power from UPS devices.

12 tickets opened, 11 tickets closed, 2 pending.

### 13. PRESIDENT'S REPORT

#### Next Meetings or Events (as of Wednesday, April 13, 2022)

Wednesday, April 20, 2022 at 6 pm  
Committee of the Whole (Budget)  
Library Meeting Room

Wednesday, April 20, 2022 at 7 pm  
Regular Board of Trustees Meeting  
Library Meeting Room

Wednesday, May 18, 2022 at 6 pm  
Committee of the Whole (Budget)  
Library Meeting Room

Wednesday, May 18, 2022 at 7 pm  
Regular Board of Trustees Meeting  
Library Meeting Room

#### ILA Reporter

The March 2022 issue of *ILA Reporter* is available online at [www.ila.org/publications/ila-reporter](http://www.ila.org/publications/ila-reporter). This issue features 17 new or renovated libraries. Other articles address land acknowledgement statements, the impact of "Cards for Kids" legislation and the "Soon to be Famous Illinois Author Project."

#### "Springfield Update" (from ILA's 4/7/2022 eNewsletter)

The Illinois General Assembly is set to adjourn tomorrow, April 8. Most of the bills ILA has followed this session did not advance, with two exceptions:

**SB 3497** has passed both chambers and will be sent to the Governor for his signature. This bill is related to, but distinct from, the recently enacted Cards for Kids Act, which requires libraries that offer cards on a fee basis to unserved state residents to provide no-cost cards to "a nonresident in an unincorporated area in Illinois who is a student whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines." This new legislation would not replace Cards for Kids. It would enable, not require, library boards to vote to offer cards at no expense to people under 18 in unserved areas, regardless of their financial ability to pay for a non-resident fee card. Current law did not allow such provision, except as noted above. This new law is an initiative of RAILS; **read the summary here** [<https://mailchi.mp/railslibraries/aispntOrgi-3573>]

**HB 5283** will enable, not require, public library districts (not local/municipal libraries) to hire a treasurer who is not a member of the board and would not have a vote, an option modeled on existing park district law. In the last week of the legislative session, two amendments were added and are advancing: The first one would require library boards, both district and municipal/local libraries, to fill vacancies within 90 days; the second requires the State Librarian to fill the vacancy within a subsequent 60 days if the library board does not. The provision for the State Librarian to fill the vacancy applies only to district library boards. Current law stated that vacancies on library boards should be filled "forthwith," without definition.

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

As of March 31, 2022, the balance of Developer Donations being held by the City of Warrenville for the Library District is \$17,444.51.