

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, December 14, 2022, 7:00 p.m. Location: Library Meeting Room

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

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

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
 - a. Approve Remote Attendance and Participation, if needed **(ACTION)**
3. Approval of the agenda **(ACTION)**
 - a. *Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
- p. 3.... 7. Consent Agenda **(ACTION)**
 - p. 4 a. Approve Minutes of the November 16, 2022 Committee of the Whole Meeting
 - p. 5 b. Approve Minutes of the November 16, 2022 Truth in Taxation Public Hearing
 - p. 6 c. Approve Minutes of the November 16, 2022 Regular Board Meeting
 - p. 10..... d. Approve Minutes of the November 29, 2022 Committee of the Whole Meeting
 - under separate e. Approve Minutes of the November 29, 2022 Committee of the Whole Closed cover Session
 - p. 12 f. Approve Minutes of the December 5, 2022 Committee of the Whole Meeting
 - under separate g. Approve Minutes of the December 5, 2022 Committee of the Whole Closed cover Sessions #1 and #2
 - p. 14 h. Approve Minutes of the December 6, 2022 Committee of the Whole Meeting

- under separate cover i. Approve Minutes of the December 6, 2022 Committee of the Whole Closed Session
- p. 15 j. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- p. 16 k. Adopt Ordinance #22-23-04 Fixing Regular Meetings for 2023
- p. 17..... l. Adopt Resolution No. 225 Designating an Authorized Agent to the Illinois Municipal Retirement Fund
- p. 19..... m. Adopt Resolution No. 226 Authorizing Membership in the Libraries of Illinois Risk Agency
- p. 42 n. Authorize library staff to submit the FY23 Public Library Per Capita Grant Application and FY21 Expenditure Report to the Illinois State Library
- 8. Regular Agenda
 - p. 53 a. Approve payments for the period of November 16 - December 14, 2022 **(ACTION)**
 - p. 55 b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
- 10. New Business
- p. 56 a. Consider continuation of livestreaming, recording and posting meeting recordings to YouTube (*discussion only*)
- p. 57 ... 11. Director's Report
 - a. Update on Candidate Filings for 2023 Consolidated Election
- p.58 b. Calendar of Responsibilities for 2023
- p. 62 .. 12. Department Head Reports
- 13. President's Report
- p. 73 a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed session 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." (Executive Director Search)
- 20. Action resulting from the above closed session (ACTION) - Hire Executive Director
- 21. Adjournment **(ACTION)**

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WARRENVILLE PUBLIC LIBRARY DISTRICT

Regular Meeting of the Board of Trustees

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AGENDA

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4. Presentations
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7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the November 16, 2022 Committee of the Whole Meeting
 - b. Approve Minutes of the November 16, 2022 Truth in Taxation Public Hearing
 - c. Approve Minutes of the November 16, 2022 Regular Board Meeting
 - d. Approve Minutes of the November 29, 2022 Committee of the Whole Meeting
 - e. Approve Minutes of the November 29, 2022 Committee of the Whole Closed Session
 - f. Approve Minutes of the December 5, 2022 Committee of the Whole Meeting
 - g. Approve Minutes of the December 5, 2022 Committee of the Whole Closed Sessions #1 and #2
 - h. Approve Minutes of the December 6, 2022 Committee of the Whole Meeting

- i. Approve Minutes of the December 6, 2022 Committee of the Whole Closed Session
 - j. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
 - k. Adopt Ordinance #22-23-04 Fixing Regular Meetings for 2023
 - l. Adopt Resolution No. 225 Designating an Authorized Agent to the Illinois Municipal Retirement Fund
 - m. Adopt Resolution No. 226 Authorizing Membership in the Libraries of Illinois Risk Agency
 - n. Authorize library staff to submit the FY23 Public Library Per Capita Grant Application and FY21 Expenditure Report to the Illinois State Library
8. Regular Agenda
- a. Approve payments for the period of November 16 - December 14, 2022 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
10. New Business
- a. Consider continuation of livestreaming, recording and posting meeting recordings to YouTube (*discussion only*)
11. Director's Report
- a. Update on Candidate Filings for 2023 Consolidated Election
 - b. Calendar of Responsibilities for 2023
12. Department Head Reports
13. President's Report
- a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed session 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." (Executive Director Search)
20. Action resulting from the above closed session (ACTION) - Hire Executive Director
21. Adjournment **(ACTION)**

7. CONSENT AGENDA

Reminder: Any trustee who wishes to discuss a consent agenda item may request to move the item to Regular Business during the agenda item for Approval of the Agenda.

Note: The November financials (normally part of the Consent Agenda will be available at the January board meeting. Our earlier meeting date conflicted with the accountant's vacation.

Suggested Motion: Approve Consent Agenda as read (or as amended)

The following is a brief summary of the Consent Agenda items:

7a - 7i	Approval of minutes of various meetings. (Closed session minutes are not included in this packet, but will be available for trustee review separately.)
7j	Certification of the list of elected officials and staff required to complete the Statement of Economic Interest form. Director Whitmer will submit these names online and DuPage County will email everyone around February 1 with the link and login information.
7k	Ordinance Fixing Regular Meeting Dates for Calendar Year 2023. Director Whitmer recommend all meetings be held on the third Wednesday of each month at 7 p.m. with the exception of the December meeting. She recommends the December meeting be held on the second Wednesday (December 13) as has been the practice for several years.
7l	Resolution designates Ian Stevens, HR Manager, as the Library's IMRF Authorized Agent. He will replace Jackie Davis who has served in this capacity since she joined the library in 1995. Jackie will continue to have access to IMRF functions as a "web assistant" and will be a resource for Ian if questions arise. (The Library is permitted to have just one Authorized Agent.)
7m	Resolution authorizing membership in Libraries of Illinois Risk Agency (LIRA). Earlier this year the Board approved a proposal from LIRA for its package insurance. LIRA representatives inadvertently forgot to ask the Library Board to approve this formal resolution. The resolution will be effective July 1, 2022. A copy of the LIRA By-laws is also included in the packet.
7n	The 2023 Per Capita Grant application is complete and ready to be submitted. Director Whitmer met with the affected managers to review the various checklists in "Standards for Illinois Public Libraries 4.0." This application identifies areas where the library meets the standards and areas that should be addressed. A report on expenditures of the 2021 grant award will also be submitted.

7a.

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Committee of the Whole Meeting
of the Library Board of Trustees
Wednesday, November 16, 2022**

1. Call to Order – Meeting was Called to Order by President DuRocher at 06:02 p.m.
2. Roll Call – Trustees DuRocher, Lezon, Picha, Richardson, Stull and Warren were present. Trustee Ruzicka was absent.

Also Attending was John Keister, via Zoom, from John Keister and Associates.

- a. No request for Remote Participation was received.

3. Approval of the Agenda – Items #5 Closed Session and #6 Discussion/action from Closed session was removed. Motion was made to approve the Agenda as Amended by Trustee Stull and Seconded by Trustee Warren.

Voice Vote – All Ayes

Nays- None

Motion Carried – Agenda is approved

4. Public Comments – None
5. Discussion of Director Search – It was determined a Closed Session was not needed for this discussion. John Keister presented an update on the Director search. He listed the number of views on the website and the number of candidates to be interviewed. Mr. Keister talked about the format of the interviews, so that the candidates would get a chance to tour the library and meet with staff before the Board Interview. Potential dates for the interviews were discussed with the Board. Interview questions were briefly discussed and that discussion will be carried over to the next meeting on November 29, 2022.

Director Whitmer joined the meeting at 6:30 pm to answer questions about the format of the meeting and the availability of meeting spaces.

6. Adjournment – Motion was made by Trustee Stull and seconded by Trustee Picha.

Voice Vote – all ayes

No nays

Motion carried. Meeting was adjourned at 6:58 p.m.

Respectfully Submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the
Truth in Taxation Public Hearing
Wednesday, November 16, 2022

1. Call to Order – Trustee DuRocher called the meeting to order at 7:09 p.m.

2. Roll Call

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

ABSENT: Trustee Ruzicka

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, HR Manager Ian Stevens, Member Services Manager Laurie Rex, Graphic Designer David Cassara, Adult Librarian Debbie Andrew

OTHERS ATTENDING REMOTELY: Martha Trotter, Sikich

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

3. Public Comments on the Proposed Property Tax Increase – none

4. Trustee Comments on the Proposed Property Tax Increase - none

5. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 7:14 p.m. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Ruzicka

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the
Regular Meeting of the Board of Trustees
Wednesday, November 16, 2022

1. Call to order – Trustee DuRocher called the meeting to order at 7:15 p.m.
2. Roll Call

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

ABSENT: Trustee Ruzicka

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, HR Manager Ian Stevens, Graphic Designer David Cassara, Adult Librarian Debbie Andrew

OTHERS ATTENDING REMOTELY: Martha Trotter, Sikich

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

3. Approval of the agenda

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

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Ruzicka

Motion carried

4. Presentations

- a. Introduction of new library staff

Director Whitmer stated four new staff members joined the library on Monday, November 14:

Debbie Andrew, Adult Service Librarian
David Cassara, Graphic Designer
Laurie Rex, Member Services Manager
Ian Stevens, HR Manager

Each person gave a brief introduction of themselves.

- b. Presentation of the FY2022 Audit (Martha Trotter, Sikich – via zoom)

Ms. Martha Trotter of Sikich, LLP presented the 2022 audit. She pointed out the Management Discussion and Analysis, an executive summary prepared by library staff. She highlighted assets and liabilities, net changes

in fund balance, statements of revenues and expenditures for each fund, budget versus actual reports and a historical summary of property tax rates and collections. Ms. Trotter noted the auditor's report presents a clean, unmodified opinion of the District's financial statements, the highest level of assurance Sikich can provide. The auditor's communication to the board indicated deficiencies found in 2021 have been corrected and there were no deficiencies for fiscal year 2022. The Board had no questions for Ms. Trotter and she left the meeting.

Director Whitmer stated this is the time of year the board could decide to transfer funds to the special reserve fund. She suggested the board not do a transfer this year as the funds will be needed in the general fund for long term debt repayment.

5. Public comments - none
6. Correspondence - none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the October 19, 2022 Regular Board Meeting
- b. Receive and file Financial Report for October
- c. Certify Compliance with Truth in Taxation Act
- d. Adopt Ordinance #22-23-03 Levy Ordinance for Fiscal Year 2022-2023

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

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

8. Regular Agenda

- e. Approve payments for the period of October 20–November 16, 2022

MOTION: Trustee Stull moved to approve payments in the amount of \$195,661.50 with checks #9092-9134. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

- f. Approve transfer of funds

MOTION: Trustee Picha moved to transfer \$250,000 from commercial checking account to operating checking account. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

8. Unfinished Business

- a. Executive Director Search – Trustee DuRocher stated there is no discussion at this time

9. New Business

- a. Request from City of Warrenville Tourism and Arts Commission (TAC) to consider display of public art piece in library

The Board discussed an invitation from the Tourism and Arts Commission (TAC) regarding placing a sculpture in the library. The Board was in favor of learning more. Trustees Richardson and Warren will be the liaisons to TAC.

10. Director's Report

Director Whitmer reported that our new shelve resigned. She has received 4 applications for the Member Services Specialist position vacated by Sarah Kratz last month.

Former employee Richard Gier passed away. His family has asked that donations be made to the library. Mr. Gier was a Librarian at Warrenville Public Library for 18 years.

Director Whitmer stated the Per Capita Grant will be presented to the Board at the December board meeting for approval before submittal.

11. Department Head Reports

Trustee Picha asked Kathy Gaydos what the topic was that questions were asked of staff before the presentation at the staff-in service day. Ms. Gaydos replied the presenter was Michelle Peterson who gave a presentation on customer service.

Trustee DuRocher stated she feels the staff is doing a great job on customer service.

12. President's Report

- a. Next meetings or events

There will be a Committee-of-the-Whole Meeting at 6:00 pm before the regular board meeting on December 14.

13. Treasurer's Report

Trustee Lezon stated this month's payments include the principal and interest payment for the 2016 debt certificates. After this payment is applied, the remaining principal is \$1,125,000 with the final payment due on 12/1/2029.

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

15. Committee Reports – none

16. Trustee Comments – none

17. Items for information and/or discussion – none

18. Adjournment

MOTION: Trustee Stull moved to adjourn at 8:02 pm and seconded by Trustee Lezon.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Ruzicka

Motion carried

Respectfully submitted,

Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District

Draft

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Committee of the Whole Meeting
of the Library Board of Trustees
Wednesday, November 29, 2022**

1. Call to Order – Meeting was Called to Order by Vice President Warren at 7:03 p.m.
2. Roll Call –
Present: Trustees DuRocher (remote), Lezon, Picha, Stull, Warren.
Also Attending: John Keister (remote) and Director Whitmer (left meeting at start of closed session)
Absent: Trustees Richardson and Ruzicka
 - a. Remote Participation – Trustee DuRocher submitted a request to attend the meeting remotely because of personal illness.
Motion by Trustee Picha to allow Trustee DuRocher to attend and participate from a remote location. Seconded by Trustee Lezon. Voice Vote – all ayes. Motion carried.
3. Approval of the Agenda
Motion by Trustee Lezon to approve agenda as presented. Seconded by Trustee Picha. Voice Vote – all ayes. Motion carried.
4. Public Comments – Resident Connie Schmidt introduced herself and stated she is considering running for library trustee and was present to observe. She thanked the Board for their work.

Director Whitmer and Ms. Schmidt left the meeting.
5. Closed Session
Motion by Trustee Stull to enter Closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the “appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.” Seconded by Trustee Lezon. Roll Call Vote – all ayes. (Trustees Richardson and Ruzicka absent.) Motion carried.

The Board entered Closed Session at 7:07 p.m.

The Board returned to Open Session at 7:50 p.m.

Roll Call -
Present: Trustees DuRocher (remote), Lezon, Picha, Stull, Warren.
Also Attending: John Keister (remote)
Absent: Trustees Richardson and Ruzicka
6. Discussion resulting from closed session – Special Board Meetings will be held on:
Monday, December 5 at 6 p.m. (interviews)
Tuesday, December 6 at 6 p.m. (interviews)
Monday, December 12 at 7 p.m. (discussion of executive director candidates)
7. Items/Information and/or other discussion - none
8. Adjournment

**Motion by Trustee Lezon to adjourn the meeting. Seconded by Trustee Picha.
Voice vote - all ayes. Motion carried.**

Meeting was adjourned at 7:51 p.m.

Respectfully Submitted,

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

Draft

178.

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Committee of the Whole Meeting
of the Library Board of Trustees
Monday, December 5, 2022

1. Call to Order – Meeting was Called to Order by President DuRocher at 6:02 p.m.
2. Roll Call –
Present: Trustees DuRocher, Lezon, Picha, Richardson, and Warren. Trustee Ruzicka arrived at 6:12 p.m. and Trustee Stull arrived at 6:27 p.m.
Also Attending: John Keister (remote)
3. Approval of the Agenda
Motion by Trustee Picha to approve agenda as presented. Seconded by Trustee Lezon. Voice Vote – all ayes. Motion carried.
4. Public Comments – None
5. Closed Session

Motion by Trustee Warren to enter Closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." Seconded by Trustee Richardson. Roll Call Vote – all ayes. (Trustees Ruzicka and Stull absent.) Motion carried.

The Board entered Closed Session at 6:07 p.m.

The Board returned to Open Session at 7:01 p.m.

Roll Call -

Present: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren.
Also Attending: John Keister (remote)

At this time the Board took a short break.

Closed Session #2

Motion by Trustee Warren to enter Closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." Seconded by Trustee Lezon. Roll Call Vote – all ayes. Motion carried.

The Board entered Closed Session at 7:07 p.m.

The Board returned to Open Session at 7:53 p.m.

Roll Call -

Present: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren.
Also Attending: John Keister (remote)

6. Discussion resulting from closed session – None

7. Items/Information and/or other discussion – None

8. Adjournment

***Motion by Trustee Warren to adjourn the meeting. Seconded by Trustee Ruzicka.
Voice vote - all ayes. Motion carried.***

Meeting was adjourned at 7:57 p.m.

Respectfully Submitted,

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

Draft

7h.

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Committee of the Whole Meeting
of the Library Board of Trustees
Tuesday, December 6, 2022

1. Call to Order – Meeting was Called to Order by President DuRocher at 6:04 p.m.
2. Roll Call –
Present: Trustees DuRocher, Picha, Richardson, Ruzicka, Stull and Warren. Trustee Lezon arrived at 6:05 p.m.
Also Attending: John Keister (remote)
3. Approval of the Agenda
Motion by Trustee Warren to approve agenda as presented. Seconded by Trustee Ruzicka Voice Vote – all ayes. Motion carried.
4. Public Comments – None
5. Closed Session
Motion by Trustee Stull to enter Closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the “appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.” Seconded by Trustee Richardson. Roll Call Vote – all ayes. Motion carried.

The Board entered Closed Session at 6:06 p.m.

The Board returned to Open Session at 8:06 p.m.

Roll Call -
Present: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren.
Also Attending: John Keister (remote)
6. Discussion resulting from closed session – None
7. Items/Information and/or other discussion - None
8. Adjournment
Motion by Trustee Picha to adjourn the meeting. Seconded by Trustee Warren. Voice vote - all ayes. Motion carried.
Meeting was adjourned at 8:06 p.m.

Respectfully Submitted,

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

7j.

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE) SS

CERTIFICATION TO COUNTY CLERK

BY LIBRARY BOARD SECRETARY

(Ethics Act Certification)

I, Heather J. Stull, Secretary of the Board of Library Trustees of the Warrenville Public Library, and acting pursuant to the Illinois Governmental Ethics Act, 5 ILCS 402/4A-101 et seq., hereby certify to the County Clerk of DuPage County, Illinois that the names and mailing addresses of persons required to file a Statement of Economic Interest are the following:

TRUSTEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Barbara DuRocher	3S560 West Avenue, Warrenville, IL 60555	DuPage
Sandy Lezon	27W554 Warrenville Road, Warrenville, IL 60555	DuPage
Jerri Picha	30W016 Juniper Court, Warrenville, IL 60555	DuPage
Jill Richardson	3S563 Glen Drive, Warrenville, IL 60555	DuPage
Cindy Ruzicka	3S651 Glen, Box 156, Warrenville, IL 60555	DuPage
Heather J. Stull	30W018 Plum Court, Warrenville, IL 60555	DuPage
Richard W. Warren, Jr.	27W775 Parkview Avenue, Warrenville, IL 60555	DuPage

EMPLOYEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Jacqueline A. Davis	41W268 Burlington Road, St. Charles, IL 60175	Kane
Paul Dobersztyn	996 W. Briarcliff Road, Bolingbrook, IL 60440	Will
Kathy Quinn-Gaydos	3612 Quince Court, Downers Grove, IL 60515	DuPage
MaryKellie Marquez	2822 Dorothy Drive, Aurora, IL 60504	DuPage
Laurene Rex	4221 South Street, McHenry, IL 60050	McHenry
Ian Stevens	821 Genesee Drive, Naperville, IL 60563	DuPage
Sandra Whitmer	933 Sioux Drive, Elgin, IL 60120	Cook

Signed _____
Heather J. Stull, Secretary

Date

(SEAL)

**ORDINANCE 22-23-04
FIXING REGULAR MEETINGS**

An Ordinance fixing the regular meetings of the Warrenville Public Library District Board of Trustees for the calendar year 2023.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WARRENVILLE PUBLIC LIBRARY THAT:

WHEREAS, the Illinois Public Library District Act, provides that the Board shall call not less than five (5) regular meetings each fiscal year.

NOW THEREFORE BE IT ORDAINED that the Board of Trustees of the Warrenville Public Library District, County of DuPage, State of Illinois, will hold the following meetings during the calendar year 2023, said meetings to be held in the library at 7:00 P.M. located at 28W751 Stafford Place, Warrenville, Illinois or other locations as properly noticed:

January 18, 2023
February 15, 2023
March 15, 2023
April 19, 2023
May 17, 2023
June 21, 2023

July 19, 2023
August 16, 2023
September 20, 2023
October 18, 2023
November 15, 2023
December 13, 2023

I, Heather J. Stull being the duly appointed Secretary of the Warrenville Public Library District Board of Trustees of the County of DuPage, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Library District Board of Trustees and that the foregoing is a true and correct copy of an Ordinance duly adopted by the Board of Trustees of the said Library District, at a regular meeting, duly convened and held on December 14, 2022.

Heather J. Stull, Secretary
Warrenville Public Library District

(SEAL)

RESOLUTION NO. 225

RESOLUTION DESIGNATING AN AUTHORIZED AGENT TO THE ILLINOIS MUNICIPAL RETIREMENT FUND

WHEREAS, the Warrenville Public Library District, hereinafter "WPLD", is a participating member of the Illinois Municipal Retirement Fund, hereinafter "IMRF"; and

WHEREAS, WPLD is authorized to designate a person to be the Authorized Agent on behalf of WPLD to IMRF;

Now, therefore be it resolved by the President and Board of Trustees of WPLD as follows:

SECTION ONE: That WPLD Authorized Agent to IMRF effective immediately shall be Ian Stevens.

SECTION TWO: This Resolution shall be in full force and effect after passage and approval as required by law. The above resolution is hereby Passed and approved by the WPLD Board of Trustees, this 14th day of December 2022.

Ayes: _____
Nays: _____
Abstain: _____
Absent: _____

President, Board of Trustees
Warrenville Public Library District

ATTEST:

Secretary, Board of Trustees
Warrenville Public Library District

(SEAL)



NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME Warrenville Public Library District		EMPLOYER IMRF I.D. NUMBER 05394	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME Stevens	FIRST NAME Ian	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY Public Library District			
DATE APPOINTMENT MADE (MM/DD/YYYY) 12/14/2022	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 12/14/2022	POSITION TITLE HR Manager	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot): To file Petition for Nominations of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No To cast a Ballot for Election of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
X SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		12/14/2022 DATE (MM/DD/YYYY)	
CERTIFICATION I, <u>Heather Stull</u> , do hereby certify that I am <u>Secretary</u> NAME CLERK OR SECRETARY of the <u>Warrenville Public Library District</u> NAME OF EMPLOYER and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated. SEAL SIGNATURE OF CLERK OR SECRETARY			
BUSINESS ADDRESS All correspondence and communications with the Authorized Agent are to be addressed as follows: NAME (IF DIFFERENT FROM ABOVE) <u>Mr.</u> <u> </u> rs. <input type="checkbox"/> Ms. <u>Ian Stevens</u> BUSINESS ADDRESS <u>28W751 Stafford Place</u> CITY STATE AND ZIP + 4 <u>Warrenville, IL 60555-3002</u> DAYTIME TELEPHONE NO. (with Area Code) <u>(630) 393-1171</u> ALTERNATE TELEPHONE NUMBER (with Area Code) FAX NO. (with Area Code) <u>(630) 393-1688</u> EMAIL ADDRESS <u>ian@warrenville.com</u>			

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

IMRF Form 2.20 (Rev. 10/2014)

www.imrf.org

**RESOLUTION NO. 226
AUTHORIZING MEMBERSHIP IN THE
LIBRARIES OF ILLINOIS RISK AGENCY**

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, the Illinois Governmental Cooperation Act, 5 ILCS 220/1 et seq (1998) contains provisions specifically authorizing units of local government to enter into intergovernmental agreements to jointly provide areas of coverage for liability or loss and authorizes each public agency member of the contract to utilize its funds to protect, wholly or partially, any public agency member of the contract against liability or loss in the designated insurance areas; and

WHEREAS, a large number of Illinois units of local government and intergovernmental agencies have entered into intergovernmental contracts to provide comprehensive self-insurance cooperatives to protect said agencies from various types of losses; and

WHEREAS, certain Illinois Libraries and the Illinois Library Association have determined it to be appropriate to create such an intergovernmental contract which shall establish the Libraries of Illinois Risk Association ("LIRA"); and

WHEREAS, after study and investigation, it has been determined that the best method of achieving the goals of comprehensive insurance and insurance-like coverages and risk management services for the Warrenville Public Library/ Library District can be achieved by participating in LIRA and by entering into a contractual relationship with LIRA and its members; and

WHEREAS, the Warrenville Public Library/ Library District and LIRA desire to utilize all defenses and immunities available to governmental bodies in this state under statutory or common-law authority; and

WHEREAS, the stated purposes, organizational structure and other governance provisions contained within the Contract and By-Laws document, which has been submitted to the governing board of this body for adoption, represents the position shared by this governing board; and

WHEREAS, the governing board of the Warrenville Public Library/ Library District finds that it is in its best interest to become a member of the LIRA under the submitted Contract and By-Laws;

NOW, THEREFORE, BE IT RESOLVED BY THE Warrenville Public Library/ Library District as follows:

SECTION 1: That the President and Secretary or other executive and secretariat officers are hereby authorized to execute the Contract and By-Laws of the Libraries of Illinois Risk Association and further authorize the creation of LIRA effective July 1, 2022, upon the adoption of an identical Resolution by no fewer than 59 of the libraries named on Appendix A, which is attached hereto, by said date.

SECTION 2: The powers of LIRA, unless the Contract and By-Laws be amended under its terms, shall be limited to those contained within the Contract and By-Laws and Agency Policies.

SECTION 3: The obligation of this unit of local government or intergovernmental contractual or other approved entity to fully participate in such operations shall be effected in

accordance with that Contract and By-Laws and any amendments thereto adopted as provided for therein.

SECTION 4: Except to the extent of the financial contributions to LIRA set forth in the Contract and By-Laws, no contracting party, by authorizing the execution of the Contract and By- Laws, acknowledges or accepts any responsibility in any way for claims due to the property losses, claims in tort or contract or other claims or losses made against any other Member of LIRA.

SECTION 5: That Sandra Whitmer is appointed to be the library's representative on the LIRA Board of Directors and Jacqueline Davis is appointed to be the library's alternative representative as provided for in the LIRA Contract and By-Laws.

SECTION 6: This Resolution shall be in full force and effect from and after its passage.

PASSED this 14th day of December, 2023.

AYES:

NAYS:

ABSENT:

Barbara J. DuRocher
President, Board of Trustees

ATTEST:

Warrenville Public Library District

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

**CONTRACT AND BY-LAWS OF THE
LIBRARIES OF ILLINOIS RISK AGENCY ("LIRA")**

ARTICLE I. DEFINITIONS AND PURPOSE.

DEFINITIONS:

As used in this agreement, the following terms shall have the meaning hereinafter set out:

AGENCY - Libraries of Illinois Risk Agency (LIRA) established pursuant to the Constitution and the statutes of this State and by this intergovernmental agreement.

ANNUAL PAYMENTS - The amount each Member must annually pay to fund the anticipated costs of the full operation of the Agency.

CONVENTIONAL INSURANCE - Insurance of any kind, including, but not limited to, Excess, Aggregate, Reinsurance and Directors and Officers liability insurance, purchased by the Agency from an insurance company approved by the Illinois Department of Insurance to write such coverage in Illinois providing various types of insurance which may be subject to deductible amounts.

CORPORATE AUTHORITIES - The governing body of a public library district, Illinois library system or other governmental unit which is a Member of the Agency.

JOINT RISK MANAGEMENT FUND - A fund of public monies established by the Agency to administer and jointly self-insure certain risks within an agreed scope to purchase conventional insurance and to pay other expenses within the scope of this Contract and By-Laws, including a risk management program.

JOINT SELF-INSURANCE - A self-insurance program in which the Members agree to contribute annual and, where required, supplementary payments to support a joint risk management fund.

MEMBERS - The public libraries, library districts, library systems, other units of local government or intergovernmental agencies which initially or later entered into the intergovernmental contract established by this intergovernmental agreement.

RISK MANAGEMENT - A program attempting to reduce or limit losses to the property of Members and injuries to persons or property caused by the operations of the Members. Where claims arise, the Agency shall cause the processing of such claims, investigate their validity, settle or defend against such claims within the financial limits of the risk management agreement, tabulate such claims, costs and losses and carry out other assigned duties. Risk Management shall also include loss prevention.

SELF-INSURANCE - The decision of the Agency not to purchase insurance coverage for risks below certain high limits; to seek all immunities provided by Illinois law for a local government; to rely upon its financial capabilities to pay any property losses and third-party claims which are held valid and not barred by available immunities and to purchase some conventional insurance to protect against excess or aggregate losses where the purchase of

conventional insurance is cost effective.

SUPPLEMENTARY PAYMENTS - Members shall also be obligated as required, to make supplementary payments if the amount of the annual payments shall be insufficient to fund the operations of the Agency.

ESTABLISHMENT/PURPOSE:

A. LIRA is a cooperative Agency voluntarily established by contracting public libraries, library districts, library systems and other units of government pursuant to Article VII, Section 10 of the 1970 Constitution of the State of Illinois and 5 ILCS 220/6 of the Illinois Compiled Statutes for the purpose of seeking the prevention or reduction of casualty losses to governmental properties and injuries to persons or property which might result in claims being made against Member units, their officers and employees.

B. It is the intent of the Members of the Agency to create an entity which will administer a Joint Risk Management Fund and utilize such funds contributed by the Members to defend and protect, in accordance with these By-Laws, any Member of the Agency against stated liability or loss. Such By-Laws shall constitute the substance of a contract among the Members.

C. All funds contained within the Joint Risk Management Fund are monies directly derived from its Members which are public libraries, library districts, library systems, and other units of local government within the State of Illinois. It is the intent of the parties in entering into this agreement that, to the fullest extent possible, the scope of risk management undertaken by them through a joint governmental self-insurance program using governmental funds shall not waive, on behalf of any local public entity or public employees as defined in the Local Governmental and Governmental Employees Tort Immunity Act, any defenses or immunities therein provided.

ARTICLE II. POWERS AND DUTIES.

The powers of the Agency to perform and accomplish the purposes set forth above shall, within the budgetary limits and procedures set forth in these By-Laws, be the following:

- A. To employ agents, employees and independent contractors;
- B. To purchase or lease real property and to purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the Agency;
- C. To carry out educational and other programs relating to loss prevention and risk management;
- D. To cause the creation of, see to the collection of funds for, and administer a Joint Risk Management Fund;

- E. To purchase Conventional Insurance to supplement the Joint Risk Management Fund;
- F. To establish reasonable and necessary loss reduction and prevention procedures which shall be followed by the Members;
- G. To provide risk management services and the defense of, settlement and subrogation of claims;
- H. Solely within the budgetary limits established by the Members to carry out such other activities as authorized by the Board of Directors to be performed by the Agency, its Executive Committee or any officer or agent.

ARTICLE III. PARTICIPATION

- A. The initial Members of the Agency shall be those entities listed on Appendix A.
- B. So long as the Agency shall continue in existence, any Member joining the Agency shall remain a Member for at least three (3) years. After a new Member's initial required term of membership in the Agency, any Member of the Agency may withdraw from the Agency at the end of a fiscal year of the Agency upon the giving of prior written notice as required by Illinois law or (1) one year, whichever is less. Such notice shall be addressed to the Chair of the Agency and program administrator and shall be accompanied by a resolution of the Corporate Authorities of the Member electing to withdraw from the Agency. Any Member seeking readmission must reapply through the normal application process, having once again met membership criteria for a new Member.
- C. (1) A Member which gives Notice of Withdrawal and then wishes to rescind such notice within the notice period may do so only upon approval of such action by the affirmative vote of two-thirds of the Board of Directors or Executive Committee, if such exists, present at a regular or special meeting under terms established for readmission, subject to the permitted rescission described in Subsection C(2) below. The Board of Directors may, at its sole discretion, choose to waive any portion of the notice requirement it deems necessary in order to protect the best interests of the Agency. If a Member withdraws from the Agency, it shall be entitled to coverage for the period of its membership to the same extent as other Members of the Agency, but it shall not continue to have a representative on the Board of Directors.

(2) A Member Agency's Notice of Withdrawal, once submitted and accepted in accordance with the provisions of this Agreement, may then be revoked if notice of revocation is received by August 31st of the fiscal year.
- D. No Member which withdraws from the Agency shall receive a return of surplus funds approved by the Board of Directors from any year for which said withdrawn Member was a Member of the Agency. Any Member which withdraws from the Agency and is approved to be readmitted to membership in a future year shall be considered a New Member and not be entitled to any return of surplus funds for any year prior to the Member's readmission to the Agency.

E. The Board may establish and periodically review standards for the admission of new Members.

ARTICLE IV. TERM.

The Agency commenced its operations on December 31, 2013. This Contract and By-Laws shall govern the relationship between the Agency and its Members during the entire existence of the Agency. The new term of the Agency shall be for twelve (12) years from the start of fiscal year 2016/2017, so the term of the Agency shall run through December 30, 2028. The term of the Agency may be extended for a multi-year term, as permitted by law, by two-thirds (2/3) affirmative vote of the entire Board of Directors or, by majority action of the Board, it may continue in existence from year-to-year as an intergovernmental agreement. Individual Members may, however, choose to withdraw as is otherwise provided in Article III.

ARTICLE V. BOARD OF DIRECTORS.

A. There is hereby established a Board of Directors of the Agency. Each Member shall appoint one (1) person to represent that body on the Board of Directors along with another person to serve as an alternate representative when the representative is unable to carry out the representative's duties. The representative and alternate shall be appointed by the majority vote of the governing board of the Member. Once such appointments are made known to the Agency the persons appointed shall remain in office until the Agency receives evidence of the appointment of other persons. The Agency shall be the judge of the proper appointment of members of the Board of Directors and alternate and shall utilize in case of dispute general principles of Illinois law. The representative and alternate selected need not be an elected official of the Member.

B. Because it is anticipated that the numbers of Members of the Agency will be substantial, and the geographical spread of the Members broad, frequent meetings of the full Board with a majority of all Members present may be difficult to achieve. The regular policy of the Agency and its administration will be directed by an Executive Committee of seven (7) Members. The Executive Committee shall be chosen from among the representatives and alternate representatives appointed by the Members, but only one (1) person from a Member may serve on the Executive Committee.

C. The election of Executive Committee members shall be held at the last regular Board of Director's meeting held during each fiscal year for the open Executive Committee terms which begin to run at the start of the immediately following fiscal year.

D. The persons on the Executive Committee shall be elected by the Board with the representative or alternate of each Member casting as many votes as there are then open positions on the Executive Committee. The person(s) receiving the most votes for the number of available positions shall be declared to be elected.

E. The Board of Directors may remove any member of the Executive Committee with notice, but without a formal hearing, by a two-thirds (2/3) affirmative vote of the entire membership of the Board of Directors. Such vacancies shall be filled in the same manner as other

vacancies. Where any action of the Board of Directors shall be contrary to an action of the Executive Committee, and where the legal rights of third parties have not intervened, the policy and position of the Agency shall be that taken by the Board of Directors.

F. The Board of Directors shall have the following powers:

1. The creation of non-elected Agency officers.
2. The approval of amendments to the By-Laws;
3. The expulsion of Members;
4. The setting of the annual and supplementary payments to the Joint Risk Management Pool for each Member and approval of the annual renewal of the Agency's self-insurance/insurance program;
5. The establishment of additional terms for the existence of the Agency.

G. Any powers and duties of the Agency not enumerated above, but arising out of the purpose of the Agency and Article VIII, shall reside with the Board of Directors.

H. Each Member shall be entitled to one (1) vote on the Board of Directors. Such vote may be cast only by the designated representative of the Member or in the representative's absence, by the alternate representative. No proxy votes or absentee votes shall be permitted. Voting shall be conducted by voice vote unless one (1) or more Members of the Board of Directors shall request a roll call vote; provided, however, that:

1. Any vote which requires a greater than majority vote for passage shall be by roll call vote, and
2. Any Member of the Board who abstains or casts a vote in a minority position on a matter upon which a voice vote is taken may have that vote specifically recorded in the minutes by indicating such desire to the presiding officer.

I. The Board of Directors and Executive Committee may establish rules governing their own conduct and procedure not inconsistent with the By-Laws.

J. A quorum shall consist of a majority of the members of the Board of Directors or of the Executive Committee. Except as provided elsewhere in these By-Laws, a simple majority of a quorum shall be sufficient to pass upon all matters.

K. A greater vote than a majority of a quorum shall be required to approve the following matters:

1. Such matters as the Board of Directors shall establish within its rules as requiring for passage a vote greater than a majority of a quorum, provided, however, that such a rule can only be established by a greater than a majority vote at least equal to the greater than majority

percentage within the proposed rule.

2. The admission of a new Member shall require the affirmative two-thirds (2/3) vote of a quorum of the Executive Committee and the expulsion of a Member shall require the affirmative two-thirds (2/3) vote of a quorum of the Board of Directors.
3. Any amendment of these By-Laws shall require the affirmative two-thirds (2/3) vote of a quorum of the Board of Directors.
4. The amendment of these By-Laws to cause the termination of this agreement sooner than the end of a fixed contractual term shall require that specific written notice of the proposed change be sent by registered or certified mail to the chief executive officer of the Member and to the regular and alternate representative of the Member on the Board of Directors, no less than thirty (30) days prior to a meeting at which this matter is proposed and that the amendment as proposed or as amended at a Board meeting be approved by the affirmative two-thirds (2/3) vote of a quorum of the Board of Directors present at the meeting.

L. No one serving on the Board of Directors or Executive Committee shall receive any salary or other payment from the Agency and any salary, compensation, payment or expenses for such representative shall be paid by each Member separate from this Contract. Provided, however, that the Chair, Vice Chair, Treasurer and such other persons as are given the right to reimbursement by the Executive Committee and may be reimbursed for the actual cost of expenses incurred on behalf of the Agency.

ARTICLE VI. THE EXECUTIVE COMMITTEE

A. The term for the seven (7) Executive Committee positions shall be three (3) years. The terms of the Executive Committee positions shall be staggered so that no more than three (3) positions shall come up for re-election in any one fiscal year. If any vacancy should occur in the Executive Committee, the Chair shall fill that position by appointment for the remainder of the unexpired term with the advice and consent of the remaining Members on the Executive Committee. If a vacancy shall occur in the position of Chair, the Vice Chair shall assume the position of Chair and appoint a new Vice Chair with the advice and consent of the remaining Members on the Executive Committee. If a vacancy should occur in the position of Vice Chair or Treasurer, the Executive Committee shall, by election, select from amongst its members, a new Vice Chair or Treasurer to serve the remaining unexpired term of said office. If both the position of Chair and Vice Chair are vacant, the Executive Committee shall fill those positions by election, and the persons selected shall fill out the unexpired terms of the persons they replace.

The first election for the 7 Executive Committee members shall be at the full Board meeting in the last quarter of fiscal year 2016 for terms beginning the immediately following December 31. As soon as possible after this election, the Executive Committee shall determine, by any means the Executive Committee shall adopt, which Executive Committee members shall have initial terms of 3 years, 2 years and 1 year. Subsequent terms for all Executive Committee members shall be for 3 years. There shall be no limit to the number of terms a person may serve on the Executive Committee.

B. At its first meeting in the first quarter of each fiscal year, the Executive Committee shall elect from amongst its members a Chair, a Vice-Chair and a Treasurer whose terms shall be for 1 year. There shall be no limit to the number of terms the people elected to these offices may serve in that office and each officer shall continue in office until a successor has been elected. The duties of these officers are set out further in these By-Laws.

C. The Chair shall be the Chief Executive Officer of the Agency. The Chair shall preside at all meetings of the Board and the Executive Committee at which the Chair is present. The Chair may request information from any officer of the Board or the Agency or any employee or independent contractor of the Agency. The Chair shall vote on all matters that come before the Board or Committees on which the Chair serves. The Chair shall be a non-voting ex-officio member of all committees of the Agency on which the Chair does not directly serve. The Chair shall have such other powers as are set forth in these By-Laws and such other powers as he or she may be given from time to time by action of the Board.

D. The Vice Chair shall carry out all duties of the Chair of the Board during the absence, refusal or inability of the Chair to perform such duties and shall carry out such other functions as are assigned from time to time by the Chair or the Board of Directors.

E. The Treasurer shall:

1. Have charge and custody of and be responsible for all funds and securities of the Agency; receive and give all receipts for moneys due and payable to the Agency from any source whatsoever; deposit all such moneys in the name of the Agency in such banks, savings and loan associations or other depositories as shall be selected by the Board of Directors or the Executive Committee; and, invest the funds of such Agency as are not immediately required in such securities as the Board of Directors or the Executive Committee shall specifically or generally select from time to time. The Treasurer shall maintain or supervise the keeping of the financial books and records of the Agency.
2. In the absence of the Treasurer, or in the event of the inability or refusal of such officers to act, the Chair shall perform the duties of the Treasurer, and, when so acting, shall have all of the powers of and be subject to all of the restrictions upon the Treasurer.
3. In general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Board of Directors or the Executive Committee.
4. The Executive Committee may select a financial institution to carry out some of the functions which would otherwise be assigned to a Treasurer.
5. The funds of the Agency shall only be invested in the manner permitted by law for the investment of the funds of Illinois Libraries.

F. The Executive Committee shall have the following powers:

1. Hiring of Agency agents, non-clerical employees and independent contractors;
2. Setting of compensation for all persons, firms and corporations employed by the Agency;

3. Setting of fidelity bonding requirements for employees or other persons;
4. Approval and amendment of the annual budget of the Agency;
5. The acceptance of new Members by at least the affirmative two-thirds (2/3) vote of a quorum of the Executive Committee. The Board of Directors may establish general standards to be used by the Executive Committee in determining whether to admit new Members;
6. Resolution of disputes over the scope of pooled self-insurance coverage provided by the Agency;
7. Approval of educational and other programs relating to risk reduction;
8. Recommendations regarding operating expenditures, the Pool Contribution Factor and Annual and Supplementary Payments;
9. The determination of Adjusted Payments or credits and any other sums owed the Agency;
10. The recommendation to the full Board of Directors of rules and regulations regarding the payout of funds on behalf of the Agency, and the determination of which persons or groups thereof of the Agency shall have the authority to authorize various levels of payment.
11. To elect the Chair, Vice Chair and Treasurer of the Agency.
12. To approve the Annual Audit of the financial affairs of the Agency prepared pursuant to these By-Laws and to deliver said approved audit to each Member.
13. The recommendation to the full Board of Directors of reasonable and necessary loss reduction and prevention procedures which the Board may make mandatory for the Members.

G. The Executive Committee shall have the power to establish both standing and ad hoc committees. The Chair may also establish ad hoc committees which do not conflict with those established by the Executive Committee. Unless the Executive Committee of the Agency shall establish some other procedure, the selection of members of the Board of Directors who shall serve on such committees and chair them shall reside with the Executive Committee. It is contemplated that members of the Executive Committee shall regularly be chosen to chair committees. Non-voting and non-paid persons who are not members of the Board of Directors may be selected to serve on committees of the Agency, but every committee must have a majority of its Members be selected from the Board of Directors.

ARTICLE VII. MEETINGS OF THE BOARD OF DIRECTORS.

A. Regular meetings of the Board of Directors shall be held at least two (2) times a year, one in the second quarter and the second to be held in the last quarter of the fiscal year. Any item of business may be considered at a regular meeting, but only items shown on the Agenda may be voted upon. Special meetings of the Board of Directors may be called by its Chair, or by 25% of the membership. The Chair shall give at least five (5) days written notice of regular or special meetings to the authorized and alternate representatives of each Member and an agenda specifying the subject of any special meeting shall accompany such notice. Business conducted at special meetings shall be limited to those items specified in the

agenda.

B. The time, date and location of regular and special meetings of the Board of Directors shall be determined by the Chair or by the convener(s) of a special meeting.

C. Minutes of all regular and special meetings of the Board of Directors, Executive Committee and any other Committee shall be sent to all Members of the Board of Directors after approval by the relevant Board or Committee.

ARTICLE VIII. OTHER AGENCY OFFICERS.

A. Other Officers of the Agency (excluding the Chair, Vice-Chair and Treasurer) shall be established from time to time by the Board of Directors. All Agency officers shall be selected by the Board of Directors unless authority to do so is assigned to the Executive Committee.

B. The Agency may purchase a fidelity bond to assure the fidelity of the officers of the Agency who have the right to authorize the transfer or payment of Agency funds in such amount as shall be set from time to time by the Board of Directors.

ARTICLE IX. FINANCES AND AGENCY RISK MANAGEMENT.

A. The Agency shall determine its fiscal year.

B. The annual payments from the Members shall be in an amount sufficient to fund the administrative expenses of the Agency, the Joint Risk Management Fund, the purchase of Conventional Insurance, and other costs relating to the services and projects of the Agency. In determining the amount of the Annual Payment due from each Member, the Board of Directors may take into consideration some or all of the following factors:

1. Population of the municipality(ies) district or system served by the library, library district or library system;
2. Property values of the municipality(ies) district or system served by the library, library district or library system;
3. Number of vehicles owned by the governmental body and the use made of the vehicles;
4. The size and scope of the governmental programs of the Member;
5. The payroll of the Member;
6. The budget and revenue of the Member;
7. The claims and loss experience of the Member;
8. Expenses to operate the Agency;

9. Such other factors as the Board and/or Executive Committee shall deem relevant.

C. The Annual Payments due shall be based, in whole or in part, upon a formula which may vary from year to year. This formula must be applied equally to all Members similarly situated during such period of time as it is utilized.

D. It is the responsibility of each Member to provide the Agency with accurate information relating to the factors used in determining the amount of the annual payment due from each Member pursuant to this Article VIII. In the event the Board or Executive Committee determines that a Member has failed to report to the Agency accurate information relating to these factors, then the Board or Executive Committee shall have the authority to impose the following remedies:

1. To assess against the Member the amount which properly would have been charged as that Member's annual payment for all years for which improper information was provided by the Member. Interest at the maximum rate permitted by law shall be charged on all amounts equal to the proper sum which should have been charged as an annual payment less any payments actually made by the Member for all applicable years; and
2. In the event the Board or Executive Committee determines that a Member has intentionally or with reckless disregard failed to report to the Agency accurate information relating to these factors, then, for each year for which improper information was so reported by the Member to the Agency, an amount equal to 25% of the difference between what should have been the Member's proper annual payment for that year and the actual payment charged to the Member. For example, if due to a Member's improper reporting it appears that a Member's annual payment should have been \$80,000.00, but rather was \$60,000.00; the Member would be charged, pursuant to this sub-paragraph, the sum of \$20,000.00 plus a penalty of \$5,000.00, that being 25% of the difference between \$80,000.00 and \$60,000.00.

E. A Member accused of improper reporting pursuant to paragraph D above, shall have the right to a hearing before the full Board before any decision of the Agency is made final. The procedure to be used for such a hearing shall be the same as is provided for a Member who may be expelled from the Agency or as otherwise determined reasonable by the Board. Any decision of the Board of Directors is final.

F. As part of its determination of each member's Annual Payment, the Board of Directors may grant debits or credits to Members with above or below average loss or claims records for a period of no more than five (5) years immediately preceding the fiscal year for which contributions are to be determined. The annual amount of such debits or credits may not vary more than 33½% above or below the amount which the Member would pay if it were not to have been granted the debit or credit. When admitting a new Member, the Board or Executive Committee may establish the rate and amount which the new Member shall pay for

at least two fiscal years and may take into consideration, in setting such a rate, any loss and claims experience of the new Member during the period of time prior to the new Member joining the Agency, as well as other factors and formula other than those described above in this Article.

G. Calls for Supplementary Payments may be made by the Board of Directors, if the Agency has not fully funded the Joint Risk Management Fund for that year; providing, however, that such additional sums may be called for in a total amount attributable to any one year of not more than 100% of the regular Annual Payment for that year. The Board shall also make calls for Supplementary Payments from Members which have withdrawn or been expelled for years during which they were Members. The forwarding of such Annual and Supplementary Payments within a time specified in notices to the Members, giving them not more than forty-five (45) days to make such payments, shall be of the essence of this contract. Supplementary Payments shall only be required by the Board of Directors in a situation in which there is a reasonable concern that the sum remaining from the Annual Payments will not be sufficient to meet the responsibilities of the Agency established in these By-Laws. Members shall be responsible for Supplementary Payments during the entire life of the Agency and thereafter when claims or expenses need be paid which are attributable to the year of membership when the event out of which the expense or claim occurred. Supplementary Payments may be called for in a number of individual requests provided that the total amount of the Supplementary Payments per fiscal year may not exceed the maximum amount permitted.

H. The Board may permit the Annual or Supplementary Payments to be paid on a schedule determined by the Board of Directors. The amount of any Supplementary Payments required shall be based upon the same formula as was used in establishing the Annual Payment for that year.

I. The Board of Directors, at any time, may allocate a portion of the Joint Risk Management Fund for any fiscal year during which the Agency has been in existence, into a separate account to be known as the Contingency Fund. The money in this account may be utilized to pay claims and expenses of the Agency attributable to any year during which the Agency is in existence. In the creation of and with regard to payments to the Contingency Fund, it is one of the desires of the Members to be able to consider purchasing less Conventional Insurance of any kind and to fund losses previously covered within the scope of such insurance from the Contingency Fund. It is anticipated that claims for such losses will occur infrequently but will require significant amounts of money. Amounts of money sufficient to cover such claims can best be achieved through the accumulation of funds over a number of claims' years. Any Member which leaves the Agency, in any way, shall not have any claim against the funds within the Contingency Fund, except for the payment of claims during the years in which it was a Member of the Agency. Any new Member which joins the Agency shall be entitled to the use of the monies within the Contingency Fund for claims which occurred during the period of its membership in the Agency. In the event that the Agency should terminate, any surplus amounts within the Contingency Fund which are available after all claims and expenses of the Agency have been paid, shall be returned to all of those Members which contributed to the Contingency Fund in the proportion to which they made contributions to the Fund.

J. If, for any year during which the Agency was in existence, all claims known or unknown have either been paid or provision has been made for such payment, the Board of

Directors as then constituted shall distribute surplus funds to the Members who constituted the membership of the Agency in that prior fiscal year, except members who have been expelled or withdrawn from the Agency. *[amended 11.7.2018]*

K. If claims or expenses of the Agency for any fiscal year, in which the return of surplus funds have been made, exceed funds available, the Members shall be called upon to repay to the Agency, within a period of time of not less than sixty (60) days after notice, any amounts, then needed for reserves or to make payments, for the claim year in question, as had been previously distributed to them as refunds, rebates or other repayment of surplus funds. The Board shall determine the extent to which the Contingency Fund may be used to fund reserves or to pay some or all of such claims before a call for the return of some or all of the returned surplus funds for the claim year in question is made. Members shall also be obligated to make Supplementary Payments, up to the maximum allowed amount, for losses or claims which fall within the scope and amount of coverage which the Agency agreed to cover through Joint Self-Insurance rather than through levels of coverage which were to be paid from the proceeds of Conventional Insurance of any kind.

L. Except as provided above, all cases where the Agency has purchased Conventional Insurance of any kind, the Members shall look solely to the provider of the Conventional Insurance coverage for the payment of claims or losses within the scope of coverage of the policies purchased. Neither the Joint Risk Management Fund or Contingency Fund, nor funds procured through Supplementary Payments, shall be used to pay claims or losses within the dollar amount and scope of coverage assumed by an insurance company which has sold Conventional Insurance of any kind to the Agency. Provided, however, that the Board of Directors may authorize the use of Agency funds to pay such claims or losses or the costs of litigation of a Member against such Conventional Insurance provider which contends that a claim or loss has not been paid as contractually required by the Conventional Insurance company.

M. A budget for the Agency shall be approved by the Board of Directors for each fiscal year. That budget shall confirm and authorize the payment of any funds made earlier during that first fiscal year as well as such funds as are estimated to be required during the remainder of that fiscal year.

N. The Board of Directors shall provide to the Members an annual audit of the financial affairs of the Agency to be made by a certified public accountant at the end of each fiscal year in accordance with the generally accepted auditing principles. The annual report shall be delivered to each Member.

O. The Board of Directors may require reports from all agents and independent contractors including attorneys with regard to the status of their work for the Agency, problems encountered during the performance of their duties, and recommendations for improvements in the performance of the Agency including their efforts on the Agency's behalf.

P. Interest income earned on any funds deposited for any fiscal year may be aggregated together into a single Interest Income Fund. The monies in such Fund may be allocated by the Board for any cost or expense permitted by this Agreement for any fiscal year. *[amended 11.7.2018]*

ARTICLE X. SCOPE OF LOSS PROTECTION.

In the absence of a motion by the Board of Directors expanding or contracting the scope of loss protection furnished by the Agency, the Agency shall provide loss protection from its self-insured retention funds only to the extent that protection would be accorded within the terms of the first level Conventional Insurance held from time to time by the Agency for the benefit of its Members. The intent of this Contract and By-Laws shall be that except to the extent to which the scope of coverage provided by the Agency is specifically expanded by action of the Board of Directors, the Members herein do not intend to utilize the Joint Risk Management Fund or Contingency Fund of the Agency to cover claims or losses except where the conventional insurance covers the claim or loss. Claims shall be paid in the order in which they are settled or adjudicated and members shall have no additional right to indemnification or payment on their behalf if all available funds and conventional insurance coverages of the Agency have been expended. Provided, however, that without limiting the generality thereof, except in the amount and to the extent paid for by the conventional insurance purchased by the Agency, the Agency shall not provide self-insurance pooled coverage in the following areas:

- A. Punitive or exemplary damages.
- B. Liability of individuals otherwise covered for acts committed outside the scope of their duties and powers.
- C. Those portions of causes of action seeking only non-monetary claims such as injunction, mandamus and declaratory relief.
- D. The payment of the attorneys' fees of opposing counsel or other court costs where a judgment providing no other monetary relief to the plaintiff is entered, subject to court order.
- E. Those portions of causes of action where the plaintiff seeks no damages but only the return of tax funds or any other fund alleged to have been paid or received by the Member in error or without authority in law.
- F. Those portions of causes of actions grounded solely in contract except for validly extended contractual obligations of Members to indemnify third-parties. For a contractual obligation of a Member to indemnify third parties to be validly extended, it must be approved by the Chair or Program Administrator in writing through the issuance of a Certificate of Protection/ Insurance specifically naming the Member and the third party to whom a contractual obligation to indemnify is being extended. The Board may establish guidelines in determining whether to extend a contractual obligation to indemnify third parties.
- G. Those portions of causes of action seeking only back pay or retroactive salary increases based upon alleged discrimination.
- H. Those portions of causes of action alleging improper acts by officers of Members who serve as officers rather than just delegates to the Boards of intergovernmental agencies.

I. Continuing damages for an action of a Member, where the Member has been requested to terminate the practice during litigation by the written request of the Board and refuses to do so within no more than 30 days thereafter.

By entering into this Contract and By-Laws, each Member of the Agency agrees to be bound by a decision of the Board that a particular matter presented to the Agency for defense and indemnification is or is not within the scope of coverage provided by the Agency. Any decision of the Board under this Contract and By-Laws shall be final in the absence of fraud or a gross abuse of its discretion.

ARTICLE XI. CONVENTIONAL INSURANCE.

The Agency may purchase excess, conventional insurance from a company approved by the Department of Insurance to write such coverage in Illinois in such amounts as shall be approved by the Board of Directors.

In the event that a series of losses should deplete the amounts which could be raised from Annual and all Supplementary Payments and all Conventional Insurance coverages available from the applicable, then the payment of such uncovered valid loss shall be the obligation of the individual Member or Members against which the claim was made and perfected by judgment or settlement. Unless otherwise provided for, the Agency shall make payments from the Joint Risk Management Fund and the Conventional Insurance proceeds in the order in which the judgments against the Agency have been entered or settlements of claims have been reached.

ARTICLE XII. OBLIGATIONS OF MEMBERS.

The obligations of Members of the Agency shall be as follows:

A. To appropriately budget for, to levy for and to promptly pay all Annual and Supplementary or other payments to the Agency at such times and in such amounts as shall be established by the Board of Directors within the scope of this agreement. Any delinquent payments shall have added to them an amount equal to the highest interest rate allowed by statute to be paid by an Illinois unit of local government on the date of delinquency.

B. To select an authorized representative to serve on the Board of Directors and to select an alternate representative.

C. To allow the Agency reasonable access to all facilities of the Member and all records including but not limited to financial records which relate to the purpose or powers of the Agency.

D. To allow attorneys employed by the Agency to represent the Member in investigation, settlement discussions and all levels of litigation including subrogation, arising out of any claim made against the Member within the scope of loss protection furnished by the Agency.

E. To furnish full cooperation with the Agency's attorneys, auditors, claims adjusters and any agent, employee, officer or independent contractor of the Agency relating to the purpose and powers of the Agency.

F. To follow in its operations all loss reduction and prevention procedures established by the Agency within its purpose and powers.

G. To report to the Agency or its designated Claims Administrator within the time periods set by the Board of Directors with the following items:

1. Any statutory notice of claim, a summons and complaint or other pleading before a court or Agency for which coverage is sought.
2. A written demand for monetary relief for which coverage is sought.
3. To report to the Agency or its Claims Administrator at the earliest practicable moment any information of an occurrence received by the Member and from which the Member could reasonably conclude that coverage will be sought.

In the event that the items set forth above are not submitted to the Agency or its designated Claims Administrator within the time periods set by the Board of Directors, the Agency, through the Executive Committee, the Agency may, in whole or in part, decline to provide a defense to the Member or to extend the funds of the Agency for the payment of losses or damages incurred. In reaching its decision, the Agency shall consider whether the Agency was prejudiced in its ability to investigate and defend the claim due to the failure of the Member to promptly furnish notice of the claim to the Agency or its designated Claims Administrator. Any Member may, within thirty (30) days after receiving such a decision of the Agency, request, in writing, that the Board take official action to affirm or reverse that decision under the procedures described in Section IX(j) of this Contract. In the absence of fraud or a gross abuse of discretion, the decision of the Agency or the Board shall be final.

H. In the event that the Agency shall be required to expend funds for administrative, legal or other costs brought about by the failure of a Member to pay sums owed the Agency or to take other actions required under this contract and By-Laws, such amounts expended shall be added to the sums due the Agency and shall be payable by the Member.

ARTICLE XIII. LIABILITY OF BOARD OF DIRECTORS OR OFFICERS.

The Members of the Board of Directors or officers of the Agency should use ordinary care and reasonable diligence in the exercise of their power and in the performance of their duties hereunder; they shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care; nor for loss incurred through investment of Agency funds, or failure to invest. No Director shall be liable for any action taken or omitted by any other Director. No Director shall be required to give a bond or other security to guarantee the faithful performance of their duties hereunder. The Agency may purchase Conventional Insurance providing liability coverage for such Directors or officers to cover actions which arise solely out of the Director's or officer's duties and obligations as a Director or officer of the Agency. Where no such insurance has been purchased to provide liability coverage for such Directors or officers, or the amount of the Conventional Insurance

purchased shall be inadequate to cover all such claims, the Joint Risk Management Fund shall be utilized to defend and pay such claims on behalf of such Directors or officers for acts taken within the scope of their duties.

ARTICLE XIV. NO THIRD-PARTY BENEFICIARIES.

The scope of coverage of the Agency shall extend only to the Members and this intergovernmental agreement is not intended to, nor does it grant, any rights, including, but not limited to, the right to an interpretation of its provisions or benefits to inure to any third parties. Any language in Conventional Insurance policies expanding the scope of coverage to any third-parties extends to the Members only, and not to such third-parties.

ARTICLE XV. OPTIONAL DEFENSE BY MEMBER.

Whenever the Agency proposes to settle any pending claim or suit where the amount of that proposed settlement shall exceed an amount established from time to time by the Board, the Member shall be given advance notice of that settlement. Such notice may be given by the establishment of a reserve amount or new reserve amount. The officers, contractors and employees of the Agency shall, however, endeavor to give specific oral or written notice to a Member of the exact amount of any proposed settlement at least seven (7) days prior to the date at which the Agency proposes to bind itself to pay such settlement amount. It is recognized by the Members that under some circumstances the Agency may not be able to give seven (7) days' prior oral or written notice of the proposed settlement. The officers, employees or independent contractors of the Agency shall attempt to give the Members as much notice of the settlement as is possible under the circumstances of each case.

In the event that a Member should disagree with the amount at which the Agency proposes to settle a case or claim, the authorized representative of the Member on the Board of Directors of the Agency, the alternative representative, or the President or Chief Executive Officer of the Member shall notify the Chair of the Agency in writing that the Member exercises its right to prevent the Agency from reaching a settlement at the agreed-upon amount. In cases where such a written objection is received, the Agency will not settle the case without the consent of the Member. In the event that the Agency does not settle a case based upon the objection of a Member, the Agency shall continue to provide a defense to the defendants unless the Member should desire to itself undertake the defense. In the event that the case or claim is eventually resolved through a settlement or judgment in an amount less than the amount at which the case could have been previously settled by the Agency, then the Member which has undertaken the costs of its own defense shall be entitled to its additional actual costs, including attorneys' fees, up to the level at which its costs and the prior allocated costs of the Agency, including attorneys' fees, equal the amount at which the case could have been settled by the Agency. To the extent that the case or claim is resolved through settlement or judgment at an amount greater than that at which the case or claim could have been previously settled by the Agency, the Member shall be obligated to pay to the Agency, within thirty (30) days upon receipt of written notice, that portions of the settlement or judgment, plus all other allocated costs of the Agency, which exceeded the sum of money at which the case could have been earlier settled by the Agency. Such payments shall be unlimited in amount and the Agency shall not be required to advance the payment due from the Member. If at any time the amount of the allocated costs of the Agency devoted to the case shall equal or exceed the amount at which the case could have been settled,

the Agency may require periodic payments from the Member if the Member wishes to have the Agency continue to provide the defense.

Allocated costs shall mean those costs which are allocated to individual cases under the bookkeeping and accounting system utilized by the Agency. The Agency may establish the amount at which it could have settled the case through a written settlement demand by the claimant, or through other competent evidence of the availability of the settlement at a particular sum.

To the extent that payment shall be made from a conventional insurance carrier, the provision of this Article shall prevail when not contrary to those insurance contracts.

ARTICLE XVI. CONTRACTUAL OBLIGATION.

This document shall constitute a contract among those entities become Members of the Agency. The obligations and responsibilities of the Members set forth herein including the obligation to take no action inconsistent with these By-Laws as originally written or validly amended shall remain a continuing obligation and responsibility of the Member. The terms of this Contract may be enforced in a court of law by the Agency or any of its Members. Should the Agency be required to enforce the terms of this Agreement against a Member in a court of law and the Agency be the prevailing party, the Member (or former Member) against which the claim is brought shall pay the Agency's costs and attorney's fees within sixty (60) days after the litigation is terminated.

The consideration for the duties herewith imposed upon the Members to take certain actions and to refrain from certain other actions shall be based upon the mutual promises and agreements of the Members set forth herein. This Contract and By-Laws may be executed in duplicate originals and its passage shall be evidenced by a certified copy of an ordinance or resolution passed by a majority of the Members. Provided, however, that except to the extent of the limited financial contributions to the Agency agreed to herein or such additional obligations as may come about through amendments to these By-Laws, no Member agrees or contracts herein to be held responsible for any claims arising out of workers' compensation statutes, in tort, or contracts made against any other Member. The contracting parties intend in the creation of the Agency to establish an organization for Joint Risk Management only within the scope herein set out and have not herein created as between Member and Member any relationship of surety, indemnification or responsibility for the debts of or claims against any Member.

ARTICLE XVII. EXPULSION OF MEMBERS.

A. By the affirmative vote of two-thirds (2/3) of the entire membership of the Board of Directors, any Member may be expelled. Such expulsion may be carried out for one or more of the following reasons:

1. Failure to make any payments due to the Agency;
2. Failure to undertake or continue loss reduction and prevention procedures adopted by the Agency;

3. Failure to allow the Agency reasonable access to all facilities of the Member and to all records which relate to the purpose or powers of the Agency;
4. Failure to furnish full cooperation with the Agency's attorneys, claims adjusters, and any agent, employee, officer or independent contractor of the Agency relating to the purpose and powers of the Agency;
5. Failure to carry out any obligation of a Member which impairs the ability of the Agency to carry out its purpose or powers;

B. No Member may be expelled except after notice from the Chair of the alleged failure along with reasonable opportunity of not less than thirty (30) days to cure the alleged failure. The Member may request a hearing before the Board before any decision is made as to whether the expulsion shall take place. The Board shall set the date for a hearing which shall not be less than fifteen (15) days after the expiration of the time to cure has passed. A decision by the Board to expel a Member after notice and hearing and a failure to cure the alleged defect shall be final unless the Board shall be found by a court to have committed fraud or a gross abuse of discretion. The Board of Directors may establish the date at which the expulsion of the Member shall be effective at any time not less than thirty (30) days after the vote expelling the Member has been made by the Board of Directors except that the expulsion of a Member for reason A1 may be made effective immediately. If the motion to expel the Member made by the Board of Directors or a subsequent motion does not state the time at which the expulsion shall take place, such expulsion shall take place thirty (30) days after the date of the vote by the Board of Directors expelling the Member.

C. After expulsion, the former Member shall continue to be fully obligated for its portion of any claim against the assets of the Agency which was created during the term of its Membership along with any other unfulfilled obligations as if it was still a Member of the Agency. The Agency shall continue to provide coverage for all claims which would have been covered prior to the expulsion except that it shall be excused from such coverage if the actions of the Member prevent the Agency from providing an adequate defense on its behalf. The expelled Member shall, after expulsion, no longer be entitled to participate or vote on the Board of Directors and shall not be entitled to any refund or other return of surplus funds which may be authorized by the Agency for any year for which the expelled entity was a Member of the Agency nor shall the expelled Member be entitled to the return of any funds declared by the Agency to be surplus from the Contingency Fund except if so permitted elsewhere in this Agreement.

ARTICLE XVIII. TERMINATION OF THE AGENCY.

A. If, at the conclusion of any fixed term of the Agency, the Board of Directors does not vote to continue the existence of the Agency, or at any time upon a 3/4ths vote of the entire Board of Directors at a regular or special meeting thereof, then the Agency shall cease its existence at the close of the then current fiscal year. Under those circumstances, the Board of Directors shall continue to meet on such a schedule as shall be necessary to carry out the winding up of the affairs of the Agency. It is contemplated that such meetings may continue for some substantial period of time in order to accomplish this task.

B. All Members upon a general termination of the Agency shall remain fully obligated for their portion of any claim against the assets of the Joint Risk Management Fund which was created during the term of their membership along with any other unfulfilled obligations, including, but not limited to calls for Supplementary Payments for years of their membership which may be required and called for in subsequent years.

SIGNATURE PAGE

LIRA

FIRST AMENDED CONTRACT AND BY-LAWS

DECEMBER 31, 2016

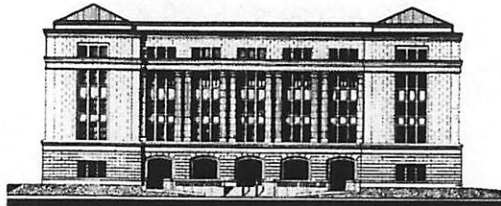
Signature

Name: _____
Chair

Signature

Name: _____
Vice-Chair

Dated: _____



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 South Second Street, Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Warrenville Public Library District

Library's Control Number: 30685 Branch Number: 00 Today's Date: 12/15/2022

Contact information of the person completing this grant application:

Preparer's Name: Sandra Whitmer
(First Name) (Last Name)

Preparer's Title: Director

Preparer's Phone Number: (630) 393-1171

Preparer's Email Address: director@warrenville.com

- ☒ By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 14,096

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The library meets all core standards.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The library meets the most critical items on this checklist. The library is in the process of completing a full review of the employee handbook. Future items to be addressed include:

- create a schedule to ensure policies are reviewed on a 3-year cycle
- conduct a community survey as part of the strategic planning process in FY2023
- create an outline for the new trustee orientation (to be used following the April 2023 election of trustees)
- adopt a written succession plan

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The library meets the most critical items on this checklist.

The library is in the process of reviewing and updating job descriptions to accurately reflect each positions duties. These job descriptions will be used to develop a new pay grade and wage scale.

The library recently improved several employee benefits including:

- every position is IMRF-eligible
- all employees, including part-time employees, earn Annual Leave (vacation and personal time), Sick Leave and paid holidays
- library pays a portion of family insurance premiums beginning 1/1/23 (previously employees paid 100% of the premium for family coverage)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

The library meets all critical items on this checklist. The library's 2017 renovation addressed prior deficiencies.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

The library meets most recommendations on this checklist.

Exterior improvements and finishes are now 20-years old. While routine maintenance has been conducted regularly, the library will endeavor to conduct an inspection of the building "envelope," paying particular attention to masonry (tuckpointing) and windows (perimeter sealants, masonry joints, etc.)

The library continues to add dollars to the special reserve fund for major capital replacements.

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

The library recently installed carbon monoxide detectors in strategic areas of the building.

The most critical items to address related to safety include:

- revise emergency procedures / critical incidents manual
- revise disaster plan
- adopt a security camera policy and plan for the installation of a new camera system

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

The library meets all items on this checklist.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

The library meets all items on this checklist.

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

The library meets most items on the checklist.

In the past twelve months, staff have been provided with training opportunities to acquire the skills needed to meet the needs of individuals who have challenges with disabilities, language and literacy. Examples of those trainings are as follows:

- Authentic Opportunities to Build English Language Proficiency,
- Web Accessibility Fundamentals for Libraries,
- Serving Patrons with Dementia, and more.

A current member of our staff serves on the city's Inclusion, Diversity, Equity Commission and provides feedback to the library's DEI Committee.

One staff member has been assigned to become the ADA Liaison and has provided library management feedback on possible changes it can make to become more accommodating.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

The library meets most items on this checklist.

In the past twelve months, training has been offered to library staff to develop plans to enable persons with disabilities to participate in programs. Examples of those trainings include:

- Dyslexia Training,
- Dyslexia Essentials,
- PLA Digital Literacy Workshop and more.

The library has also joined a programming collaborative group called Illinois Libraries present which broadcasts popular guests on Zoom, and offers subtitles, sign language and other accessibility options. We've also shown those programs in the library for those who don't have internet access at home.

One staff member has been assigned to become the ADA Liaison and has provided library management feedback on possible changes it can make the to make programs more accommodating.

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

The library meets most items on this checklist.

In the past twelve months, Youth Services staff have reviewed current library policies that may have a direct affect on youth in the library. Feedback was provided to library management.

Training opportunities have been provided to library staff that focus on youth and young adult patrons that face challenges with disabilities, language and literacy. Examples of those trainings include:

- Data Literacy for Youth: using Census data in Public Library programming,
- Let's Talk about Colorblindness,
- Authentic Voices in Children's and Teen Literature: What's socioeconomics have to do with it and more.

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The library strives to meet the standards outlined in this checklist.

Our website vendor (Communico) offers limited accessibility features. We continue to look for ways to improve accessibility.

Our findings indicate those requiring assistive technology have their own devices.

The most critical item to be addressed is the creation of a strategic technology plan.

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

The library meets the majority of the items on the checklist. Beginning next fiscal year (July 2023), Marketing personnel will update a communications plan with focus on the library's strategic plan, conduct walk-throughs of the building with key personnel and the library board, and develop a plan to optimize the library's website and other promotional materials to ensure ADA compliance.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

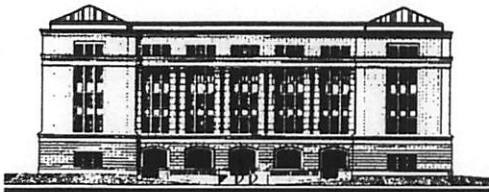
If awarded, grant funds will be used for:

PROFESSIONAL DEVELOPMENT for Board and Staff which focuses on customer service, best practices in serving diverse populations and current trends in library services.

MATERIALS and informational resources in a variety of formats, especially digital content such as e-books or downloadable audiobooks.

PROGRAMMING for and about our community's diverse populations, including programs presented in Spanish. Also for high-interest programs that will engage residents who may not otherwise use the library.

MARKETING materials to inform the community about library services and resources, thereby increasing awareness and library use.



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30685

City: Warrenville

Library Name: Warrenville Public Library District

Exact amount of Per Capita Grant received in Fiscal Year 2021: \$ 19,987.73

Report on the use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

☐ Core Standards — Chapter 1

☒ Governance and Administration — Chapter 2

Members of the Library's Board of Trustees participated in webinars which strengthened their understanding of their role and a variety of legal requirements such as the Open Meetings Act. One trustee attended the 2022 Public Library Association Conference. These opportunities helped the library to stay in compliance with state statutes and expand the board's knowledge of services other libraries are providing for their communities.

☒ Personnel — Chapter 3

Staff participated in numerous online learning opportunities. Two employees attended the 2022 Public Library Association Conference. These opportunities help staff stay informed of best practices in public libraries and allows staff to explore new services for our residents.

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

☐ **Safety — Chapter 6**

☒ **Collection Management — Chapter 7**

The library increased its budget for downloadable and streaming materials. Funds also supported access to full-text and other searchable databases. By continuing to increase the size of our online collection, we are meeting the needs of users who prefer digital formats and accessing our collections 24/7 from anywhere.

☐ **System Member Responsibilities and Resource Sharing — Chapter 8**

☐ **Public Services: Reference and Reader's Advisory — Chapter 9**

☒ **Programming — Chapter 10**

The library included several programs highlighting diverse cultures in its program calendar.

☐ **Youth/Young Adult Services — Chapter 11**

☐ **Technology — Chapter 12**

☒ **Marketing, Promotion, and Collaboration — Chapter 13**

Funds were used to support the printing and mailing of a quarterly newsletter to all addresses (6,000+) within the library district. The newsletter is our most effective means of communicating information about our programs and services. The library also subscribes to Constant Contact, an email service, to send an e-newsletter at least twice monthly.

8a. REGULAR AGENDA

**Approve payments for the period of November 16-December 14, 2022
(ACTION)**

A partial bill list (bills received as of December 8, 2022) is attached. An updated bill list which includes bills received through December 14 and a suggested motion will be provided at the Board Meeting.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
November 17 - December 14, 2022

Date	Num	Name	Amount
12/14/2022	9135	Accounting Services, Inc.	-563.00
12/14/2022	9136	Ambius	-286.00
12/14/2022	9137	Baker & Taylor	-197.36
12/14/2022	9138	Baker & Taylor	-2,134.00
12/14/2022	9139	Baker & Taylor	-2,397.80
12/14/2022	9140	Baker & Taylor	-1,865.48
12/14/2022	9141	Baker & Taylor	-291.76
12/14/2022	9142	Barr Mechanical Sales, Inc.	-988.76
12/14/2022	9143	Bayscan Technologies	-197.00
12/14/2022	9144	Cavendish Square	-186.03
12/14/2022	9145	CDW Government, Inc.	-1,098.00
12/14/2022	9146	Demco	-296.94
12/14/2022	9147	Direct Energy Business	-1,707.52
12/14/2022	9148	Goodman, Clarence	-275.00
12/14/2022	9149	Hagg Press, Inc.	-2,210.48
12/14/2022	9150	Konica Minolta Business Solutions	-83.90
12/14/2022	9151	LACONI	-150.00
12/14/2022	9152	LIMRICC Purchase of Health Insurance Prog	-11,104.41
12/14/2022	9153	Lookout Books	-254.39
12/14/2022	9154	Midwest Tape	-7,000.00
12/14/2022	9155	Midwest Tape	-1,443.92
12/14/2022	9156	Midwest Tape	-148.42
12/14/2022	9157	Moser, Sandra	-50.00
12/14/2022	9158	Moser, Sandra	-50.00
12/14/2022	9159	Oak Brook Mechanical Services, Inc.	-2,861.00
12/14/2022	9160	Olsson Roofing Co.	-900.00
12/14/2022	9161	OverDrive	-1,808.83
12/14/2022	9162	Paddock Publications	-46.00
12/14/2022	9164	Schlecht, Molly	-1,360.00
12/14/2022	9165	Service Master Commercial Cleaning	-2,066.00
12/14/2022	9166	Shamrock Garden Winfield	-137.95
12/14/2022	9167	Technology Management Revolving Fund	-475.00
12/14/2022	9168	Whitmer, Sandy	-33.51
12/14/2022	9169	Granite Telecommunications	-180.19
11/17/2022	Electronic	Comcast	-234.90
11/17/2022	Electronic	AFLAC	-141.45
11/17/2022	Electronic	Paylocity	-286.97
11/18/2022	Electronic	Northern Illinois Gas	-250.30
11/21/2022	Electronic	Konica Minolta Premier Finance	-167.00
12/08/2022	Electronic	Chase Ink	-2,254.87
12/14/2022		Sam's Club/Synchrony Bank	-80.52
			-48,264.66

8b. REGULAR AGENDA

Approve transfer of funds (ACTION)

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

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

10a. NEW BUSINESS

Consider continuation of livestreaming, recording and posting meeting recordings to YouTube (*discussion only*)

Since 2020, the Library has used Zoom to livestream the Board Meetings. (The exception has been recent meetings which consisted primarily of closed sessions to conduct business related to the search for an Executive Director.)

Other than consultants (auditor, search firm) and occasionally managers, no member of the public has viewed or participated in a live meeting over the past 6 months.

A recording of each meeting is posted to YouTube allowing anyone interested to view the meeting. The following is a list of meetings and the number of views each recording has had:

Date of Meeting	Number of Views
July 20, 2022 (Regular)	21
August 17, 2022 (Regular)	18
September 7, 2022 (Special)	24
September 21, 2022 (Committee)	13
September 21, 2022 (Regular)	9
October 19, 2022 (Regular)	9
November 16, 2022 (Regular)	11

It is likely the majority of views are by staff. (Director Whitmer shares a summary of each meeting and a link to the recording in a weekly staff email.)

Director Whitmer currently manages the live-streaming, recording, editing and posting the video to YouTube. She would like to hear from the trustees if they have a preference to continue or discontinue this practice. If the practice is continued, Director Whitmer will delegate these responsibilities to another employee before she retires.

11. DIRECTOR'S REPORT

for December 2022 Board Meeting

submitted by Sandy Whitmer

I've been preparing for candidate filing which opens on Monday, December 12. I will share the names of candidates who have filed at the Board Meeting. The last day to file is Monday, December 19.

Jackie Davis has prepared the 2023 Calendar of Responsibilities. It is included on the following pages. This calendar serves as a guide to some of the legally required actions that will be undertaken by the Board in 2023. Jackie and I have a more detailed calendar which includes "follow-u" responsibilities such as publication of legal notices and documents to be filed with DuPage County.

I attended the LIRA renewal meeting and learned that our premiums will dip just slightly for the 2023 calendar year. We will still be a bit overbudget because of the decision to cover the treasurer liability with a crime policy instead of a bond.

I am preparing a document with information that I believe will be helpful to the new director. It may not include everything, but it might shed light on some administrative (and historical) information. I'm also including contact info for some of the vendors I work with on a regular basis.

I have been working with our new HR Manager and Member Services Manager to help set them up for success in their new roles. Ian and Laurie have both proven to be self-starters who can take the ball and run with it. I've always thought it takes a good six months for anyone new to an organization to get their feet solidly on the ground. Both managers are well on their way to hit that mark.

Because COVID-19 community level has risen from low to medium in DuPage County, the plexiglass has returned to the Adult and Youth Services Desks. We will revisit the removal of plexiglass for all desks after the first of the year when levels return to "low" for a period of at least two full weeks. Masks are optional for everyone when the community level is low or medium. Staff will be required to wear masks if the community level bounces up to "high."

FOIA Requests

- SmartProcure – Jackie is preparing a response to a request for purchasing records

2023 CALENDAR OF RESPONSIBILITIES (Trustee edition)

This calendar represents "standard" actions and agenda items for each month. From time-to-time adjustments are necessary. The Library Director consults the attorney's calendar to ensure that this calendar meets all legal deadlines where needed.

Please notify the Director or Board President as soon as possible if you wish to have an item added to the agenda. (The assembly process for board packets begins one week prior to the board meeting. If at all possible, agenda items should be communicated to the Director by Noon on the Wednesday one week prior to the meeting.)

JANUARY

January 18: Board Meeting

FEBRUARY

February 15: Board Meeting

Closed Session – Review Closed Session Minutes

MARCH

March 15 Board Meeting

Non-resident library card participation

Personnel Committee distributes Director's self-evaluation and trustee forms

APRIL

April 1: Director's Evaluations Due from Board

April 4: Consolidated Election

April 14: Personnel Committee distributes copies of compiled Director's Evaluation to Board

April 19: Committee of the Whole Meeting to review first draft of Working Budget

April 19: Board Meeting

Closed Session: Director's Evaluation

MAY

May 2: Economic Interest Statements due at County Clerk's Office

May 17: Board Meeting

Issue Oaths of Office to new/re-elected Trustees

Election of Officers

Adopt bank Corporate Authorization Resolutions if needed

Review second draft of Working Budget

Interest Payment for Debt Certificates (Due Jun 1)

Approve Director's performance goals for next fiscal year

JUNE

June 21: Board Meeting

Adopt Working Budget for next fiscal year

Authorize preparation of Tentative Budget & Appropriation

JULY

July 1: New fiscal year begins

July 19: Board Meeting

- Appoint 2 trustees to audit Secretary's records for Annual Report

- Adopt tentative Budget & Appropriation (B&A) Ordinance

- Adopt Public Notice of B&A hearing

AUGUST

August 16: Board Meeting

- Approve Annual Report to State Library

- Approve Annual Statement of Receipts & Disbursements

- Closed Session: Review Closed Session Minutes

SEPTEMBER

September 20: Public Hearing: Budget & Appropriation (B&A) Ordinance

September 20: Board Meeting

- Adopt B&A Ordinance

- Approve Chief Fiscal Officer's Certificate of Estimated Revenue

- Adopt Resolution to Determine Estimate of Funds needed

- Distribute first draft of Levy Ordinance

- Approve Total Compensation Posting

OCTOBER

October 18: Board Meeting

- Set Truth in Taxation (TITA) Public Hearing Date for 11/16 and review public hearing notice (Black border notice)

NOVEMBER

November 15: Public Hearing: TITA

November 15: Board Meeting

- Certificate of Compliance with TITA

- Adopt Levy Ordinance

- Presentation of Audit

- Adopt Resolution to transfer surplus funds to special reserve fund (if needed)

- Principal & Interest Payment for Debt Certificates (Due Dec 1)

DECEMBER

December 13: Board Meeting

- Adopt ordinance setting board meeting dates for next calendar year.

- Distribute Calendar of Responsibilities for 2024

- Certify list of trustees/employees required to file Statement of Economic Interest

- Approve Per Capita Grant

STATISTICAL SNAPSHOT													
	Nov 2022	Oct 2022	Sep 2022	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021
TOTAL CIRCULATION (physical items)	13,024	13,265	13,689	15,297	16,119	15,345	12,790	13,948	14,405	12,227	13,385	11,623	12,736
WPLD items checked out at WPLD	7,492	7,108	7,466	8,613	9,709	9,685	7,027	7,855	8,511	6,912	7,338	6,442	7,497
Auto-renewals of WPLD Items	4,019	4,707	4,492	4,925	4,798	4,072	4,401	4,389	4,353	3,680	3,907	3,566	3,849
Other Library Items Checked out at WPLD	1,513	1,450	1,731	1,759	1,612	1,588	1,362	1,704	1,541	1,635	2,140	1,615	1,390
DOWNLOADABLE CIRCULATION	2,763	2,751	2,710	2,901	2,918	2,757	2,609	2,660	2,607	2,512	2,697	2,409	2,422
Overdrive/Libby	1,499	1,655	1,523	1,603	1,752	1,592	1,419	1,479	1,448	1,421	1,528	1,357	1,309
Overdrive (magazines) fka RB Digital	111	54	94	90	39	54	74	79	71	50	142	56	84
Hoopla	1,153	1,042	1,093	1,208	1,127	1,111	1,116	1,102	1,088	1,041	1,027	996	1,029
INTERLIBRARY LOANS													
Received from SWAN Libraries	1,471	1,416	1,683	1,712	1,574	1,555	1,296	1,665	1,499	1,592	2,109	1,601	1,358
Received from Non-SWAN Libraries	26	15	14	23	14	10	14	9	18	14	13	11	16
Sent to SWAN Libraries	1,888	1,971	1,899	2,091	1,951	2,136	1,993	2,068	2,059	1,949	2,203	1,880	1,918
Sent to Non-SWAN Libraries	8	18	14	20	15	23	10	16	29	10	19	22	15
COLLECTION													
Physical Materials Added	477	696	538	484	720	513	632	789	665	674	791	624	662
Physical Materials Withdrawn	1,162	1,437	485	840	1,127	1,044	1,563	699	246	1,270	927	263	159
Total Collection Size	142,586	142,656	141,938	142,776	142,679	142,589	141,437	140,442	140,152	140,265	139,473	140,518	139,831
Physical materials	78,241	78,588	78,017	79,094	79,146	79,970	80,456	80,146	80,219	80,809	80,278	81,344	80,739
Overdrive books	47,448	47,286	47,214	47,055	46,998	46,371	45,279	44,776	44,550	44,246	44,083	44,125	44,113
Overdrive audiobooks	16,897	16,802	16,707	16,627	16,535	16,248	15,702	15,520	15,383	15,210	15,112	15,049	14,979
PROGRAMS													
Number of Adult Programs	20	25	24	17	15	27	19	21	16	14	19	18	16
Adult Program Attendance	183	334	239	844	871	1,124	289	1,800	329	415	250	150	97
Number of Teen Programs	6	8	10	8	9	13	9	11	8	7	7	3	5
Teen Program Attendance	22	38	57	64	44	106	146	55	32	60	87	44	53
Number of Youth Programs	28	29	25	18	24	34	14	25	27	19	21	14	19
Youth Program Attendance	281	318	355	272	360	579	165	367	366	297	235	218	220
Book-A-Librarian Sessions	14	11	14	14	14	14	14	14	14	14	0	14	14
Book-A-Librarian Attendance	5	-	2	2	4	7	1	1	5	2	0	3	2
OUTREACH													
Adult Outreach Events	-	-	1	-	0	1	1	2	1	0	0	0	0
Adult Outreach Attendance	-	-	27	-	0	74	64	90	8	0	0	0	0
Teen Outreach Events	-	1	-	-	0	0	0	1	0	0	0	0	0
Teen Outreach Attendance	-	7	-	-	0	0	0	250	0	0	0	0	0
Youth Outreach Events	2	6	-	2	2	3	6	4	1	1	0	0	1
Youth Outreach Attendance	47	189	-	149	84	195	1,038	183	14	7	0	0	11
LIBRARY CARDS													
Total Resident Cards Active	10,020	9,979	9,948	9,921	9,888	9,867	9,808	9,752	9,716	9,761	9,711	9,682	9,693
Resident Cards Issued In Person	63	43	62	72	56	76	60	54	53	39	42	38	31
Online Cards Issued	10	10	7	11	7	9	17	10	13	12	9	2	9

STATISTICAL SNAPSHOT	Nov 2022	Oct 2022	Sep 2022	Aug 2022	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021
VISITOR COUNT	5,433	5,748	5,354	8,352	7,429	7,944	5,737	5,014	6,062	4,742	4,622	4,747	3,899
STUDY ROOM USES	202	193	188	159	194	160	181	151	178	168	134	108	108
MEETING ROOM USES (public)	5	4	1	2	1	2	1	2	1	1	0	0	2
CURBSIDE PICKUPS	24	20	18	35	28	19	20	18	29	30	47	19	28
COMPUTERS & TECHNOLOGY													
Computer Sessions	451	513	494	576	520	585	440	517	532	419	409	414	411
Wifi Sessions	2,151	2,226	2,359	2,365	2,402	2,416	2,059	1,923	1,907	1,628	1,508	1,245	1,355
Website Visits		10,703	10,939	12,501	10,074	10,689	9,279	8,935	9,852	8,816	9,491	7,808	8,311
MARKETING													
eNews Subscribers	5,850	5,833	5,810	5,800	5,770	5,709	5,573	5,577	5,537	5,512	5,486	5,490	5,476
eNews Open Rate	41%	48%	45%	44%	40%	44%	43%	41%	44%	45%	37%	35%	29%
Facebook Followers	1,573	1,559	1,540	1,452	1,416	1,350	1,325	1,315	1,301	1,291	1,285	1,275	1,275
Instagram Followers	422	420	411	409	396	380	373	369	364	355	350	346	341

12. ASSISTANT TO THE DIRECTOR REPORT

November 2022

Submitted by: Jackie Davis

Administration

- Sent financials to Accounting Services for processing
- Assembled the November board packet
- Processed checks for signature and mailing
- Composed minutes of the November 16, 2022 TITA Public Hearing Meeting
- Composed minutes of the November 16, 2022 Regular Board Meeting
- Made two bank deposits for daily receipts and copy machines
- Was on vacation from November 21 – November 27

Human Resources

- Along with Director Whitmer onboarded four new employees on November 14
- Processed two payrolls and began instructing HR Manager Ian Stevens on how to process payroll
- Sent IMRF and monthly financial information to Accounting Services
- Closed out open enrollment for the health insurance
- Ordered floral arrangement for a bereavement

Meetings

- Staff In-Service – November 4.
Assisted the Management Team with organization for this daylong event. I contracted with Cintas Fire to provide fire extinguisher training. I also organized the day's food which consisted of fruit, drinks, pizza, salad, desserts and bags of chips for an afternoon snack.
- Management Team meetings – November Completed assigned training sessions from KnowBe4.
- Attended the City TIF meeting on November 9 in Director Whitmer's absence
- Met with candidates for the Executive Director position on November 28 and 30.

Maintenance

- Continues to maintain the building daily Monday-Friday.
- Washed the window sills on the building and removed cobwebs.
- Arranges the meeting room for programs every week.
- Ly continues to clean the carpeting on a maintenance schedule and/or due to stains reported to him.
- Ly was extremely helpful for the Staff In-Service day by arranging the room, helping to set up the food and removing all the garbage.
- Oakbrook Mechanical was on site to fix the leaking pipe in the mechanical room.
- Barr Mechanical was on site to check the combustion on the boiler gas pressure. It checked out okay and is running fine.

12. HUMAN RESOURCES

November 2022

Submitted by Ian Stevens

Orientation

- First day at Warrenville Public Library District 11/14

Meetings

- Management meeting 11/15
- IT Meet with Duncan 11/16 and 11/29 Set up various IT applications and procedures including phone and MFA
- Director meeting 11/21 Cover goals and expectations for new role

HR Procedures

- Meeting with Jackie weekly to switch all HR roles done by Sandy and herself over to HR including payroll, IMRF, benefits, reporting.
- Reviewed IMRF Authorized Agent manual and webinar documentation. Will be attending IMRF virtual webinar in January once dates have been released
- Reviewed HR Source, the library HR partner, website for content, tools and resources including course, programs and webinars they offer members

Trainings/Continuing Education

- Harassment completed 11/15
- Phishing (IT) completed 11/18
- Paylocity – Running Payroll completed 11/18

Recruiting

- Reviewed six applications for the Member Services Associate role with Member Services Manager Laurie and Library Director Sandy. Invitations to interview have been made to four of the applicants. Goal is to have hiring complete before the holiday and onboarding first week of January, 2023.

PUBLIC SERVICES REPORT

November 2022

Submitted by Paul Dobersztyn

Highlights

- Taylor Haring received our first Homebound Delivery application in November. The first delivery is slated for January 2023.
- The library hosted **53** total events in November with **463** participants.
- Public Services hosted **6** passive programs: Día de los Muertos Ofrendas, Fall Take and Make Crafts and a Youth Services Passive Display: What are you thankful for? hosting **130** total participants.
- Our third Sunday Music Matinee featuring Matt Peterson had **54** people in attendance.
- Public Services and Member Services collected Reference Statistics from 11/7/2022 through 11/20/2022. These statistics will be submitted in our annual report to the state library.

Personnel

- Deborah Andrew started her first day as PT Adult Services Librarian on 11/14/2022.

Professional Development

- **45** sessions of CE were completed by the Public Services Department in November.
- **93.5** total hours of CE were completed.
- All Public Services staff attended the all-staff in-service day on 11/4/22.
 - Taylor Haring prepared a presentation about the revival of the Homebound Delivery service.
 - Paul Dobersztyn prepared a presentation on Niche Academy.
 - Sessions attended:
 - Getting to Yes: a customer service presentation by Michelle Petersen
 - Fire Extinguisher training by Cintas
 - Cyber Security by Duncan Jones
 - A.L.I.C.E training by the Warrenville Police Department
- Topics covered include: Inter-library Loan Bootcamp, Homelessness Training: De-escalation 101, Career Online High School and more.
 - A full list can be provided by the Public Services Manager.

Programming / Outreach (Not entered in Communico)

Book a Librarian: 6 Puzzles: 2 Teen Volunteers: 2

- Diana Abraham presented storytime at the Agape Preschool on 11/10/22 hosting **15** students.
- Diana Abraham presented storytime at the Headstart program on 11/16/22 hosting **32** students.
- Julie Kurtis attended a TWILL meeting on
- Paul Dobersztyn met with Gail Sonkin of Zazz on 11/22/22 to plan for upcoming Sunday Music Matinee.
- Paul Dobersztyn, along with the management team, met with Executive Director candidates on 11/28/22, 11/30/22 and 12/2/22.
- Public Services employees submitted all of their Spring 2023 Reading Matters content to Paul Dobersztyn in November. First draft of the Spring Reading Matters was submitted to Marketing on 12/2/22.
- Taylor Haring submitted ADA recommendations to Paul Dobersztyn in November. The management team will make decisions on those recommendations in the upcoming months. Taylor is working to become the library's ADA liaison.
- Diana Abraham and Julie Kurtis met with book vendor Rob Innes of Children's Plus Inc. in November to preview juvenile non-fiction and picture books in November.
- Paul Dobersztyn discussed possible programming in the future with the Wheaton-Warrenville League of Women Voters.

12. MEMBER SERVICES REPORT

November 2022

Submitted by Laurie Rex

Circulation Transaction Location	# of transactions	% of transactions
Self Checkout*	7,546	57.94%
Enterprise catalog/mobile app (Renewals)	71	0.55%
Autorenewals	4,019	30.86%
Staff Assisted Checkout	1,388	10.65%
TOTAL TRANSACTIONS	13,024	100.00%

*Selfcheck Usage Details	# of transactions	% of transactions
Selfcheck 1 (Near Member Services Desk)	4,635	61.4%
Selfcheck 2 (Near Vending Machine)	2911	38.6%
TOTAL TRANSACTIONS	7,546	100.00%

Department Highlights

Curbside

24 curbside orders were filled in November 2022.

12. Marketing REPORT

November 2022

Submitted by Kathy Gaydos

Activities

Winter Reading Matters (December 2022–February 2023)

- Finalized mailing parameters with Hagg Press.
- Created images of RM cover for use on website.
- Distributed printed copies of RM to all service desks and communicated key dates to staff (when Event calendar opens, when RM mails, etc).

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

- Reviewed all event entries in Communico and gave feedback to P.S.
- Reviewed digital slides created by contracted designer and passed them along to P.S. for review.
- Finalized digital slides with designer.
- Imported slides into Communico for display on four screens in library; adjusted overall sizing parameters in Communico.
- Coordinated with Julie in P.S. about creating Facebook events for certain library programs.
- Created paper flyers for in-library display and posted first few weeks of events on the three slat walls.
- Created December Sunday Music Matinee concert Facebook event.
- Submitted request to the City to display December SMM concert, Las Posadas event and Homebound Delivery on electronic sign.
- Downloaded Illinois Libraries Present December event images for publicity purposes.

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

- Designed and finalized paper reading log.
- Created and imported website image.
- Revised “How to Participate” section on webpage.
- Edited and embedded Beanstack’s video on “How to Log on Beanstack” on our webpage.
- Designed rack card for publicity purposes.

Fall 2022 Library Events (September, October, November)

- With Stephanie’s help, posted all remaining fall event flyers on three slat walls; removed expired flyers.

1,000 Books and More Before Kindergarten Program

- Designed and finalized a “frame” prop for use when participants reach the “1,000 books enjoyed” goal.
- Adjusted our logo image in the Beanstack platform.
- Downloaded photos from P.S. of participants reaching their goals (100 books enjoyed) for use in social media.

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

- Wrote article on winter program highlights for News page.
- Wrote Hoopla Bonus Borrowers content for eNews.

Outreach

Preserve at Cantera on November 5...

- Worked with Duncan and Stephanie to finalize laptop and remote access needs prior to the event; prepared a Go Box, ordered refreshments and hosted the event with Stephanie in Member Services. Registered 5 library cards.

Park District Holiday Tree Showcase...

- Organized committee (Gail, Tom, Miriam, Mandy, Kyrie, Duncan, David) to quickly put together a theme and materials.
- Committee came up with prototypes and options of what to display on tree.
- Organized tasks for tag team production of creating ornaments, cutting, laminating, etc.
- Worked closely with Gail on logistics for transporting and hanging ornaments and signs.
- Worked with other staff to hang ornaments on November 28; took photos.

Staff Training Day November 5

- Finalized Emergency Situations PowerPoint presentation; delivered a very abridged version to staff, as time had run out.
- Requested and received feedback from staff about the ALICE presentation and drills.
- Wrote letter to new Police Chief to recognize various police personnel who played a roll in delivering the presentation and helping us with a walk-through of the library.

Administration

Graphic Designer

- Revised training outline in preparation for David Cassara, our new full-time Graphic Designer who started November 14.
- Began training David on basic Marketing department operations like file structures, logins, schedules, style guidelines and the Marketing calendar.
- Requested computer hardware accessories for Graphic Design work station.
- Began work to refresh the cover of future editions of Reading Matters.

Miscellaneous

- Created winter holiday Closed signs for library doors and social media posts.
- Completed incident report for November 10 incident.
- Revised and posted Study Rooms signs in Adult Services area.
- Revised the Teen Lounge door sign.
- Updated library card brochure document.
- Coordinated date with Paul on meeting with City Communications Coordinator to share outreach information.

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

- Resolved issue with Communico regarding IP address appearing on the ILL request form. This is now hidden on the form.
- Opened ticket with Communico to request they update their boilerplate language on closing notices.
- Revised Member Services Contact Form with Laurie's name.
- Revised the Borrowing webpage in a few locations with Laurie's name.

eNews activities related to producing biweekly newsletters and new cardholder welcome emails: planning, writing, editing, proofreading content; selecting/sizing images; linking; testing drafts; importing, monitoring and segmenting contact lists; monitoring responses.

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

Meeting/Webinar Attendance

Kathy: Staff Training Day—11/4/22

Kathy: Management Team meeting—11/8/22

Kathy: COD Pop Art Challenge Zoom meeting with COD Mac Coordinator, Dawn Smith, Paul and Tom—11/8/22

David: Onboarding training—11/14/22

Kathy: Library Board meeting—11/16/22

David: several KnowB4 training modules—11/17–11/28

Kathy: Director candidate pre-interview sessions—11/26–11/28

Publicity Statistics

eNews (Constant Contact)

Subscribers: 5,850

Average open rate: 41%


New Cardholders campaign—average open rate across series of 5 emails: 57%

Social Media

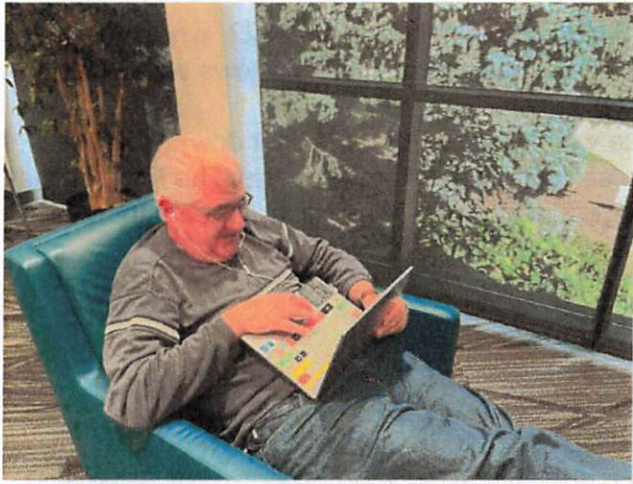
Facebook Followers: 1,573

Instagram Followers: 422

Popular social media post:

 **Warrenville Public Library District**
Published by Buffer 171 November 1

Drop by the library soon and find your special space to read, watch and relax.
#WPLD #libraryspaces



✔ **Get more likes, comments and shares**
When you boost this post, you'll show it to more people

1,335	50	Boost post
People reached	Engagements	

Facebook: 34 reactions (likes, comments, shares); 1,335 reach

12. ACQUISITIONS & CATALOGING REPORT

November 2022

Submitted by MaryKellie Marquez

Collection Maintenance

- 477 items created
- 1162 items discarded
- 66 items repaired
- 49 discs cleaned

Department Highlights

- Both MaryKellie Marquez and Gail Smith participated in over 4.5 hours of SWAN (System Wide Automated Network) BLUEcloud Office Hours (one session per week).
- Both MaryKellie and Gail participated in the all-staff In-Service Day (11/4/2022) training which included guest speaker, Michelle Peterson, Cintas fire extinguisher training, and a mini-session put on by the Warrenville Police Department on how to respond to an armed intruder.
- Both MaryKellie and Gail completed the Paylocity Harassment Training on 11/29/2022.
- Both MaryKellie and Gail attended the RAILS (Reaching Across Illinois Library System) Technical Services Networking Group on Friday 11/11/2022.
- MaryKellie participated in the DEI (Diversity, Equity, and Inclusion) in Metadata Networking Group where Violet Fox of the Cataloging Lab (amongst her many hats) spoke about getting Library of Congress Subject Headings changed to more acceptable terms. She went over the process and showed some examples of ones that are being worked on.
- MaryKellie, along with the other management team members met with candidates for the director position the week of November 28.
- MaryKellie attended the November SWAN Fireside Chat on 11/29/2022, where Dawne Tortorella spoke of the fascinating topic of GIS mapping and how it shows where our library material goes on a color-coded map.
- Baker & Taylor experienced another issue which caused them to shut down their site. This prevented public services staff from selecting items for their carts. The Acquisitions and Cataloging Department could not process any orders. The issue appears to have been resolved at the end of November.

12. IT DEPARTMENT'S REPORT

November 2022

Submitted by Duncan Jones

User Support

- Helped staff with phishing emails, Teams, pop-up blockers, Spiceworks, and printer issues.
- Retrieved footage of main entrance at staff request.
- Helped staff with identifying a micro-USB charger.
- Manually emailed statistics from self-check 1 when it failed to send its report.
- Helped Tom with a patron's phone syncing contacts.
- Helped MaryKellie work around pop-up blocker to do staff training.

Troubleshooting

- Resolved Kathy's printing issue, PDF files would try to print to file.
- South Wall Atrium wireless access point became disconnected.
- Self-check 1 not sending statistics email.
- Checked out loose piece in Computer Lab HDMI connection.
- Investigated YS4 for bios menu and potential heat issue.
- Investigating printing issue with incorrect sizing.
- Investigating printing management software issue.
- KnowBe4 phishing email tests issue with false positives.
- Troublesome HP support and update pop-up.
- Updated admin printer driver makes prints look worse.

Project/Goal

- Updated various documentation.
- Replaced toner in AS desk printer.
- Renamed and set up Tech Services PC for HR.
- Creating various accounts for new employees.
- Investigated hotspot 161 for issues.
- Documented printer models, locations and toner types.
- Blocked hotspot 174 until it was returned.
- Updates the OS on various servers.
- Updates the OS on various catalog PCs and laptops.
- Technology orientation for new staff members.
- Examined KnowBe4 training and phishing campaigns.
- Documented and shared group email inboxes.
- Researched Adobe cloud storage for potential use.
- Investigated redirecting fonts folder to preserve it after rebooting
- Created a Human Resources Team and sent lan information on managing a Team.
- Audited toner supply for existing printers and created list of needed toner.
- Checked portable hard drive kit for checking in.
- Helped decorate the tree for the display outside.
- Reviewed the no-reply inbox and advised staff on how to reply to website form submissions.
- Looked into temporary access pass settings for email MFA.

- Enabled calendar sharing to external contacts.
- Updated browsers on various PCs.
- Setup email deletion recovery by email administrators.
- Researched additional monitors for graphic designer.
- Researched replacement switch for aging hardware.
- Investigated process for adding and reassigning DID numbers to phone extensions.

Meetings

- Met with Kathy and Stephanie separately to go over using the outreach kit.
- Met with Gail to go over using a password manager.
- Met with Sandy for weekly meeting
- Technology orientation with Laurie, Ian, David and Debbie.
- Technology one-on-one with Laurie, Ian, David and Debbie.
- Book-a-Librarian appointment: Can't send emails from Yahoo.
- Met with the Management team to go over the plan for the touring director candidates.
- Met with Ian to setup MFA on his email account.

Training

-

Tickets

- **9 opened, 4 closed, 6 pending**

13. PRESIDENT'S REPORT

Next Meetings or Events as of December 7, 2022

Wednesday, December 14, 2022 at 7 pm
Regular Board Meeting in Library Meeting Room

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

December/January Holiday Library Closures

Saturday, December 24 – closed

Sunday, December 25 – closed

Monday, December 26 – closed

Saturday, December 31 – closed

Sunday, January 1 – closed

Monday, January 2 - closed