



28 W 751 Stafford Place • Warrenville, IL 60555 • 630/393-1171 • Fax 630/393-1688

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, June 17, 2020, 7:00 p.m.**

This meeting will be conducted entirely via electronic means, not at the Library. The public is invited to listen to the meeting. Instructions for public comment are included at the end of the agenda.

The Zoom Meeting ID is 865 8804 1557

There is no participant ID or password.

Join by phone: Call 312-626-6799

Join online at zoom.us/join

Join with the Zoom app (available in Google Play or the App Store)

The direct link to this meeting is: <https://us02web.zoom.us/j/86588041557>

AGENDA

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

p. 3 a. Email from resident Betsy Dudak

p. 4 b. Per Capita Grant Award Letter from Illinois Secretary of State Jesse White

p. 5....7. Consent Agenda (**ACTION**)

p. 7..... a. Approve Minutes of the May 20, 2020 Committee of the Whole Meeting of the Board of Trustees

p. 13..... b. Approve Minutes of the May 20, 2020 Regular Board of Trustees Meeting

p. 21 c. Receive and file Financial Report for May

p. 29 d. Approve payment of invoices in the amount of \$64,997.19 for the period of May 21, 2020 – June 17, 2020 including electronic payments and checks 7662 – 7717

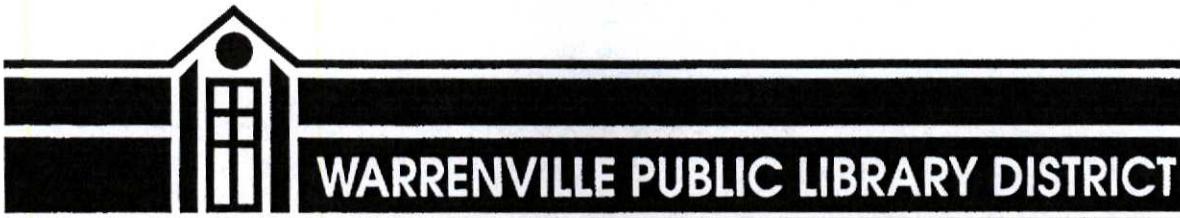
p. 31 e. Approve transfer of \$100,000 from commercial checking account to operating checking account

- p. 5 f. Extend the Resolution Delegating Authority to Make Decisions, adopted as R-217 on April 15, 2020, through the next meeting of the Board of Trustees
- p. 5 g. Repeal July 1, 2020 Wage Scale and Pay Grade Assignments and revert to July 1, 2019 Wage Scale and Pay Grade Assignments
- p. 5 h. Approve Working Budget for Fiscal Year 2021
- p. 5 i. Authorize Preparation of Tentative Budget & Appropriation Ordinance
8. Regular Agenda
9. Unfinished Business
10. New Business
- p. 33 a. Approve RAILS Catalog Membership Grant Agreement (**ACTION**)
- p. 41 b. Approve staff recommendation to institute policy revisions necessary to become a fine free library effective July 1, 2020 (**ACTION**)
- p. 63 c. Approve Temporary COVID-19 FMLA Leave Expansion and Emergency Paid Sick Leave Policy (**ACTION**)
- p. 70 d. Approve Temporary COVID-19 Employee Expense Reimbursement Policy (**ACTION**)
- p. 73 e. Approve Director's Recommendation for Employee Compensation Beginning June 29, 2020 (**ACTION**)
- p. 75 f. Location of future meetings during Coronavirus Pandemic (discussion only)
- p. 80 11. Director's Report
- p. 83 12. Department Head Reports
- p. 95 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
- 20. Discussion/action resulting from the above closed session (**ACTION**)
- 21. Adjournment (**ACTION**)

***Public Comments:** In lieu of providing comment in person or by phone, members of the public may submit public comments by sending an email to trustees@warrenville.com. 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 start of the meeting,
- Are typed or written legibly,
- 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.



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 - d. Approve Temporary COVID-19 Employee Expense Reimbursement Policy (**ACTION**)
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 - f. Location of future meetings during Coronavirus Pandemic (discussion only)
11. Director's Report
12. Department Head Reports
13. President's Report
- a. Next meetings or events
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- 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.

From: Elizabeth Dudak
Sent: Wednesday, June 3, 2020 5:07 PM
To: Trustees <trustees@warrenville.com>
Cc: Sandra Whitmer <director@warrenville.com>
Subject: Equity in Warrenville

Hello. First, let me thank you all for volunteering your time toward the recreation and education of the Warrenville community. I adore the library, have set up a writer's group through the library - in particular with Sandy - and am an active patron of the library. The library has been my place to write most of my two books and I have called the library my vacation home in many Facebook posts because of my love for the library. Thank you for all the work you do for making it a spectacular one. The staff is helpful and kind. (And I have a special appreciation for all they do as my daughter is a librarian.)

About a year ago, perhaps more, I was on a Library Task Force team. We were asked what the library could improve on. My answer then was more inclusivity. It remains my answer and will continue to be my answer. During the meeting, I gave suggestions to achieve this by doing some programs on the northside of town. Seek out meeting rooms at places like the Summerlakes Clubhouse or Johnson School to hold programs by authors of colors, entertainment from people of color, evening children and adult programs about different cultures, and looking at the possibility of a library on wheels for the northside of town for both adults and children and in Spanish. One great resource would be working with WYFS and their programs and after school programs.

Based on the 2018-2019 Illinois Report Card, **fifty-nine percent** of students at Johnson School are low income and nearly sixty percent of Johnson students of color. These numbers are much higher than Bower School. The reality is, many families living near and around Johnson are families with limited means of transportation, if any at all. To attend events or go to the library means traveling great distances while crossing busy intersections either on foot or by bike. Also, many of these families have both parents working and daytime programs are more difficult to attend. This seems to be a disadvantage to a large population of our community.

In recent days, we have seen and heard the cries of help in correcting inequities and racism so I am asking you, and some of our other entities, to make some corrections that would be more inclusive to our entire community. I am asking before you give reasons why you CAN'T accomplish more inclusivity, you think about ways in which you CAN.

As always, I appreciate all your hard work and dedication. If there were meetings being held, I would bring these concerns forward. Thank you.

Peace, and stay well,
Betsy Dudak



OFFICE OF THE SECRETARY OF STATE
JESSE WHITE • Secretary of State and State Librarian

June 4, 2020

Ms. Sandra Whitmer, Director
Warrenville Public Library District
28W751 Stafford Place
Warrenville, Illinois 60555-3002

Dear Ms. Whitmer:

I am pleased to award the Warrenville Public Library District a FY2020 Illinois Public Library Per Capita Grant in the amount of \$16,938.75. Over \$15 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to COVID-19 and associated social distancing guidelines, these funds may be significantly delayed. With that in mind, libraries have until December 31, 2021 to expend FY2020 per capita funds. The FY2020 expenditures report must be submitted with the FY2022 application, due January 15, 2022.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White, Secretary of State
and State Librarian

cc: Jerri Picha, Warrenville Public Library District Board President

JW:isl

7. CONSENT AGENDA

- 7a. Approve Minutes of the May 20, 2020 Committee of the Whole Meeting of the Board of Trustees** (attached)
- 7b. Approve Minutes of the May 20, 2020 Regular Board of Trustees Meeting** (attached)
- 7c. Receive and file Financial Report for May** (attached)
- 7d. Approve payment of invoices in the amount of \$64,997.19 for the period of May 21, 2020 – June 17, 2020 including electronic payments and checks 7662 – 7717.** (attached)
- 7e. Approve transfer of \$100,000 from commercial checking account to operating checking account** (attached)
- 7f. Extend the Resolution Delegating Authority to Make Decisions, adopted as R-217 on April 15, 2020, through the next meeting of the Board of Trustees**
- 7g. Repeal July 1, 2020 Wage Scale and Pay Grade Assignments and revert to July 1, 2019 Wage Scale and Pay Grade Assignments**

The Board took action last month to freeze wages for the first half of Fiscal Year 2021. The wage freeze does not allow us to provide wage increases to individuals whose pay rates would fall below the minimum wage for their positions as classified on the July 1, 2020 scale. Therefore, the Director recommends the Board repeal the July 1, 2020 scale and revert to the July 1, 2019 scale. The Board may revisit the wage scale and pay grade assignments as part of the parity increases and cost of living adjustments in November.

7h. Approve Working Budget for Fiscal Year 2021

The following revisions were made to the first draft budget (presented in May). The complete second draft of the working budget is provided separate from this packet.

INCOME

Added Per Capita grant income. The Library expects to receive the FY20 award dollars (\$16,900) sometime in FY21. (The award letter was received June 8, 2020).

Added RAILS Catalog Membership Grant (\$24,000)

Increased TIF Reimbursement to \$5,000. This is still an estimate.

EXPENDITURES

Salaries have been adjusted to reflect a wage freeze in the first half of the fiscal year and wage increases in the second half of the year (parity increases for some staff, 2% cost of living increases for others.) FICA and IMRF expenditures were also adjusted. The topic of wage increases must be discussed by the Board in November before any future wage increase will be implemented.

The budget for newspaper and magazine subscriptions was reduced. We eliminated duplicate subscriptions for some professional journals and have suspended our newspaper subscriptions through September 1.

Costs related to our ILS (Horizon) and SWAN membership were adjusted. Our fees for Horizon reflect 5-6 months of costs to cover the time leading up to the time we

"go live" with SWAN. The SWAN fees reflect the annual membership cost plus a one-time 25% join fee to cover some of the initial implementation costs. \$24,000 was added for expenses to be paid with Catalog Membership Grant from RAILS (this is for data migration and set up costs not included in our SWAN Membership fees).

\$5,000 was added to the telephone budget for reimbursements to employees for telecommuting expenses (telephone and data) if they are required to telecommute during a closure. (This estimate is based on six months.)

Additional Special Reserve Funds were allocated for 10 staff laptops for teleworking. During the COVID-19 closure, we redeployed all of our in-house circulating laptops to staff for teleworking. Having dedicated laptops for staff use will allow us to maintain an inventory of in-house laptops and increase our ability to permit members to use computers while practicing social distancing when the building is reopened.

The following is a summary of the effect of these changes on the overall budget and each separate fund in FY21. The second draft has a projected surplus of nearly \$50,000 across all funds. (The first draft had a deficit of \$3,200).

	Second Draft (6/10/20)		First Draft (5/12/20)	
	Income	Expenditures	Income	Expenditures
Overall Budget	2,190,384	2,140,428	2,145,484	2,148,738
Corporate Fund	1,919,084	1,772,431	1,874,184	1,790,141
Building Maintenance Fund	101,850	147,095	101,850	147,095
Special Reserve Fund	0	38,950	0	29,550
Alba Lemos Fund	0	12,500	0	12,500
Developer Donations Fund	169,450	169,452	169,450	169,452

7i. Authorize Preparation of Tentative Budget & Appropriation Ordinance

Director Whitmer will prepare the Tentative Budget & Appropriate Ordinance using the approved Working Budget as a guide. The Tentative B&A will presented at the Board's July 15, 2020 Regular Meeting.

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Committee of the Whole Meeting
Wednesday, May 20, 2020 – 6:00 p.m.**

1. Call to order – Trustee Picha called the meeting to order at 6:03 p.m.
2. Roll Call – Trustee Picha called roll call

(Meeting was conducted entirely via conference call, not at the Library)

ATTENDING: Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren
ABSENT: Trustee Lezon

STAFF ATTENDING: Library Director Sandy Whitmer, Diana Abraham, Lydia Butler, Stephanie Cook, Jackie Davis, Paul Dobersztyn, Kathy Gaydos, Therese Higgins, Tom Hill, Julie Jesernik, Helen Kynch, Cynthia Makowski, Jen Moore, Jaime Perpich, Gail Smith, Kathy Strickland, Mary Thomas, Sylvia Thompson, Mandy Wilson

3. Public Comments - none
4. Review of the first draft of the FY21 Working Budget

INCOME

There is a potential for late arrival of property taxes this year due to DuPage County extending payment of the first payment to September 1, 2020 without the usual late fees. People who qualify for the late fee waiver can take the 3 months to pay their June 1 property tax payment. The Library receives approximately 50% of revenue from the first tax payment.

A small amount of the June 1 payment has been received. Last year approximately \$36,000 was received at this time and to date approximately \$16,000 has been received.

There are enough funds in the bank to cover the expected delay of up to 60% of property tax income in the first three months of the fiscal year. If there is another fee waiver for the September 1 payment the Library could be impacted. Director Whitmer is closely monitoring the funds.

Trustee Warren asked if the reserve funds are used is it replenished from tax money received. Director Whitmer stated the Library will simply allow the financial report to show a deficit in the corporate fund. Other funds such as the

working cash fund would carry us through. The auditors and accountant are fine with that procedure.

Director Whitmer stated the following:

- Property tax extension increased by \$40,000.
- Extended use fees have been zeroed out as the Library plans to become fine free July 1. This has reduced the income by \$18,000-\$20,000.
- Interest income is down.
- Based on the state's financial situation the Per Capita Grant income has been removed.
- Director Whitmer stated she will add the Per Capital Funds into the Budget & Appropriation Ordinance in case the grant money, approximately \$17,000, is received.

Trustee Stull asked if any decision has been made regarding the Concerts on the Commons. Director Whitmer stated on May 18 City Council discussed the Hotel/Motel Tax Grant process and approved an agreement to allow the Tourism and Arts Commission to review any requests for reimbursement. Any events scheduled before July 31, but cancelled because of COVID-19, can be submitted for reimbursement. Director Whitmer is planning to cancel the June concerts and reschedule them for September.

Trustee Warren asked if the City will receive any hotel/motel revenue this year. Director Whitmer stated revenue will be down and she feels there will be changes to the program next year.

EXPENDITURES

SALARIES, IMRF, FICA UNEMPLOYMENT AND WORKERS COMP

Director Whitmer stated she would like direction from the Board concerning pay increases.

She stated solid performers should be midpoint on the pay scale. Some staff fall very low on the scale and she would like to bring them up to the midpoint. This budget draft reflects these increases, ranging from \$0.50 to \$2.75 per hour. Three managers would also receive parity adjustments according to this plan.

Other staff would receive a 2% cost of living adjustment this year. One person has reached the maximum and would not receive the full 2% even though eligible.

The cost of these adjustments plus an increase in IMRF and other employment related taxes is \$42,000. This is 3.7% more than FY20.

Director Whitmer gave the following options for the Board to consider:

- a. Beginning July 13 implement parity adjustments and 2% wage increases for those not eligible for a parity increase.
- b. Beginning July 13 implement a 2% wage increase for all employees. Implement parity increases on January 11, 2021.
- c. Implement a wage freeze (no wage increases in FY21).
- d. Implement a temporary wage freeze through January 10, 2021. Revisit wages in November or December to determine if increases are possible in January 2021.

Trustee Stull asked if we are aligned with the \$15 minimum wage. Director Whitmer stated current wages meet the January 2021 minimum wage of \$11 per hour. The proposed adjustments would meet the January 2023 target of \$13 per hour. The \$15 per hour minimum wage is effective in January 2025.

Trustee Richardson asked if the 2% increase could be implemented in July as a cost of living and in November/December revisit the parity increases which could be implemented in January 2021.

Trustee DuRocher stated she feels the country is headed for a huge recession and the Board needs to be fiscal stewards for the Library. She asked Director Whitmer what would happen if the Library finds itself in fiscal trouble. Director Whitmer stated there would be furloughs or layoffs for staff.

Trustee Picha suggested a total wage freeze take place now and revisit this in November/December.

After considerable discussion, it was the consensus of the Board to implement a temporary wage freeze through January 10, 2021 and revisit wages in November or December.

Director Whitmer stated the following staffing adjustments for FY21 are included in the budget.

- Marketing Specialist position elevated to full time
- One associate promoted to Librarian
- Several positions will be consolidated
- Six positions elevated to 20 hours per week (IMRF eligible, additional hours possible through consolidation of vacant positions)

Director Whitmer also stated there are several vacant positions at this time which will not be filled until there is enough work and staff can train them appropriately, possibly with social distancing. Several job offers were extended but will be rescinded.

OPERATING

Material processing for Tech Services includes funds for pre-processed items which means the items come shelf ready.

BANK FEES

Bank fee amount is increased due to costs associated with credit card processing fees.

Trustee Warren asked if bank fees are negotiable. Due to the small amount of transactions, the fees for credit card processing are not negotiable. Fifth Third Bank charges monthly fees on the accounts but if we reach out to them they will remove the fees.

Trustee Warren asked if there would be any rebate on the library's insurance similar to what the companies are doing with car insurance. Director Whitmer stated she is meeting with the insurance broker in June and will ask about it.

FURNITURE/EQUIPMENT PURCHASES

An additional \$10,000 has been added for potential equipment purchases needed for social distancing and other COVID-19 related modifications.

Director Whitmer stated sneeze guards are being investigated for installation at all public service desks. Trustee Warren asked if the sneeze guards would be permanent. Director Whitmer replied she is looking at ways our maintenance man can construct temporary guards. Director Whitmer stated some libraries are using clear plastic shower curtains.

AUTOMATION

Trustee Picha asked if all PCs are replaced at one time or staggered. Director Whitmer stated typically they are all replaced at one time but is recommending half be replaced at this time. The other half may be replaced in the next fiscal year.

Trustee Warren asked if the old PCs are auctioned off. Director Whitmer stated they are usually recycled or donated to the People's Resource Center in Wheaton.

Trustee Warren asked if more automation is required to join SWAN. Director Whitmer stated she has completed a RAILS grant for over \$30,000. It includes less than \$1,000 for needed equipment. The bulk of the grant request is for fees related to data migration.

The Automation Maintenance budget is higher than normal because of the SWAN migration. The budget for the Sirsi/Dynix maintenance should be less than budgeted, as the billing will be month-to-month for only 6-7 months.

CONTRACTUAL – ACCOUNTING

Director Whitmer stated this item includes funds for the GASSB 75 actuarial report for post-employment benefits. This is required for the annual audit every other year.

LIBRARY MATERIALS

Director Whitmer stated it is almost the same as this fiscal year. Depending on when the library reopens, more funds may be needed for eBooks than for physical materials. \$10,000 is included from the Alba Lemos Gift Fund for eBooks.

Trustee Warren asked if the Alba Lemos fund can be replenished. Director Whitmer replied it is a fund gifted to the library through an estate. If the Library received funds like this in the future the Board would have to decide if they want to establish a new fund or add to the Alba Lemos Fund. This fund will be close to zero by the end of the FY21 budget year.

PUBLIC SERVICES

Director Whitmer stated many of the expenses in this category are highly dependent on "in-person" activity, especially programs. These funds may be underspent if in-person programming is not possible. The budget also includes printing for the newsletter, but this could be interpreted to be any type of printed communication sent to our residents.

Summer Reading will be a new concept this year called "Reading for a Cause". Participants will be able to select from a list of local organizations that will benefit from their summer reading. At the conclusion of the program, the Library will send a contribution to each organization. This program is being funded by money from the Alba Lemos bequest instead of tax dollars. A maximum of \$2,500 will be donated. The organizations include Literacy DuPage, The Student Excellence Foundation, Naperville Humane Society and Warrenville Youth and Family Services. Staff reached out to Neighborhood Food Pantries, but have not received a response.

Trustee Stull asked if the PR/Publicity budget is being revised as it still shows parade candy. Director Whitmer states that the funds in the FY21 budget actually are for July 2021 parade, as the candy will be purchased in June 2021.

MAINTENANCE

Director Whitmer stated there is no way to predict the cost or number of special cleaning services or supplies needed due to COVID-19. There are additional funds in several maintenance budget lines to cover these costs. Director Whitmer stated she purchased 4 gallons of hand sanitizer from Two Brothers and Jackie Davis has been ordering all the other supplies we will need.

TELEPHONE

Another internet service provider (COMCAST) is being added in preparation for the SWAN migration. The AT&T connection is being upgraded from 50Mbps to 100Mbps.

DEBT REPAYMENT

In order to balance the budget, Director Whitmer will request a disbursement of developer donations from the City of Warrenville to cover the principal and interest payments due in FY21.

Trustee Picha thanked Director Whitmer for such a great detailed budgeted.

Director Whitmer and Trustee Picha also thanked the Management Team for their contribution to the budget.

Trustee Picha stated Director Whitmer will present the final budget in June for approval during the regular board meeting.

4. OTHER ITEMS FOR INFORMATION/DISCUSSION – None

5. ADJOURNMENT

*Trustee Stull moved to adjourn the Committee of the Whole Meeting at 7:10 p.m.
Trustee DuRocher seconded.*

Voice vote – all ayes.

Absent – Trustee Lezon

Motion carried

Respectfully submitted,

Richard Warren
Board of Trustees
Warrenville Public Library District

7 b.

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, May 20, 2020, 7:00 p.m.**

1. Call to order – Trustee Picha called the meeting to order at 7:16 p.m.
2. Roll Call – Trustee Picha called roll call

(Meeting was conducted entirely via conference call, not at the Library.)

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

STAFF ATTENDING: Library Director Sandy Whitmer, Diana Abraham, Lydia Butler, Stephanie Cook, Jackie Davis, Paul Doberstzyn, Kathy Gaydos, Therese Higgins, Tom Hill, Julie Jesernik, Helen Kynch, Cynthia Makowski, Jen Moore, Jaime Perpich, Gail Smith, Kathy Strickland, Mary Thomas, Sylvia Thompson, Mandy Wilson

3. Approval of the agenda

Trustee Picha moved item #5.a. – Approve Minutes of the April 15, 2020 Regular Board of Trustees Meeting from the Consent Agenda to Regular Agenda #6.a. She also removed Item #17 – Closed Session and Item #18 – Discussion/action resulting from the above closed session from the agenda.

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

Roll call vote:

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

Nays – None

Motion carried

4. Public comments – none

5. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Receive and file Financial Report for April
- b. Approve Payment of Invoices in the Amount of \$43,352.06 for the Period of April 16, 2020-May 20, 2020 Including Electronic Payments and Checks 7624-7661. Check#7644 is voided.
- c. Approve transfer of \$125,000 from commercial checking account to operating checking account
- d. Extend the Resolution Delegating Authority to Make Decisions, adopted as R-217 on April 15, 2020, through the next meeting of the Board of Trustees

MOTION: Trustee DuRocher moved to approve the consent agenda as amended and read. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

6. Regular Agenda

- a. Approve Minutes of the April 15, 2020 Regular Board of Trustees Meeting
Trustee Lezon reported the following items were omitted in the consent agenda in the minutes and would like to add them now:
 - i. Ratify March 19, 2020 transfer of \$175,000 from commercial checking account to operating checking account
 - j. Approve transfer of \$150,000 from commercial checking account to operating checking account
 - k. Approve revisions to Wage Scale including a 2% Market Adjustment and Changes to Pay Grade Assignments effective July 1, 2020.

MOTION: Trustee Stull moved to approve the April 15, 2020 Regular Board of Trustees Meeting Minutes as amended. Trustee DuRocher seconded.

Roll call vote:

Ayes – DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull

When it was time for Trustee Warren to vote he stated he had a couple of corrections to the minutes:

Trustee Warren stated on Page 6, the 6th paragraph under c. should read "April 29", not March 29.

Trustee Warren stated on Page 7, the second paragraph under 10. Department Head Reports he would like the wording to read "Latino community" instead of "Spanish" community.

MOTION: Trustee Stull amended the original motion to include the revisions suggested by Trustee Warren. Trustee DuRocher seconded the amended motion.

Roll call vote:

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

Nays – none

Motion carried

7. Unfinished Business – none

8. New Business

- a. Adopt Ordinance No. 19-20-06, Ordinance Providing for the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN

MOTION: Trustee DuRocher moved to adopt Ordinance No. 19-20-06, Ordinance Providing for the Execution of Intergovernmental Agreement Authorizing Membership in SWAN. Trustee Stull seconded.

Director Whitmer stated by adopting this ordinance the Board is authorizing the Board President and Secretary to execute the intergovernmental agreement with SWAN. The Library's attorney has reviewed the agreement. This will not be executed until the SWAN membership votes in June to accept us into the group.

Trustee Warren asked how many board members SWAN has. Director Whitmer stated she does not know. There are currently 97 libraries in the group. Roselle Public Library and Glenside Public Library are joining at the same time as Warrenville and they are calling our group the SWAN 100 Group.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

b. Identify Essential Library Services

Director Whitmer stated even though libraries are not specifically identified in the Governor's Restore Illinois list of essential services each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of these functions.

Director Whitmer stated by identifying specific library services as essential, the Board will move the library one step closer to starting up services. Director Whitmer stated she believes the following services are essential and could be phased in on a limited basis, possibly beginning in June. Director Whitmer is more comfortable if the Board recognizes these three services to allow staff to begin implementation:

- Return of library materials
- Access to library materials
- Access to public computers, copier and scan/fax station

Public Services Manager Paul Doberstzyn and Member Services Manager Jaime Perpich, along with their committee, have compiled a plan for curbside services.

They have tentatively identified the following timeline for curbside services:

- Week of June 1 – accepting return of library materials

- Week of June 8 – soft opening of curbside services with holds currently in the system.
- Week of June 15 – curbside services begin along with members being able to place an order of materials by phone or online.
- Two teams of staff will be organized. The teams will not overlap so that if one member on a team contracts COVID-19 or has been exposed, only those staff members will be quarantined.
- Ms. Perpich reached out to the Warrenville Target and they will loan the library 15 grocery carts for 3 months to be used for returned items. The member will put the items in the cart themselves and when a cart is full a staff member will cover, date and store the cart for a 7-day quarantine period. Items will be checked in after the 7-day quarantine period. There are currently over 9,000 items checked out.
- Mr. Doberstzyn placed an order for paper bags to hold items for curbside pickup. The bags will be placed on tables outside the lower level doors with the member's last name for pickup.

Online programs and answering emails are also essential services, however staff can do these tasks remotely.

Access to public computers and other equipment may have to wait until Phase #4. Trustee Lezon asked if the computers could be moved so members are not going through the entire library building. Director Whitmer replied there might be ways to create pathways. She has been watching what other libraries are doing by putting arrows on the floor and blocking off certain areas. Some libraries are having their members make an appointment for computer usage. We may only be able to have three members on computers at one time.

The Management Team will identify staff to implement the services on a limited basis after appropriate precautions and social distancing measures are in place. Appropriate safety precautions including but not limited to the following will also be in place:

- Confirmation that our cleaning service can provide required cleaning services.
- Acquisition of sufficient PPE for all staff.
- Acquisition of equipment and supplies to manage quarantine of library materials.

Trustee Stull asked how comfortable staff is returning to the building. Director Whitmer stated staff will be surveyed before we start this service to see who is ready to come back, concerns staff have and staff in the high risk category may have other options.

Job descriptions will need to be reviewed to see who can continue to work remotely. Some positions require the staff person to physically be in the building.

Staff will have to make a choice if the work is there for them to do or not coming back to work. Some have paid time off to extend the time off to

consider returning or not. Some staff may qualify for the paid leave available under the Families First Coronavirus Response Act and if someone has a particular condition, they may request accommodations under the Americans with Disability Act.

MOTION: Trustee DuRocher moved to identify the following as essential library services: return of library materials, access to library materials and access to computers, copier, scanner and fax service. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

c. Discuss options for employee compensation beyond June 14, 2020

Director Whitmer stated the Board had approved paying all employees their regular rate of pay for regularly scheduled hours through Fiscal Year 2020. The final pay date in this fiscal year is June 18, effectively meaning the compensation approved in April will conclude on Sunday, June 14.

Director Whitmer stated she is struggling with a fairness issue. At the present time only the Library Director is working her regularly scheduled hours. Others are working from 12-96% of their regular hours. There is not sufficient work for all employees to work all their regularly scheduled hours. Employees who cannot do their normal work remotely are watching hour after hour of webinars.

Some of the jobs cannot be done outside the Library building. Those employees will need to decide if they want to come back to work or some other options such as paid time off, possible paid leave under the First Families Coronavirus Act (FFCRA) and if they have a particular condition, they can request an accommodation through the Americans With Disabilities Act.

Director Whitmer would like Board direction regarding whether or not to continue to pay employees beyond June 14. Options include:

- a. Pay employees their regular rate of pay for regularly scheduled hours, requiring use of paid leave for hours when work is available but the employee is not available to complete the work.
- b. Identify position to furlough
- c. Identify positions for a temporary reduction in hours
- d. Offer employees the opportunity (or require employees) to use accrued paid leave in lieu of work hours.

Director Whitmer stated if furloughing staff is a choice of the Board, the Management Team will need to have time to make a plan, look at the jobs, identify critical tasks and identify staff who can do the jobs and are

willing to come into the building with the safety precautions that are in place. Director Whitmer will survey staff regarding their job and willingness to come back to the building to work.

While in the building all staff will also have to practice social distancing, wear masks in shared workspaces, work staggered shifts and use assigned restroom stalls. The staff lounge and kitchen cabinets may be closed.

Trustee DuRocher likes giving staff the option of voluntary furlough if they are not ready to come back to work. She also agrees with the fairness issue and staff should not get paid for not working.

Director Whitmer stated a furlough plan can be developed to bring back to the Board in June. In the meantime, she thinks the Board should come up with a plan to pay the staff from June 15 – June 28.

Trustee Warren asked if employees could cash in a 401K plan. Director Whitmer stated she does not have an answer to that question. The Library does have a 457 plan, but it would be up to the individual staff member to check on this. Director Whitmer will investigate this.

Trustee Richardson asked how this ties into the compensation plan that was previously discussed. Director Whitmer stated this is not about the dollars, but the work. There simply is not enough work for all employees to continue working. It is a matter of whether or not to continue to pay employees who are not working.

Director Whitmer stated curbside pickup would be open 3 days for 4 hours each day. On the other 3 days staff would work at least 4 hour shifts to pull items on hold and call members to schedule their pickups. The total is six days/4 hours per day. She does not have the details on how many staff will be working those hours and this work is specific to some positions.

Trustee DuRocher asked if staff could work longer than the hours we are open for curbside pickup. Director Whitmer stated we are looking at staff lunch periods, etc. and trying to avoid longer than a 5 hour day for most staff. Director Whitmer also stated a full staff will not be needed for curbside services.

Trustee Lezon asked if staff can learn other duties than what they are currently trained for. Director Whitmer stated that would be dependent on when we reopen the building and we may not need to be fully staffed for a couple months.

The Management Team will develop a plan to bring back to the June Board meeting.

MOTION: Trustee Richardson moved to pay employees their regular rate of pay for regularly scheduled hours and require use of paid leave for hours when work is available but the employee is not available to complete the work for the pay period beginning June 15 and ending June 28 and direct staff to draft a plan for furloughs and

reductions in work hours for Board review and approval at the June 17, 2020 board meeting. Trustee Ruzicka seconded.

Voice vote:

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

Nays – none

Motion carried

Trustee Picha stated this is a very difficult decision and thanked the Board for giving Director Whitmer some direction.

9. Director's Report

- Director Whitmer stated she continues to monitor the COVID-19 news and information as it pertains to the library.
- Director Whitmer stated census work is ongoing.
- Combined continuing education for staff was 271 hours with 278 sessions for April.
- Use of the downloadable collection has increased over 70% from last year.
- The Adult Services department has gotten some phenomenal speakers online.
- Youth Services is doing story times online.

10. Department Head Reports

- Trustee Warren asked Jackie Davis if there were any roof leaks during the heavy rains. Jackie stated that Ly Tran, maintenance man, did not report any.
- Trustee Warren asked how much hand sanitizer is stockpiled. Jackie replied there is enough for each staff person to have their own bottle, plus at least 4 gallons in reserve. She also stated there is a good supply of masks and gloves. Director Whitmer has ordered some face shields.
- Trustee Lezon stated Restaurant Depot in Downers Grove, IL has gallon bottles of hand sanitizer.
- Trustee Picha stated that Marketing Specialist Kathy Gaydos has certainly been busy.

12. President's Report

Trustee Picha announced the next meetings.

13. Treasurer's Report – Trustee Stull stated everything looks good.

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

15. Committee Reports – none

16. Trustee Comments

- Trustee DuRocher stated if the June meeting is held in the library building she may not be able to attend. She would like to know if she can join the meeting by zoom.

- Trustee Richardson stated if masks are required for the meeting she will not be able to attend.

Director Whitmer stated she will check into having a "hybrid" meeting with some people attending the meeting at the building and others attending remotely.

- Trustee Stull stated she has completed her Open Meetings Act Training.

17. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:45 pm. Trustee DuRocher seconded.

Voice vote:

Ayes – all

Nays – None

Motion carried

Respectfully submitted,

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District

7c.

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

May 31, 2020

WARRENVILLE LIBRARY INCOME LEVY	MAY 2020	FUND BALANCES										PAGE 1	
		% OF INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2019	OTHER INC RECEIVED TRANSFERS	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT		
		LEVY EXT	TOTAL TAX INCOME										
CORPORATE	1798112	94.5902%	15455	1812298	100.79%	336398	0	452	77307	116975	1602508	623495	
BLDG. & MAIN.	102837	5.4098%	764	103338	100.49%	89474	0	0	0	1716	80964	111848	
TOTAL TAX (LEVIED)	1900949	100.00%	16219	1915636	100.77%	425872	0	452	77307	118691	1683472	735343	
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0	
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847	
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0	
SPECIAL RESERVE	0		0	0		234545	0	0	0	0	12178	222367	
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	10000	10000	13524	
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0	
TOTAL	1900949	100.00%	16219	1915636	100.77%	909788	0	452	77307	128691	1705650	1197081	
FORMULA = A+B+C+D-E=F			A			B	C		D		E	F	

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: May 31, 2020

CORPORATE FUND					
	1 Month Ended May. 31, 2020	11 Months Ended May. 31, 2020	Budget	Balance	% Received / Expended
Income					
Taxes Levied	15,455.11	1,812,297.55	1,798,112.00	(14,185.55)	100.79%
Copier	0.00	4,997.76	6,000.00	1,002.24	83.30%
Extended Use Fees	6.56	13,267.52	19,000.00	5,732.48	69.83%
Fees	0.00	196.00	500.00	304.00	39.20%
Interest	175.20	19,083.16	15,000.00	(4,083.16)	127.22%
Book Sales	0.00	707.00	2,500.00	1,793.00	28.28%
Lost Books	0.00	2,036.10	3,000.00	963.90	67.87%
Gifts / Memorials	0.00	1,126.00	1,000.00	(126.00)	112.60%
Miscellaneous	270.00	2,819.20	3,000.00	180.80	93.97%
Hotel/Motel Tax	0.00	13,198.43	16,338.00	3,139.57	80.78%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	500.00	0.00	(500.00)	0.00%
2020 Census Grant	0.00	2,437.52	0.00	(2,437.52)	0.00%
	15,906.87	1,889,604.99	1,881,350.00	(8,254.99)	100.44%
Expenses					
Sal. - Administration	12,948.20	155,328.23	169,000.00	13,671.77	91.91%
Sal. - Member Services	7,665.76	120,941.43	143,000.00	22,058.57	84.57%
Sal. - Maintenance	1,715.20	20,775.04	23,000.00	2,224.96	90.33%
Sal. - Marketing	2,495.88	28,442.99	32,000.00	3,557.01	88.88%
Sal. - Public Services	27,842.79	330,752.48	378,000.00	47,247.52	87.50%
Sal. - IT	6,366.82	74,749.52	82,000.00	7,250.48	91.16%
Sal. - Tech Services	7,001.97	119,501.69	135,500.00	15,998.31	88.19%
I.M.R.F. - Expense	7,037.11	80,360.49	91,000.00	10,639.51	88.31%
Fica - Expense	4,851.57	62,928.16	74,000.00	11,071.84	85.04%
Unemp. Comp.	0.00	1,368.12	1,500.00	131.88	91.21%
Op - Mat'l Processing/Tech	0.00	7,457.74	12,600.00	5,142.26	59.19%
Op - Mat'l Processing/Circ	0.00	620.67	4,900.00	4,279.33	12.67%
Op - Postage	312.00	3,167.04	5,490.00	2,322.96	57.69%
Op - Office Supplies	136.27	2,539.68	3,775.00	1,235.32	67.28%
Op - Bank Fee's	(89.73)	554.48	650.00	95.52	85.30%
Op - Automation Supplies	19.94	2,685.44	3,500.00	814.56	76.73%
Op - Publishing	0.00	841.80	1,200.00	358.20	70.15%
Equip. - Purchases	637.00	7,862.10	8,540.00	677.90	92.06%
Equip. - Maintenance	45.68	2,771.83	3,500.00	728.17	79.20%
Auto. - Software	556.93	11,974.63	15,285.00	3,310.37	78.34%
Auto. - Purchases	0.00	2,340.85	3,500.00	1,159.15	66.88%
Auto. - Maintenance	1,482.64	46,637.90	56,030.00	9,392.10	83.24%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	0.00	14,083.00	14,100.00	17.00	99.88%
L. Ins. - Officer / Dir	0.00	7,582.00	7,600.00	18.00	99.76%
Ins. - Bonds	0.00	30.00	50.00	20.00	60.00%
Ins. - Health / Life	4,456.71	48,562.23	70,930.00	22,367.77	68.47%
Pd - Recruiting	0.00	225.00	500.00	275.00	55.00%
Pd - Staff Appreciation	0.00	1,349.27	3,600.00	2,250.73	37.48%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	1,040.00	2,835.67	2,875.00	39.33	98.63%
Pd - Staff / Meetings	(300.00)	4,682.08	7,525.00	2,842.92	62.22%
Pd - Staff / Transportation	6.90	1,067.68	2,000.00	932.32	53.38%
Pd - Trst / Dues	0.00	151.00	140.00	(11.00)	107.86%
Pd - Trst / Mtgs	0.00	2,186.32	2,525.00	338.68	86.59%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: May 31, 2020

	CORPORATE FUND				
	1 Month Ended May. 31, 2020	11 Months Ended May. 31, 2020	Budget	Balance	% Received / Expended
Pd - Trst / Transportation	0.00	299.15	750.00	450.85	39.89%
Pd - Trustee Misc.	0.00	161.35	500.00	338.65	32.27%
Cont. - Lawyer	0.00	450.00	3,000.00	2,550.00	15.00%
Cont. - Accounting	853.68	10,376.25	11,600.00	1,223.75	89.45%
Cont. - Collections	0.00	554.30	1,250.00	695.70	44.34%
Cont. - Audit	0.00	7,225.00	7,225.00	0.00	100.00%
Cont. - Consultants	0.00	500.00	7,500.00	7,000.00	6.67%
Lib. Mat. - Adult Books	37.17	35,059.14	56,000.00	20,940.86	62.61%
Lib. Mat. - Youth Books	0.00	24,379.07	32,500.00	8,120.93	75.01%
Lib. Mat. - Adult AV	343.36	14,895.75	22,200.00	7,304.25	67.10%
Lib. Mat. - Youth AV	106.15	3,403.26	6,000.00	2,596.74	56.72%
Lib. Mat. - EBooks	1,611.08	22,012.10	26,000.00	3,987.90	84.66%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	0.00	23,361.22	25,000.00	1,638.78	93.44%
Ps - Programs Adult	1,192.00	7,789.11	8,500.00	710.89	91.64%
Ps - Programs Youth	0.00	4,315.35	7,500.00	3,184.65	57.54%
Ps - Hotel/Motel	3,580.00	13,766.88	18,140.00	4,373.12	75.89%
Ps - Refunds / Fines / Fees	0.00	141.10	500.00	358.90	28.22%
Ps - Printing	0.00	9,047.00	14,600.00	5,553.00	61.97%
Ps - PR / Publicity	922.99	13,476.43	24,750.00	11,273.57	54.45%
Ps - Misc.	0.00	288.60	800.00	511.40	36.08%
Gas	295.45	6,082.97	7,000.00	917.03	86.90%
B & M - Water / Sewer	0.00	652.58	850.00	197.42	76.77%
Electricity	4,433.63	34,855.83	35,000.00	144.17	99.59%
Telephone	1,662.68	12,879.10	13,650.00	770.90	94.35%
Gifts	0.00	1,670.85	1,000.00	(670.85)	167.09%
Contingency	0.00	65.96	5,000.00	4,934.04	1.32%
Debt Repayment	0.00	135,000.00	167,200.00	32,200.00	80.74%
Debt Certificate Interest	15,362.80	32,128.55	0.00	(32,128.55)	0.00%
Census Grant 2020	344.80	9,518.28	0.00	(9,518.28)	0.00%
	116,975.43	1,602,508.35	1,879,830.00	277,321.65	85.25%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
 Statement of Revenues Expenses Cash Basis
 Period Ending: May 31, 2020

BUILDING & MAINTENANCE FUND

	1 Month Ended May. 31, 2020	11 Months En... May. 31, 2020	Budget	Balance	% Received / Expended
Income					
Taxes Levied	763.78	103,337.64	102,837.00	(500.64)	100.49%
	763.78	103,337.64	102,837.00	(500.64)	100.49%
Expenses					
Maintenance	0.00	29,894.04	49,595.00	19,700.96	60.28%
Maintenance Supplies	0.00	1,085.55	2,200.00	1,114.45	49.34%
Security	0.00	6,146.24	13,655.00	7,508.76	45.01%
Snow Removal	0.00	18,385.95	20,000.00	1,614.05	91.93%
Hvac	0.00	16,914.52	3,800.00	(13,114.52)	445.12%
Janitorial Supplies	1,067.70	2,611.52	3,000.00	388.48	87.05%
B & M - Landscape Maint	648.00	5,926.00	10,550.00	4,624.00	56.17%
	1,715.70	80,963.82	102,800.00	21,836.18	78.76%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
 Statement of Revenues Expenses Cash Basis
 Period Ending: May 31, 2020

ALBA LEMOS GIFT FUND					
	1 Month Ended May. 31, 2020	11 Months Ended May. 31, 2020	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Lib. Mat. - EBooks	0.00	10,000.00	0.00	(10,000.00)	0.00%
	0.00	10,000.00	0.00	(10,000.00)	0.00%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: May 31, 2020

SPECIAL RESERVE FUND

	1 Month Ended May. 31, 2020	11 Months Ended May. 31, 2020	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	4,529.06	6,000.00	1,470.94	75.48%
Auto. - Purchases	0.00	7,649.00	17,850.00	10,201.00	42.85%
	0.00	12,178.06	23,850.00	11,671.94	51.06%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
May 31, 2020

ASSETS**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
III National Bank E-Pay Account	17,964.74
Cash / Copier Change	75.00
Fifth Third 7985	235,348.26
Fifth Third 8000	726,830.57
Fifth Third 8004	<u>220,492.74</u>
	1,201,121.31

General Fixed Assets	<u>6,068,633.00</u>
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TOTAL ASSETS	<u>\$ 7,269,754.31</u>
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LIABILITIES & FUND BALANCE**CURRENT LIABILITIES**

I.M.R.F.	<u>4,037.50</u>
	4,037.50

LONG-TERM LIABILITIES

Debt Certificate Payable	<u>1,685,000.00</u>
	1,685,000.00

EQUITY
Fund Balance

5,580,716.81

TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,269,754.31</u>
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See Accountants Compilation Letter

7d.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
May 21 - June 17, 2020

Date	Num	Name	Amount
05/21/2020	7662	Quill Corporation	-65.97
05/21/2020	7663	Direct Energy Business	-1,953.81
05/21/2020	7664	CDW Government, Inc.	-532.80
06/17/2020	7665	Accounting Services, Inc.	-508.00
06/17/2020	7666	Alan Horticulture	-370.00
06/17/2020	7667	Baker & Taylor	-2,317.76
06/17/2020	7668	Baker & Taylor	-462.54
06/17/2020	7669	Baker & Taylor	-3,076.92
06/17/2020	7670	Baker & Taylor	-114.38
06/17/2020	7671	Baker & Taylor	-1,448.84
06/17/2020	7672	CFB Computers	-4,750.00
06/17/2020	7673	Chase Ink	-3,020.18
06/17/2020	7674	Creekside Printing	-1,359.00
06/17/2020	7675	Baker & Taylor	-1,792.43
06/17/2020	7676	Davis, Jackie	-103.98
06/17/2020	7677	Dobersztyn, Paul	-76.00
06/17/2020	7678	Drengacz, Robert	-1,100.00
06/17/2020	7679	Jaime Perpich	-90.00
06/17/2020	7680	Jesernik, Julie	-61.00
06/17/2020	7681	Kathy Gaydos	-69.00
06/17/2020	7682	Konica Minolta Business Solutions	-59.91
06/17/2020	7683	LIMRICC Purchase of Health Insurance Prog	-6,366.19
06/17/2020	7684	Lundstrom Insurance Agency	-1,136.00
06/17/2020	7685	Maggie Speaks, Inc.	-1,200.00
06/17/2020	7686	Moore, Jennifer	-54.00
06/17/2020	7687	Oak Brook Mechanical Services, Inc.	-11,997.00
06/17/2020	7688	Provantage LLC	-2,476.00
06/17/2020	7689	Quill Corporation	-161.18
06/17/2020	7690	Schlecht, Molly	-665.00
06/17/2020	7691	Service Master Commercial Cleaning	-1,860.00
06/17/2020	7692	Sigman, Mike	-1,200.00
06/17/2020	7693	Smith, Gail	-24.00
06/17/2020	7694	Spears Reid	-1,400.00
06/17/2020	7695	Technology Management Revolving Fund	-450.00
06/17/2020	7696	The Hartford	-2,427.00
06/17/2020	7697	The Right Stuff Entertainment, Inc.	-2,650.00
06/17/2020	7698	Thomson Reuters - West	-100.00
06/17/2020	7699	Tran, Ly	-31.00
06/17/2020	7700	Uline	-2,289.27
06/17/2020	7701	Verizon	-76.02
06/17/2020	7702	Warehouse Direct	-317.83

06/17/2020	7703	Whitmer, Sandy	-90.00
06/17/2020	7704	Higgins, Therese	-38.00
06/10/2020	7705	Cook, Stephanie	-38.00
06/10/2020	7706	Knych, Helen	-24.00
06/17/2020	7707	U.S. Postmaster	-250.00
06/17/2020	7708	AT&T	-328.63
06/17/2020	7709	Abraham, Diana	-76.00
06/17/2020	7710	Baker & Taylor	-262.46
06/17/2020	7711	Jaime Perpich	-39.46
06/17/2020	7712	Provantage LLC	-660.00
06/17/2020	7713	SYNCHRONY BANK/AMAZON	-818.27
06/17/2020	7714	Vanguard Energy Services, LLC	-101.68
06/17/2020	7715	Wilson, Amanda	-24.00
06/17/2020	7716	Ong, Claire	-45.00
06/17/2020	7717	Szewczyk, Colleen	-24.00
05/21/2020	Electronic	Paylocity	-242.12
05/26/2020	Electronic	MegaPath	-65.51
05/27/2020	Electronic	AFLAC	-280.78
06/02/2020	Electronic	Pitney Bowes, Inc.	-434.68
06/04/2020	Electronic	Paylocity	-101.52
06/10/2020	Electronic	Warrenville, City of	-82.46
06/11/2020	Electronic	Call One	-193.78
06/11/2020	Electronic	Konica Minolta Premier Finance	-370.00
05/26/2020	Ellectronic	Call One	-193.83

-64,997.19

**MOTION: PAY INVOICES IN THE AMOUNT OF \$64,997.19 FOR THE
PERIOD OF MAY 21, 2020 – JUNE 17, 2020 INCLUDING ELECTRONIC
PAYMENTS AND CHECKS 7662 – 7717.**

7e.

FUND TRANSFER WORKSHEET JUNE 2020

Board Meeting Date	6/17/2020	
Operating Account Ledger Balance on	5/31/2020	\$235,348.26
Electronic payments & Checks		\$64,997.19
Payroll 1	6/4/2020	\$31,938.42
Payroll 2	6/28/2020	\$33,000.00
Payroll 3	7/2/2020	\$33,000.00
Payroll 4	7/16/2020	\$33,000.00
IMRF FOR MAY (pay in June)		\$11,024.81
IMRF FOR JUNE (pay in July)		\$11,500.00
Projected account balance		\$16,887.84
Transfer recommended		\$100,000.00

10a. NEW BUSINESS

Approve RAILS Catalog Membership Grant Agreement (ACTION)

SUGGESTED MOTION:

Approve RAILS Catalog Membership Grant Agreement

At its November 20, 2019 meeting, the Board heard a presentation by Aaron Skog, Executive Director of System Wide Automated Network (SWAN), a consortium of libraries. Library staff presented a recommendation to submit an intent to join the consortium.

Exploring consortium membership was identified in the Library's strategic plan as a strategy to fulfill our goal to "Improve Ease of Use of the Library" which is part of the "Elevate the User Experience" priority.

At the May 20, 2020 Board Meeting the Board authorized the execution of an Intergovernmental Agreement with SWAN. The Library Director shared information about the Library's application to RAILS for a Catalog Membership Grant.

RAILS has awarded a Catalog Membership Grant in the amount of \$23,668.28 to the Library. Costs covered by this grant include:

- Software licenses (\$5,728.33)
- Project management fees (\$4500.00)
- Data export and data load services (\$12,700.00)
- Receipt printer (1) and Magnetic card swipe (1) (\$739.95)

These costs are specific to our migration to the new system and are not included in our SWAN membership fees.

To receive the grant funds, the Library must execute the attached grant agreement.

Director Whitmer recommends the board approve the agreement.

A copy of the grant application is available upon request.



125 Tower Drive
Burr Ridge IL 60527
630.734.5000
Fax: 630.734.5050
railslibraries.info

June 8, 2020

Sandy Whitmer
Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555-3002

Dear Sandy:

On behalf of the Reaching Across Illinois Library System (RAILS), I am very pleased to inform you that RAILS has decided to award funding for a RAILS Catalog Membership Grant. Funds covering the startup costs to join the SWAN LLSAP in the amount of \$23,668.28 will be awarded to your library on or after June 15, 2020.

You've done an excellent assessment of your target audience and need, especially tying consortial membership to your strategic plan goals, and your promotion plan is very strong. The timeline you submitted to us was not very detailed regarding the tasks involved in your migration. While RAILS does not need additional information from you at this time, we do encourage you to pursue a more detailed timeline in collaboration with SWAN, if one doesn't exist, so you can avoid surprises as much as possible.

We will contact you shortly with further instructions for receiving your funding. As your project progresses, we encourage you to check the vendor discount list in the Services section of the RAILS website for valuable discounts with selected providers. Please also take this opportunity to check and update your library's record in the L2 directory at <http://www.librarylearning.info/>.

Thank you for providing greater access to your library collection and for improving resource sharing within the state of Illinois by joining a RAILS LLSAP.

Sincerely,

Deirdre Brennan
RAILS Executive Director

cc: Anne Slaughter
RAILS Director of Technology Services

Aaron Skog
SWAN Executive Director



125 Tower Drive
Burr Ridge IL 60527
630.734.5000
Fax: 630.734.5050
railslibraries.info

RAILS Catalog Membership Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS"), a body politic.

Street Address: 125 Tower Drive _____ City/State/Zip: Burr Ridge, IL 60527

Email Address: dee.brennan@railslibraries.info Attention to: Deirdre Brennan, Executive Director

Grantee: Warrenville Public Library District _____, Library or Library District, a body politic.

Street Address: 28W751 Stafford Place _____ City/State/Zip: Warrenville, IL 60555-3002

Email Address: director@warrenville.com Attention to: Sandy Whitmer

Project Title: RAILS Grant Application SWAN 100 - Warrenville (the "*Project*").

Project Number: LLSAP-2020-16 _____ Grant Amount: \$ 23,668.28

Effective Date: June 15, 2020 _____ Termination Date: December 15, 2021

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and grow the membership of Local Library System Automation Programs ("*LLSAPs*"); and

Whereas, RAILS staff have reviewed the Project, as set forth in the "Project Description" attached hereto, and by this reference made part of this Agreement, as ***Attachment A***, and recommend that RAILS contract with the Grantee to perform the Project as set forth in the Project Description, guidelines, and proposal; and

Whereas, that RAILS does hereby agree to provide the Grant Amount for Grantee's Project and Grantee hereby accepts the Grant Amount upon the terms and conditions hereinafter provided.

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Extension. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination

Date. The term of this Agreement may be extended in a writing signed by both parties ("Extension Agreement"), which shall be attached to this Agreement as ***Attachment B*** and made a part hereof as though it were incorporated and included herein.

Article 2: Duties. The Grantee shall provide the services described in the Project. In fulfilling the assigned duties and responsibilities under the Project and this Agreement, the Grantee agrees to perform and respond in a professional manner, and to meet any and all agreed upon deadlines.

Article 3: Termination. Either party may terminate this Agreement upon thirty (30) days written notice to the other party. Upon termination, the Grantee shall return all unexpended grant funds to RAILS. The Grantee shall also reimburse RAILS for any grant funds expended in contravention of the grant terms and for any unaccounted for grant funds.

Article 4: Payment. For and in consideration of said services as set forth in Article 2 above, RAILS shall award in the Grantee an amount not to exceed the Grant Amount, payable in full upon execution of the Agreement, or according to the distribution schedule attached hereto, and by this reference made part of this Agreement, as ***Attachment C***.

Article 5: Funding. Obligations of RAILS will cease immediately without penalty or further payment being required if, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement. Funding provided hereunder by RAILS shall be used only for the Project described in this Agreement. The Grantee may receive and expend funds or special grants in excess of those provided by RAILS, to further the implementation of the Project. RAILS, however, shall not be obligated to reimburse the Grantee for any amount in excess of the Grant Amount.

Article 6: Reporting Requirements. The Grantee agrees to supply RAILS with quarterly financial reports and quarterly program progress reports until termination of this agreement. Quarterly reports are due no later than 30 days after the close of each quarter. Quarters are defined as January–March, April–June, July–September, and October–December. Funds not obligated by the end date of this Agreement must be refunded to RAILS within 45 days. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate for an evaluation of the success of the Project.

Article 7: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 8: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Article 9: Liability.

A. RAILS Review and Agreement. The Grantee acknowledges and agrees that RAILS is not, and shall not be, in any way liable for any damages or injuries that may be sustained as the result of (i) RAILS' review and approval of the Project, or (ii) the payment of the Grant Amount, or (iii) any damage or injury that may otherwise arise out of or be incidental to the RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project. RAILS' review of the Project and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.

B. Indemnity. The Grantee agrees to, and does hereby, hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

C. Defense Expense. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 9.B of this Agreement.

D. Limited Liability. RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee.

Article 10: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 11: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 12: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 13. Non-Waiver. RAILS is under no obligation to exercise any of the rights granted to it in this Agreement. The failure of RAILS to exercise at any time any right granted to RAILS shall not be deemed or construed to be a waiver of that right, nor shall the failure void or affect RAILS' right to enforce that right or any other right.

Article 14. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 15: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS regarding the Project and materials referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee's knowledge, information, and belief; that the grant funds shall be used only for the Project described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 16. Counterparts. This Agreement shall be signed and executed in two copies by the parties hereto; one copy shall be retained by RAILS and one copy shall be delivered to the Grantee. Each of the executed copies of this Agreement is valid and each executed copy shall be deemed an original.

Article 17. Savings Clause. It is mutually understood and agreed that all agreements and covenants herein, including all addenda, are severable and that in the event any of them shall be held invalid by a court of competent jurisdiction, this Agreement shall be interpreted as if such invalid agreement, covenant, or addendum were not contained herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE

ATTEST

Signature: _____

Printed Name: _____

Title: President or Director

Secretary

Date: _____

RAILS

Signature: _____

Printed Name: Deirdre Brennan

Title: Executive Director

Attachment A: Project Description

RAILS will attach WPLD Grant
application as Appendix A
- SW

Attachment A

Attachment B: Extension Agreements (if any)

N/A

Note: Attachment C ~ Distribution schedule will
be sent with grant check. Grant amount
will be released in one payment.

Attachment B

10b. NEW BUSINESS

Approve staff recommendation to institute policy revisions necessary to become a fine free library effective July 1, 2020 (ACTION)

SUGGESTED MOTION:

Approve staff recommendation to institute policy revisions necessary to become a fine free library effective July 1, 2020 including revisions to the following policies:

Policy No. 210 – Library Cards,

Policy No. 211 – Loan Periods, Limits, Renewals & Holds,

Policy No. 212 – Fine Free Library,

Policy No. 213 – Recovery of Overdue Materials & Outstanding Fees,

Policy No. 214 – Lost, Damaged & Incomplete Materials,

Policy No. 215 – Circulation of In-Library Use Equipment and

Policy No. 520 – Interlibrary Loan

In early 2019, Member Services Manager Patty Dybala made an informational presentation to the Board about Fine Free Libraries. Based on the positive feedback from the Board, **Director Whitmer and Member Services Manager Perpich recommend these policy revisions so the Library can transition to "fine free" on July 1, 2020.** This action aligns with our Strategic Priority "Elevate the User Experience," the underlying goal "Improve Ease of Use of the Library," and one of the strategies "Remove Barriers to Library Use."

As Ms. Perpich reviewed the policies for necessary revisions, Director Whitmer recommended the library **revise policies to align them as closely as possible to SWAN's policies.** Some proposed policy revisions are a first step toward our transition to SWAN membership. If these policies are approved, Ms. Perpich will work with our IT Manager to make the necessary changes to our Integrated Library System. She will also work with our Marketing Specialist to develop a Fine Free FAQ for our blog.

The revised policies are included on the following pages. The following highlights the significant revisions included in each policy:

Policy No. 210 – Library Cards

- Reciprocal Borrowers (RBPs) from other libraries will be allowed to check out New DVDs, New Books on CD, New Music CDs and Thematic Kits. These items were previously limited to Warrenville cardholders. Mobile Devices (including in-house equipment) and Science Kits will continue to be limited to Warrenville cardholders.
- Individuals with items that are 14 days or more overdue will be denied borrowing privileges.

Policy No. 211 – Loan Periods, Limits, Renewals & Holds

- All DVDs will have a 2 week loan period (SWAN requires all boxed DVD sets to have a 2 week loan period. To avoid confusion, we will have a 2 week loan period for all DVDs.)
- All items will be limited to 2 renewals. (SWAN offers options of 0, 2, 5 or 10 renewals.)
- Current issues of magazines will be allowed to circulate as soon as they are received and processed.
- Material will be held for 7 days from the date the item hold is triggered.

Policy No. 212 – Fine Free Library (was Extended Use Fees)

- Policy to be renamed Fine Free Library.
- Includes a policy statement indicating the Library does not charge extended use fees for material returned after its due date.

Policy No. 213 – Recovery of Overdue Materials & Outstanding Fees

- Adjusts the timeline for billing, notices, etc.

Policy No. 214 – Lost, Damaged & Incomplete Materials

- Adjusts the timeline in which bills are sent for lost items and states items returned within 1 year of the due date will be accepted into the collection. After an item is 1 year past its due date, the cost of the item must be paid in full and the item will not be accepted back into the collection.

Policy No. 215 – Circulation of In-Library Use Equipment

- Eliminates extended use fees for in-library use equipment.

Policy No. 520 – Interlibrary Loan

- Extends amount of time ILLs are held for members from 5 to 7 days.
- Eliminates extended use fees for ILLs

LIBRARY CARDS

Policy No. 210

I. PURPOSE

The Warrenville Public Library District extends borrowing privileges and access to a variety of services and programs to Library cardholders. This policy outlines the types of Library cards issued and honored by the Library. It also explains eligibility and registration requirements, cardholder responsibilities and borrower restrictions.

II. WARRENVILLE PUBLIC LIBRARY DISTRICT CARDS

A. Resident Card (valid for 3 years)

Residents of the Warrenville Public Library District are eligible to receive library cards. No fee is charged for a resident card. An individual with a resident card is considered a Warrenville Public Library District member.

A resident of the Warrenville Public Library District can apply for a Library card in person at the Member Services Desk. Adults must present current proof of residency in WPLD and complete a library card application form. Applicants under 18 must have a parent or legal guardian sign the application form and present proof of WPLD residency.

Accepted Forms of Proof of Residency:

1. State Issued Photo I.D. or Driver's License with current street address

- OR -

2. Photo I.D. AND postmarked mail, bill or other identification with current street address.

Change of address forms and post office box mailing addresses are not acceptable as proof of residence.

Residents may complete the online library card application form on the Library's website. The applicant will be notified by eMail when his or her card is ready. The applicant must pick up the card from the Member Services Desk. Proof of residency (as outlined above) must be presented before the card is given to the applicant.

Resident cards are automatically renewed after address verification.

B. Non-resident Taxpayer or Tenant Card (valid for up to 1 year)

A non-resident who as an individual or as a partner, principal stockholder, or other joint owner owns or leases taxable property or is a senior administrative officer of a firm, business, or other corporation owning or leasing taxable property in the WPLD may register for a library card. No fee is charged for a non-resident taxpayer card.

Non-resident taxpayers or tenants seeking resident borrower privileges without payment of the standard non-resident fee must apply in person.

- Non-resident Taxpayer property owners must present a copy of their most recent real estate tax bill and photo I.D., then complete a library card application form. A non-resident Taxpayer property owner card will be valid for 1 year from registration date.
- Non-resident Taxpayer tenants must present a copy of their most recent lease and photo I.D., then

complete a library card application form. A non-resident Taxpayer tenant card will be valid for one year from registration date or through the end of the lease, whichever comes first.

If the applicant's name is not on the tax bill or lease, the applicant must present official documentation that identifies the applicant as a partner, principal stockholder, joint owner or senior administration officer of the firm, business or other corporation owning or leasing the taxable property.

C. Non-resident Card (valid for 1 year)

A non-resident who owns property outside of the Warrenville Public Library District that is located within the boundaries of Community Unit School District 200's Wheaton Warrenville South High School attendance area may obtain a Library card for each person in a household by paying an annual fee. A library card application form must be completed. Non-residents must apply in person.

For property owners the annual fee will be calculated as follows:

$$\left[\begin{array}{l} \text{Assessed} \\ \text{Value} \end{array} - \begin{array}{l} \text{Homestead} \\ \text{Exemption} \end{array} \right] \times \begin{array}{l} \text{Current} \\ \text{Library Tax} \end{array} = \begin{array}{l} \text{Annual} \\ \text{Fee} \end{array}$$

Rate

Using this "tax bill method," the property owner will pay the same amount as would be paid if the property was located in the Library District.

To apply for a Library card, non-residents who own property outside of the Library District must present a copy of the most recent tax bill. This bill will be used to determine the assessed valuation of the property and the

homestead exemption. Owners of brand new homes or owners who do not have a copy of the most recent tax bill should contact their township assessor's office and request a copy of an assessment notice or an assessment advice, which gives the assessed valuation.

A non-resident who rents and resides in a property outside of the Warrenville Public Library District will pay an annual fee equal to 15% of their monthly rent. Non-resident renters must present a current lease or rent receipt at the time of application.

III. CARDS FROM OTHER LIBRARIES (Reciprocal Borrowing)

The Warrenville Public Library District participates in the Reciprocal Borrowing Program operated under the auspices of the Library Systems and the Illinois State Library.

A reciprocal borrower must present his or her photo I.D. and the library card issued by the borrower's home library, then complete a library card application form to register at WPLD. WPLD staff will call the home library to confirm the card's expiration date and to confirm that the borrower is in good standing. The reciprocal borrower will use the home library card to access WPLD materials and services. A WPLD card will not be issued.

Reciprocal Borrowers have the same borrowing privileges as WPLD members, but may not

- Borrow Mobile Devices, Science Kits
- Borrow Interlibrary Loan materials
- Place requests for materials
- Place requests for new purchases

Deleted: New DVDs, New Books on CD, New Music CDs,

Deleted: Thematic Kits

Access to online databases may be limited to WPLD cardholders. The Library reserves the right to limit other resources, programs and services.

Reciprocal borrower cards are valid for one year from the registration date or expiration date at home library, whichever comes first.

The WPLD shall abide by the Rules and Procedures as set forth by the Resource Sharing Policy approved by the Library System.

IV. CARD HOLDER RESPONSIBILITIES

A library card is issued to an individual and is not transferable.

All borrowers are responsible for all materials checked out on the card, including those resulting from the use of a lost or stolen card. A borrower's responsibility is not over until the material is returned complete and in good condition.

Lost or stolen library cards must be reported to the Member Services Desk immediately.

- A. The Library assumes no liability whatsoever for damages that could result from the use of library materials.
- B. Library cards are the property of the WPLD and may be restricted or revoked at any time. Library cards are automatically invalid when a member moves from the WPLD.
- C. Any material circulated by WPLD may be borrowed without regard to age. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
- D. A card is considered valid and in good standing if it does not have any restrictions and is not lost or expired.

V. REPLACEMENT LIBRARY CARDS

In the event that a library card is damaged or reported lost, a replacement card will be issued upon presentation of current photo I.D. and a payment of \$1.00. The original library card will be invalidated. The fee will be waived if the card is expired or within three months of its expiration date.

VI. BORROWING RESTRICTIONS

Library staff may deny borrowing privileges to individuals without a valid library card or photo identification, or cardholders with:

- Items 14 days or more overdue
- An account balance of \$10 or more
- Any unpaid lost or damaged items
- An outstanding balance in debt collection

Deleted: Long overdue items

Restrictions on reciprocal borrowers are outlined in section III above.

Policy Revision Log

Revised September 19, 2018

Approved June 18, 2014, Effective September 8, 2014

Revisions recommended for Board Approval 6-20-20 to be effective July 1, 2020 as part of the fine free library initiative

LOAN PERIODS, LIMITS, RENEWALS & HOLDS Policy No. 211

I. PURPOSE

The Warrenville Public Library District's collection of materials is intended for the shared use of the community. Loan periods and limits help to ensure that all cardholders have the opportunity to access these resources.

II. LOAN PERIODS & LIMITS

A. Loan Periods for WPLD Materials

<u>2 weeks</u>	<u>4 weeks</u>
Mobile Devices	Books
Thematic Kits	Music CDs
Puzzles	Audiobooks
Magazines	
DVDs	

Deleted: 1 week

B. Reference books and newspapers do not circulate.

Deleted: .

Deleted: and current issues of periodicals

C. Loan periods and limits may be established for special collections or materials that are temporarily in high demand.

III. RENEWALS

A. All items may be renewed up to two times, in person, online or over the phone, if the borrower's account is in good standing and there are no holds on the item.

Deleted: three

- B. Overdue items may not be renewed online, but may be renewed in person or over the phone.

Deleted: Extended use fees will be charged at the time of renewal.

- C. Each renewal period will be the same as the initial loan period.

IV. HOLD REQUESTS

- A. WPLD cardholders may place requests for materials that are checked out or otherwise unavailable. Requests may be placed by members in person, online or over the phone.
- B. Members will be notified by phone or eMail when the materials are available.
- C. Material is held for 7 days.

Deleted: 3

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Deleted: 1

Policy Revision Log

Approved June 18, 2014, Effective September 8, 2014

Revisions recommended for Board Approval 6-20-20 to be effective July 1, 2020 as part of the fine free library initiative.

FINE FREE LIBRARY
Policy No. 212

Effective July 1, 2020, the Warrenville Public Library District does not charge late fees for overdue items.

Policy Revision Log

Revisions recommended for Board Approval 6-20-20 to be effective July 1, 2020 as part of the fine free library initiative

Deleted: EXTENDED USE FEES

Deleted: <#>PURPOSE¶

The Warrenville Public Library District charges extended use fees for material that is returned after its due date.¶

<#>EXTENDED USE FEES¶

<#>The following extended use fees are charged for each item returned after its due date.¶

<#>\$1.00 per day – DVDs, Thematic Kits, Mobile Devices¶

<#>\$0.25 per day – All other WPLD materials¶

<#>The maximum extended use fee that will be charged for an item is the cost of the item listed in the Library catalog.¶

Deleted: EXTENDED USE FEES

Deleted: Approved June 18, 2014, Effective September 8, 2014¶

RECOVERY OF OVERDUE MATERIALS & OUTSTANDING FEES **Policy No. 213**

I. PURPOSE

The Warrenville Public Library District's collection of materials is intended for the shared use of the community. To ensure that cardholders have the opportunity to access these resources, the Library will follow this policy in its attempt to retrieve overdue materials and outstanding fees.

II. LONG OVERDUE MATERIALS

- A. If an item is not returned within 42 days of the due date a charge for the cost of the item listed in the Library catalog will be added to the borrower's account.
Deleted: 21
- B. For overdue materials returned after a bill is issued, but within 1 year of the due date, the billed cost will be removed from the member's account and no extended use fees will be charged.
Deleted: 90 days
Deleted: credited to the patron's
- C. After 1 year, the cost of the item will be due and the item will not be accepted back into the collection.
Deleted: 90 days

III. NOTICES

- A. Pre-overdue and overdue notices are sent as a courtesy. Borrowers have the option to receive overdue notices via eMail or U. S. Mail. Pre-overdue notices are sent only to those who opt into eMail notifications. Notifications may be delayed when the Library is closed.
- B. Borrowers are responsible for returning or renewing materials on time, whether or not a notice has been received.
Deleted: and paying all fines

C. Notice & Block Schedule

2 days before due date Pre-overdue notice (eMail only)

7 days after due date ...First overdue notice

14 days after due date Account blocked, privileges suspended

Deleted: Final overdue notice

21 days after due date Second overdue notice

42 days after due date Bill

IV. COLLECTION AGENCY

Accounts with balances of \$50 or more are referred to a collection agency no sooner than 90 days after a bill is issued. A non-refundable \$10 collection fee is added to all accounts that are submitted for collection. Accounts referred to a collection agency must be paid in full before Library privileges are reinstated.

Deleted: 42

Policy Revision Log

Approved June 18, 2014, Effective September 8, 2014

Revisions recommended for Board Approval 6-20-20 to be effective July 1, 2020 as part of the fine free library initiative

LOST, DAMAGED & INCOMPLETE MATERIALS **Policy No. 214**

I. PURPOSE

Borrowers are responsible for the materials that they borrow. This policy specifies how and under what circumstances borrowers will be billed for lost, damaged and incomplete materials.

II. LOST MATERIAL

- A. Lost materials will be billed at the cost of the item listed in the Library catalog when they are 42 days overdue.
- B. Lost materials will be accepted back within 1 year of the due date. After 1 year, the cost of the item must be paid in full.
- C. No refunds will be given after payment has been received for a lost or damaged item.
- D. The Library does not accept replacements.

III. DAMAGED MATERIAL

- A. If an item sustains damage which can be repaired, a fee may be assessed according to the repair fee schedule.
- B. Material damaged beyond repair and judged by the Library as being unsuitable for the collection will be billed at the cost of the item listed in the Library catalog. Material considered damaged beyond repair includes but is not limited to: water damaged, chewed, burned, with substantial stains or markings, and/or numerous ripped pages.

- C. The Library does not accept replacements.

IV. INCOMPLETE MATERIALS

- A. Borrowers will be notified if an item is returned incomplete. The item will not be checked in until the missing piece is returned.
- B. If the missing piece is not returned within 42 days, the incomplete item will be billed at the full cost of the item listed in the Library catalog.
- C. The Library does not accept replacements.

Deleted: and extended use fees will be charged if the missing piece is returned after the due date.

Policy Revision Log

Approved June 18, 2014, Effective September 8, 2014

Revisions recommended for Board Approval 6-20-20 to be effective July 1, 2020 as part of the fine free library initiative

CIRCULATION OF IN-LIBRARY USE EQUIPMENT **Policy No. 215**

I. PURPOSE

The Warrenville Public Library District has a collection of equipment and devices available for use within the Library by Warrenville Library cardholders. Loan periods and limits help to ensure that all cardholders have the opportunity to access these resources.

II. IN-LIBRARY USE

- A. Equipment marked for in-library use may not leave the Library.
- B. Theft or attempted theft will result in immediate suspension from the Library and prosecution to the fullest extent of the law.
- C. The borrower is responsible for the equipment until it is checked in.

III. HOLD REQUESTS

- A. Equipment is available on a first come, first served basis.
- B. Hold requests may not be placed on in-library use equipment.

IV. LOAN PERIODS

- A. In-library use equipment is due 3 hours from check out or at closing time, whichever is earlier.

- B. Equipment may be checked out by Warrenville Library cardholders only.
- C. Minors under 18 years of age must have a signed Internet Agreement Form on file before borrowing equipment with Internet access.

V. RENEWALS

- A. Equipment is not renewable.

VI. LOST EQUIPMENT

- A. Equipment will be considered lost if it is not returned by closing time. Lost items will be charged the full cost of the item, as listed in the Library catalog.
- B. The Library does not accept replacements.

VII. DAMAGED EQUIPMENT

- A. If an item sustains damage which can be repaired, a fee may be assessed.
- B. Equipment damaged beyond repair and/or judged by the Library as being unsuitable for the collection will be billed at the cost of the item, as listed in the Library catalog.
- C. The Library does not accept replacements.

Deleted: <#>Policy Revision Log EXTENDED USE FEES
<#>1
<#>In-library use equipment returned after the time it is due will be assessed the following extended use fees, with charges accruing in 15 minute increments:
<#>Laptops & tablets - \$5 per hour
<#>All other equipment & kits - \$1 per hour
<#>1
<#>Approved January 21, 2015
<#>1
<#>1

VIII. INCOMPLETE EQUIPMENT

- A. Borrowers will be notified if an item is returned incomplete. The item will not be checked in until the missing piece has been returned.
- B. If the missing piece is not returned, the incomplete item will be billed at the full cost of the item, as listed in the Library catalog.
- C. The Library does not accept replacements.

Deleted: and extended use fees will be charged if the missing piece is returned after the time it is due

Policy Revision Log

Approved January 21, 2015

Revisions recommended for Board Approval 6-20-20 to be effective July 1, 2020 as part of the fine free library initiative

INTERLIBRARY LOAN POLICY NO. 520

I. PURPOSE

The Warrenville Public Library District offers interlibrary loans to fulfill member requests for materials that are not viable to add to the collection or not available to purchase. The Library tries to fill requests made by other libraries in the spirit of cooperation and in accordance with ILLINET Interlibrary Loan Code, RAILS Resource Sharing Policy, and the Interlibrary Loan Code for the United States.

II. BORROWING MATERIALS FROM OTHER LIBRARIES THROUGH INTERLIBRARY LOAN

- A. The Warrenville Public Library District will place Interlibrary Loan requests for Warrenville Public Library District members (WPLD cardholders in good standing) only. Individuals who are not residents or cardholders of the Warrenville Public Library District will be asked to request these services through their home library.
- B. Warrenville Public Library District members may request materials through the Item Request form. The Library staff will determine if it is in the best interest of the Library to purchase the materials or borrow from another library. Best sellers, high demand items and materials owned by the library (unless they are missing/damaged/lost) may not be borrowed from another library. The Warrenville Public Library will consider requests for recently-published titles by following guidelines set forth in the *Materials Selection Policy*.
- C. Members may submit up to eight item requests in one calendar month. A librarian may further restrict the number

of items requested when necessary to ensure equitable and timely service within the constraints of budget and staffing.

- D. The Library cannot guarantee the availability of any material requested. Members will be notified if material cannot be obtained.
- E. The Library reserves the right to deny use of the Library's interlibrary loan services if a member has repeatedly lost or fails to pick up items requested through interlibrary loan.
- F. A \$3 processing/postal fee plus lending library charges will be applied to materials requested from out of state. A fee may also be issued for photocopied material. These fees will be charged to the member when the materials are received by the Library.
- G. Requests that Library staff determines may violate copyright laws will not be accepted.
- H. Interlibrary loans must be picked up within 7 days of notification of arrival at the Warrenville Library, unless the library is notified of special circumstances. Members will be notified by phone or email.Deleted: five
- I. Due dates and renewal requests:
 - 1. The Library cannot guarantee that a request will be filled by a specific date. If a member needs an item by a specific date, the Library staff will try to identify a local library that will hold the item for pick-up.
 - 2. Due dates are determined by the lending libraries. Decisions regarding the renewal of materials are made by the lending library.

3. Depending on the lending library's policies, Interlibrary Loans may only be renewed once. Renewals must be requested by the member before the item is due. Interlibrary Loan items that are 42 days overdue may not be renewed.

J. Lost and damaged fees are determined by the lending library and assessed to the member.

III. INTERLIBRARY LOANS FOR LOCAL BOOK DISCUSSION GROUPS

- A. The Library will request multiple copies of books for local book discussion groups.
- B. Guidelines, procedures and request forms are available at the Library.
- C. Requests are limited to one request per group, per month.

IV. LENDING MATERIALS TO OTHER LIBRARIES

- A. The Library will loan material in a variety of formats, including audio/visual materials, provided the title is not a best seller and/or on a reserve list.
- B. Borrowing libraries may make requests through a variety of methods including the Library's web site.
- C. Materials supplied for Interlibrary Loan will be subject to the due dates normally applied. If requested, the due date may be changed at staff discretion.
- D. Items loaned cannot be renewed if a Warrenville patron or another library has placed a hold on the item.

Deleted: It is the responsibility of the patron to notify a Library staff member with the request to renew an item. Interlibrary loan material may be renewed once, at the discretion of the lending library.

Deleted: Renewal of all interlibrary loan items must be requested before the due date to avoid extended use fees.

Deleted: 1
The extended use fee for an Interlibrary Loan is 25¢ per day per item.¶

This policy refers to the following documents which can be found online:

ILLINET Interlibrary Loan Code and **RAILS Resource Sharing Policy**:
<http://www.railslibraries.info/resource-sharing>

Interlibrary Loan Code for the United States

Policy Revision Log

Approved January 18, 2006

Revised September 16, 2009;

Revised April 17, 2013

Revised June 18, 2014, effective September 8, 2014

Revisions recommended for Board Approval 6-20-20 to be effective July 1, 2020 as part of the fine free library initiative

10c. NEW BUSINESS

Approve Temporary COVID-19 FMLA Leave Expansion and Emergency Paid Sick Leave Policy (ACTION)

Suggested Motion: Approve Temporary COVID-19 FMLA Leave Expansion and Emergency Paid Sick Leave Policy with an effective date of March 16, 2020 and a sunset date of December 31, 2020

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy took effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Library's other leave policies such the Family Medical Leave Act policy or the Unpaid Leave of Absence policy.

The FFCRA provides paid leave for eligible employees who meet the specified qualifications.

Depending on the qualifying event and the type of leave an employee may be eligible for paid leave at the rate of 100% or 2/3 of the employee's regular rate of pay. Because the first two weeks of Expanded FMLA is unpaid the Library will allow the employee to use accrued paid leave during those two weeks. The Library will also allow employees who qualify for 2/3 pay to use accrued paid leave for the remaining 1/3 of their regular rate of pay.

Intermittent leave will be permitted for employees who qualify because of the need to care for a child.

As with other types of leave in the library's employee handbooks, insurance benefits will continue during EFMLA and EPSL. Annual Leave, Sick Leave and Paid Time Off will accrue on FFCRA (EFMLA or EPSL) pay.

Assistant to the Director Davis will be responsible for coordinating and approving leave requests.

Assistant to the Director Davis and Director Whitmer recommend approval of this policy.

COVID-19 FMLA LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE Temporary Policy (2020)

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy took effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Library's other leave policies such the Family Medical Leave Act policy or the Unpaid Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

EMERGENCY FMLA LEAVE

Employee Eligibility

All employees who have been employed with the Library for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020 through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).

For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not

carry over beyond the calendar year nor will it pay out upon termination of employment. The employee can use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the Library will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with the Assistant to the Director. If the employee does not continue these pre-arranged benefit payments, the Library may discontinue coverage during the leave. If the Library maintains coverage while the employee is on leave, the Library may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will accrue employment benefits, such as annual leave, PTO and sick pay, etc. while on paid leave.

Employees will not accrue employment benefits, such as annual leave, PTO and sick pay, etc. while on unpaid leave

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to the Assistant to the Director as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid family leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of the Library and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

EMERGENCY PAID SICK LEAVE

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 75 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee may use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to the Assistant to the Director as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused emergency paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the Library. Unless the employee is teleworking, once the employee begins taking

emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking emergency paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Library, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

Policy Revision Log

Revisions recommended for Board Approval 6-20-20 to be effective April 1, 2020 with a sunset date of December 31, 2020.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

10d. NEW BUSINESS

Approve Temporary COVID-19 Employee Expense Reimbursement Policy (ACTION)

Suggested Motion: Approve Temporary COVID-19 Employee Expense Reimbursement Policy with an effective date of March 16, 2020 and a sunset date of December 31, 2020

In January 2019, the Illinois Wage Payment and Collection Act was amended to require all employers to pay staff for expenses incurred when staff are required to work from home. Prior to the Coronavirus Pandemic, remote work was voluntary and not required by the Library, therefore reimbursements to employees were not required.

During the Pandemic, employees have been required to work remotely. The work has included everything from checking email, participating in online meetings, planning and conducting virtual programming, continuing collection development tasks, running payroll, paying bills and more.

Director Whitmer implemented this policy and reimbursements for March, April and May are included in the June bills. She recommends the approval of this temporary policy. Funding for future reimbursements are included in FY21 Working Budget.

The policy is included on the following pages.

COVID-19 EMPLOYEE EXPENSE REIMBURSEMENT

Temporary Policy (2020)

In January 2019, the Illinois Wage Payment and Collection Act was amended to require all employers to pay staff for expenses incurred when staff are required to work from home. As such, Warrenville Public Library District will reimburse employees for reasonable, business expenses incurred while conducting library business away from their normal work location during the Coronavirus Pandemic.

Employees working from home during the COVID-19 crisis will be reimbursed a flat monthly rate for cell phone and internet use. The reimbursement rate will be based on the average weekly hours for the pay periods in each month. The reimbursement rates are as follows:

Average Weekly Remote Hours	Monthly Reimbursement Rate
0-10	\$8
10.25-20	\$15
20.25-30	\$23
30.25-40	\$30

The reimbursement rates are based on available data of average monthly cell phone and internet costs. Reimbursements for remote work required due to COVID-19 will continue until December 31, 2020 or until such time employees are called back to work all of their hours at the Library, whichever occurs first.

Employees who have been provided with a library wifi hot spot will be eligible only for telephone reimbursement at a flat rate of \$5 per month.

For the months of March through May 2020 requests for reimbursement will be prepared by administration and employees must return the signed request to the Director by Monday, June 15.

Beginning with reimbursements for June 2020, staff must complete and submit a reimbursement request form by the 10th of the month following the month in which the work was performed. (For example, a reimbursement request for remote work completed in June is due by July 10.)

Policy Revision Log

Revisions recommended for Board Approval 6-20-20 to be effective March 16, 2020 with a sunset date of December 31, 2020.

COVID-19 EMPLOYEE EXPENSE REIMBURSEMENT REQUEST FORM

(due by 10th of month for prior month's remote work)

Return this form to Library Director.

Employee Name _____

I request reimbursement for cell phone and data use for the following remote hours worked. I certify that all information provided is true and correct to the best of my knowledge.

Employee Signature _____

Date (mm/dd/yy) _____

Month for which you are requesting reimbursement: _____

Please attach a log of your remote hours worked. For each day you work remotely, please note the date, your start and end time and the number of hours worked. Please express the number of hours worked as a decimal, rounded to the quarter hour. (example: 1.25 = 1 hour, 15 minutes; 3.50 = 3 hours, 30 minutes; 5.75 hours = 5 hours, 45 minutes; 7.00 = 7 hours).

OFFICE USE ONLY – ACCOUNT #6410-01

Approved _____

Denied* _____

Please indicate your average weekly remote hours for the month:

0-10 hours
 \$8.00

10.25-20 hours
 \$15.00

20.25-30 hours
 \$23.00

30.25-40 hours
 \$30

*reason for denial _____

10e. NEW BUSINESS

Approve Director's Recommendation for Employee Compensation
Beginning June 29, 2020 (**ACTION**)

Suggested Motion: Beginning June 29, 2020, pay employees their regular rates of pay for actual hours worked and require employees to use accrued paid time off for regular hours not worked.

At its April 15, 2020 meeting, the Board approved paying all employees their regular rate of pay for regularly scheduled hours through Fiscal Year 2020 (Sunday, June 14, 2020).

At its May 20, 2020 meeting, the Board asked staff to develop a plan for furlough or reduced hours to be presented at the June 17, 2020 Board Meeting. The Board approved paying all employees their regular rate of pay for regularly scheduled hours through June 28, 2020 and require use of paid leave for hours when work is available but the employee is not available to complete the work.

Director Whitmer recommends the following compensation policy beginning June 29, 2020:

- Pay employees for actual hours worked.
- Require employees to use accrued paid leave (PTO, Annual Leave, Sick Leave) for hours not worked.

This eliminates "emergency pay" that has been used since March 16 to make employees' compensation "whole." Once an employee exhausts any accrued paid leave, he or she will be only be paid for actual hours worked; the remainder of the employee's regular hours will be unpaid. This recommendation is open-ended (without an end date) but will be revisited in July when more is known about reopening the Library to the public.

Example

Employee A has a "regular schedule" of 60 hours per two-week pay period.

For the pay period beginning July 13 and ending July 26 Employee A:

- Works 45 hours in the building (as assigned by her manager)
- Completes 1 hour of continuing education at home
- Completes 6 hours of project work at home (assigned by her manager)

For the pay period, Employee A will be paid as follows to reach her regularly scheduled 60 hours:

- 52 hours "regular" pay (for actual hours worked)
- 8 hours PTO

Additional expectations for "actual hours worked"

- Hours worked should relate to the operational needs of the library.
- Continuing education hours may not exceed 2 hours in any pay period unless assigned by the employee's supervisor or the Library Director.

Other options for employees

- If they qualify, employees may use Emergency Paid Sick Leave or Expanded Family Medical Leave as provided by the Families First Coronavirus Response Act.
- Employees may request accommodations under the Americans with Disabilities Act.
- Eligible employees may request Family Medical Leave.

Impact on Benefits

All paid hours (working hours, annual leave, sick leave, PTO, holiday, bereavement and FFCRA) will count toward the benefit threshold.

If an employee's paid hours (work time plus Annual Leave, Sick Leave PTO, holiday, bereavement and FFCRA) fall below an insurance benefit threshold, the following will occur:

- For Blue Cross Blue Shield (BCBS), the employee's participation may continue through August 31, 2020. (BCBS has waived contract terms through June 30, 2020 and LIMRiCC's extension of benefits continues coverage through August 31, 2020.)
- For Delta Dental and VSP (vision), the employee's participation may also continue through August 31, 2020.
- For Unicare (life insurance), the employee's participation may continue through October 31, 2020. (Unicare has waived contract terms through July 31, 2020 and October 31, 2020. (Unicare has waived contract terms through July 31, 2020 and October 31, 2020.) LIMRiCC's extension of benefits continues coverage through October 31, 2020.)

Insurance coverage will be terminated and COBRA will be extended to employees who are not meeting the required hours threshold after August 31 (for BCBS, Delta Dental and VSP) and October 31 (for Unicare).

For full time employees, Annual Leave and Sick Leave accruals will be prorated for any pay period in which the employee does not have sufficient time accrued to cover regularly scheduled hours.

For part time employees, Paid Time Off will continue to accrue based on the number of hours worked as outlined in the Employee Handbook.

10f. NEW BUSINESS

Location of future meetings during Coronavirus Pandemic (discussion only)

Looking ahead, it may be helpful for the Board to have a discussion regarding whether or not to continue to hold meetings online, resume meetings at the building or conduct a hybrid meeting with some individuals at the building and others attending online.

This is a list of some factors the Board may wish to consider when discussing this topic.

- Availability of meeting space at the library that accommodates social distancing (if required)
- Status of Governor's Executive Order regarding Open Meetings Act (summary attached)
- Status of Senate Bill 2135 which contains procedures governing remote meetings. The bill was passed by both houses of state legislature, but as of June 10 is not yet signed by the Governor.
- Restore Illinois Phase - Phase 3 permits gatherings of 10 or fewer; Phase 4 permits gatherings of 50 or fewer. (basic guidelines for the 5 phases attached)
- Face coverings – will they be required?
- COVID-19 Self Assessment – with individuals attending the meeting be required to complete a health self-assessment before attending the meeting
- Will the meeting be open to the public or broadcast live so the public can participate from a remote location?

Summary of Governor's Executive Orders regarding Open Meetings Act

March 16, 2020 - Governor Pritzker signed Executive Order No. 2020-07. Public bodies are permitted to conduct meetings electronically without having to comply with the physical quorum requirement of the Open Meetings Act (OMA). The Attorney General recommended that, where possible, government meetings should be canceled or postponed. If a public body must meet, the Attorney General recommended the following:

- Members of the public body are encouraged to utilize remote access
- Meetings where 50 or more people might attend should be canceled or postponed
- Provide video, audio or telephone access to members of the public who want to participate in the meeting
- If meeting in person, the meeting should be held in a room that can facilitate social distancing.
- Record the meeting and post the recordings
- Clearly identify the location of a meeting on the notice and posting
- Consider taking public comment by email or written submission and read those comments at the meeting
- Update websites and social media to keep the public informed

April 30, 2020 - Governor Pritzker signed Executive Order No. 2020-33. This effectively re-issued EO 2020-07 and extended the OMA exceptions through May 29, 2020.

May 29, 2020 - Governor Pritzker signed Executive Order No. 2020-39. This effectively re-issued EO 2020-07 and extended the OMA exceptions through June 27, 2020 **or until corresponding legislation (SB 2135) is enacted or takes effect, whichever is first.**

Based on the Executive Orders above, remote meetings of public bodies can continue through June 27, 2020. Things may change before June 27 but only if the Governor signs SB 2135.

Senate Bill 2135

SB 2135 was approved by both houses on May 23. It will go into immediate effect when signed by the Governor. As of June 10, it has not been signed by the Governor.

SB 2135 amends the Open Meetings Act and allows a public body to hold both open and closed meetings as long as the following conditions are met:

- The jurisdiction is covered by a disaster proclamation issued by the Governor or Director of Illinois Department of Public Health related to public health concerns.
- The head of the public body determines an in-person meeting is not practical or prudent due to the disaster.
- All members of the public body participating in the meeting, wherever their location are verified and can hear all discussion.
- For open meetings,
 - Members of the public present at the regular location can hear all discussion and votes of the body.
 - If public attendance is not possible because of the disaster, the public must be able to hear all discussion and votes through alternate means (phone, video, etc.). For purposes of this bill, public attendance is not possible if the

disaster declaration renders in-person attendance of more than ten people at the regular meeting location not possible.

- At least one member of the body, chief legal counsel or chief administrative officer must be present at the regular meeting location unless infeasible due to the disaster.
- All votes must be conducted by roll call.
- Except in the case of a bona fide emergency, 48 hours' notice of each meeting must be given to the public through a posting on the website of the public body.
- The public body must keep a verbatim recording of all meetings – both open and closed sessions – in the form of an audio or video recording. Recordings of open meetings must be made available to the public.

This information is adapted from several sources:

State of Illinois Executive Orders in Response to COVID-19
coronavirus.illinois.gov/s/resources-for-executive-orders

Municipal Minute Blog (Ancel Glink)
municipalminute.ancelglink.com

"New Executive Order and Legislation Clarify Remote Meeting Requirements Under OMA and Delay Deadline for Economic Interest Statement" (Hodges Loizzi Eisenhammer Rodick & Kohn LLP)
hlerk.com/new-executive-order-and-legislation-clarify-remote-meeting-requirements-under-oma-and-delay-deadline-for-economic-interest-statement/

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

The five phases for each health region are as follows:

Phase 1 – Rapid Spread: The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

Phase 2 – Flattening: The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Nonessential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

Phase 3 – Recovery: The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

Phase 4 – Revitalization: The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

Phase 5 – Illinois Restored: With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

COVID-19 Activities / Update

The staff were surveyed regarding returning the building to work. The results of the survey were shared with the staff and the board. Responses helped us:

- ensure our safety plans were appropriate,
- identify individuals who were ready to come back to work at the building
- reach out to individuals with unique situations who are unable to return at this time.

Community Unit School District 200 shared their employee and supervisor guides for COVID-19. We adapted the content and distributed copies to all staff. Each employee has a business-card sized "self-checklist" and everyone is required to assess their own health prior to entering the building each day. The guides address:

- health safety protocols,
- what to do if the employee or a member of the employee's household is sick, either with COVID-19 or another illness,
- when an employee can return to work if ill.

Managers returned to the building on June 1. Other staff returned on June 8. We are working staggered shifts.

We began accepting returns on Monday, June 8. Returns are accepted near the lower level entrance:

Monday, Wednesday, Friday and Saturday from 10 am – 2 pm

Tuesday and Thursday from 2 pm – 6 pm

We are currently quarantining all returned materials for seven days. Items will remain on a borrower's account for at least seven days. No fees will accrue.

With returns underway, staff began preparing the backlog of held items for curbside pickup. "Soft launch" of curbside pickup begins Tuesday, June 16. We are in the process of calling members, scheduling pick up times, then pulling, checking out and bagging items. For the first week, we are scheduling pickups on Tuesday, Thursday and Saturday.

Our June 17 eNews will announce Monday, June 22 as the official start of curbside pickup. We'll also have announcements on the website and on social media.

Special thanks to our Curbside Team led by Paul Doberszyn and Jaime Perpich for planning. Thanks to Kathy Gaydos for coordinating our messaging and signage.

Staff are focused on curbside returns and pickup at this time. We have not discussed a date for reopening the building.

Concerts on the Commons

After consulting with City of Warrenville staff we have cancelled the July concerts. With the help of Scott Bass from Bass Schuler Entertainment, the June performers have been rescheduled for September. We will revisit the status of the August concerts in mid-July.

SWAN Update

The SWAN membership voted to accept Warrenville, Roselle and Glenside Library Districts as members. The intergovernmental agreement was signed by Trustees Picha and Lezon, then submitted to SWAN.

Weekly meetings began on June 1. Cynthia Makowski has sent several data reports to SWAN so they can begin "mapping" our codes and policies. The first data extract will take place this month. Jaime Perpich and Paul Dobersztyn have been invited to upcoming meetings so they can get an overview of the policy profiling work that needs to be done in June and July.

RAILS has awarded us a Catalog Membership Grant to help with some of the costs of migrating to SWAN.

Census Grant

We are wrapping up the Census grant activity. The Illinois Department of Human Services is offering a second grant from July through October, but we will decline participation. We do not have the staff capacity at this time to administer the grant properly. We will continue to wear our Census T-shirts, distribute the remaining Census "swag," promote participation on our social media channels. I am hopeful we can find a safe way to do outreach to our hard-to-count populations and use the tablets we purchased with grant funds to boost the participation rate in Warrenville.

Warrenville Writers Connection

The Warrenville Writers Connection is looking for someone to lead their group. Two years ago, Betsy Dudak approached me about her interest in starting a group. I committed to providing a space for the group and including information about the group in our newsletter. Betsy recently stepped down from her leadership role, but will continue as a member of the group. The group held informal meetings on Zoom in May and June.

Airhart Construction – Sidewalk

Airhart Construction is planning to install the sidewalk along the parking spaces on the west side of our building sometime this month.

Staffing Updates

Curt Stacey, IT Assistant, resigned effective June 5.

STATISTICAL SUMMARY MAY 2020

On March 16, 2020, the Library closed temporarily because of COVID-19. The decrease in certain statistics and increase in others can be attributed to this closure which continued into the month of May.

	MAY 2020	MAY 2019	% change	+/-
TOTAL CIRCULATION ***	3,208	18,153	-82.3%	-14,945
Print	27	9,066	-99.7%	-9,039
NonPrint	1	7,266	-100.0%	-7,265
Equipment (mobile dev., in-house laptops, etc.)	-	99	-100.0%	-99
Downloadables	3,180	1,722	84.7%	1,458
 OVERDRIVE (eBooks & eAudibooks)	 1,435	 1,087	 32.0%	 348
ZINIO (eMagazines)	260	108	140.7%	152
Hoopla	1,485	565	162.8%	920
 ITEM REQUESTS PROCESSED	 -	 227	 -100.0%	 -227
INTERLIBRARY LOANS RECEIVED	-	177	-100.0%	-177
 MATERIALS ADDED	 419	 906	 -53.8%	 -487
MATERIALS WITHDRAWN	150	1,475	-89.8%	-1,325
TOTAL COLLECTION SIZE*	107,005	106,400	0.6%	605
 PROGRAMS				
Number of Adult Programs	3	9	-66.7%	-6
Adult Program Attendance	41	125	-67.2%	-84
Number of Teen Programs	5	2	150.0%	3
Teen Program Attendance	14	9	55.6%	5
Number of Children's Programs	10	6	66.7%	4
Children's Program Attendance	91	115	-20.9%	-24
Book-A-Librarian	-	4	-100.0%	-4
Book-a-Librarian Attendance	-	4	-100.0%	-4
 OUTREACH				
Adult Outreach Events	-	-	na	-
Adult Outreach Attendance	-	-	na	-
Youth Outreach Events	-	4	na	
Youth Outreach Attendance	-	1,070	na	
 RECIPROCAL BORROWER CIRCULATION	 -	 1,653	 -100.0%	 -1,653
 RESIDENT CARDS ACTIVE	 6,586	 6,089	 8.2%	 497
RECIPROCAL BORROWER CARDS ACTIVE	320	333	-3.9%	-13
 VISITOR COUNT **	 -	 9,032	 -100.0%	 -9,032
 COMPUTER SESSIONS	 -	 1,138	 -100.0%	 -1,138
 DATABASE USAGE	 796	 165	 382.4%	 631
 WEBSITE VISITS	 30,830	 59,111	 -47.8%	 -28,281
UNIQUE WEBSITE VISITORS	28,232	54,462	-48.2%	-26,230

*Total Collection Size includes downloadable items and equipment/mobile devices

Special notes for May 2020

none

12. ASSISTANT TO THE DIRECTOR REPORT

May 2020

Jackie Davis

Administration

- Sent financials to Accounting Services for processing.
- Assisted Sandy with assembling the May board packet. Delivered the packets to the post office for mailing.
- Processed checks for mail and documents needed to go to trustees for signature
- Continuing to search for and order PPE supplies for return to work. A new item ordered was face shields.
- Composed minutes of the Committee of the Whole and the Regular Board of Trustees Meeting on May 20.

Human Resources

- Processed two payrolls remotely.
- Sent IMRF and monthly financials information to Accounting Services
- Spoke with a few staff members regarding return to work and options available for them if they are not able to return.

Meetings

- Committee of the Whole Meeting – May 20
- Regular Board of Trustees Meeting – May 20
- Management Team Meetings – May 5,12,19,26
- On May 13, I was Sandy's substitute for the virtual meeting with the City, School District and Park District. It was enjoyable.

Continuing Education

I had 7.5 hours of continuing education ranging from IMRF Rates, items related to COVID-19, returning to work.

Maintenance

- **Building Maintenance during closure for COVID-19**
Ly continues to report to the building Monday, Wednesday, and Friday each week. He flushed the toilets, filled the drains with water, checked outside garbage receptacles, watered all the indoor plants once a week, and took care of any other items needing attention.
- **Boiler Flue Repair**
Boiler flue repair was completed on May 20 and 21. Olsson Roofing was on site the first day of repairs to patch the roof.
- **Men's Public Restroom Partitions**
Josh from Shales McNutt sent three more hinges for our bathroom stall partitions as requested.
- **Miscellaneous**
The building made it through the torrential May rains with no leaks.

12. PUBLIC SERVICES REPORT

May 2020

Paul Dobersztyn

Highlights

- The Curbside Pickup task force was created and met twice in May to discuss the possibility to open the Library for Curbside Pickup. Supplies have been ordered, procedures have been written, and tasks have been designated. The staff will be ready to launch in mid-June.
- The Summer Reading theme this year will be Read for a Cause. For every reading log submitted July 1st through August 15th, the library will donate \$1.00 to a cause in Warrenville. The four organizations that have responded to our requests are Warrenville Youth & Family Services, The Student Excellence Foundation, The Naperville Humane Society and The Literacy DuPage Foundation. Our library members will be able to submit their reading logs online through a web form. The funds for this program have been provided by the Alba Lemos gift fund.
- The Summer programming was revised and adapted to feature more virtual programs and prerecorded programs. They are now visible on the Communico calendar through August.
- A large order of Youth & Teen books were purchased on the Overdrive platform to ensure access to new/popular series for those age groups.
- Youth services continues to create DIY storytime and rhyme time resources for parents to use at home.
- Jen from the Adult Services department has created a "Discover your next Read" web form that is used for our staff to give recommendations about a member's next read.

Programming

Title	Live attendance	Recorded Views
Teen Jack Box Gaming 5/1	3	N/A
Baby Storytime 5/5	2	16
Baby Parent Connection 5/6	0	N/A
Storytime with Miss Julie 5/7	5	11
Teen Jack Box Gaming	3	N/A
Baby Storytime 5/12	0	12
Nicholas Flamel Science Fiction of Fiction 5/12	7	9
Storytime with Miss Julie 5/14	8	N/A
Book Club: Rick Riordan Presents 5/14	3	N/A
Teen Jack Box Gaming 5/15	4	N/A
Baby Storytime 5/19	1	7
Heavenly Handspinning 5/19	8	6
Storytime with Miss Julie 5/21	8	4
Teen Jack Box Gaming 5/22	3	N/A
Baby Storytime 5/26	0	1
Lincoln as a Storyteller 5/27	7	4
Storytime with Miss Julie 5/28	6	7
Teen Jack Box Gaming 5/29	1	N/A
	69	77

Personnel

- No changes

Professional Development

- 235 sessions of CE were completed by the Public Services Department in May.
- 132 total hours of CE were completed.
- Topics that were covered:
 - Midwest Tape: Product Discovery, Collection Development, Re-opening the library Webinars, Spanish Language Learning, Programming Ideas, & Social Justice.
- A full list can be provided by the Public Services Manager.

Programming / Outreach (Not entered in Communico)

Book a Librarian: 0 Puzzles: 0 Teen Volunteers: 0

- A member survey went out through eNews and social media outlets. We had 33 responses in five days. Here is some of the feedback:
 - Most members prefer the prerecorded program versus a live program.
 - Most members are unlikely to pick up a take-home craft at this moment.
 - A majority of the responders have been utilizing the ebook and eaudiobook selections.
 - About half of the responders have liked a post on our social media pages.
 - When asked, "what resource do you miss about the library," physical media, browsing and computer usage had the largest responses.
 - When asked, "how can we support your household currently," the comments were split in half. Some asked for curbside pickup, some remarked that the library is offering plenty as a virtual library.
- The Youth Services department held a creative droid building contest on social media that had great member interaction.
-



InterLibrary Loan

Item Requests Processed: 0; Materials Received: 0; Materials Lent: 0

Digital Resources

Beyond Dust Jackets Blog:

Views 5/1-31: 2,320

Total views 2020: 7,843; Total views FY: 21,239

NextReads Newsletters:

Subscribers thru 5/1-31: 168

Newsletters sent 5/1-31: 677

Total newsletters sent 2020: 3,282; Total newsletters sent FY: 7,339

OverDrive eAudiobooks/eBooks:

New User accounts 5/1-31: 34

Checkouts 5/1-31: 1,435

Total checkouts 2020: 5,858; Total checkouts FY: 12,126

RB Digital eMagazines:

User accounts thru 5/1-31: 262

Checkouts 5/1-31: 260

Total checkouts 2020: 991; Total checkouts FY: 1,655

Hoopla:

New User accounts 5/1-31: 59

Checkouts 5/1-31: 1,485

Total checkouts 2020: 5,008; Total checkouts FY: 8,735

12. MEMBER SERVICES REPORT

May 2020

Jaime Perpich

Library Card Monthly Stats		
	May 2020	May 2019
# of new cards issued (Temporary Card Registrations)	35	77
# of renewed cards (expiring 5/2020) <small>*Automatically renewed per NCOA report</small>	117 <small>(87% of accounts renewed)</small>	100 <small>(82% of accounts renewed)</small>
Warrenville Resident cards (active)	6,586	6,089
Reciprocal Borrower cards (active)	320	333

Miscellaneous Monthly Circulation Stats		
	May 2020	May 2019
Self-Checkout Station	0	7,185 items <small>(43% of total circulation)</small>
Reciprocal Borrower Circulation	0	1,653
# of Outgoing Book Discussion ILL Requests	0	23 <small>(9% of total item requests)</small>
Mobile Device Circulation	0	50
Mobile Device In-house Circulation	0	49

Projects

The Curbside Pickup task force was formed to create a plan for allow return of checked out material and providing curbside pickup services to WPLD members. The team met twice in May to formulate procedures and a timeline for these services. Paul and Jaime worked with the management team to prepare to begin launch of services in June.

Fine Free prep continued in May, working to revise existing procedures with Sandy after meeting with Dawne Tortorella from SWAN. Member Services Department staff

researched existing policies for fine free libraries and discussed changes to WPLD policies.

Professional Development

22 sessions of CE* were completed by the Member Services Department in May.
20.25 total hours of CE were completed.

*Full list of CE can be provided if needed.

Meetings

5/6, 5/13, 5/20, 5/27 Member Services Department Zoom Meeting - Jaime, Kathy, Mary, Stephanie

5/5, 5/12, 5/19, 5/26 Management Team Zoom Meeting - Jaime

5/11 Meeting with SWAN's Dawne Tortorella and Sandy - Jaime

5/15, 5/22 Curbside Team Zoom Meeting - Jaime, Kathy, Mary, Stephanie

5/20 Library Board Meeting - Jaime, Kathy, Mary, Stephanie

5/21 One-on-One Meeting with Kathy G. - Jaime

5/21 One-on-One Meeting with Sandy – Jaime

Outreach

5/6 Gift Card Promo Video - Jaime

12. MARKETING REPORT

May 2020

Kathy Gaydos

eNews* (Constant Contact)

		Open	Click
	Sent	Rate ¹	Rate
Weekly eNews (5/28) events, concerts	5,427	42%	10%
Weekly eNews (5/20) curbside	5,412	42%	32% ²
Weekly eNews (5/13) eMedia	5,412	34%	8%
Weekly eNews (5/7) online learning	5,412	32%	7%

¹Open rate is consistently higher than the industry average of 25%.

²This click rate is over 4 times higher than our average click rate; over 90% of clicks were to Sandy's blog post on curbside service considerations.

Facebook	Dec. '19	Jan. '20	Feb. '20	Mar. '20	Apr. '20	May '20
Total Page Followers	1,089	1,100	1,110	1,145	1,164	1,168
Total Page Likes	1,072	1,079	1,090	1,131	1,143	1,147
Avg. Daily Reach (w/ paid)	778	706	617	516	569	379
Twitter	Dec. '19	Jan. '20	Feb. '20	Mar. '20	Apr. '20	May '20
Average Daily views	345	237	247	428	252	286
Average Engagement Rate	1.0%	1.0%	2.2%	1.4%	1.5%	1.3%
Instagram	Dec. '19	Jan. '20	Feb. '20	Mar. '20	Apr. '20	May '20
Followers	169	183	192	205	221	232
Impressions*	292	773	580	427	401	1,307
Reach*	122	387	146	153	107	1,181

*May statistics are for entire month; figures for other months are "last 7 days" at time of reporting.

Activities

- May postcard—finalized design and worked with printing company on print specs; arrived in Warrenville mailboxes approximately May 20.
- Postcard to mail in late June—created content to focus on Curbside Service and Summer Reading event: Read for a Cause.
- Read for a Cause Summer Reading Event—worked with graphic designer on logo; drafted content for website and other marketing materials; worked with Lydia to edit/finalize content.
- Curbside Service—worked with graphic designer on logo; began creating content for various marketing-related components such as blog posts, social media and signage; worked with Jaime on scripts and forms to be used by staff during various phases of the pickup process.
- Discover Your Next Book readers advisory blog and form—worked with Jen to finalize content.
- Books on App book club—worked with Jen on Communico and Goodreads content for this new online book club format.
- June events—reviewed/edited content and added search tags; created links for eNews; created three slides for use in Facebook promotions and on website.
- Facebook promotions—revised content and schedule plan to be used by public services contributors (Julie and Sylvia).
- Created virtual events flyer for social media.

- Libby logo—requested updated logo from designer for use in eNews.
- Marketing on Instagram—completed Lynda.com webinar course (2.5 hours).
- Good to Know blog—added two articles: 1) technology upgrade, and 2) Concerts on the Commons by Sandy.
- Library card registration and readers advisory process in Spanish—explored options/logistics with Nora, Diana and Paul to promote our services in Spanish.
- Planning—identified and prepared a list of tasks and projects other staff members could work on over next several weeks and months.

Activities relating to Census

- Added several posts to our three social media posts; tracked and provided FB billing statements for payment.

Meeting Attendance

One-on-one meeting with Sandy via Zoom—5/5/20 (How-to on shortened link product)
 Management Team meetings via Zoom—5/5, 5/12, 5/19, 5/26/20
 Census presentation by DCC Marketing via Zoom—5/7/20
 Library Board meetings via Zoom (committee of the whole and main)—5/20/20
 Skype/phone meeting with Jaime to review Curbside plan—5/21/20
 Webinar by ILA Top Trends in Library Marketing—5/22/20
 Zoom meeting with Cynthia and Jaime on ad blocking software—5/26/20

***eNews**—includes all activities related to producing weekly newsletters:

- plan, write, edit content,
- select/size images,
- proofread,
- add/check links,
- test drafts,
- import and monitor contact list,
- update content tracking document.

****Social media**—includes all activities related to managing three social media platforms:

- plan which events and resources are included on which platform and when they're posted,
- review file photos or slides to include,
- review and edit (if need be) scheduled posts
- set up and schedule Facebook events,
- determine which events receive ad boosts and then track spending,
- review posts of area agencies (City, CUSD200, Park, Forest Preserve, Fire Protection, etc.) determine if share/retweet;
- review feeds from vendors (OverDrive, Hoopla, RbDigital, Tutor.com, etc.) to determine if share/retweet,
- respond to staff request for additional social media support of their events, update content tracking document, review analytics.

12. TECHNICAL SERVICES REPORT

May 2020

Sandy Whitmer

Collection statistics for the month

219 physical items added

52 books

134 periodicals

33 AV (includes DVDs, CDs, Audiobooks, Puzzles, Kits)

150 physical items withdrawn

18 books

128 periodicals

4 AV (includes DVDs, CDs, Audiobooks, Puzzles, Kits)

Collection Maintenance:

0 books repaired

0 discs cleaned / repaired

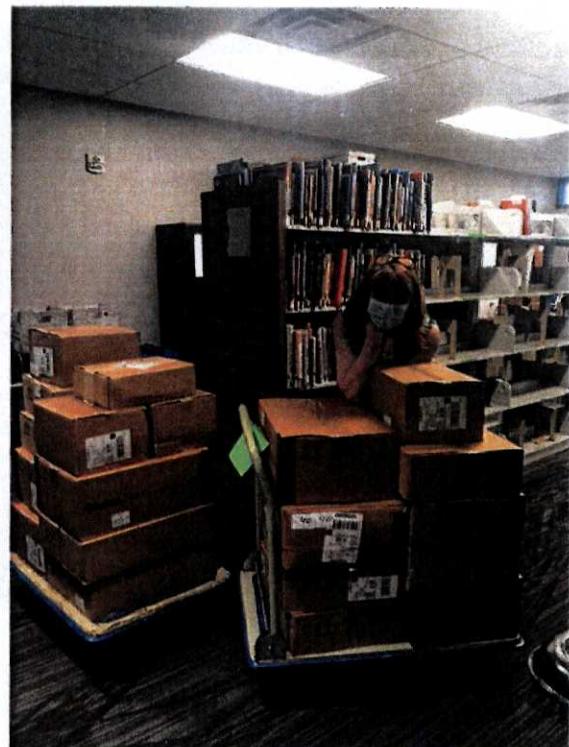
0 other items handled

Special Projects (May)

In mid-May, shipments from Baker & Taylor, our book supplier resumed. Over the course of about three days we received more than 40 boxes of materials.



Gail came to my rescue at the post office.



Jackie greeted the UPS driver.

Several staff worked on site in May:

- Sarah started cataloging books that were received
- Gail updated item records for the materials Sarah cataloged. She also continues to remotely process orders for books and AV materials.
- Therese processed magazines received and entered them into our catalog. She also withdrew old magazines.
- Colleen spent a couple of shifts in the building shelving materials that were checked in prior to the closure.

Continuing Education:

Staff completed 57.5 hours of continuing education over 70 separate sessions.

Topics included: training on new Midwest Tape site for AV materials, team building, self care, "library of things," communication, serving veterans, LACONI Tech Services Section COVID-19 discussions, book blogging and more.

12. COMPUTER SERVICES REPORT

May 2020

Cynthia Makowski

Cynthia

1. Meetings, training, etc.
 - Board Meeting via Zoom
 - Management Team meetings via Zoom (3)
2. Worked with SiriDynix to install Web Services 6.0.2, Horizon v7.5.6, and the corresponding SIP authentication tools on the servers, then upgraded the Horizon client on the in-library Staff PCs. Will need to thaw and upgrade on each of the Staff laptops as they cycle through for maintenance.
Worked with SiriDynix to create a Horizon export profile, output bib and item records and upload test records to SWAN.
Worked with SiriDynix and Jaime to ensure cardholders can self-edit their email address and phone in the Enterprise catalog.
3. Changed the Circulation email address to Member Services in the Horizon notices and Enterprise Forgot My PIN feature.
4. Extended holidays/closed days in MyPC and Horizon and delayed scheduled startup tasks in Faronics Core Console through June 14. Manually run Horizon Day End stat procedure for May 1st.
5. Migrated the F: drive data from WPLDDC2 to WPLDDC2020 and updated the F: drive mapping on all in-library PCs and servers. Provided staff working remotely with instructions to re-map the F: drive on the new HP laptops; will need to thaw and remap on each of the older laptops as they cycle through for maintenance.
Disabled the data share on WPLDDC2 to prevent mis-mapping in the meantime and to prepare the old server for retirement.
6. Worked with Rob of TBS to swap the IP addresses and names of the old and MyPC/PaperCut servers and to correct the printer/print queue configuration to match the new public printer & backup public printer environment. Tested Public PC logons and printing; discussed testing PaperCut and the TBS Portal with Jaime. Shut down the old server.
7. Completed testing https versions of RPA links to subscription databases and online learning resources. Updated a number of Success URLs to the vendors' https sites.
8. Updated the firmware on the NAS (network attached storage) backup devices. Updated the wifi controller software and the firmware on the wifi access points and NVR (network video recorder.) Increased the per user wifi bandwidth allocation from 3Mbps to 10Mbps following the internet bandwidth upgrade.
9. Swapped color and black & white printers at the Member Services Desk and discussed testing with Jaime.
10. Finished updating CIRCDESK1 and CIRCWORK1 to Windows 10 v1909. Installed Microsoft and non-Microsoft updates on IT-Laptop-13, WPLD-Laptop4 and MKTG. Installed the new VPN client on WPLD-Laptop4. Worked with Kent/CFB to resolve VPN authentication issue that occurred after DC2 to DC2020 domain controller swap.
11. Began testing the latest, Chromium-based version of the Microsoft Edge browser on several Test PCs. Worked with Kent/CFB to install the ADMX files for Edge and Chrome in Active Directory, then created/modified Group Policies to prevent browsers from updating automatically.

12. Confirmed SmartNet service annual renewal for ICN/internet router has been applied to our Cisco account.
Confirmed annual renewal of Adobe Creative Suite subscription for Marketing Dept.
13. Determined that Symantec Mail Security for Microsoft Exchange is no longer available for purchase since the acquisition of Symantec by Broadcom. Worked with Kent/CFB to research both on-premise and cloud alternatives from Bitdefender, Trend Micro and Sophos. Attempted to move forward with Bitdefender GravityZone before determining that the Exchange-specific software does not work as a standalone product. Initiated trials of Sophos PureMessage on-premise and Sophos Cloud products.
14. Provided remote support to staff via email, phone and text.

13. PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, June 10, 2020)

Wednesday, June 17, 2020 at 7 pm
Regular Library Board of Trustees Meeting
Zoom – call in information provided on Agenda

Wednesday, July 15, 2020 at 7 pm
Regular Library Board of Trustees Meeting
Location TBD

Wednesday, August 19, 2020 at 7 pm
Regular Library Board of Trustees Meeting
Location: TBD

Future Agenda Items:

July

- Appoint 2 Trustees to Audit Secretary's Records
- Adopt Tentative Budget & Appropriation Ordinance
- Adopt Public Notice of B&A Hearing
- Adopt Building Maintenance (0.02%) Ordinance including Public Notice

Items postponed to future meeting(s)

- Revised Anti-Harassment Policy (to include elected officials)
- Director's Evaluation