

# 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, June 15, 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, if needed **(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
5. Public comments
6. Correspondence

**p. 3** ..... a. Email from Brady Mullican (suggestion: blood drive)

7. Consent Agenda **(ACTION)**

**p. 4** ..... a. Approve Minutes of the May 18, 2022 Committee of the Whole Meeting

**p. 7** ..... b. Approve Minutes of the May 18, 2022 Regular Board Meeting

**p. 12** ..... c. Receive and file Financial Report for May

- p. 20 ..... d. Approve Master Services Agreement and Statement of Work from Sikich LLP for Fiscal Year 2022 Audit
- p. 31 ..... e. Adopt Working Budget for FY2023
  - f. Authorize preparation of Tentative Budget & Appropriation Ordinance
- 8. Regular Agenda
- p. 45 ..... a. Approve payments for the period of May 19-June 15, 2022 **(ACTION)**
- p. 48 ..... b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
- 10. New Business
- p. 49 ..... a. Review IMRF Early Retirement Incentive cost proposal **(ACTION)**
- p. 50 ..... b. Accept proposal from Gallagher Insurance and authorize Library Director to proceed with Library Insurance Risk Agency membership **(ACTION)**
- p. 51 ..... c. Approve revised Employee Handbook: Annual Leave Policy **(ACTION)**
- p. 54 ..... d. Approve revised Employee Handbook: Sick Leave Policy **(ACTION)**
- p. 57 ..... e. Rescind Employee Handbook: Paid Time Off Policy **(ACTION)**
- p. 58 ..... f. Approve revised Employee Handbook: Paid Holidays and Floating Holidays Policy **(ACTION)**
- p. 61 ..... g. Request to remove iPads from Youth Services Area (*discussion only*)
- p. 63 .. 11. Director's Report
  - a. Status of COVID-19 Paid Leave
- p. 66 .. 12. Department Head Reports
- p. 77 .. 13. President's Report
  - a. Next meetings or events
- p. 79 .. 14. Treasurer's Report
- 15. Secretary's Report
  - a. Report on Trustee Development Workshops
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- p. 80 .. 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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- 20. Discussion/action resulting from the above closed session (Changes to Director's Compensation) **(ACTION)**
- 21. Adjournment **(ACTION)**

Correspondence received:

**From:** Brady Mullican  
**Sent:** Monday, May 30, 2022 11:32 AM  
**To:** Trustees [trustees@warrenville.com](mailto:trustees@warrenville.com)

I hope that this message finds you well. I am writing to ask if the Warrenville Public Library District has any interest in hosting a blood drive in the near future. Our nation is currently in the middle of the worst shortage of blood in over a decade, one so bad the Red Cross is calling it a crisis. Hospitals across the country are having to ration what little blood they have access to, and doctors and nurses are being forced to make the impossible decision of which patients should receive lifesaving transfusions over others. I believe that Warrenville Public Libraries can help end this crisis by hosting blood drives and encouraging members of the community to donate. If Warrenville would have any interest in hosting blood drives, please contact your local blood donation center to schedule a drive. They would be happy to facilitate a blood drive at no cost whatsoever to the library or the county. I hope that you will consider what I have said and that you will continue to flourish.

Response sent:

**From:** Trustees <[trustees@warrenville.com](mailto:trustees@warrenville.com)>  
**Sent:** Wednesday, June 1, 2022 9:51 AM  
**To:** Brady Mullican  
**Cc:** Paul Dobersztyn <[paul@warrenville.com](mailto:paul@warrenville.com)>  
**Subject:** Re: Library Board of Trustees submission

Thank you for your suggestion. I will share this with the Board at its next meeting and have copied our Public Service Manager, Paul Dobersztyn, on this email so his team can discuss the possibility of hosting a blood drive.

*Sandy Whitmer, Library Director on behalf of*  
Warrenville Public Library District Board of Trustees

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
Library Board of Trustees Committee of the Whole Meeting  
Wednesday, May 18, 2022, 6:00 p.m.**

1. Call to Order – Trustee DuRocher called the meeting to order at 6:00 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren

ABSENT: Trustee Lezon

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, IT Associate Duncan Jones, Acquisitions and Cataloging Manager MaryKellie Marquez

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

3. Public Comments – none

4. Review of the second draft of the FY23 Working Budget & Benefit Policy Recommendations

Trustee DuRocher thanked Director Whitmer for all her hard work on the budget.

Director Whitmer reviewed her recommendations as outlined in her May 10 and May 18 memos.

**SALARIES**

- 4% cost of living increase for all staff plus merit increase of up to 2% depending on each employee's overall performance rating.
- Increasing the vacant shelver position from 16 to 20 hours per week.
- Adding 5 hours per week to an existing employee to teach computer classes, many in Spanish.
- Adding a full-time Human Resources Manager
- Adding a full-time Graphic Designer

**HEALTH INSURANCE**

- Recommendations will go into effect for 1/1/23 renewal
- Premium sharing with the library paying 90% of the premium based on the lowest cost plan for medical, vision and dental for the employee.
- Premium sharing for spouse/child/family coverage with the library paying 50% of the premium based on the lowest cost plan.
- Eliminating the employee Health Savings Account contribution.

### **ANNUAL LEAVE**

- Eliminate the Paid Time Off Policy for part-time employees and include them in the Annual Leave Policy. She reviewed the proposed earning rate schedule for managers and other employees.

### **SICK LEAVE**

- Add a sick leave benefit for part-time employees. They will earn 12 pro-rated sick days per year.
- Carry-over will be the same as for full-time employees.

### **PAID HOLIDAYS**

- Add three floating holidays to the current paid holiday list. These can be used for when the library is open (religious holidays, state holiday, federal holiday or an employee's birthday).
- Full-time employees will continue to earn 7.5 hours for each paid holiday.
- Part-time employees will be pro-rated using each employee's authorized weekly hours.

### **USE OF FUND BALANCE**

Director Whitmer recommends the library use up to \$200,000 of fund balance to cover Corporate Fund expenditures.

She explained the projected fund balances.

### **BUDGET ADJUSTMENTS**

Director Whitmer reviewed the budget adjustments which will reduce the need for use of the Corporate Fund balance and conserve the Special Reserve Fund balance.

Director Whitmer explained the liability insurance will cost more this year due to the new policy having a calendar year renewal date. The budget will need to be increased to \$32,500 as the library will be paying for 18 months total during FY22-23.

Director Whitmer reviewed several other impacts that will require revisions to the second draft including the possibility of a 15% increase in health insurance premiums and an expected delay in the replacement of doors.

There was no opposition to Director Whitmer's recommendations. She will update the budget for approval in June. All agreed no committee meeting is needed in June. Staff will prepare revised policies for the board to review and approve in June.

5. Items for Information/Discussion

Trustee DuRocher would like to see the merit increase be raised from 2% - 3%.

6. Adjournment

*MOTION: Trustee Stull moved to adjourn the meeting at 6:51 p.m. Trustee Ruzicka seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

Respectfully submitted,

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



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, May 18, 2022, 7:00 p.m.**

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

2. Roll Call

ATTENDING: Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren

ABSENT: Trustee Lezon

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, Acquisitions and Cataloging Manager MaryKellie Marquez

a. Approve Remote Attendance and Participation – No requests for remote attendance and participation were received

3. Approval of the agenda

Trustee DuRocher removed Items #19 – Closed Session and #20 – Discussion/action resulting from the above closed session.

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

4. Presentations

a. Libraries of Illinois Risk Agency - Trevor Smith and Michael McHugh from Gallagher Insurance

Trevor Smith and Michael McHugh of Gallagher Insurance presented information about Libraries of Illinois Risk Agency (LIRA).

Michael McHugh explained that LIRA has provided an alternative way for Illinois Libraries to purchase their property, liability and workers compensation insurance by providing a platform to group purchase and pool their insurance.

He explained how LIRA began with 10 years ago with 22 libraries and now has 59 libraries.

Mr. Smith explained the benefits and how the premium is distributed and how claims are paid out.

Mr. Smith explained a few of their loss control solutions.

Director Whitmer stated the library would be moving to a group with a risk management component. The Board Treasurer will need to be bonded separately and that cost is not included in the quote.

Director Whitmer will make a recommendation at the June Board Meeting.

5. Public comments – none

6. Correspondence

Director Whitmer shared two emails she received from members – one thanking the library for being a wonderful place for her family to visit and one requesting the removal of the IPADs from the children's section.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the April 20, 2022 Committee of the Whole Meeting
- b. Approve Minutes of the April 20, 2022 Regular Board Meeting
- c. Approve Minutes of the April 20, 2022 Regular Board Meeting Closed Session
- d. Receive and file Financial Report for April

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of April 21–May 18, 2022

*MOTION: Trustee Picha moved to pay invoices in the amount of \$51,939.85 for the period of April 21, 2022 through May 18, 2022 including electronic payments and checks #8785 – 8831. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Ruzicka moved to transfer \$150,000 from commercial checking account to operating checking account. Trustee Richardson seconded.*

*Roll call vote:*

*Minutes of the Regular Board Meeting*

*May 18, 2022*

*Page 2 of 5*

Ayes – Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren  
Nays – none  
Absent – Trustee Lezon  
Motion carried

9. Unfinished Business – none

10. New Business

- a. Authorize staff to vote in favor of the requested amendment to the *Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC")*

Director Whitmer explained as it is currently written the IGA requires 100% of the membership to vote unanimously to make any revisions to the document. The requested amendment would require 2/3 vote of the membership to make changes to the IGA.

*MOTION: Trustee Warren moved to authorize staff to vote in favor of the requested amendment to the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC"). Trustee Picha seconded.*

*Roll call vote:*

Ayes – Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren  
Nays – none  
Absent – Trustee Lezon  
Motion carried

- b. Authorize library's authorized IMRF agent to request an Early Retirement Incentive cost estimate

Trustee DuRocher stated she has done research on this item which has to be offered to everyone. She feels it is a blackhole to be looking into. Trustee Picha asked if there is any cost to the library to have the cost estimate completed. Director Whitmer stated there is no cost involved.

*MOTION: Trustee Stull moved to authorize the library's authorized Illinois Municipal Retirement Fund agent to request an Early Retirement Incentive cost estimate. Trustee Ruzicka seconded.*

*Voice vote:*

Ayes – Trustees Picha, Richardson, Ruzicka, Stull, Warren  
Nays – none  
Abstain – Trustee DuRocher  
Absent – Trustee Lezon  
Motion carried

## 11. Director's Report

- Director Whitmer stated she hosted two in-person meetings in April - Public Library Directors gathering and Warrenville Intergovernmental Meeting
- The Fifth Third Money Market account was closed.
- Member Services Manager Jaime Perpich submitted her resignation earlier in May. Director Whitmer stated she will be posting the position in the near future along with the vacant part time shelver position.
- Director Whitmer stated the Attorney General's website is working for trustees to complete their OMA training.

Trustee Stull asked what the DuPage Library and Information Technology (LTA) Program Advisory Committee Meeting is. Director Whitmer stated the LTA is a two-year course for a Library Technical Assistant Certificate. Employee Gail Smith is currently enrolled in the program. Director Whitmer stated she is on the Advisory Committee Meeting which reviews curriculum and other program details. She also reviews student portfolios. Each student is also required to complete a 75 hour practicum.

## 12. Department Head Reports

- Kathy Gaydos stated she had distributed information to each trustee regarding the July 3 parade and asked if any trustee would like to participate. Trustee Picha stated she would if she can ride in the car. Trustees were asked to email Ms. Gaydos by June 15 if they will participate.
- Kathy Gaydos stated she and Member Services Specialist Mary Thomas held a Meet & Greet event at Everton Flats on April 9. They offered free coffee, donuts, marketing brochures and giveaways. They spoke with 15 people and issued 10 new library cards. On May 10 they visited The Preserve at Cantera and issued 21 cards.
- Trustee DuRocher asked if the library offers services to The Warrenville Horizons. Director Whitmer stated the library does not, however, Adult Services Manager Paul Dobersztyn and his staff are looking into reinstating the home delivery services that were halted due to COVID.
- Trustee Picha asked if curbside services would be considered again in the winter months. Director Whitmer stated she does not think so, however, the United States Postal Service may be offering a local one-day delivery service which might be a solution.
- Trustee Picha thanked Gail Smith for her hard work on the National Library Week staff treats.
- Mr. Dobersztyn stated youth services staff will be visiting the schools soon to promote summer reading.
- Paul Dobersztyn stated that he and MaryKellie Marquez manned a booth at the Bike Rodeo on May 14.

13. President's Report

- Next meeting - regular board meeting on June 15 at 7 p.m.

14. Treasurer's Report

Director Whitmer stated the library has received TIF reimbursements for the 2020 levy year from the City of Warrenville for TIF-assisted residential development. The funds were higher than expected.

15. Secretary's Report – everything looks good.

16. Committee Reports – none

17. Trustee Comments

Trustee Stull stated she attended "Streamlining the Budget Process" an ILA trustee workshop on May 14. She experienced some technical difficulties so will have to finish watching the webinar and will have a report next month.

Trustee Stull stated she will be attending ATLAS Trustee Day 2022 on May 21.

Trustee Picha stated it is great to see the Management Team in attendance at the board meetings and thanked them for everything they do.

18. Items for information and/or discussion – none

19. Adjournment

*MOTION: Trustee Picha moved to adjourn the meeting 8:10 p.m. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

Respectfully submitted,

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**27 W 751 STAFFORD PL**

**WARRENVILLE, IL 60555**

**May 31, 2022**

MAY

2022

## FUND BALANCES

LEVY  
INCOME  
LIBRARY

LEVY E

% OF  
TOTAL TAX  
INCOME

TAX INC.  
RECEIVED  
Y.T.D.

TAX INC.  
RECEIVED  
Y.T.D.

RECEIVED

FUND BAL  
6/30/2021

**TRANSFERS**

OTHER INC  
RECEIVED  
10/11/11

Y.T.D.  
OTHER

**EXPENSES**

Y.T.D.

**UNAUDITED  
CURRENT**

**PAGE 1**

CORPORATE

CORPORATE

TOTAL TAX (LEVIED)

**DEFERRED REVENUE**

## WORKING CASH.

## DEVELOPER DONATIONS

**SPECIAL RESERVE**

ALBA LEMOS GIFT FUND

CAPITAL PROJECT

TOTAL

**FORMULA**  $= +B+C+D-E$

12/15/2021

RESOLUTION #R-222

RESOLUTION #A-222  
 MOVE 300,000.00 FROM

MOVE 300,000.00 FROM  
CORPORATE FUND TO

CORPORATE FUND TO  
SPECIAL RESERVE FUND

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

	Corporate Fund Month Ended May 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	304.65	4,619.02	1,500.00	(3,119.02)	307.93 %
Fees	23.00	95.58	500.00	404.42	19.12 %
TIF Funds	6,822.00	6,822.00	2,500.00	(4,322.00)	272.88 %
Interest	188.77	1,674.29	2,000.00	325.71	83.71 %
Book Sales	0.00	376.68	1,000.00	623.32	37.67 %
Lost Books	505.92	2,751.12	3,000.00	248.88	91.70 %
Gifts / Memorials	0.00	1,780.00	1,000.00	(780.00)	178.00 %
Miscellaneous	0.00	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>7,844.34</b>	<b>2,118,900.90</b>	<b>2,113,829.00</b>	<b>(5,071.90)</b>	<b>100.24 %</b>
<b>Expenses</b>					
Sal - Administration	13,604.06	158,011.69	184,000.00	25,988.31	85.88 %
Sal - Member Services	20,140.21	183,513.33	222,000.00	38,486.67	82.66 %
Sal - Maintenance	1,802.40	21,302.13	26,000.00	4,697.87	81.93 %
Sal - Marketing	4,171.51	50,043.32	83,000.00	32,956.68	60.29 %
Sal - Public Services	32,690.78	351,886.03	451,000.00	99,113.97	78.02 %
Sal - IT	3,900.00	84,073.86	104,000.00	19,926.14	80.84 %
Sal - Technical Services	6,227.25	70,759.10	93,000.00	22,240.90	76.09 %
I.M.R.F. - Expense	7,768.53	99,320.39	117,000.00	17,679.61	84.89 %
Fica - Expense	6,067.87	67,243.13	86,000.00	18,756.87	78.19 %
Unemp. Comp.	0.00	1,503.13	2,000.00	496.87	75.16 %
Op - Mat'l Processing/Tech	1,321.34	7,984.58	9,600.00	1,615.42	83.17 %
Op - Mat'l Processing/Circ	814.54	2,140.67	4,845.00	2,704.33	44.18 %
Op - Postage	103.45	3,260.08	4,795.00	1,534.92	67.99 %
Op - Office Supplies	512.75	2,811.82	4,245.00	1,433.08	66.24 %
Op - Bank Fee's	57.36	751.88	1,000.00	248.12	75.19 %
Op - Automation Supplies	720.64	3,168.56	4,000.00	831.44	79.21 %
Op - Publishing	0.00	966.34	1,300.00	333.66	74.33 %
Equip. - Purchases	537.00	6,051.96	7,440.00	1,388.04	81.34 %
Equip. - Maintenance	310.52	2,494.75	3,000.00	505.25	83.16 %
Auto. - Software	192.00	15,692.95	15,900.00	207.05	98.70 %
Auto. - Purchases	0.00	2,589.23	3,800.00	1,210.77	68.14 %
Auto. - Maintenance	679.62	53,334.15	60,200.00	6,865.85	88.59 %
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	4,386.83	48,851.73	76,500.00	27,648.27	63.86 %
Pd - Recruiting	0.00	225.00	1,500.00	1,275.00	15.00 %
Pd - Staff Appreciation	346.51	1,169.95	3,900.00	2,730.05	30.00 %
Pd - Staff / Tuition Reimburse	0.00	0.00	750.00	750.00	0.00 %
Pd - Staff / Dues	1,135.00	2,675.00	2,775.00	100.00	96.40 %
Pd - Staff / Meetings	46.93	7,336.11	16,950.00	9,613.89	43.28 %
Pd - Staff / Transportation	55.95	1,363.16	2,750.00	1,386.84	49.57 %
Pd - Trst / Dues	0.00	153.00	150.00	(3.00)	102.00 %
Pd - Trst / Mtgs	32.55	1,736.96	3,050.00	1,313.04	56.95 %
Pd - Trst / Transportation	0.00	454.19	750.00	295.81	60.56 %
Pd - Trustee Misc	349.99	422.94	500.00	77.06	84.59 %
Cont - Lawyer	0.00	1,887.50	4,000.00	2,312.50	42.19 %
Cont - Accounting	932.09	10,764.74	13,500.00	2,735.26	79.74 %
Cont - Collection	19.70	234.50	1,000.00	765.50	23.45 %
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: May 31, 2022

### Corporate Fund

Cont. - Consultants	0.00	0.00	7,500.00	7500.00	0.00 %
Lib. Mat. - Adult Books	4,518.05	46,211.11	52,500.00	6288.89	88.02 %
Lib. Mat. - Youth Books	5,073.56	36,219.73	36,800.00	580.27	98.42 %
Lib. Mat. - Adult AV	1,067.85	12,012.49	20,000.00	7987.51	60.06 %
Lib. Mat. - Youth AV	212.22	2,871.28	5,000.00	2128.72	57.43 %
Lib. Mat. - EBooks	8,611.99	37,229.50	35,000.00	-2229.50	106.37 %
Lib. Mat. - Periodicals	0.00	8,824.64	8,200.00	-624.64	107.62 %
Lib. Mat. - Internet Subscript	1,100.00	31,883.27	25,000.00	-6883.27	127.53 %
Ps - Programs Adult	751.64	6,111.93	8,500.00	2388.07	71.91 %
Ps - Programs Youth	344.67	5,852.98	8,000.00	2147.02	73.16 %
Ps - Refunds / Fines / Fees	0.00	72.72	1,000.00	927.28	7.27 %
Ps - Printing	0.00	9,502.42	13,800.00	4297.58	68.86 %
Ps - PR / Publicity	1,747.42	8,618.04	10,570.00	1951.96	81.53 %
Ps - Misc.	0.00	150.00	650.00	500.00	23.08 %
Gas	849.47	8,522.04	7,000.00	-1522.04	121.74 %
B & M - Water / Sewer	0.00	792.96	1,000.00	207.04	79.30 %
Electricity	2,659.39	32,335.38	37,000.00	4664.62	87.39 %
Telephone	1,470.06	15,361.82	17,300.00	1938.18	88.80 %
Debt Repayment	0.00	140,000.00	140,000.00	0.00	100.00 %
Debt Certificate Interest	0.00	26,580.87	26,700.00	119.13	99.55 %
Contingency	0.00	52.72	2,000.00	1,947.28	2.64 %
	<b>139,413.80</b>	<b>1,717,631.96</b>	<b>2,113,720.00</b>	<b>398,088.04</b>	<b>81.26 %</b>

See Accountants Compilation Letter

# WARRENVILLE PUBLIC LIBRARY DISTRICT

## Statement of Revenues Expenses Cash Basis

Period Ending: May 31, 2022

### Building Maintenance Fund

	Building & Maintenance Fund Month Ended May 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	4,408.00	32,401.62	36,200.00	3798.38	89.51 %
Maintenance Supplies	0.00	294.72	2,000.00	1705.28	14.74 %
Security	778.87	4,648.52	10,550.00	5901.48	44.06 %
Snow Removal	0.00	17,325.00	20,000.00	2675.00	86.63 %
Hvac	0.00	6,482.45	5,250.00	-1232.45	123.48 %
Janitorial Supplies	354.43	2,930.03	10,000.00	7069.97	29.30 %
B & M - Landscape Maint	699.78	5,836.70	8,110.00	2,273.30	71.97 %
	6,241.08	69,919.04	92,110.00	22,190.96	75.91 %

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**  
**Period Ending: May 31, 2022**  
**Alba Lemos Gift Fund**

	Alba Lemos Gift Fund Month Ended May 31, 2022	Alba Lemos Gift Fund 12 Months Ended Jun 30, 2022	Alba Lemos Gift Fund Budget	Balance	% Received Expended
<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: May 31, 2022**  
**Special Reserve Fund**

	Special Reserve Fund Month Ended May 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	0.00	88.89	13,150.00	13,061.11	0.68 %
Maintenance	0.00	7,428.90	56,000.00	48,571.10	13.27 %
Security	0.00	0.00	7,500.00	7,500.00	0.00 %
	0.00	7,517.79	86,650.00	79,132.21	8.68 %

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**

May 31, 2022

**Assets**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Cash / Copier Change	75.00
Fifth Third 7985	229,376.11
Fifth Third 8004	<u>1,729,230.58</u>

1,959,091.69

General Fixed Assets

\$ 5,519,239.00

**TOTAL ASSETS**

\$ 7,478,330.69

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

Deferred Revenues	228,102.67
I.M.R.F.	<u>5,024.18</u>

233,126.85

**LONG - TERM LIABILITIES**

Debt Certificate Payable	<u>1,410,000.00</u>
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1,643,126.85

**EQUITY**

Fund Balance	<u>\$ 5,835,203.84</u>
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**TOTAL LIABILITIES & FUND BALANCE**

\$ 7,478,330.69

See Accountant's Compilation Report

May 17, 2022

The Honorable President  
Members of the Board of Trustees  
Warrenville Public Library District  
28W751 Stafford Place  
Warrenville, Illinois 60555

Ladies and Gentlemen:

This Master CPA Professional Services Agreement (this "Agreement"), effective as of May 17, 2022, between Sikich LLP, an Illinois limited liability partnership, ("Sikich", "we", "us", or "our") and Warrenville Public Library District ("Client", "you", or "your") sets forth the mutual agreements of the parties regarding our provision of one or more professional CPA services to Client, from time to time, as more fully described in Sikich Statements of Work (each, an "SOW") issued hereunder (collectively, the "Services").

This Agreement is intended to serve as the framework for entering into separate SOWs. The SOWs entered into pursuant to this Agreement shall be: (a) executed by authorized individuals on behalf of each of the parties, and (b) incorporated into this Agreement. Unless otherwise agreed by the parties, all SOWs that are entered into pursuant to this Agreement shall be governed by the terms of this Agreement and are hereby made part of, and incorporated into, this Agreement. In the event of a conflict between this Agreement and a SOW, the terms of this Agreement shall prevail, unless the SOW expressly references the specific provision in this Agreement to be modified by the SOW. This Agreement shall not govern engagements related to Sikich's affiliated entities or Sikich services or offerings other than CPA Services, and a separate agreement for such services will be required. To the extent the term of an SOW extends beyond the expiration or earlier termination of this Agreement, the terms of this Agreement shall apply to such SOW until expiration of such SOW.

The general terms governing this Agreement are as follows:

#### ENGAGEMENT ADMINISTRATION

In connection with this Agreement, we may communicate with you or others via e-mail transmission. As e-mails can be intercepted and read, disclosed or otherwise used or communicated by an unintended third-party or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of e-mails transmitted by us or in connection with the performance of this Agreement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits or disclosure or communication of confidential or proprietary information. Communications by email are authorized unless written objection is provided to us prior to any such communication.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards designed to protect the confidentiality of your personal information. In addition, we will enter into confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that such service providers have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers engaged by us.

Client hereby explicitly acknowledges and consents to Sikich's use of third-party cloud computing services to store confidential and proprietary information and other data of the Client, and agrees that Sikich's use of such cloud services coupled with the use of encrypted devices, password protections and firewall protection shall constitute the best efforts of Sikich to safeguard such information and data from unauthorized disclosure. Client further agrees that, subject to applicable law, Sikich shall only be liable for such unauthorized disclosure or use if it has been finally judicially determined by a court of competent jurisdiction that Sikich did not take commercially reasonable measures to protect the confidential and proprietary information and other data of the Client from unauthorized disclosure or use.

## **FEES; INVOICES**

Our fees for the Services are detailed in the applicable SOW.

Services will be invoiced to you from time-to-time as work progresses and are payable in accordance with applicable State statutes. Invoices not paid timely will have interest charged on outstanding balances in accordance with applicable State statutes. In accordance with our firm policies, work will be suspended if your account becomes ninety (90) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our Services for nonpayment, or other reasonable causes such as failure to provide the information or cooperation necessary for successful performance of our Services, our provision of Services will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

In the event that you desire to hire a member of the Sikich staff within one year of the completion of this Agreement, a recruiting fee will be assessed at 30% of the first year salary per hire and paid to Sikich upon our notification of such hiring.

If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees are payable upon presentation and will be rendered each month as work progresses or as detailed in the applicable SOW.

## **RECORD RETENTION; CONFIDENTIALITY**

It is our policy to keep records related to this Agreement for seven years (from report release date for the audit). However, Sikich does not keep any original client records, and we will return those to you at the completion of the Services rendered under this Agreement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. The documentation for this Agreement is the property of Sikich.

All information obtained in the course of performing our agreed professional Services, including but not limited to, statements, records, schedules, working papers, memorandums, reports, and all other documents and work product prepared by Sikich, will be considered confidential matters not to be disclosed to any other person or persons without your prior written permission, unless otherwise required pursuant to professional standards, statutory or regulatory authority, or court order. The foregoing obligation of confidentiality shall not apply to any information that was in the public domain at the time of the communication thereof to Sikich.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, regulatory inquiry or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request.

## INDEMNIFICATION; LIMITATION OF LIABILITY

You hereby agree to indemnify and hold harmless Sikich and its partners, directors, employees, agents or subcontractors against all costs, expenses, losses, judgments, damages and liabilities (including reasonable attorneys' fees and expenses) associated with any third party claim, threat or proceeding relating to the performance of the Services by Sikich under this Agreement, other than as determined through mediation to have been caused by our own gross negligence or willful misconduct.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the Services will be limited to the total amount of fees we receive from you under the applicable SOW for the Services provided under such SOW giving rise to the liability, except to the extent determined to result from our gross negligence or willful misconduct. You agree that this limitation applies to any and all liability or causes of action against us, however alleged or arising, unless otherwise prohibited by law or professional standards. Additionally, our liability as accountants shall be limited to the period covered by our Services and shall not extend to later periods for which we are not engaged as accountants or prior periods before we were engaged as accountants. In no event will Sikich be liable to you or any third party, whether a claim be in tort, contract or otherwise, for any amount in excess of the total professional fees paid pursuant to this Agreement for the Services provided under this Agreement giving rise to the liability, or for any special, consequential, exemplary, incidental indirect, lost profit, punitive or similar damages of any kind.

No (i) direct or indirect holder of any equity interests or securities of Sikich, (ii) affiliate of Sikich, or (iii) director, officer, employee, representative, or agent of Sikich, or of an affiliate of Sikich or of any such direct or indirect holder of any equity interests or securities of Sikich (collectively, the "**Sikich Affiliates**") shall have any liability or obligation of any nature whatsoever in connection with or under this Agreement or the transactions contemplated hereby, and Client waives and releases all claims against such Sikich Affiliates related to any such liability or obligation.

## DISPUTE RESOLUTION; GOVERNING LAW

If any dispute, controversy, or claim arises in connection with the performance or breach of this Agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Rules of the American Arbitration Association or such other neutral facilitator acceptable to both parties. Both parties will exert their commercially reasonable best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy. Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation or proceeding against the disclosing party. Except as agreed by both parties in writing, the mediator will keep confidential all information disclosed during negotiations. The mediation proceedings will conclude within sixty (60) days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

THIS AGREEMENT SHALL BE GOVERNED BY, AND CONSTRUED IN ACCORDANCE WITH, THE LAWS OF THE STATE OF ILLINOIS. SIKICH AND CLIENT KNOWINGLY, VOLUNTARILY AND IRREVOCABLY WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM (WHETHER BASED UPON CONTRACT, TORT OR OTHERWISE) RELATED TO OR ARISING OUT OF OR IN CONNECTION WITH THE ENGAGEMENT OF SIKICH PURSUANT TO, OR THE PERFORMANCE BY SIKICH OF THE SERVICES CONTEMPLATED BY, THIS AGREEMENT.

## TERM; TERMINATION

If either party hereto desires to terminate this Agreement, or an SOW, it may do so at any time for any reason by giving written notice to the other party. In such event, Sikich will be paid for fees and expenses incurred through the termination date, as well as for reasonable engagement closing costs.



## INDEPENDENT CONTRACTOR

It is understood and agreed that Sikich will for all purposes be an independent contractor, will not hold itself out as representing or acting in any manner for Client, and neither Sikich nor Client will have any authority to bind the other party to any contract or in any other manner. Sikich and Client do not intend to create a joint employer relationship, and Sikich and Client each represents that it is the sole employer of its employees. Sikich shall not and does not have the right to control Client's employees' essential terms and conditions of employment, including hiring its employees, determining their wages and benefits, or assigning, scheduling, training, disciplining, or terminating Client's employees.

## OFAC REPRESENTATION

Client represents and warrants the following with respect to the U.S. Treasury Department's Office of Foreign Assets Control ("OFAC"): (a) Client does not have any nexus with persons or entities on any of OFAC's sanctions list (e.g. SSI, SDN, FSE etc.) either through large shareholders, employees, beneficial owners, vendors, affiliated entities (i.e. affiliates or subsidiaries), third parties, customer base or otherwise; (b) Client does not have any operations in any comprehensive OFAC sanctioned country (Cuba, Iran, Syria, Sudan, North Korea, the Crimea); (c) Client does not have any operations in any limited OFAC sanctioned country program; or (d) Client does not remit payment for Sikich's fees and expenses from an OFAC sanctioned country.

## NO THIRD PARTY BENEFICIARIES

This Agreement does not and is not intended to confer any rights or remedies upon any person or entity other than the parties.

## FORCE MAJEURE

Sikich shall not be deemed in default of any provision of this Agreement or be liable for any delay, failure in performance, or interruption of the Services resulting directly or indirectly from acts of God, electronic virus attack or infiltration, civil or military authority action, civil disturbance, war, strike and other labor disputes, fires, floods, other catastrophes, and other forces beyond its reasonable control.

## NOTICES

All notices given under or pursuant to this Agreement will be sent by national courier, Certified or Registered Mail, Return Receipt Requested, and will be deemed to have been delivered when physically delivered to Client or Sikich at the following address:

If to Sikich:

Sikich LLP  
1415 W. Diehl Rd., Suite 400  
Naperville, IL 60563  
Attention: Brian LeFevre, CPA, MBA

With a copy to:

Sikich LLP  
1415 W. Diehl Road, Suite 400  
Naperville, IL 60653  
Attention: Office of General Counsel

If to Client:

Warrenville Public Library District  
28W751 Stafford Place  
Warrenville, Illinois 60555  
Attention: Sandra Whitmer

## SURVIVAL

Those provisions that by their nature are intended to survive termination or expiration of this Agreement and any right or obligation of the parties in this Agreement which, by its express terms of nature and context is intended to survive termination or expiration of this Agreement, shall so survive any such termination or expiration.

## MISCELLANEOUS

Entire Agreement: This Agreement, the Exhibits attached hereto and incorporated herein by reference, and the SOWs, constitute the entire agreement between Sikich, on one side, and Client on the other side, regarding the terms of this Agreement. In the event Client requires Sikich to execute a purchase order or other Client documentation in order to receive payment for Services, the terms and conditions contained in such purchase order or documentation shall be null and void and shall not govern the terms of this Agreement. This Agreement is entered into without reliance on any promise or representation, written or oral, other than those expressly contained herein and supersedes any other such promises or representations. This Agreement can only be modified by a written agreement signed by duly authorized representatives of each party.

Counterparts: This Agreement may be executed in counterparts (and by facsimile or other electronic means), each of which shall constitute an original and all of which together will be deemed to be one and the same document.

Severability: The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

Authority; Due Authorization; Enforceability: Each party hereto represents and warrants that it has all requisite power and authority to enter into this Agreement and to perform its obligations hereunder. Each party hereto further represents and warrants that this Agreement has been duly and validly authorized by all necessary corporate action and has been duly executed and delivered by each such party and constitutes the legal, valid and binding agreement of each such party, enforceable in accordance with its terms.

Counsel Representation: The terms of this Agreement have been negotiated by the parties hereto, who have each been represented by counsel, there shall be no presumption that any of the provisions of this Agreement shall be construed adverse to any party as "drafter" in the event of a contention of ambiguity in this Agreement, and the parties waive any statute or rule of law to such effect.

Assignment: This Agreement may not be assigned by any party hereto without the prior written consent of the other party. Any attempted assignment of this Agreement made without such consent shall be void and of no effect, at the option of the non-assigning party.

Headings: Headings used herein are for convenience of reference only and shall not affect the interpretation or construction of this Agreement.

## ACCEPTANCE

You acknowledge having read this Agreement in its entirety, have had full opportunity to consider its terms in consultation with your attorney, have had full and satisfactory explanation of the same, and fully understand and agree to be bound by the terms of this Agreement.

Please indicate your understanding and acceptance of this Agreement and your intention to be legally bound hereby by executing this Agreement in the space provided below where indicated and return it to our offices, indicating your authorization for us to proceed on the above terms and conditions.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Sincerely,

A handwritten signature in cursive script, appearing to read "Brian LeFevre".

Brian LeFevre, CPA, MBA  
Partner  
On behalf of Sikich LLP

Acknowledged:

Warrenville Public Library District

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## STATEMENT OF WORK No. 192368-2022-AUD

This Statement of Work (this "SOW") dated May 17, 2022 is entered into by and between Sikich LLP ("Sikich", "we", "us", or "our") and Warrenville Public Library District ("Client", "you", or "your") pursuant to the Master CPA Professional Services Agreement dated May 17, 2022 between Sikich and the Client (the "Agreement"), all terms of which are hereby incorporated herein by reference.

### AUDIT SCOPE AND OBJECTIVES

NOW, THEREFORE, for and in consideration of the foregoing premises, and the agreements of the parties set forth below, Sikich and Client agree as follows: The Services to be provided under this SOW will include an audit of the financial statements of the governmental activities, each major fund and the aggregate remaining fund information and the related disclosures, which collectively comprise the basic financial statements of the Client as of and for the year ended June 30, 2022 (the "financial statements").

We have also been engaged to report on supplementary information that accompanies the Client's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America ("GAAS"), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section (Management's Discussion and Analysis)
- Supplementary Information

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and report on the fairness of the supplementary information referred to in the paragraph above when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of Client.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will request written representations from your attorneys as part of the provision of Services, and they may bill you for responding to this inquiry.

### **AUDIT PROCEDURES – INTERNAL CONTROL**

We will obtain an understanding of Client and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **AUDIT PROCEDURES - COMPLIANCE**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Client's compliance with provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **NONATTEST SERVICES**

Nonattest Services expected to be performed during our audit of the Financial Statements as of and for the year ended June 30, 2022 and other deliverables are as follows:

- Assistance in preparing the financial statements based on information provided by you
- Prepare ten (10) copies of the annual financial report (AFR) of the District.
- Prepare ten (10) copies of the management letter, communicating any material weaknesses or significant deficiencies found during the audit and our recommendations for improvement.
- Prepare three (3) hard copies (and electronic filing) of the Annual Financial Report to the Comptroller of the State of Illinois.
- Report to the District in accordance with the Statement on Auditing Standards (SAS) No. 114, Communication with Those Charged with Governance.

We will perform the nonattest services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to the nonattest services listed above, but management must make all decisions with regard to those matters.



## RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Client from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain representation from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Client involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Client received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Client complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities relating to the financial statements and related notes and for any other nonattest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonattest services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

## REPORTING

We will issue a written report upon completion of our audit of the financial statements. Our report will be addressed to the Honorable President and Members of the Board of Trustees of Client. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the Agreement.

## ENGAGEMENT ADMINISTRATION, FEES AND OTHER

The assistance to be supplied by Client personnel is described in the workpaper request lists for preliminary (interim) and final fieldwork, which outline the specific schedules and information we are requesting for this Agreement. The workpaper request lists will be discussed with and coordinated with Sandra Whitmer, Director. The timely and accurate completion of this work is an essential condition to our completion of the audit, financial statement preparation, and issuance of our audit report. This SOW assumes all records, documentation, and information we requested in connection with our audit and financial statement preparation assistance services (and outlined in the workpaper request lists) are complete and available at the beginning of the respective phases of the provision of Services. It also assumes key personnel are available to us for the duration of the audit and preparation of the financial statements. We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We are committed to the timely completion of the audit, performance of nonattest services as described above, and delivery of final reports for the fee set forth in this SOW. Factors potentially impacting the fee and thereby warranting an adjustment to the fee or issuance of a modification to this SOW include, but are not limited to:

1. Failure to provide schedules and information outlined in the workpaper request lists by our mutually agreed upon dates or such schedules and information being incomplete or inaccurate.
2. Requests by you for Sikich to complete schedules or obtain information previously mutually agreed to be completed by or provided by you.
3. Rescheduling preliminary (interim) or final fieldwork within thirty (30) days of the mutually agreed-upon timing of the engagement. Should Sikich be unable to redeploy members of the engagement team within this thirty (30) day period, we reserve the right to bill for time these individuals are not able to be reassigned to other client engagements.
4. Requests by you for Sikich to perform nonattest services in addition to those identified and described in the "Nonattest Services" section above.
5. Other time deemed outside the scope of services of the engagement as set forth in this SOW.

Final reports will be issued upon your approval of the preliminary drafts. Our engagement ends on delivery of our final report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service. Brian LeFevre is the engagement Partner and is responsible for supervising the provision of Services and signing the report or authorizing another individual to sign it. We expect to begin our audit in approximately October 2022.

Our fees for the Services consistent with our proposal dated January 11, 2021, will not exceed \$7,925 for the District audit, which includes out-of-pocket costs such as report reproduction, postage, etc. These fees is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In accordance with professional standards, any discussions during the period of the audit engagement between Client and a member of the Sikich audit engagement team regarding potential employment or association with Client creates an impairment of independence for the Sikich employee and possibly the firm. Such a situation could require us to temporarily or permanently remove that person from your audit engagement or to perform additional procedures or re-perform procedures, which would increase our fees. Should we not become aware of the impairment until after the conclusion of the provision of Services, our independence would be deemed to have been impaired. Please inform appropriate Client personnel to refrain from any such discussions with any Sikich staff while the audit Services are ongoing and notify Brian LeFevre immediately if Client becomes aware that any such discussions may have occurred.

You may request that we perform additional services not contemplated by this Agreement. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate Statement of Work or Change Order covering the additional services. In the absence of any other written communication from us documenting such additional services our services will continue to be governed by the terms of this SOW.

This SOW is governed by the terms and conditions of the Agreement. The terms of the Agreement are hereby expressly incorporated by reference into and made a part of this SOW. In the event of a conflict between the terms and conditions of the Agreement and this SOW, the terms of the Agreement shall take precedence and control over those of this SOW unless otherwise expressly and specifically set forth herein. In the event of a conflict between the terms and conditions of this SOW and any related exhibits, attachments, or proposals, the terms of this SOW shall take precedence and control over those of the exhibit, attachment, or proposal hereto unless otherwise expressly and specifically set forth herein. Any capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be executed (including by facsimile and PDF signature) in one or more counterparts, with the same effect as if the parties had signed the same document. This SOW may be modified or amended only by a written document signed by both parties.

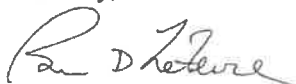
#### ACCEPTANCE

You acknowledge having read this SOW in its entirety, have had full opportunity to consider its terms in consultation with your attorney, have had full and satisfactory explanation of the same, and fully understand and agree to be bound by the terms of this SOW.

Please indicate your understanding and acceptance of this SOW and your intention to be legally bound hereby by executing this SOW in the space provided below where indicated and return it to our offices, indicating your authorization for us to proceed on the above terms and conditions.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Sincerely,



Brian LeFevre, CPA, MBA  
Partner  
On behalf of Sikich LLP

Acknowledged:

Warrenville Public Library District

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**CONSENT AGENDA 7e.**  
Adopt Working Budget for FY2023

The Working Budget for FY23 is included on the following pages.

Director Whitmer has made adjustments to many lines based on spending trends in prior years. Adjustments to salaries reflect actual pay increase rates to be implemented in July. All employees will receive a 4% cost of living increase. Employees are also eligible for a 1% or 2% merit increase based on their overall performance rating for 2021-2022.

Overall, the corporate fund will rely on \$188,000 of fund balance to balance the budget. (The goal was to use less than \$200,000 of fund balance.)

General comments for the FY23 budget are included on the cover page.

Any trustee may request to pull this item off of the consent agenda to be discussed during the regular agenda portion of the meeting. (Please make this request during the "Approval of the Agenda.")



## FISCAL YEAR 2023 WORKING BUDGET

July 1, 2022 to June 30, 2023

FINAL DRAFT  
for review and approval

prepared by  
Sandy Whitmer, Library Director  
6/8/2022

Warrenville Public Library District  
28W751 Stafford Place, Warrenville, IL 60555  
630/393-1171 [www.warrenville.com](http://www.warrenville.com)

### TABLE OF CONTENTS

- Working Budget Summary (page 1)**  
Offers a summary of income and expenditures by broad categories with comparative information for previous three years.
- Line Item Working Budget (pages 2-10)**  
Detailed line item budget with descriptive detail for each line item. Includes income and expenditure detail by account number, including fund extension.
- Fund Balance Projections (pages 11-12)**  
Projected fund balances through Fiscal Year 2026.

### LIBRARY FUND ACCOUNTING

The Library has two funds for the majority of expenditures:

- The **Corporate Fund** is the Library's general operating fund.
- The **Building Maintenance Fund** is restricted to building and maintenance expenses including cleaning, landscaping, snow removal, janitorial supplies, and general upkeep of the facility and its HVAC and security systems. The library is working toward closing this fund by spending down the fund balance. Future expenditures currently charged to this fund will be charged to the Corporate Fund.

Other funds include the **Special Reserve Fund** and the **Working Cash Fund**.

The Fund Balance Projections on pages 11 & 12 demonstrate the Library's intent to maintain a target fund balance of at least 3 months' operating expenditures.

### INCOME HIGHLIGHTS

The Library increased its last Tax Levy to capture the 1.4% Consumer Price Index increase permitted by the Property Tax Extension Limitation Law (PTELL). Paired with a higher than average amount of new construction, we expect a 2.5% increase over last year's property tax income. Over \$85,000 will be diverted to TIFs #3 and #4 in this tax levy cycle. The library expects to receive reimbursement for TIF-supported residential development.

### 2016 DEBT CERTIFICATE REPAYMENT

In FY23, the Library is required to make principal & interest payments totaling \$168,830. The Library will use a combination of developer contributions and fund balance to cover these payments.

### STRATEGIC PRIORITIES

The following strategic priority action items are funded for Fiscal Year 2023:

- Priority #1 – Increase Use of the Library**
- Improve Services to Hispanic Residents
    - Maintain budget for Spanish-language materials. Add funds for programming in Spanish
  - Maintain two full-time bilingual positions – one in youth services, one in adult services
  - Add 5 hours to existing bilingual staff for additional program support
  - Raise Awareness of the Library
    - Add a full-time graphic artist to work with the full-time marketing specialist
- Priority #2 – Connect with the Community**
- Connect Local Organizations, Entities and Residents
    - No funds are specifically budgeted for this priority in FY22, however, staffing levels will continue to support outreach opportunities.
- Priority #3 – Elevate the User Experience**
- Enhance Customer Service
    - Staff training will continue to highlight service to diverse populations.

### EXPENDITURE HIGHLIGHTS

#### Employee Costs

All employees will receive a 4% cost of living increase and are eligible for up to 2% merit increase.

All library employees work at least 20 hours per week, making them eligible for IMRF.

Additional staff hours have been included for existing collection support specialists whose workloads have significantly increased because of SWAN membership. The following positions are added:

- Full-time Graphic Artist
- Full-time HR Manager

The Library's IMRF rate will decrease from 9.78% to 8.41% in 2023.

We estimated a 10% increase in health insurance rates on 1/1/2023. We also plan to adjust our premium sharing practices to base the library's portion of the cost on the lowest cost plan. New this year: the library will share a portion of child/spouse/family premiums.

### EXPENDITURE HIGHLIGHTS (cont'd)

**Furniture/Equipment Purchases**  
\$5,000 is budgeted to upgrade our people counter to a software solution that provides hourly data which will be helpful if the library considers any changes to hours of operation and staffing levels.

#### Automation / Technology

Special reserve funds are budgeted to replace two routers, a server, staff desktop PCs and other miscellaneous hardware.

#### Professional Development

Sufficient funds have been allocated to allow staff and trustees to participate in online workshops, staff meetings and webinars. A youth services librarian plans to attend a national conference. Funds will enable staff to attend SWAN Expo 2023. A staff in-service will be planned. Three employees will receive tuition reimbursement.

#### Library Materials

The budgets for library materials have not changed significantly from FY22. However, funds have been reallocated to support popular digital collections as use of our physical media collections (DVDs, CDs and audiobooks) declines.

#### Programming & Publicity

The youth program budget has increased by \$1,000 to support the new "1,000 Books & Moments" initiative. \$1,000 has been added to the adult program budget to support programming in Spanish. Concerts on the Commons and Sunday Music Mainstays are back. Both are supported by a \$13,400 City of Warrenville Hotel Tax Grant.

#### Building Maintenance & Utilities

In addition to planned, routine maintenance costs, this budget includes funding for several maintenance projects:

- Window repair/replacements
- Replacement of entry doors
- Installation of security cameras

We anticipate our utility costs to be slightly higher because of rising energy costs, a new contract for electric supply and increases to the City's water and sewer rates.

### COVID-19 IMPACTS

We do not anticipate any significant pandemic-related costs in FY23. We will continue to monitor for potential impacts to income and will make adjustments to protect the long-term fiscal health of the Library District if necessary.

INCOME CATEGORIES	% of total income	% change FY22 projected to FY23 Budget					% change FY22 Budget to FY23 Budget				
		FY23 BUDGET	FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY23 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
Property Taxes	96.00%	2,035,684		3%	2%	1,899,416	2%	1,989,907	1,938,464	1,899,416	1,839,853
Copier	0.24%	5,000		4%	233%	1,500		4,800	903	4,998	7,386
Extended Use Fees	0.00%	-		#DIV/0!		-		-	-	13,287	19,694
Other Fees	0.00%	-		-100%		-		100	112	196	624
TIF Funds	0.94%	20,000		199%	700%	2,500		6,822	-	-	-
Interest	0.05%	1,000		-46%		2,000		1,850	2,129	19,317	26,221
Book & Bag Sales	0.02%	500		25%	-50%	1,000		400	605	707	1,681
Lost Books	0.12%	2,500		-20%	-17%	3,000		3,125	1,709	2,036	2,735
Gifts/Memorials	0.05%	1,000		-63%		1,000		2,690	1,545	1,126	1,506
Miscellaneous	0.02%	500		-22%	-50%	1,000		640	2,050	3,198	1,762
Hotel/Motel Tax Grant	0.63%	13,430		#DIV/0!	#DIV/0!	-		-	14,488	16,013	16,954
Per Capita Grant	0.99%	20,791		4%	23%	16,940		19,988	16,939	16,939	16,938
Grants Miscellaneous	0.00%	-		#DIV/0!	#DIV/0!	-		-	24,328	10,315	1,600
Debt Certificate Proceeds	0.00%	-		-	-	-		-	-	-	-
Developer Donations	0.94%	20,000		-80%		100,000		100,000	169,390	-	-
<b>TOTAL INCOME</b>	<b>100.00%</b>	<b>2,130,405</b>		<b>0%</b>		<b>2,119,347</b>		<b>2,125,699</b>	<b>2,172,662</b>	<b>1,987,548</b>	<b>1,936,954</b>

EXPENDITURE CATEGORIES	FY23 BUDGET	FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
Salaries	50.4%	1,247,000	20%	7%	862,082	942,308
Illinois Municipal Retirement Fund	4.5%	112,000	4%	-4%	93,094	87,348
FICA (Social Security, Medicare)	3.8%	94,000	24%	9%	64,454	67,791
Employee Insurance (UI, Workers Comp, Health)	4.1%	103,260	89%	25%	52,702	56,533
Operating/Supplies/Postage/Legal Notices	1.1%	31,485	35%	6%	23,375	24,378
Furniture / Equipment Purchase & Maintenance	0.6%	15,600	75%	-24%	26,648	17,793
Automation - Software, Purchase, & Maintenance	4.8%	119,570	55%	29%	76,900	77,331
Insurance (Package & Liability)	1.2%	30,500	138%	36%	12,800	22,801
Personnel Development & Recognition - Staff	1.1%	28,615	111%	0%	13,575	10,415
Trustee Development & Supplies	0.1%	1,700	-39%	-62%	2,775	1,018
Professional Contractual Services	1.1%	29,335	36%	-13%	21,600	19,880
Library Materials - Books, A/V, Periodicals, Online	7.6%	189,830	2%	2%	186,675	152,819
Programming	1.7%	31,931	105%	94%	15,570	20,432
PR/Publicity & Misc. Public Service	1.0%	27,890	22%	7%	22,800	28,897
Building Maintenance & Security	7.4%	171,190	73%	16%	19,836	25,617
Utilities	2.7%	69,500	11%	12%	89,329	97,039
Gift expenditures	0.0%	-	-	-	56,967	57,348
Capital Improvement Projects	0.0%	-	-	-	-	1,671
Debt Service	7.2%	168,330	1%	1%	169,390	167,129
Contingency	0.1%	1,000	1900%	-50%	25	84
<b>Total Expenditures</b>	<b>100.00%</b>	<b>2,473,236</b>	<b>24%</b>	<b>8%</b>	<b>1,810,207</b>	<b>1,892,514</b>
Total Expenditures not inclusive of capital project costs						

<b>Income less Expenditures</b>	<b>(352,831)</b>	<b>(176,133)</b>	<b>137,764</b>	<b>362,455</b>	<b>147,240</b>	<b>44,440</b>
Income less Expenditures not inclusive of capital project costs						

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget			FY22 BUDGET	FY22 PROJECTED	FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
INCOME												
4001-01	Taxes Levied Corp 100.00	2,035,684	2,035,684		3%		3%	1,984,389	1,979,725	1,836,990	1,796,842	1,741,615
4001-07	Taxes Levied Building & Maintenance 0.00	-	-		-100%		-100%	5,518	5,559	101,437	102,574	97,470
4002-01	Back Taxes Corporate 100.00	-	-					-	-	35		732
4002-07	Back Taxes Building & Maintenance 0.00	-	-					-	-	2		36
4010-01	Copier	5,000	5,000		4%		233%	1,500	4,800	903	4,998	7,386
4015-01	Extended Use Fees	-	-		#DIV/0!			-	-	-	13,287	19,694
4016-01	Other Fees	-	-		-100%			500	100	112	196	624
	TIF Funds	20,000	20,000	TIF reimbursement for residential development	700%			2,500	6,822	-	-	-
4300-01	Interest - Corporate	1,000	1,000	decreased interest rates	-46%			2,000	1,850	2,129	19,317	26,221
4400-01	Book & Bag Sales	500	500	recycled books only	25%			1,000	400	605	707	1,681
4450-01	Lost Books	2,500	2,500		-20%			3,000	3,125	1,709	2,036	2,735
4500-01	Gifts/Memorials	1,000	1,000	distribution from DuPage Foundation	-63%			1,000	2,690	1,545	1,126	1,506
4600-01	Miscellaneous	500	500		-22%			1,000	640	2,050	3,198	1,762
4700-01	Hotel/Motel Tax Grant	13,430	13,430	Summer Concerts & Sunday Musical Matinees (per award letter )	#DIV/0!			-	-	14,488	16,013	16,954
4800-01	Per Capita Grant	20,791	20,791	population increased to 14,096; per capita grant rate is \$1,475	4%			16,940	19,988	16,939	16,939	16,938
4804-01	RAILS Catalog Membership Grant	-	-		#DIV/0!			-	-	23,668		
4802-01	Grants Miscellaneous	-	-		-80%			-	-	660	10,315	1,600
4900-01	Developer Donations	20,000	20,000					100,000	100,000	169,390		
	TOTAL INCOME	2,120,405	2,120,405					2,119,347	2,125,699	2,172,662	1,987,548	1,936,954
EXPENDITURES												
6001-01	Salaries - Administration	245,000	245,000		36%		33%	184,000	180,100	176,842	168,325	209,716
6002-01	Salaries - Member Services	260,000	260,000		28%		17%	222,000	202,600	115,442	128,607	134,666
6005-01	Salaries - Public Services	470,000	470,000		17%		4%	451,000	401,000	335,641	358,826	363,715
6006-01	Salaries - IT	55,000	55,000		-39%		-47%	104,000	90,000	70,951	80,885	78,654
6007-01	Salaries - Technical Services	88,000	88,000		10%		-5%	93,000	80,100	88,583	125,916	133,174
6004-01	Salaries - Marketing	103,000	103,000		83%		24%	83,000	56,300	50,992	31,626	
6003-01	Salaries - Maintenance	26,000	26,000		3%		0%	26,000	25,200	23,631	22,490	22,383
6008-01	IMRF Expense	112,000	112,000	2022 rate 9.78% ; 2023 rate 8.41%	4%		-4%	117,000	107,400	93,094	87,348	93,360
6009-01	FICA Expense	94,000	94,000	7.65% of gross wages	24%		9%	86,000	76,000	64,454	67,791	70,188
6010-01	Unemployment Compensation	1,260	1,260	0.35% on first \$12,740 (no change from 2022)	-17%		-37%	2,000	1,510	993	1,368	1,190
6064-01	Operating - Material Processing Tech	11,600	11,600	Processing supplies (barcodes, labels, tape, replacement cases, pre-processing, etc.)	30%		21%	9,600	8,900	11,137	8,122	9,261
				600 Freight charges								



Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 Projected to FY23 Budget				FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
					42%	-27%	FY22 BUDGET	FY22 PROJECTED			
6065-01	Operating - Material Processing Circulation	3,550		2,500 Adhesive receipt paper (holds, SWAN routing) 100 ILL Labels (item labels 150 per pack @\$25 x4 for 600 ILL items; reduced due to SWAN migration) 200 Thermal Receipt Paper (2 boxes @\$100/box) 75 Bluetooth Receipt Paper (Point of Sale Terminal) 125 Touchscreen wipes (4 boxes @ \$30 each) for self checks, scan station, iPads at Member Services 50 Notice Envelopes for miscellaneous damaged and billing correspondence (1 boxes@\$50/box) 500 Miscellaneous			4,845	2,500	3,904	978	1,315
6069-01	Operating - Postage	4,690		265 Bulk Mail Permit Fee 480 Monthly bills/misc - \$40/month 600 Pitney Bowes machine rental/ink/labels 2,700 Newsletters 4@\$675 50 New Resident Mailer (average 60 per month) 180 ILL OOS Lending 5/mo=60*\$3 110 Damaged & Misc. Billing Notices (200 @ \$0.55) 55 Online library card mailings (100 @ \$0.55) 250 Miscellaneous (Administration)			4,795	3,475	3,949	3,945	4,282
6070-01	Operating - Office Supplies	4,145		2,000 Copy paper including colored and cardstock - Notary fee + stamp (renews in 2024) 1,500 Other office supplies 145 Sam's Club Plus Membership 500 Shredding			4,245	3,425	3,234	2,805	2,991
6071-01	Operating - Bank Fees	2,500		1,000 Credit Card Processing Fees (Square, ProPay, PayPal) 1,200 Bank Fees (includes check positive pay @ \$9 per month; Service charge for IBT DDA account @ \$50 per month)			1,000	900	527	559	614
6072-01	Operating - Automation Supplies	4,000		300 ProPay fee (SWAN) 500 Miscellaneous: compressed air, screen cleaning wipes, etc. 3,500 Toner Cartridges 1,000 Legal notices			4,000	3,200	4,597	2,838	4,640
6075-01	Operating - Publishing	1,000		2,000 Copier lease (250i - Youth - \$167/mo through 4/23) 4,900 Copier lease (360i - Admin - \$407/mo through 3/25; includes unlimited prints/maintenance) 1,200 iPhone (Marketing/Social Media; use with wifi, no cellular or data plan required)							
6090-01	Furniture/Equipment - Purchases	8,100		1,000 Miscellaneous furniture & equipment 5,000 SenSource People Counter (2 entrances) 1,500 copier maintenance contracts (per print costs; reduced because new admin copier lease includes unlimited prints)			1,300	975	1,068	842	1,275
							7,440	6,100	9,251	10,432	8,523
6090-11	Furniture/Equipment - Purchases (Special Reserve)	6,000			#DIV/0!	-40%	10,000	-	14,994	4,529	8,770
6093-01	Furniture/Equipment - Maintenance	1,500			-46%	-50%	3,000	2,800	2,403	2,832	2,985

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY22 Budget to FY23 Budget			FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
					% change FY22 Projected to FY23 Budget	FY22 BUDGET	FY23 PROJECTED			
6098-01	Automation - Software	13,000			-19%	15,900	16,100	12,864	12,526	16,585
			2,000	B&T Title Source & Reviews						
			6,000	Communico Suite						
			400	Marketing / Adobe Creative Suite subscription for Graphics PC (\$30/mo paid annually)						
			950	WhoFi wifi analytics						
			100	Quickbooks Online Plus (5-user annual subscription)						
			350	Zoom Meetings Subscription Renewal (Admin)						
			1,200	Beantack Summer Reading Software						
			2,000	Miscellaneous						
6098-01	Automation - Purchase	3,500			35%	3,800	2,600	5,243	4,817	3,973
			1,500	New Mobile devices						
			2,000	Miscellaneous (includes replacements for hot spots, mobile devices)						
6098-11	Automation - Purchase	41,700			893%	13,150	4,200	20,085	7,649	11,515
			20,000	Staff Desktops (replace 25, 2016 units)						
			7,750	Replace ICN Router (hardware + licensing)						
			3,500	Replace Host Server (2013 unit)						
			1,200	NAS Storage Replacements						
				Widescreen Monitors for public PCS (if/when return to full capacity)						
				Public Desktops (replace 13)						
			525	1 replacement printer for MS/AS/YS/TS						
			1,500	Larger or dual monitor for select staff						
			2,500	Replace Edgemarc Router (phone system)						
				5 wifi hotspot replacements						
			2,625	Replace management team printers						
			1,100	Replace Unifi AC-PRO Access points						
				Replace Ubiquiti Edgeswitch (supports wifi access points)						
6099-01	Automation - Maintenance	61,370			14%	60,200	54,000	75,867	52,339	43,433
			2,150	Gen-Tec annual maintenance for self-checks [2]						
			120	Cisco Meraki cloud management for iPad Kiosk						
			2,500	Cisco SmartNet contract for internet router (5-year)						
				Cloud backup of servers (monthly charges based on storage volume)						
			3,000	DeepFreeze (3-year)						
			5,000	Network Consultant (prepaid hours [100])						
			10,000	ePRINTit wireless printing solution (TBS)						
			400	Phone system maintenance contract 24x7						
			1,900	SWAN Membership Fees						
			30,000	UCC 5 Standard SSL Certificate for Communico (www, attend, reserve)						
			400	Sprint/Mobile Beacon service plans for hotspots [14]						
			1,800	TBS MyPC, PaperCut, Cpad/Print Release (2), Coin tower (3)						
			2,000	TBS SimpleScan Station annual maintenance						
			1,100	Miscellaneous						
6100-01	Workmen's Compensation	5,000			#DIV/0!	4,000	*	2,478	2,427	2,263

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY22 Projected to FY23 Budget				FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
					% change FY22 Projected to FY23 Budget	FY22 BUDGET	FY22 PROJECTED	% change FY22 Budget to FY23 Budget			
6102-01	Insurance Package	30,500	30,500	new carrier, 18 months of premium	138%	14,350	12,800	113%	14,772	15,219	12,466
6103-01	Liability Insurance - Officers/Directors	-	-	1 year (new carrier?) - will update with final number for final draft	#DIV/0!	-	-	-100%	9,085	7,582	-
6104-01	Liability Insurance - Umbrella	-	-	Notary Bond (renews in 2024)		-	-		-	-	-
6107-01	Insurance - Bonds	-	-	Changes premium sharing to a flat dollar amount based on the lowest cost plans (90%/10% for employee and 50%/50% for spouse/child/family); Assumes 15% increase for medical plans and 10% increase for life, vision and dental. Increased number of participants with possible addition of family coverage. Eliminates employer contribution to Health Savings Accounts. (All changes effective 1/1/23 to coincide with plan renewal.)	82%	76,500	53,250	27%	49,231	52,738	41,127
6108-01	Insurance - Health/Life	97,000	97,000								
6146-01	Personnel Development - Recruiting	1,500	1,500	Includes advertising and background checks	567%	1,500	225	0%	225	225	648
6148-01	PD - Staff Appreciation	4,500	4,500	Staff Appreciation Luncheon, treats	275%	3,900	1,200	15%	904	1,554	3,008
			2,500	Staff Appreciation Event							
			500	Cards, flowers, cakes, treats							
6149-01	PD - Staff/Tuition Reimbursement	3,000				750	575				
			1,100	Gail Smith LTA Certificate, 4 courses							
			400	Duncan Jones (Comp TIA Network + & Security+ Certifications							
			1,500	Kyrie Kenny-Sumrak (MLIS Courses)							
6150-01	PD - Staff dues	3,260			27%	2,775	2,675	17%	2,433	2,836	2,995
			225	Director: ALA (\$150) + PLA (\$78)							
			410	Public Services Manager: ALA (\$150) + PLA (\$78) + ALSC (\$50) + YALSA (\$62) + RUSA (\$67)							
			225	Member Services Manager: ALA (\$150) + PLA (\$78)							
			225	Acquisitions & Cataloging Manager: ALA (\$150) + PLA (\$78)							
			250	HR Manager - SHRM (\$250)							
			225	ILA - Institutional Membership (no employee personal memberships)							
			100	LACONI - Institutional membership							
			50	ATLAS - Institutional membership							
			1,100	HR Source - Institutional membership							
			150	Wheaton Warrentonville Early Childhood Coop.							
			275	Chamber of Commerce - Institutional							
			25	Warrentonville Historical Society - Institutional							



Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY22 Budget to FY23 Budget				FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
					% change FY22 Projected to FY23 Budget	FY22 BUDGET	FY22 PROJECTED	% change FY22 Budget to FY23 Budget			
6151-01	PD - Staff meetings	14,655		Acquisitions & Cataloging: Miscellaneous seminars, webinars, meetings	95%	16,950	7,500	-14%	4,960	4,732	5,167
				Acquisitions & Cataloging: Reaching Forward Conference (1)							
				Member Services: Miscellaneous seminars, webinars, meetings							
				Member Services: Reaching Forward Conference (2)							
				Marketing: Miscellaneous seminars, webinars, meetings							
				Public Services: Miscellaneous seminars, webinars, meetings							
				Public Services: ILA Annual Conference (2)							
				Public Services: ALSC National Institute (1) - Conference registration (\$450), Lodging (\$375), Meals (\$275)							
				IT: Miscellaneous seminars, webinars, meetings							
				Director: Miscellaneous seminars, webinars, meetings							
				Director: Management Training through HR Source							
				Assistant to the Director: Miscellaneous seminars, webinars, meetings							
				HR Manager: Management Training through HR Source							
				Public Services Manager: Management Training through HR Source							
				Member Services Manager: Management Training through HR Source							
				Acquisitions & Cataloging Manager: Management Training through HR Source							
				Marketing & Communications Specialist: Management Training through HR Source							
				Acquisitions & Cataloging Manager: ILA Annual Conference							
				Staff In Service							
				All-Staff Meetings							
				Hosted Meetings							
				SWAN Expo (all staff)							
				Homelessness Training Subscription							
6152-01	PD - Staff Transportation	1,700		General mileage reimbursement (local, in-person meetings resuming)	21%	2,750	1,400	-38%	50	1,068	1,227
				Public Services: ALSC National Institute Travel							
6153-01	PD - Trustee dues	-				150	150			151	-
6154-01	PD - Trustee meetings	950		Trustees: Miscellaneous seminars, webinars, meetings	-46%	3,050	1,750	-69%	30	2,186	464
				ILA Legislative Meetup (2 trustees)							
				ILA Trustee Workshop (2 trustees)							
				LACONI Trustee Dinner (2 trustees)							
6155-01	PD - Trustee transportation	250		Miscellaneous	-67%	750	450		-	299	17
6156-01	PD - trustee miscellaneous	500		cards, flowers, cakes, treats, meeting supplies	18%	500	425	0%	83	161	537





Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY22 Projected to FY23 Budget				FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
					% change FY22 Budget to FY23 Budget	% change FY22 Projected to FY23 Budget	FY22 BUDGET	FY22 PROJECTED			
6300-01	Public Service - Adult Programming	9,500	5,600	20 programs @ \$300 each + supplies	51%	12%	8,500	6,275	3,611	6,890	7,005
			700	Summer Reading prizes and publicity							
			650	Movie licenses							
			150	11 book discussions @ \$12 ea							
			400	Outreach/Passive Programming							
			1,000	Programming in Spanish							
			1,000	Other Programming							
6301-01	Public Service - Youth Programming	9,000	3,000	Youth & Young Adult Programs	52%	13%	8,000	5,925	6,151	4,190	6,192
			1,500	Youth & Young Adult Presenters							
			2,000	Summer Reading							
			1,500	1000 Books & Moments							
			1,000	Other programming							
6304-01	Public Service - Hotel/Motel Tax	13,431	9,776	Concerts on the Commons (Hotel Tax Grant)	299%	#DIV/0!	-	3,370	10,670	17,817	16,569
			3,655	Sunday Musical Matinees (Hotel Tax Grant)							
6305-01	Public Service - Refunds/Fines/Fees	250	250	Refunds to other libraries for materials lost by Warrenville patrons	150%	-75%	1,000	100	421	141	74
6308-01	Public Service - Printing	11,800	11,200	Newsletter - 4 @ \$2,800 (new vendor)	9%	-14%	13,800	10,850	9,854	10,406	11,969
			600	Brochures, bookmarks, sandwich board inserts							
6311-01	Public Service - PR/Publicity	15,190	500	Shirts/logo apparel for new staff members	30%	44%	10,570	11,700	8,812	14,525	3,809
			150	Facebook ads, boosts							
			2,200	Giveaways - New cardholders & outreach events							
			500	Parade - float decor, candy, dog biscuits							
			650	Giveaways - Pens							
				Outreach Events - 4 or 5 Marketing/Member Services meet & greet events at new housing or business venues							
			600	Miscellaneous Marketing materials (supplies, acrylic holders, 350 1 roll laminating film, etc.)							
			140	Canva Subscription							
			150	Stock images							
			800	Constant Contact (up to 10,000 email addresses)							
			350	Bit.ly link shortener subscription							
			8,800	Contracted Graphic Design services - 4 quarters @ \$2,200 each							
6313-01	Public Service - Miscellaneous	650	150	Museum Adventure Pass Program	333%	0%	650	150	204	545	1,192
			500	Misc. programs							
6313-15	Public Service - Miscellaneous (Alba Lemos)	-	-	This fund has been fully spent.			-	-	545	-	-

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	FY22 Budget to FY23 Budget				FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
					20%	17%	FY22 BUDGET	FY22 PROJECTED			
6400-01	Maintenance	42,250							35,922	37,204	49,383
			26,000	Cleaning Contract + special cleaning services							
			2,500	Window washing (1X/year)							
			6,000	Elevator contract							
			1,000	Elevator pressure test (2X/year)							
			1,000	Elevator Hydraulic Code Requirements (OTIS & Cintas)							
			350	City Inspection of elevator (\$80 per visit - 4X/year)							
			600	Pest Control							
			1,800	Roof Maintenance (\$900 ea.; Spring & Fall)							
			-	Movable partition maintenance (inspected FY22, will inspect again in FY24)							
			-	Sealcoating (completed FY22, will do again in FY24)							
			3,000	Miscellaneous							
6400-11	Maintenance	68,000			196%	21%	56,000	23,000	-	-	
			20,000	Window repair/replacement							
			-	Parking Lot repair (partial in FY22, will revisit in FY24)							
			22,000	Replace entry doors							
			16,000	Replace staff entry doors (carried from FY22)							
			-	Staining of building exterior (completed FY22)							
			10,000	Miscellaneous repairs							
6401-07	Maintenance - Supplies	2,000			567%	0%	2,000	300	643	1,403	1,516
			1,000	Bulbs, Ballasts							
			1,000	Miscellaneous equipment							
6402-07	Security	10,800			84%	2%	10,550	5,875	9,861	6,146	7,098
			700	Fire alarm - inspection & repairs							
			800	Elevator access (OTIS) during fire alarm inspection & repairs							
			2,700	Alarm monitoring (\$650/quarter for burglar, \$90/quarter for fire)							
			600	Extinguisher inspection and recharging							
			4,000	Fire Sprinkler System - inspection and repairs							
			500	Backflow Preventor test (6@ \$90)							
			1,500	General maintenance							
6207-11	Security (Special Reserve)	7,500			#DIV/0!	0%	7,500	-			
6403-01	Gas	9,500	7,500	Security Camera System	0%	36%	7,000	9,500	10,501	6,676	918
6406-07	Snow Removal	20,000	9,500		15%	0%	20,000	17,325	21,254	18,386	27,870
6407-07	HVAC	8,450			13%	61%	5,250	7,450	3,777	28,912	1,448
			7,000	General maintenance							
			650	Filters							
			800	Humidifier bottles							
6408-01	Water/Sewer	1,200			50%	20%	1,000	800	570	735	918
6409-01	Electricity	42,000	1,200	rate increase (new contract)	19%	14%	37,000	35,300	29,972	34,856	39,909
6410-01	Telephone	16,800	42,000		-2%	-3%	17,300	17,100	15,924	15,081	13,245
			3,400	Telephone lines (Granite/POTS \$200/mos, Megapath \$80/mos.)							
			12,900	Internet (AT&T \$375/mos; Illinois Century Network \$475/mos; Comcast \$225/mos)							
6411-01	Janitorial supplies	4,000	500	Absorb Faking costs for BookScan Station	38%	-60%	10,000	2,900	5,888	3,664	3,188
			4,000	Kleenex, dish soap, paper towels, napkins, batteries, (less PPE needed)							

Account & Fund Ext.	Description	FY23 BUDGET	FY23 ITEMIZED STAFF BUDGET REQUEST	NOTES	% change FY22 projected to FY23 Budget		% change FY22 Budget to FY23 Budget		FY21 ACTUAL	FY20 ACTUAL	FY19 ACTUAL
							FY22 BUDGET	FY22 PROJECTED			
6413-01	Landscape maintenance	8,190			17%	1%	8,110	7,025	11,984	6,324	13,327
			3,080	Outside contract (\$385/mos x 8)							
			3,360	Inside contract (\$280/mos)							
			250	Spring Plantings							
			1,500	Miscellaneous Replacements, Landscaping							
			-	Mulch							
6500-01	Gift expenditures	-	-				-	1,000	-	1,671	2,245
6520-14	Capital Improvement Projects	-	-				-	-	-	-	-
6520-11	Capital Improvement Projects	-	-				-	-	-	-	-
6520-01	Capital Improvement Projects										
6530-01	Debt Repayment (Principal)	145,000	145,000		4%	4%	140,000	140,000	140,000	135,000	169,777
6531-01	Debt Repayment (Interest)	23,830	23,830				26,700	26,590	29,390	32,129	
6600-01	Contingency	1,000	1,000		1900%	-50%	2,000	50	25	84	563
6702-01	Census Grant	-	-				-	-	-	10,251	
	Total Expenditures	2,473,236	2,473,236		24%	8%	2,295,480	1,987,935	1,810,207	1,840,308	1,892,514
	Income less Expenditures	(352,831)	(352,831)				(176,133)	137,764	362,455	147,240	44,440



FUND BALANCE PROJECTIONS  
FY2022-2023

FUND	Estimated Beginning Balance 7/1/22	Income Budgeted FY22/23	Expenses Budgeted FY22/23	Projected Year- End Balance 6/30/23	Income vs. Expenses
CORPORATE	808,877	2,120,405	2,308,786	620,496	(188,381)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	36,503	-	41,250	(4,747)	(41,250)
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	466,088	-	123,200	342,888	(123,200)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,537,315	2,120,405	2,473,236	1,184,484	(352,831)

Note: Cash on hand at year-end is approximately \$975,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	577,197	846,343	269,147

\*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash may be transferred to Special Reserve Fund

FUND BALANCE PROJECTIONS  
FY2023-2024

CPI - 5% 3%

FUND	Estimated Beginning Balance 7/1/23	Income Budgeted FY23/24	Expenses Budgeted FY23/24	Projected Year- End Balance 6/30/24	Income vs. Expenses
CORPORATE	615,749	2,226,425	2,378,050	464,125	(151,624)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
CAPITAL PROJECTS	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	342,888	-	100,000	242,888	(100,000)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	1,184,484	2,226,425	2,478,050	932,860	(251,624)

Note: Cash on hand at year-end is approximately \$975,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	594,512	689,972	95,459

\*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash may be transferred to Special Reserve Fund

FUND BALANCE PROJECTIONS  
FY2024-2025

CPI - 3% 3%

FUND	Estimated Beginning Balance 7/1/24	Income Budgeted FY24/25	Expenses Budgeted FY24/25	Projected Year- End Balance 6/30/25	Income vs. Expenses
CORPORATE	464,125	2,293,218	2,449,391	307,952	(156,173)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	242,888	-	100,000	142,888	(100,000)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	932,860	2,293,218	2,549,391	676,687	(256,173)

Note: Cash on hand at year-end is approximately \$975,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	612,348	533,799	(78,549)

\*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash may be transferred to Special Reserve Fund

FUND BALANCE PROJECTIONS  
FY2025-2026

CPI = 2% 2%

FUND	Estimated Beginning Balance 7/1/25	Income Budgeted FY25/26	Expenses Budgeted FY25/26	Projected Year- End Balance 6/30/26	Income vs. Expenses
CORPORATE	307,952	2,339,082	2,498,379	148,655	(159,297)
FICA	-	-	-	-	-
IMRF	-	-	-	-	-
BUILDING/MAINT	-	-	-	-	-
AUDIT	-	-	-	-	-
LIABILITY	-	-	-	-	-
WORKERS COMP	-	-	-	-	-
UNEMPLOYMENT	-	-	-	-	-
ALBA LEMOS GIFT	-	-	-	-	-
SPECIAL RESERVE	142,888	-	100,000	42,888	(100,000)
WORKING CASH	225,847	-	-	225,847	-
DEVELOPER DONATIONS	-	-	-	-	-
TOTALS	676,687	2,339,082	2,598,379	417,390	(259,297)

Note: Cash on hand at year-end is approximately \$975,000 greater due to deferred property tax revenue.

FUND BALANCE TARGETS	TARGET *	PROJECTED YEAR-END	DIFFERENCE
Corporate + Working Cash	624,595	374,502	(250,093)

\*Target = 25% of Corporate expenditures; Surplus from Corporate + Working Cash may be transferred to Special Reserve Fund

## **8a. REGULAR AGENDA**

Approve payments for the period of May 19, 2022 – June 15, 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**  
**May 19 - June 15, 2022**

Date	Num	Name	Amount	Transaction Type
06/15/2022	8832	Accounting Services, Inc.	-528.00	Check
06/15/2022	8833	Ambius	-286.00	Check
06/15/2022	8834	Baker & Taylor	-3,785.68	Check
06/15/2022	8835	Baker & Taylor	-137.21	Check
06/15/2022	8836	Baker & Taylor	-305.31	Check
06/15/2022	8837	Baker & Taylor	-16.59	Check
06/15/2022	8838	Baker & Taylor	-1,859.94	Check
06/15/2022	8839	Barcodes, Inc. LLC	-115.74	Check
06/15/2022	8840	Bielawa, Matthew	-1,100.00	Check
06/15/2022	8841	Bloomscapes Landscaping, Inc.	-385.00	Check
06/15/2022	8842	Chaidez, Christie	-150.00	Check
06/15/2022	8843	Cintas Fire Protection	-997.37	Check
06/15/2022	8844	Davis, Jackie	-5.62	Check
06/15/2022	8845	Demco	-36.81	Check
06/15/2022	8846	Direct Energy Business	-2,952.30	Check
06/15/2022	8847	Hagg Press, Inc.	-1,331.00	Check
06/15/2022	8848	Hertz Electric	-175.00	Check
06/15/2022	8849	HR Source	-150.00	Check
06/15/2022	8850	Konica Minolta Business Solutions	-295.67	Check
06/15/2022	8851	LIMRICC Purchase of Health Insurance Prog	-6,580.04	Check
06/15/2022	8852	Midwest Tape	-1,330.40	Check
06/15/2022	8853	Midwest Tape	-716.68	Check
06/15/2022	8854	Nedrow Decorating, Inc.	-15,550.00	Check
06/15/2022	8855	Otis Elevator Company	-455.00	Check
06/15/2022	8856	Petty Cash Fund	-19.42	Check
06/15/2022	8857	Pezzini, Davide	-1,200.00	Check
06/15/2022	8858	Sam's Club/Synchrony Bank	-547.68	Check
06/15/2022	8859	Schlecht, Molly	-1,840.00	Check
06/15/2022	8860	Service Master Commercial Cleaning	-2,415.00	Check
06/15/2022	8861	Smith, Gail	-552.00	Check
06/15/2022	8862	Symbology, Incorporated	-516.22	Check
06/15/2022	8863	Technology Management Revolving Fund	-475.00	Check
06/15/2022	8864	Warrenville Ace Hardware	-16.18	Check
06/15/2022	8865	Whitmer, Sandy	-4.85	Check
06/15/2022	8866	CDW Government, Inc.	-1,543.92	Check
06/15/2022	8867	Quill Corporation	-314.20	Check
06/15/2022	8868	Granite Telecommunications	-154.60	Check
05/19/2022	Electronic	Paylocity	-283.67	Check
05/20/2022	Electronic	Northern Illinois Gas	-333.92	Check
06/02/2022	Electronic	Paylocity	-117.82	Check

06/02/2022	Electronic	AFLAC	-141.45 Check
06/02/2022	Electronic	Pitney Bowes, Inc.	-201.00 Check
06/07/2022	Electronic	Chase Ink	-5,757.47 Check
06/09/2022	Electronic	Konica Minolta Premier Finance	-370.00 Check
06/15/2022		AT&T	-375.00 Check

/

## **8b. REGULAR AGENDA**

Approve transfer of funds

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

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

## 10a. NEW BUSINESS

### Review IMRF Early Retirement Incentive Cost Proposal (**ACTION**)

Last month, Director Whitmer suggested the Board request a cost proposal for IMRF's early retirement incentive. The Board asked our authorized IMRF agent, Jackie Davis, to reach out to IMRF for the cost proposal.

IMRF provided a cost proposal for this incentive. **Director Whitmer does not recommend the Board offer this incentive.** This was a good opportunity to learn about the incentive, however the cost far exceeds any savings the library would realize.

The full cost proposal is available from Jackie upon request. Here is a brief summary:

- Three employees are eligible for the incentive if offered from January 1 – December 31, 2023.
- The annual payroll for the three employees is \$197,495.
- The cost proposal assumes annual increases of 3%.
- If all three employees opted into the incentive, the additional liability created would be \$469,837.
- The library could pay this liability in a lump sum or amortize it over a period of years, for example:
  - 5 years – total cost is \$558,761 with annual payments ranging from \$106,000 to \$117,000
  - 10 years – total cost is \$662,624 with annual payments ranging from \$59,145 to \$73,864.

**Unless the Board disagrees with this assessment, no action is needed on this item.**

## 10b. NEW BUSINESS

Accept proposal from Gallagher Insurance and authorize Library Director to proceed with Library Insurance Risk Agency membership  
**(ACTION)**

***Suggestion Action: Accept proposal from Gallagher Insurance and authorize Library Director to proceed with Library Insurance Risk Agency membership and work with Gallagher broker for new policies effective July 1, 2022, including a bond for the Board Treasurer (ACTION)***

Last month, the Board heard a presentation by Trevor Smith and Michael McHugh representing Gallagher Insurance and the Library Insurance Risk Agency.

Director Whitmer recommends the Board authorize the Library to move forward with LIRA membership and secure insurance through Gallagher with coverage beginning July 1, 2022.

Policies through Gallagher are on a calendar year cycle. Our current policies are on a fiscal year cycle. Therefore, the Library will pay for 18 months of coverage in FY23. (Pro-rated premiums for July-December 2022 and full premiums for January-December 2023)

Below is a summary of Gallagher's proposal which includes Package Insurance (Property, General Liability, Board Legal Liability, Automobile Liability and Physical Damage, Inland Marine (artwork), EDP, Crime), Workers' Compensation, Excess Liability, Boiler & Machinery, Risk Management Services, Cyber/Identity Theft, and Workers' Compensation.

2021-22 premiums are pro-rated to cover the period from July through December 2022.

July1, 2021-July 1, 2022 Expiring Premiums (library paid in FY22)	January 1-December 31, 2022 Renewal (LIRA) (This number is only for a 12 month comparison to our expiring premiums)	July 1-December 31, 2022 <b>pro-rated premiums</b> (library will pay this plus the full premium for 2023 in FY23. 2023 premiums TBD)
\$25,096	\$21,700	\$12,610

Our board treasurer is currently covered by a crime policy. If this proposal is approved, the treasurer will need to be bonded and there will be an additional cost for the bond. Director Whitmer does not expect the bond to exceed the difference between our expiring premiums and the renewal amount.

If approved, Director Whitmer will work with Lundstrom Insurance to not renew existing policies. Our Lundstrom Insurance representative did not provide a renewal quote for the library's policies other than to say our policies "auto renew." The renewal of our cyber liability policy was declined by the carrier. Lundstrom offered alternatives for this coverage, but we have not pursued them at this time.

If approved, Director Whitmer will work with Trustee Lezon to complete and submit the treasurer bond application.

## 10c. NEW BUSINESS

### Approve revised Employee Handbook: Annual Leave Policy (ACTION)

#### ***Suggestion Action: Approve revised Employee Handbook Annual Leave Policy with an effective date of July 11, 2022 (ACTION)***

As part of the budget discussion in May, Director Whitmer recommended several changes to the current annual leave policy. Annual leave is to be used for vacation and personal days. It can be used for sick days if the employee's sick leave balance falls to zero.

Employees who would "lose" time off under the revised policy will be granted an exception.

The significant differences between the revised policy and current policy are:

<b>Revised policy</b>	<b>Current Policy</b>
All full-time and part-time employees will earn up to a maximum of 6 weeks annual leave to be used for vacation or personal business days.	Management Team earns up to 6 weeks. Other employees earn up to 5 weeks.
Full-time Management Team employees begin with 4 weeks.	Management Team employees begin with 5 weeks.
Full-time and part-time employees begin with 3 weeks	(no change)
One additional week earned after every 3 years of employment until the maximum is reached	One additional week earned after every 5 years of employment until the maximum is reached
Pro-rated time off for employees is calculated based on the employee's authorized weekly hours and awarded as a flat amount each pay period.	Time-off for employees is based the number of hours worked in a pay period and the amount awarded varies each pay period.

A section about how to request annual leave has been added and other information has been updated for clarity.

The revised policy is included on the following pages. Current policy is available upon request.

**PROPOSED POLICY (to be effective July 11, 2022 – first full payroll in FY23)**  
**ANNUAL LEAVE 5.1 page 1**

Annual leave is paid leave to be used for vacation and personal business days. It is earned by full-time and part-time employees from the first date of employment. Temporary employees are not eligible for annual leave.

**FULL-TIME and PART-TIME EMPLOYEES**

Full-time and part-time employees may accrue up to the maximum amount indicated in the table below. Part-time maximums and hours earned are pro-rated based on the employee's authorized weekly hours.

	Full-Time 37.5 hours	Part-time 30 hours	Part-time 25 hours	Part-time 20 hours
Years 1 through 3 3 weeks	112.5 hours max 4.33 hours earned per pay period	90 hours max 3.47 hours earned per pay period	75 hours max 2.89 hours earned per pay period	60 hours max 2.31 hours earned per pay period
Years 4 through 6 4 weeks	150 hours max 5.77 hours earned per pay period	120 hours max 4.62 hours earned per pay period	100 hours max 3.85 hours earned per pay period	80 hours max 3.08 hours earned per pay period
Years 7 through 9 5 weeks	187.5 hours max 7.22 hours earned per pay period	150 hours max 5.77 hours earned per pay period	125 hours max 4.81 hours earned per pay period	100 hours max 3.85 hours earned per pay period
Years 10+ 6 weeks	225 hours max 8.66 hours earned per pay period	180 hours max 6.93 hours earned per pay period	150 hours max 5.77 hours earned per pay period	120 hours max 4.62 hours earned per pay period

Note about calculations: The amount earned per pay period is calculated by dividing the maximum amount by 26, the number of bi-weekly pay periods in a year.

**FULL-TIME MANAGEMENT TEAM EMPLOYEES**

Full-time Management Team employees may accrue up to the maximum amount indicated in the table below. The amount earned per pay period is calculated by dividing the maximum amount by 26, the number of bi-weekly pay periods in a year.

Years 1 through 3 4 weeks	150 hours max 5.77 hours earned per pay period
Years 4 through 6 5 weeks	187.5 hours max 7.22 hours earned per pay period
Years 7+ 6 weeks	225 hours max 8.66 hours earned per pay period



**MAKING AN ANNUAL LEAVE REQUEST**

Employees are required to submit their annual leave request to their manager for approval as far in advance as possible, but no more than 12 months prior to the start of the requested leave.

Whenever possible, annual leave requests should be submitted by the first day of the month preceding the month in which the annual leave will begin. (For example, when requesting annual leave that begins in the month of July, the employee should submit the request no later than June 1.)

All requests will be reviewed by the employee's manager who will take into consideration the operational needs of the Library in determining whether or not to approve the request.

Requests will be approved on a first-come, first-served basis. If multiple requests for the same date are received on the same day, then they will be considered in order of the employees' length of service.

Annual leave may be requested in increments of 15 minutes.

**ADDITIONAL INFORMATION REGARDING ANNUAL LEAVE**

Annual leave pay will be at the employee's regular hourly rate of pay in effect at the time the leave is taken.

Annual leave may not be used to exceed an employee's authorized weekly hours.

Employees may not accrue annual leave in excess of their maximum. If an employee reaches their maximum, no additional leave will be awarded until they use annual leave and their accrued amount falls below their maximum.

An employee's annual leave balance may not fall below zero.

Employees are responsible for managing their annual leave balance. Employees should review their annual leave balance regularly so they are aware if they are approaching the maximum accrual or if a request will exceed their available annual leave.

When the employment relationship ends, the employee's accrued, unused annual leave is paid out at the employee's current rate of pay.

Annual leave will not accrue during any unpaid absences.

Annual leave may be used to make up for time lost if holiday pay causes an employee's hours to fall below their authorized weekly hours. (The employee must request annual leave and get approval from their manager.)

Annual leave must be used for Family Medical Leave after an employee has exhausted their available sick leave.

An employee will be moved up into the next earning tier in the pay period in which their employment anniversary occurs.

All benefits for which an employee is eligible (for example: seniority, leave accrual, IMRF, insurance) continue while an employee is on paid leave).

For review and approval by Board of Trustees June 15, 2022

## **10d. NEW BUSINESS**

### **Approve revised Employee Handbook: Sick Leave Policy (ACTION)**

***Suggestion Action: Approve revised Employee Handbook Sick Leave Policy with an effective date of July 11, 2022 (ACTION)***

As part of the budget discussion in May, Director Whitmer recommended part-time employees be eligible for sick leave. The sick leave policy has been revised to provide pro-rated sick leave for part-time employees.

Like annual leave, pro-rated sick leave is calculated based on the employee's authorized weekly hours and awarded as a flat amount each pay period.

A section about how to request sick leave has been added and other information has been updated for clarity.

The revised policy is included on the following pages. Current policy is available upon request.

**PROPOSED POLICY (to be effective July 11, 2022 – first full payroll in FY23)****SICK LEAVE 5.2 page 1**

Sick leave is paid leave to be used for absences due to an employee's illness, injury or medical appointment. Sick leave may also be used for absences due to an illness, injury or medical appointment for the employee's child (biological, adopted, foster, stepchild or child of a person standing in loco parentis), spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

Sick leave is earned by full-time and part-time employees from the first date of employment. Temporary employees are not eligible for annual leave.

**SICK LEAVE ACCRUALS**

Full-time and part-time employees may accrue up to the maximum amount indicated in the table below. Part-time maximums, single day equivalents and hours earned are pro-rated based on the employee's authorized weekly hours.

	Full-Time 37.5 hours (7.5 hours = 1 day)	Part-time 30 hours (6 hours = 1 day)	Part-time 25 hours (5 hours = 1 day)	Part-time 20 hours (4 hours = 1 day)
12 days per year; 240 day maximum	1,800 hours max	1,440 hours max	1,200 hours max	960 hours max
	90 hours earned per year	72 hours earned per year	60 hours earned per year	48 hours earned per year
	3.47 hours earned per pay period	2.77 hours earned per pay period	2.31 hours earned per pay period	1.85 hours earned per pay period

Note about calculations: Single day equivalents are calculated by dividing the authorized weekly hours by 5. Single day equivalents are used to calculate the maximum and annual hours earned. (Single day equivalents should not typically be used when calculating payments for time off.) The amount earned per pay period is calculated by dividing the hours earned per year by 26, the number of bi-weekly pay periods in a year.

**MAKING A SICK LEAVE REQUEST**

For medical appointments, employees should submit their sick leave request to their manager as far in advance as possible, preferably when the appointment is scheduled. If possible, employees should attempt to schedule medical appointments outside of their regularly scheduled hours.

Other requests should be submitted as the need for sick leave occurs. Please refer to the "Attendance and Punctuality" guidelines in the Employee Handbook for notification procedures.

Sick leave may be requested in increments of 15 minutes.

**ADDITIONAL INFORMATION REGARDING SICK LEAVE**

Sick leave pay will be at the employee's regular hourly rate of pay in effect at the time the leave is taken.

Sick leave may not be used to exceed an employee's authorized weekly hours.

Employees may not accrue sick leave in excess of their maximum. If an employee reaches their maximum, no additional leave will be awarded until they use sick leave and their accrued amount falls below their maximum.

**PROPOSED POLICY (to be effective July 11, 2022 – first full payroll in FY23)**

**SICK LEAVE 5.2 page 2**

An employee's sick leave balance may not fall below zero. If an employee is sick and has exhausted all sick leave, they must use annual leave. If all annual leave is exhausted, the employee may be eligible for an unpaid Family Medical Leave of Absence.

Employees are responsible for managing their sick leave balance. Employees should review their sick leave balance regularly so they are aware if they are approaching the maximum accrual or if a request will exceed their available sick leave.

When the employment relationship ends, the employee's accrued, unused sick leave is not paid out to the employee. Some IMRF employees may be able to receive service credit for unused sick leave when they retire from the library.

Sick leave will not accrue during any unpaid absences.

Employees are required to use sick leave for approved Family Medical Leaves of Absence.

The library may require a doctor's statement when returning from sick leave of three or more consecutive days.

The library may require a fitness for duty statement which indicates whether an employee may return to work with or without restrictions following an illness or injury.

Employees who are absent because of a work-related injury are subject to the provisions of workers compensation.

Using sick leave under false pretenses is grounds for disciplinary action up to and including termination.

All benefits for which an employee is eligible (for example: seniority, leave accrual, IMRF, insurance) continue while an employee is on paid leave).

For review and approval by Board of Trustees June 15, 2022

## **10e. NEW BUSINESS**

### **Rescind Employee Handbook: Paid Time Off Policy (ACTION)**

***Suggestion Action: Rescind Employee Handbook Paid Time Off Policy effective Employee Handbook Sick Leave Policy with an effective date of July 11, 2022 (ACTION)***

The current Paid Time Off policy provides part-time employees with a time off benefit that is to be used for vacation, personal days and sick days.

If the Board approves the revised annual leave and sick leave policies, the PTO policy is no longer needed because part-time employees will have access to time off under both of the revised policies.

Accrued PTO will be converted to annual leave.

## **10f. NEW BUSINESS**

### **Approve revised Employee Handbook: Paid Holidays and Floating Holidays Policy (ACTION)**

***Suggestion Action: Approve revised Employee Handbook Paid Holidays and Floating Holidays Policy with an effective date of July 11, 2022 for paid holidays and January 1, 2023 for Floating Holidays (ACTION)***

Language regarding paid holidays is clarified. The revisions to this portion of the policy will be effective July 11, 2022.

A floating holiday benefit has been added.

- Employees will be awarded up to 3 floating holidays each calendar year.
- Floating holidays are intended for religious, federal and state holidays that are not recognized by the library. (The library is open on the day of the holiday.)
- Floating holidays may also be used on an employee's birthday.
- Floating holidays may not be carried over and are not paid out at separation of employment.

The revised policy is included on the following pages. Current policy is available upon request.

**PROPOSED POLICY (floating holidays to be effective January 1, 2023)**  
**PAID HOLIDAYS AND FLOATING HOLIDAYS 5.4 page 1**

Full-time and part-time employees are eligible for paid holidays and floating holidays. Temporary employees are not eligible for paid holidays.

**PAID HOLIDAYS** (effective June 16, 2022)

Full-time and part-time employees will be paid for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Employees will receive holiday pay as follows:

- Full-time (37.5 hours) .... 7.5 hours per holiday
- Part-time (30 hours) ..... 6 hours per holiday
- Part-time (25 hours) ..... 5 hours per holiday
- Part-time (20 hours) ..... 4 hours per holiday

For full-time employees, if a holiday falls on a day when an employee is not regularly scheduled to work, the employee will be entitled to take the holiday on another day at the mutual convenience of the employee and the library. In this case, time off for the holiday must be approved in advance by the manager. This day should be taken within two weeks of the holiday (before or after) and must be approved by the employee's manager.

For part-time employees, if a holiday falls on a day when an employee is not regularly scheduled to work, then the employee earns holiday pay, but is not entitled to take the holiday off on another day. The library understands this may cause an employee to exceed their regularly scheduled hours. Because holiday hours are not working hours, the employee will not be entitled to overtime for holiday hours if they cause the employee to exceed 40 hours in a workweek.

For part-time employees, if a holiday causes an employee to fall below their authorized weekly hours, the employee may request to use annual leave to make up for the difference in hours. This typically occurs with part-time employees when the holiday falls on a day the employee is regularly scheduled to work, but the holiday hours are less than the employee's regularly scheduled hours. (Example: A 30-hour employee typically works a 7.5-hour day, but receives 6 hours of holiday pay. The employee could request 1.5 hours of annual leave to make up the difference for the day.)

The Library Board reviews the library's holiday schedule annually and has the discretion to declare additional holidays, either paid or unpaid. Typically, the library is also closed the Sunday before both Memorial Day and Labor Day, but these are not paid holidays. The Board may also opt to close for an additional day when a paid holiday falls on a Saturday or Sunday.

During a Family Medical Leave of Absence, an employee is entitled to receive holiday pay.



**PROPOSED POLICY (floating holidays to be effective January 1, 2023)**  
**PAID HOLIDAYS AND FLOATING HOLIDAYS 5.4 page 2**

**FLOATING HOLIDAYS** (effective January 1, 2023)

The library recognizes that the library may not recognize holidays that are important to our employees. Full-time and part-time employees have the option to take up to three floating holidays each calendar year. These holidays are to be paid at the same rate as a paid holiday.

A floating holiday may be used on any of the following days when the library is open and the employee would be regularly scheduled to work:

- Religious holiday
- Federal holiday ([www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/](http://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/))
- State holiday ([www2.illinois.gov/cms/personnel/employeeresources/Pages/StateHolidays.aspx](http://www2.illinois.gov/cms/personnel/employeeresources/Pages/StateHolidays.aspx))
- Employee birthday

Floating holidays may not be carried over and will not be paid out if they are unused at the end of the year.

**Floating Holiday Request Process:** Requests for paid holidays for the next calendar year will be accepted by managers in the first two weeks of October. All requests are due by October 15. Managers will consider and approve requests, notifying employees by November 1 whether requests have been approved or denied. First consideration will be given to religious holidays. All other requests will be approved in order of employee length of service. Each manager will also need to consider the operational needs of the library when approving requests.

New employees may submit floating holiday request during their first month of employment.

If any employee needs additional time off for a holiday on which the library is open, the employee is encouraged to work with their manager to make alternate arrangements (annual leave, adjusted schedule or traded shift).

Sample request form:

**FLOATING HOLIDAY REQUEST FORM**

NAME \_\_\_\_\_

Turn in to your manager between October 1 and October 15

Please list up to 5 floating holidays, in priority order that you wish to request for next calendar year. You may be approved for up to 3 paid floating holidays.

Priority	Date	Holiday name
1		
2		
3		
4		
5		

For review and approval by Board of Trustees June 15, 2022  
(Paid holidays effective immediately, Floating holidays effective January 1, 2023  
with requests due in October 2022)

## 10g. NEW BUSINESS

### Request to remove iPads from Youth Services Area (*discussion only*)

Last month, Director Whitmer shared email correspondence from Lindsey Brill regarding the iPads located in the Youth Services Area. Ms. Brill emailed again to inquire if the Board had discussed this topic. Director Whitmer has asked Public Services Manager Paul Dobersztyn to review this matter with his staff. The correspondence from Ms. Brill and Director Whitmer's responses are included below.

Director Whitmer is interested in hearing the Board's thoughts on this matter before a decision is made by staff. Paul will attend the meeting to share what staff have considered in making a decision about the availability of iPads for children and how they are made available to visitors.

=====

**Sent:** Thursday, May 5, 2022 1:59 PM

**To:** Trustees <trustees@warrenville.com>

Your  
name: Lindsey Brill

Your  
email  
address: lindsey.a.brill@gmail.com

Dear Board,

Your  
message: I am a Warrenville resident and mother to twin two year olds. We frequent the library often and enjoy reading books and playing with the toys in the children's section. I am writing to request that the IPAD's be removed from the children's area. As a mom and as a psychologist, I know the negative effects that technology can have on a growing brain. I do not allow my children to use these devices and am very disappointed that they are accessible for children in the library, a place where they should be focused on reading and literature. I am becoming frustrated that I spend so much time at the library keeping my kids away from them rather than enjoying ourselves. I do not think it is necessary for a library to encourage children to use these devices.

Thank you for your attention to this matter,

Lindsey Brill

=====

**From:** Trustees <trustees@warrenville.com>  
**Sent:** Friday, May 6, 2022 10:11 AM  
**To:** Lindsey Brill  
**Cc:** Paul Dobersztyn

Thank you for taking the time to share your thoughts. I will share this with the Board at its next meeting and have copied our Public Service Manager, Paul Dobersztyn, on this email so his team can discuss your concerns.

*Sandy Whitmer, Library Director on behalf of*  
Warrenville Public Library District Board of Trustees

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**From:** Lindsey Brill  
**Sent:** Monday, June 6, 2022 10:21 AM  
**To:** Trustees <trustees@warrenville.com>  
**Cc:** Paul Dobersztyn <paul@warrenville.com>

Good Morning,

I would like a follow up regarding the discussion about the iPads in the children's area. Was this discussed at the last meeting? If it was decided to keep them I would like to know the reasons/benefits of having them. A suggestion would be to make them available for checkout only.

Thank you,  
Lindsey

=====

**From:** Trustees <trustees@warrenville.com>  
**Sent:** Thursday, June 9, 2022 9:03 AM  
**To:** Lindsey Brill <lindsey.a.brill@gmail.com>  
**Cc:** Paul Dobersztyn <paul@warrenville.com>

Your email was shared with the Board of Trustees at the May 18, 2022 Regular Board of Trustees Meeting. The Board did not take up discussion of your correspondence. It is my understanding that Paul Dobersztyn and his team have reviewed your May 5 email and he intends to respond to you soon.

I will share this email with the Board of Trustees at their next meeting on June 15, 2022 and I am adding an agenda item to offer the trustees an opportunity to discuss if they wish.

*Sandy Whitmer, Library Director on behalf of*  
Warrenville Public Library District Board of Trustees

## 11. DIRECTOR'S REPORT

### May 2022

Sandy Whitmer

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#### **Reminder: Open Meetings Act Training Update**

Open Meetings Act training certificates are due to administration as soon as possible for the following trustees:

Barbara DuRocher - OMA Public Board Member (only)

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

If you need assistance, please email [pacttechnicalsupport@ilag.gov](mailto:pacttechnicalsupport@ilag.gov).

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

No changes to our protocols. DuPage County has moved from "medium" to "high" on the CDC's community level scale. We continue to recommend, but not require masks. Staff are strongly encouraged to wear masks and continue social distancing.

Over the past month, we had one employee who tested positive for COVID-19. The employee isolated at home for the recommended period. None of our library employees were identified as close contacts for this individual. We continue to follow CDC guidelines for employees who test positive or are identified as a close contact.

If the Board approves the proposed Sick Leave policies at the June 15 Board Meeting, then COVID-19 Paid Leave will be discontinued when the Sick Leave policy becomes effective (July 11). Employees' available leave will be carried from May 30 to July 11. (We will not extend an additional 2 weeks of leave for this interim period.)

In June, the Management Team will be discussing capacity limits and other "pivots" to be made in September.

#### **Other Activities**

The library's annual performance evaluation process will wrap up on June 10. In addition to my 5 regular direct reports, I wrote evaluations for 7 of the Member Services staff and completed a 90-day evaluation for 1 employee. I also reviewed and commented on the evaluations prepared by the other managers for their employees. Individual evaluation conferences are scheduled to take place the week of June 6.

The Member Services team have been managing most aspects of day-to-day operations and I'm grateful to them for keeping things on track. I am reviewing files and documentation in preparation for recruiting a new manager. Over the last month, I've had the opportunity to work at the desk several times, usually when an employee is off for a vacation and a sub cannot be found.

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

- Effective Ways to Onboard New Employees (CARLI – Consortium of Academic Research Libraries in Illinois)
- LIMRiCC Spring Member Meeting
- Employment Law Updates You May Have Missed (HR Source)
- SWAN Quarterly Meeting

#### **FOIA Requests**

No responses sent in May.

STATISTICAL SNAPSHOT												May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
<b>TOTAL CIRCULATION (physical items)</b>												12,790	13,948	14,405	12,227	13,385	11,823	12,736	13,073	13,270	13,930	14,929	14,104	11,077
WPLD items checked out at WPLD												7,027	7,855	8,511	6,912	7,338	6,442	7,497	7,053	7,501	7,777	8,848	9,207	6,258
Auto-renewals of WPLD items												4,401	4,389	4,353	3,680	3,907	3,566	3,949	4,372	4,198	4,660	4,321	3,310	3,504
Other Library Items Checked out at WPLD												1,362	1,704	1,541	1,635	2,140	1,615	1,390	1,648	1,571	1,493	1,760	1,587	1,315
<b>DOWNLOADABLE CIRCULATION</b>												2,609	2,660	2,607	2,512	2,697	2,409	2,422	2,514	2,207	2,482	2,647	2,378	2,326
Overdrive/Libby												1,419	1,479	1,448	1,421	1,528	1,357	1,309	1,439	1,222	1,369	1,425	1,291	1,234
Overdrive (magazines) & RB Digital												74	79	71	50	142	56	84	81	49	41	137	67	57
Hoopla												1,116	1,102	1,088	1,041	1,027	996	1,029	994	936	1,072	1,085	1,020	1,035
<b>INTERLIBRARY LOANS</b>												1,296	1,665	1,499	1,592	2,109	1,601	1,358	1,593	1,519	1,440	1,718	1,531	1,280
Received from SWAN Libraries												14	9	18	14	13	11	16	7	8	13	16	34	14
Received from Non-SWAN Libraries												1,993	2,068	2,059	1,949	2,203	1,880	1,918	1,914	1,774	1,808	1,758	1,629	1,564
Sent to SWAN Libraries												10	16	29	10	19	22	15	15	21	13	17	27	19
Sent to Non-SWAN Libraries																								
<b>COLLECTION</b>												632	789	665	674	791	624	662	709	604	586	781	632	423
Physical Materials Added												1,563	699	246	1,270	927	263	159	1,056	1,525	1,058	381	1,123	193
Physical Materials Withdrawn												141,437	140,442	140,152	140,265	139,473	140,518	139,831	139,011	139,506	139,206	139,256	141,370	140,369
Total Collection Size												80,456	80,146	80,219	80,809	80,278	81,344	80,739	80,043	80,787	80,852	81,132	82,393	81,735
Physical materials												45,279	44,776	44,550	44,246	44,083	44,125	44,113	44,059	43,904	43,693	43,557	44,544	44,392
Overdrive books												15,702	15,520	15,383	15,210	15,112	15,049	14,979	14,909	14,815	14,661	14,567	14,433	14,242
Overdrive audiobooks																								
<b>PROGRAMS</b>												19	21	16	14	19	18	16	16	17	6	7	16	7
Number of Adult Programs												289	1,800	329	415	250	150	97	137	148	57	70	129	82
Adult Program Attendance												9	11	8	7	7	3	5	4	7	4	5	7	10
Number of Teen Programs												146	55	32	60	87	44	53	22	68	2	15	22	32
Teen Program Attendance												14	25	27	19	21	14	19	20	15	8	17	16	7
Number of Youth Programs												165	367	366	297	235	218	220	268	229	346	508	370	102
Youth Program Attendance												14	14	14	14	0	14	14	12	12	0	0	0	0
Book-A-Librarian Sessions												1	1	5	2	0	3	2	2	2	0	0	0	0
Book-A-Librarian Attendance																								
<b>OUTREACH</b>												1	2	1	0	0	0	0	0	0	0	0	0	0
Adult Outreach Events												64	90	8	0	0	0	0	0	0	0	0	0	0
Adult Outreach Attendance												-	1	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Events												-	250	0	0	0	0	0	0	0	0	0	0	0
Teen Outreach Attendance												6	4	1	1	0	0	1	3	0	1	0	1	1
Youth Outreach Events												1,038	183	14	7	0	0	11	44	0	300	0	30	91
Youth Outreach Attendance																								
<b>LIBRARY CARDS</b>												9,808	9,752	9,716	9,761	9,711	9,682	9,693	9,830	9,740	9,609	9,619	9,733	9,665
Total Resident Cards Active												60	54	53	39	42	38	31	35	52	42	72	66	27
Resident Cards Issued In Person												17	10	13	12	9	2	9	9	9	7	9	8	17
Online Cards Issued												-	-	0	0	0	0	75	71	90	0	0	0	0
New Resident Cards Issued & Mailed**																								

STATISTICAL SNAPSHOT													
May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	
VISITOR COUNT													
5,737	5,014	6062	4742	4,622	4,747	3,899	5,176	5,088	5,150	6,008	6,664	2,921	
181	151	178	168	134	108	108	162	116	98	88	0	0	
1	2	1	1	0	0	2	1	1					
-	-	0	0	0	0	0	0	0	0	0	0	1,832	
20	18	29	30	47	19	28	26	25	51	29	42	34	
COMPUTERS & TECHNOLOGY													
440	517	532	419	409	414	411	388	415	403	427	407	333	
2,059	1,923	1907	1,628	1,508	1,245	1,355	1,559	1,539	1,597	1,548	1,314	948	
9,279	8,935	9,852	8,816	9,491	7,808	8,311	8,432	10,273	9,339	9,378	9,712	8,981	
MARKETING													
5,573	5,577	5,537	5,512	5,486	5,490	5,476	5,450	5,475	5,426	5,384	5,334	5,331	
43%	41%	44%	45%	37%	35%	29%	28%	26%	33%	29%	36%	35%	
1,325	1,315	1,301	1,291	1,285	1,275	1,275	1,273	1,266	1,264	1,264	1,250	1,245	
373	369	364	355	350	346	341	336	336	334	329	325	314	
*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**

### **May 2022**

**Jackie Davis**

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#### **Administration**

- Sent financials to Accounting Services for processing
- Assembled the May board packet
- Processed checks for signature and mailing
- Composed minutes of the May 18 Committee of the Whole Board Meeting
- Composed minutes of the May 18 Regular Board Meeting
- Made two bank deposits for daily receipts and copy machines
- Transferred funds from ProPay to Fifth Third
- Coordinated, ordered and picked up dinner order for Committee of the Whole

#### **Human Resources**

- Processed two payrolls
- Sent IMRF and monthly financial information to Accounting Services
- Processed one staff resignation
- Wrote and submitted Ly's annual evaluation to Sandy for review.

#### **Meetings**

- Management Team Meetings – May 3 and 17
- Employee Handbook Committee – May 19
- Board Meeting and COW – May 18
- LMRICC Health Insurance meeting (zoom) – May 17

#### **Maintenance**

- Ly continues to maintain the building on a daily basis Monday-Friday.
- Washed the window sills on the building and removed cobwebs.
- Ly arranges the meeting room for programs every week.
- Cintas completed their annual fire alarm inspection – May 19
- Window washing was completed in May
- Jackie purchased outdoor flowers and Ly planted them the week of May 9.
- Staining of the building began on May 24. Ly closed the parking lot and entrances as necessary.
- Ly ordered parts to fix the circuit breaker in the oldest AC condenser. He will contact the electrician to install the parts in June. (This should keep the unit from blowing a circuit and stopping during days with extreme temps.)



## 12. PUBLIC SERVICES REPORT

### May 2022

Paul Dobersztyn

#### Highlights

- The library hosted **42** total events in May with **600** participants. We had **143** views of our recorded events.
- Public Services hosted **2** passive programs: League of Women of Women Voter's voting machine demonstration and Free Comic Book Day hosting **125** total participants.
- Diana Abraham visited several Warrentville businesses in search of support for the Summer Reaching Challenge. Diana was able to receive donations from Markito's Bar & Grill, Starbucks, British Swim School, S.T.R.E.A.M. tutoring and others.
- Youth Services met to discuss Fall programming on 5/3.
- Adult Services met to discuss Fall programming on 5/10.

#### Personnel

- No changes

#### Professional Development

- **3** sessions of CE were completed by the Public Services Department in May.
- **2** total hours of CE were completed.
- Tom Hill was tasked with investigating the possible addition of Career Online High School from Smart Horizons and the feasibility of adding this service to our library. This program could provide Warrentville residents with a possibility of finishing their High School diploma. Below is his report:
  - In many cases students are able to transfer previous high school credits. Also accept GED scores and HISAT. Over 80% of graduates continue their education after earning their diploma through COHS.
  - COHS is an alternative to getting the GED. Different from GED in that there is no standardized test. Competency-based, one course at a time.
  - Goal is to provide something different than what students have experienced before, and to help students overcome "educational trauma."
    - Goals:
      - · Make classes relevant
      - · Remove fear of failure
      - · Provide support
      - "Upside-down" curriculum: students choose a career certificate (10 options available) and complete these career courses first. Students spend 120 hours/4 credits completing these real-world career courses.
  - No grades are given but students must pass classes with a 70% or higher. One course, one lesson at a time. There are final exams, but no standardized tests. Option to have content read aloud. Or student can read it on their own. Classes exist 100% online within the student portal. No books. User-friendly, flexible, designed to be "doable" for busy adults. Students can move through the courses as quickly as they want, although it is recommended to spend 8-10 hours on school per week. Students have up to 18 months max to complete the core academic courses.

- o Each student is assigned an Academic Coach who tracks their progress and is there to advise students. "Academic Support Instructors" also available for those struggling.
- o RAILS handles the annual platform fee. Training and marketing materials provided.
- o Library would provide "scholarships" to students. The cost is \$1,095 per student. These can be purchased one at a time on an as-needed basis, although RAILS recommended purchasing two or three to start. Scholarships are purchased through RAILS, and then the library (us) is billed.
- o Education responsibilities go to Academic Coaches. Library staff is really only responsible for marketing, selecting candidates from those who apply, and helping them enroll.
- o Before committing, students can "test drive" and spend two weeks and complete ½ credit of elective courses and see if it feels like a good fit. This also gives the library the opportunity to see if the student is serious and committed. If both the library and the student want to move forward, the 18 months begins. Once the student begins, there is also a 30-day trial period when the student or the library can back out if something changes.
- o Basically, the library is providing the opportunity to an interested patron who wants to earn their high school diploma by covering the cost of the education on a case-by-case basis. A student would apply through our website, and the library has the option of whether to approve this student for the program or not. Once they are enrolled, it is their responsibility to complete the courses within a year and half. The student will consult their Academic Coach if they need assistance with their schooling, librarians are not responsible for any of the actual education or program completion. **The library covers the entire cost for the student which averages \$1,000 per student.**

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

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

- Diana Abraham attended a WWEC meeting on 5/10.
- Diana Abraham presented a storytime to an Agape preschool class on 5/12. **22** students in attendance.
- Paul Dobersztyn and MaryKellie Marquez attended the city of Warrenville's Bike Rodeo on 5/14. They interacted with **64** community members and discussed the upcoming Summer Concerts, Summer Reading Challenge and Summer programming.
- Diana Abraham attended Jet Fest at Jefferson Preschool on 5/14, interacting with **73** people at the event.
- Julie Kurtis presented the WPLD Summer Reading Challenge to Bower Elementary school on 5/18 promoting the upcoming challenge to **430** total students.
- Diana Abraham visited Johnson Elementary's Headstart program and interested with **38** total students.
- Julie Kurtis presented the WPLD Summer Reading Challenge to Johnson Middle school on 5/23 & 5/24 promoting the upcoming challenge to **475** total students.
- All Public Services staff submitted Fall programming descriptions to Paul Dobersztyn and Julie Kurtis to submit to marketing.

- Julie Kurtis refreshed Public Services on using Beanstack in preparation for the upcoming Summer Reading Challenge.
- Julie Kurtis met with the manager at the Warrenville Starbucks to begin the storytime at Starbucks in the Fall.
- Taylor Haring provided cross-training in Adult Services for Member Services employee Jorge Arias on 5/17.
- Julie Kurtis provided cross-training in Youth Services for Member Services employee Jorge Arias on 5/19.

**Non SWAN InterLibrary Loan**

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

## 12. MEMBER SERVICES REPORT

May 2022

Sandy Whitmer

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	6,822	53.34%
Enterprise catalog/mobile app (Renewals)	98	0.77%
Autorenewals	4,401	34.41%
Staff Assisted Checkout	1,469	11.48%
TOTAL TRANSACTIONS	12,790	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	5,334	78.2%
Selfcheck 2 (Near Vending Machine)	1,488	21.8%
TOTAL TRANSACTIONS	6,822	100.00%

### Department Highlights

#### **Curbside**

20 curbside orders were filled in May 2022.

#### **Thank you to the Member Services Team!**

This team continues to keep things running smoothly in the absence of a full-time manager. They all completed their self-evaluations and self-identified some good goals and learning opportunities for the upcoming year. They've had some great suggestions and are assisting me with cleaning up files. I've enjoyed working with a few of them when I'm covering for employees who are using PTO. I'm learning more about their individual responsibilities and seeing what the overall workflow (and traffic patterns) are at the desk.

## **12. MARKETING REPORT**

**May 2022**

**Kathy Gaydos**

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### **Activities**

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

- Approved final proof from printer.
- Reviewed all mail counts with printer.
- Distributed printed copies to staff, service desks and display holders with help from Stephanie in Member Services (M.S.); communicated with staff to request they review upcoming events to share info with public.
- Distributed outside of library to: Reverend Williams for unofficial welcome wagon and to residential complexes for display and/or inserts for perspective tenants.
- Wrote website article, updated website links and updated social media with images of newsletter.
- Emailed the newsletter file to District 200 for their eSchoolbag.

#### **Summer 2022 Library Events (June, July, August)**

- Revised slides from designer and got input from Public Services (P.S.); finalized, filed and shared with P.S. for use in setting up Facebook event posts.
- Received flyers from designer; filed, printed and posted on slat walls and other display areas, with help from Stephanie.
- Revised event listings in Communico before publish date; edited and/or added images as needed.

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

- Finalized bookmark with help from Paul, who approved and coordinated with outside printer.
- Created flyer and poster for use in library; also sent link to flyer on our website for use by City.
- Submitted request for concert info to appear on City's electronic sign.
- Requested specially sized image of Concert logo from designer for use in other publicity.

#### **Summer Reading Challenge**

- Extensively updated last year's summer reading webpage.
- Reviewed/edited and finalized three paper reading logs (youth, teen, adult) from designer; posted on website and gave to P.S. for copying/distribution.
- Created flyers for display on slat walls; revised Spanish flyer with updated translation.

#### **Spring 2022 Library Events**

- Illinois Library Presents May events: Edited Michelle Zauner marketing materials and posts after change of date to June 30.
- ILP June events: customized Chef Kwame Onwuachi flyer and social media materials.
- With Stephanie's help, monitored event flyers for removal/addition to displays.

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

- Audiobook Month by Kyrie (initial review only).
- Mango Languages blurb by Paul (for June release).
- 1,000 Books before Kindergarten by Julie.

## 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
March	16-31	1-5	51% final
April	1-15	1-5	45% final
April	16-30	1-5	54% final
May	1-15	1-3	56% in progress

## DEI Committee

- Sought input from contacts on RAILS marketing list about statements/practices their libraries have in place about DEI topics.

## Outreach

- July 3rd parade: started creating float signs/decorations; provided more info and asked staff again to volunteer for parade; asked trustees to participate; submitted participation form to Friends and followed up to make sure it was received; reviewed Gail's suggestions for candy purchases.
- Meet & Greet event at Preserve at Cantera (May 14) with Mary Thomas: brought coffee, donuts, marketing brochures and giveaways; spoke with 35 people about library resources; registered 21 new library cards at two-hour event. Prepared "Go Box" with publicity pieces and giveaways tailored to the event.
- City of Warrenville Bike Rodeo (May 14): coordinated all details with the City's Bicyclist and Pedestrian Advisory Committee (BPAC); prepared signage and "Go Box" tailored to the event; prepared talking points for staff and announcements for event's emcee; prepared tally sheet for statistics; reviewed plan and all materials with Paul and MaryKellie, who staffed the event.
- Warrenville Park District Multicultural Festival (June 11): reviewed and gave input to Kyrie on the signs/postcards she's creating; reviewed Gail's ideas for sharing AtoZ Food America recipes; started creating poster about recipes.

## Continuing Education

- **Novelist/Angela Hursh: Accessibility and EDI Marketing**, via Zoom May 24. One in five people live with a disability. This includes non-visible ones such as learning disabilities, mental health or diabetes. A library's mission statement should include DEI and accessibility. Policies should codify accessibility much like other services such as circulation.

## Admin

- Budget: reviewed all expenses for current fiscal year to make sure they are accounted for and within budget.
- Evaluation: completed my self-evaluation and gave to Sandy.

## Miscellaneous

- Created Memorial Day closing signs to display on entrance doors.
- Building Maintenance work "closed" signs...created and printed two versions of sandwich boards for parking lot and Stafford Place entrances; created inside signs for stairway, elevator and Stafford Place exit.
- Giveaway item...ordered tape measure to add to stock of giveaway items for outreach events and to give to new cardholders.
- Reached out to library member Chrystal S. who had emailed Sandy with nice comments about the library and staff; asked for permission to use her remarks and name in eNews and other publicity.

- Saved various logo images as different file types for use in Communico.
- Started creating sandwich boards to publicize Summer Reading, Concerts and our Catalog.
- Helped Gail size an image/insert for a new Discovery Pack.
- Located and re-filed some science kit images for use by MaryKellie for the catalog.
- Helped Taylor with sizing for a table top sign she created.
- Discussed options with Diana and Kyrie for library card registrations at Storytimes on the Go (Summerlakes and Cerny Park) this summer.

**Website** activities related to maintaining website such as creating, reviewing and editing content; monitoring and responding to issues. In May, I completely updated the summer reading webpage.

**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. In May, gave Julie and Sylvia guidelines for which events (or not) to create Facebook events and when to schedule them.

### **Meeting/Webinar Attendance**

Management Team meeting—5/3/22 and 5/17/22

Library Board meeting—5/18/22

Novelist Zoom on Accessibility and EDI Marketing—5/24/22

### **Publicity Statistics**

**eNews** (Constant Contact)

Subscribers: 5,573

Average open rate: 43%

### **Social Media**

Facebook Followers: 1,325

Instagram Followers: 373

### **Photos from Preserve at Cantera outreach May 14, 2022:**



## 12. ACQUISITIONS & CATALOGING REPORT

### May 2022

MaryKellie Marquez

#### Collection Maintenance:

- 632 items created
- 1,563 items discarded
- 80 items repaired
- 37 discs cleaned

**Department Highlight:** MaryKellie and Gail were treated to lunch with Sandy at Red Robin where they went over their recent trainings-Reaching Forward, Gail and HR Source's Evolving Manager Bootcamp, MaryKellie. MaryKellie and Paul represented the library at the Warrenville Park District's Bike Rodeo on May 14<sup>th</sup>. Residents were thrilled that the Concerts in the Commons are coming back. Those that stopped by were encouraged to register for the Summer Reading Program that kicks off June 1<sup>st</sup>. And the orange bags were a huge hit!

MaryKellie held Gail's annual review on May 26<sup>th</sup>. Gail finished the Spring session at the College of DuPage with an "A" in both of her classes. MaryKellie volunteered to be secretary for the RAILS Technical Services Networking Group by taking notes for members. MaryKellie was the lead host of the May 12<sup>th</sup> Acquisitions and Cataloging User Group. Despite some technical difficulties on SWAN's end, Vickie Totton and MaryKellie made do, successfully getting through the meeting. Gail AND Jackie purchased candy from Sam's Club for the Independence Day Parade.

**Trainings/Meetings:** MaryKellie Marquez attended/participated in 11.25 hours of trainings. She met on May 12<sup>th</sup> with Kathy Gaydos and Paul Dobersztyn to prepare for the Bike Rodeo. MaryKellie attended a two-part webinar on Building Racial Equity & Belonging into Your Board Culture that was presented by Traci O'Neal Ellis, JD, with Candid Conversations Matter, LLC. It was very honest about not having members of under-represented groups be members to be seat fillers. Library should have policies, not just a statement, about being intentional in recruiting, retaining, and retention of inclusive board members. MaryKellie attended the Management Team meetings on May 3<sup>rd</sup> and May 17<sup>th</sup>. She also attended the May 18<sup>th</sup> Board Meeting in person. MaryKellie and Gail also had a Zoom session with Claudia Nickson from SWAN to go over questions and concerns with BLUEcloud Cataloging.

Gail Smith completed 8.5 hours of trainings that included the ACUG meeting, viewing the Ryan Dowd webinar on mental illness. She learned that you don't need "special skills" when dealing with mentally ill persons, rather do the basics very well. At Reaching Forward, Gail attended a session about inclusive programming which she found useful to assist with ideas for the Spanish committee.



## 12. IT DEPARTMENT REPORT

May 2022

Duncan Jones

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### Training/Meetings

- Fostering Tech-savvy Staff with Nick Tanzi Rail webinar.
- Mental Illness (Part 2): Basic introduction to mental illness webinar.
- Brute Force Wi-Fi Hacking video by David Bombal.
- 10 of the Craziest Cyberattacks Seen in the Wild and How You Can Avoid Them KnowBe4 webinar.
- SWAN Member Meeting: 2022-03-24 Technology Update
- Met with Sandy for weekly check-in [3]

### User Support

- Helped various staff with Teams, Excel, Outlook, suspicious emails, headphones, projectors, program setup, and printers.
- Helped patrons with his resume and job applications, as well as the EZ Scan Station.
- Set up an outreach kit for Mary and Kathy G, laptop, hotspot, etc.
- Created documentation on sharing Teams files for Paul.
- Disabled login to accounts of departed staff members.
- Moved documents from Jaime's laptop to the F drive and backed up bookmarks.
- Created a password reset plan with Sandy for Member Services, reset passwords and updated configurations.
- Advised staff not to let patrons use their own paper in the printer.
- Reset the WorkFlows settings on the Youth Service desk PC.
- Swapped the DisplayPort cable on the Member Services PC to prevent the monitor connection blinking out.
- Resolved video cutting out on the east HDMI projector input.
- Resolved audio coming from projectors rather than sound system in the meeting room, and showed Paul how to adjust it.
- Resolved backup issue with HVAC PC.
- Investigated an update issue with domain controllers
- Reset all Mobile Device Kindles for discard.
- Troubleshooting OCLC server communication error.
- Updated several staff laptops and PCs as well as the public laptops.
- Updated various servers' operating systems.
- Updated firmware of Wi-Fi access points.
- Updated cloud backup agent on Backup server.
- Upgraded test computer to a new Windows feature update.
- Testing Windows feature update on machines performing different various functions.
- Researched how to install a printer from the print server on the public computers with regards to PaperCut.
- Investigated Avaya switch vulnerability.
- Short notice testing of failover to auxiliary network connection.
- Created a Group Policy Object set to enable and disable Adobe Reader updates.
- Placed order with Mobile Beacon for free Hotspot upgrades/replacements.
- Updated, labeled, and documented new replacement hotspots.
- Prepared quick use guides and created a contents sheet for new hotspots.
- Adjusted equipment replacement plan with new data. All public PCs are under warranty until late 2023, so they'll not need replacing before then.

- Researched options for and purchased additional public computers.
- Inventoried and tested new public PCs and monitors.
- Researched, solicited quotes, and ordered monitors for additional public PCs and staff upgrades.
- Solicited quotes for security software renewal.
- Followed up on stale Spiceworks tickets.
- Reviewed CFB documentation.

3 tickets opened, 6 tickets closed, 1 pending.

### 13. PRESIDENT'S REPORT

#### Next Meetings or Events (as of Wednesday, June 9, 2022)

Wednesday, June 15, 2022 at 7 pm  
Regular Board of Trustees Meeting  
Library Meeting Room

Sunday, July 3, 2022 – Library Closed

Sunday, July 3, 2022 – Parade  
See attached handout (next page) for details.  
Please let Kathy Gaydos know by June 15 if you plan to participate.

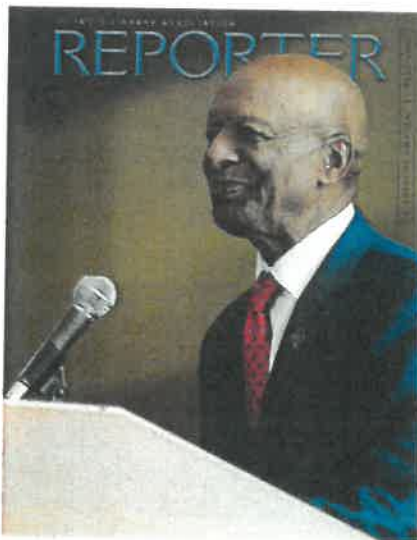
Monday, July 4, 2022 – Library Closed

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

#### Board Development – Diversity, Equity, Inclusion

(from Director Whitmer)

MaryKellie Marquez is working with a staff committee to develop a DEI statement for the library. We hope to bring the statement to the Board in the fall for adoption. Because of her interest in this topic, MaryKellie recently viewed a two-part series for non-profit boards called "Building Racial Equity and Belonging into Your Board Culture." Unfortunately, these sessions were not recorded, but the handouts are full of thoughtful questions and activities that may be of interest to the Board. We do not have the internal capacity to lead a full board discussion of this topic, but I suggest the Board make this topic a priority in the next iteration of the library's strategic plan. If you are interested in receiving a copy of the handouts, please let Sandy know.



#### June ILA Reporter

The June issue of the **ILA Reporter** is available to download at [www.ila.org/publications/ila-reporter](http://www.ila.org/publications/ila-reporter). This issue honors Jesse White, Illinois' first African American Secretary of State. White was elected to office in 1998, and subsequently reelected in 2002, 2006, 2010, 2014, and 2018, ultimately holding the record as the longest serving Secretary of State in Illinois.

This issue also includes an interview with Rhone Talsma, the recent *Jeopardy!* champion who unseated Amy Schneider, the former 40-day champion.



**Join library staff members to march in Warrenville's 3<sup>rd</sup> of July parade. We'll be marching alongside Gail's decorated SUV, handing out candy and carrying signs about library events and services.**

**Parade Theme: Superheroes and Warrenville-ans  
Theme for our vehicle: Reading Is Your Superpower**

**Parade time: 6 pm**

**Gather time: 5–5:15 pm**

**(Staff members will arrive earlier to get started decorating and organizing supplies.)**

**Attire: Wear something red, white and/or blue, including hats, visors, sunglasses, jewelry.**

**Family members are welcome.**

**More details will follow closer to the event. We'd like to know who is participating by June 15, as each participant may have to sign an individual waiver.**

**RSVP by June 15 to Kathy Gaydos: [kathy@warrenville.com](mailto:kathy@warrenville.com).**

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

The first distribution of 2021 property taxes (\$228,102) was received in May. The second distribution (\$804,902) was received June 10. Several smaller distributions are expected at the end of June and in July. Taxes received prior to July 1 are recorded as "deferred" revenue on the financial report because the funds are intended for use in the next fiscal year.

The funds received so far (\$1,033,004) represent 51% of the \$2,035,684 extended for the 2021 tax levy.

## **19. CLOSED SESSION (Personnel)**

Pay increases for staff will be effective on June 27, 2022. This is the Board's opportunity to discuss compensation for the Library Director for the new fiscal year.

During budget discussions in May, the Board suggested all staff be awarded a 4% cost of living increase and up to 2% merit increase for a total possible pay increase of 6%.

The Cover Sheet (next page) needs to be completed and signed by the trustees and director. It will be attached to the director's evaluation which is already in her personnel file.

# Library Director Evaluation Cover Sheet

for Director's Personnel File, attach to compiled evaluation form

Library Director Name \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

This evaluation was shared and discussed with the Director at a closed session of the Library Board of Trustees Meeting.

The following changes to the Director's Compensation were approved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective \_\_\_\_\_

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

Board Vice President Signature \_\_\_\_\_

Board Secretary Signature \_\_\_\_\_

Board Treasurer Signature \_\_\_\_\_

Trustee Signature \_\_\_\_\_

Trustee Signature \_\_\_\_\_

Trustee Signature \_\_\_\_\_

Library Director Signature \_\_\_\_\_

Library Director Comments: \_\_\_\_\_

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