



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, July 15, 2020, 7:00 p.m.**

**Location: Warrenville Public Library District, 28W751 Stafford Place
in the Meeting Room**

(Use the Stafford Place entrance to gain access to the meeting)

Special Meeting Procedures because of COVID-19:

- All who attend must wear a face covering,
- Public attendance will be limited because of social distancing measures. Members of the public may be asked to view the meeting from an alternate location in the library.
- The meeting will be broadcast live online at:
<https://us02web.zoom.us/j/83616946912>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 836 1694 6912. (There is no participant ID or password.)
- Anyone who wishes to submit a public comment but is unable to attend the meeting in person may submit comment by email to trustees@warrenville.com. Please use the subject line to indicate the email is a public comment for the Board Meeting. 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 no more than 500 words in length and
 - Are free of any abusive or obscene language.

While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Consider remote attendance and participation request(s) **(ACTION)**
4. 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.*

5. Presentations
 - a. Employee Recognition (Jaime Perpich, 5 years)
 - b. Employee Recognition (Stephanie Cook, 5 years)
 - c. Employee Recognition (Jackie Davis, 25 years)
6. Public comments
7. Correspondence
- p. 3 8. Consent Agenda (ACTION)**
- p. 4 a. Approve Minutes of the June 17, 2020 Regular Board of Trustees Meeting**
- p. 13 b. Receive and file Financial Report for June**
- p. 21 c. Adopt Ordinance #20-21-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2020-2021 and Approve Notice of Public Hearing on Budget & Appropriation Ordinance**
- p. 27 d. Adopt Ordinance #20-21-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2020-2021 and Approve Public Notice**
9. Regular Agenda
- p. 31 a. Approve payment of invoices for the period of June 18 – July 15, 2020 (ACTION)**
- p. 34 b. Approve transfer of funds (ACTION)**
10. Unfinished Business
11. New Business
- p. 35 a. Appoint Two Trustees to Review Secretary's Records for FY20 (ACTION)**
- p. 36 b. Approve Service Goals for Reopening (ACTION)**
- p. 37 c. Approve COVID-19 Addendum to Policy No. 320 Library Use Policy (ACTION)**
- p. 38 ... 12. Director's Report**
- p. 40 13. Department Head Reports**
14. President's Report
- p. 56 a. Next meetings or events**
- p. 57 15. Treasurer's Report**
16. Secretary's Report
- p. 58 17. Committee Reports**
18. Trustee Comments
19. Items for information and/or discussion (No Action)
20. Closed Session
21. Discussion/action resulting from the above closed session (ACTION)
22. Adjournment (ACTION)



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 - d. Adopt Ordinance #20-21-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2020-2021 and Approve Public Notice
9. Regular Agenda
 - a. Approve payment of invoices for the period of June 18 – July 15, 2020 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
10. Unfinished Business
11. New Business
 - a. Appoint Two Trustees to Review Secretary's Records for FY20 **(ACTION)**
 - b. Approve Service Goals for Reopening **(ACTION)**
 - c. Approve COVID-19 Addendum to Policy No. 320 Library Use Policy **(ACTION)**
12. Director's Report
13. Department Head Reports
14. President's Report
 - a. Next meetings or events
15. Treasurer's Report
16. Secretary's Report
17. Committee Reports
18. Trustee Comments
19. Items for information and/or discussion (No Action)
20. Closed Session
21. Discussion/action resulting from the above closed session **(ACTION)**
22. Adjournment **(ACTION)**

8. CONSENT AGENDA

- 8a. Approve Minutes of the June 17, 2020 Regular Board of Trustees Meeting
- 8b. Receive and file Financial Report for June
- 8c. Adopt Ordinance #20-21-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2020-2021 and Approve Notice of Public Hearing on Budget & Appropriation Ordinance
- 8d. Adopt Ordinance #20-21-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2020-2021 and Approve Public Notice

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

1. Call to order – Trustee Picha called the meeting to order at 7:12 p.m.

Trustee Picha announced “this meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in person meeting is not practical or prudent because of the disaster”.

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

2. Roll Call – Trustee Picha called roll call

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

ABSENT: Trustee Ruzicka

STAFF ATTENDING: Library Director Sandy Whitmer, Diana Abraham, Lydia Butler, Jackie Davis, Paul Dobersztyn, Kathy Gaydos, Therese Higgins, Julie Jesernik, Cynthia Makowski, Jen Moore, Jaime Perpich, Gail Smith, Kathy Strickland, Mary Thomas

PUBLIC ATTENDING: Ellen Bales and Sharon Goodman

3. Approval of the agenda

- a. Trustee Picha removed Item #19 – Closed Session and Item #20 – Discussion/action resulting from the above closed session from the agenda.

- b. Trustee DuRocher asked to have #7.h. Approve Working Budget for Fiscal Year 2021 moved to Regular Agenda for discussion. Trustee Picha stated it will become Item 8.a.

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

Roll call vote:

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

Nays – None

Absent – Trustee Ruzicka

Motion carried

4. Presentations – none

5. Public comments

Director Whitmer stated she received one comment prior to the start of the meeting from Jen Moore, Adult Services Librarian:

"I saw the note in the agenda about discussing returning to in-person board meetings in the future, and since I've seen this confusion crop up in a few other places, I have decided to be the person carrying this reminder around to everyone: the CDC has recommended masks in addition to small gatherings and social distancing of at least 6 feet apart, not masks or six feet of distance." She also included a link to the CDC.

6. Correspondence

a. Email from resident Betsy Dudak

The Board discussed an email from Warrenville resident Betsy Dudak. The email asked the Board to consider how the library might accomplish more inclusivity.

Trustee DuRocher stated she very much appreciates Betsy's comments to the Library which start and end with a grateful tone and brings up some important points. She stated accessibility is certainly something the library is working on and asked what issues the management team is currently addressing.

Director Whitmer stated the team has not discussed this letter yet, however, the Library has addressed these subjects in the past. Last year one of the Spanish speaking librarians was promoted to full time to conduct outreach to the Latino community. Due to the pandemic, outreach has been cut short and this will be a fact finding year with the organizations Ms. Dudak mentioned. The Library has never been able to connect with the population she is addressing and gaining access to the schools is not as easy as it would seem.

Director Whitmer stated using the Summerlakes clubhouse is not feasible as it is not ADA accessible. Trustee Stull stated having been at Summerlakes clubhouse there are only stairs, not a ramp.

Trustee DuRocher stated there is a need to make the library accessible and inclusive to all. Director Whitmer stated she will discuss this with the Management Team and if additional resources are needed the Board may have to find additional funds to make this possible. These discussions usually take place when preparing for next fiscal year's budget beginning in February. Director Whitmer suggested the Board bring this to her attention next year and the Management Team can certainly suggest other means to connect with this population.

Director Whitmer stated just before COVID-19 Youth Services Librarian Diana Abraham had been introduced to an individual who might help us connect with this underserved group. She also contacted local businesses and had been working to establish a reading space at the laundromat, but it fell through with the owner of the business.

Trustee Lezon suggested obtaining Little Free Libraries and installing them around town. Director Whitmer stated the Library donated a Little Free

Library to Johnson School. It was vandalized, the school removed it and it was reinstalled. Director Whitmer is unsure if the library is still at the school.

Trustee Warren was happy with the letter talking about the potential of having an outreach program. He suggested investigating if Summerlakes, Warrenville Youth and Family Services, Johnson School or the Park District would donate a space in their building for books.

Trustee Warren stated he is upset Ms. Dudak thinks the Library is embedding inequities and accusing the Library of passive institutionalized racism. He takes exception to that comment.

Trustee Richardson indicated she didn't get that impression from the letter. Trustee DuRocher suggested that we can do better in this area and noted that although what Trustee Warren inferred was not explicitly stated, the Board should be open to the possibility that was the message intended.

Trustee Picha stated this can be an agenda item on next month's agenda or Director Whitmer can discuss it with the Management Team.

Director Whitmer stated the Library does need to continue to pursue opportunities and agreed with Trustee DuRocher's statement that we can do better.

Trustee Picha suggested the Board think about this and send suggestions to Director Whitmer.

- b. Per Capita Grant Award Letter from Illinois Secretary of State Jesse White
Director Whitmer reported the Per Capita Grant Award letter has been received from Illinois Secretary of State Jesse White in the amount of \$16,938.75.

Trustee Warren stated he liked Mr. White's comment "libraries are truly the cornerstones of our communities". He suggested the library consider naming the vending machine area "Cornerstone Café."

7. Consent Agenda

Trustee Lezon read the amended consent agenda as follows:

- a. Approve Minutes of the May 20, 2020 Committee of the Whole Meeting of the Board of Trustees
- b. Approve Minutes of the May 20, 2020 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for May
- 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
- e. Approve transfer of \$100,000 from commercial checking account to operating checking account
- 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
- g. Repeal July 1, 2020 Wage Scale and Pay Grade Assignments and revert to July 1, 2019 Wage Scale and Pay Grade Assignments

h. Authorize Preparation of Tentative Budget & Appropriation Ordinance

MOTION: Trustee Stull moved to approve the Consent Agenda as read. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Ruzicka

Motion carried

8. Regular Agenda

a. Approve Working Budget for Fiscal Year 2021

MOTION: Trustee DuRocher moved to approve the Working Budget for Fiscal Year 2021. Trustee Richardson seconded.

DISCUSSION:

Trustee DuRocher wanted to clarify the \$50,000+ surplus in the final budget versus the draft that had a deficit. She asked if this is due in part to the salary freeze.

Director Whitmer stated the surplus was realized through both employee salaries and IMRF costs because of the wage freeze through January.

The budget surplus is also due to requesting developer donations from the City to be used for payment of the debt certificate payment.

Trustee DuRocher asked if the \$50,000 needs to be moved to the Special Reserve Fund. Director Whitmer stated the money should remain in the Corporate Fund, as it will be needed next year for the debt certificate and other expenses.

Trustee Stull asked if further savings will be realized by cutting back on programming, trustee miscellaneous, annual appreciation dinner, etc. Director Whitmer stated savings definitely might be seen in other line items.

Roll call vote:

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

Nays – None

Absent – Trustee Ruzicka

Motion carried

10. New Business

a. Approve RAILS Catalog Membership Grant Agreement

MOTION: Trustee Warren moved to approve RAILS Catalog Membership Grant Agreement. Trustee Richardson seconded.

Roll Call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Stull, Warren
Nays –
Absent – Trustee Ruzicka
Motion carries

- b. Approve staff recommendation to institute policy revisions necessary to become a fine free library effective July 1, 2020

MOTION: Trustee Warren moved to 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

Trustee Richardson seconded.

Trustee DuRocher stated she is so happy to be doing this and this is the direction the Library needs to go for inclusivity.

Trustee Warren stated this has been in the works for about a year.

Trustees thanked Jaime Perpich for all her work on this project. Director Whitmer stated Jaime Perpich did all of the legwork, editing the policies, and researched the SWAN Consortium policies to be in line with SWAN when we join in December.

Trustee DuRocher asked how members will be informed of this. Director Whitmer stated it will go out in the eNewsletter and website. Kathy Gaydos is working on another postcard but no big launch or celebration has been planned at this time.

Roll Call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carries

- c. Approve Temporary COVID-19 FMLA Leave Expansion and Emergency Paid Sick Leave Policy

MOTION: Trustee Stull moved to approve Temporary COVID-19 Leave Expansion and Emergency Paid Sick Leave Policy with an effective date of March 16, 2020 and a sunset date of December 31, 2020. Trustee Warren seconded.

Roll Call vote:

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

Nays - none
Absent – Trustee Ruzicka
Motion carries

d. Approve Temporary COVID-19 Employee Expense Reimbursement Policy

MOTION: Trustee Stull moved to approve Temporary COVID-19 Employee Expense Reimbursement Policy with an effective date of March 16, 2020 and a sunset date of December 31, 2020. Trustee Lezon seconded.

Roll Call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carries

e. Approve Director's Recommendation for Employee Compensation Beginning June 29, 2020

MOTION: Trustee Warren moved 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. Trustee Lezon seconded.

Trustee DuRocher stated employees will be receiving full payment but if they do not have enough hours they would have to take the additional hours from their paid time off and she asked how the employees feel about this.

Director Whitmer stated she sent the information out last week and only one employee had a question. The employee asked how time would be applied and if she could preserve some of her paid time off.

Trustee DuRocher asked if employees want to retain some time off do they have the option to not use paid time off to make their hours whole.

Director Whitmer stated this is not an option.

Director Whitmer explained many employees have maxed out their paid time off and currently there is approximately \$50,000 in fiscal liability on the books for paid time off and over \$100,000 for sick leave. She stated she does not anticipate a staff member using up all their paid time off unless they have already used most of it. Staff have cancelled their time off during the pandemic and many of the staff have cancelled vacation and taken time back into their vacation bank.

Trustee DuRocher asked if this policy will be indefinite and what happens if a sick child or parent needs care. Director Whitmer replied there is Families First Coronavirus Relief Act if they qualify and Expanded Family Medical Leave for Coronavirus, however, you have to qualify for paid time off. There is also Family Medical Leave Act, however, not all employees qualify. Director Whitmer stated the goal is to have all employees working their regular hours.

Trustee Warren asked if overtime hours will be needed once the library is back fully operating. Director Whitmer stated the budget does not include overtime funds. The Board would need to visit this issue at that time and act to accommodate overtime pay. Director Whitmer expects staff to be at their full hours in the building within the next 1-2 months.

f. Location of future meetings during Coronavirus Pandemic

- Trustee Picha stated this item is for discussion only and it is important to remember Jen Moore's public comment about masks being used at this point.
- Trustee Stull stated as the Library's Open Meetings Officer she does not know if the audio recorder will be strong enough to pick up all conversation sitting 6' apart with masks on. She is also concerned there will not be enough room to accommodate guests.
- Trustee Picha stated Governor Pritzker may be making another announcement on June 26 regarding open meetings.
- Trustee DuRocher stated trustees sit a good distance from each other now the way the room is set up. She is worried the masks may become inhibitive.
- Trustee Lezon stated it is common knowledge you need to wear a mask and be 6' apart and she has no problem meeting at the library.
- Trustee Stull wants the staff to test the audio recorder at 6' apart wearing masks. Director Whitmer stated the staff would test it.
- Director Whitmer stated Trustee Stull has legitimate concerns there may not be room to accommodate guests. The Board could still use some form of broadcasting. Trustee Richardson stated she will not be comfortable attending in person.
- Trustee Picha stated the Board could have a hybrid meeting where some are in the building and others join through zoom. Trustee Stull stated there are only certain reasons persons can meet remotely.
- The Board also suggested a self-assessment for COVID-19 symptoms be implemented for persons attending an in-library meeting.
- Director Whitmer stated when the state moves into Phase 4 gathering of up to 50 could be held. She would have to contact the Library's attorney to make sure how to conduct the meeting. Currently, she would like to know how comfortable the Board is coming back to the building for a meeting.

11. Director's Report

- Director Whitmer stated the last two weeks have been exciting with items being returned. Items are quarantined for 7 days and not checked in until the 8th day. No fees are being charged.
- A soft launch was held this week for members to pick up holds that were in the system prior to the pandemic.

- Computer service may be the first service offered allowing members in the building. Trustee Warren asked how keyboards and mice will be protected. Director Whitmer stated Cynthia has purchased extra keyboards and mice. A member will be issued a keyboard and a mouse and when they are done they will be deposited into a bin for sanitization later.
- eNews was sent out today with information on curbside services.
- July concerts are cancelled and mostly liked August concerts will be cancelled. Even if Illinois moves into Phase 4 the Library does not have the resources or manpower to enforce the limits on number of people gathering to watch the concert. June concerts are rescheduled for September.
- Director Whitmer and Cynthia Makowski are moving forward with the SWAN membership. They are attending virtual weekly meetings. Paul Dobersztyn and Jaime Perpich will join upcoming meetings for the next phase of the project.
- Trustee DuRocher asked if Hoopla is experiencing downloading issues. Director Whitmer asked Librarian Jen Moore to answer this question. Jen reported she has been receiving routine emails from Hoopla this past week about technical issues. The issues could be to excessive downloading. Paul Dobersztyn stated he also had technical difficulties and concurred with Ms. Moore's assessment. There is a possibility this is occurring more often for individuals who are "streaming" content instead of "downloading" content.
- Trustee Picha stated her neighbors comment on the postcards the Library sent out and Kathy Gaydos must be very busy as the marketing report is getting larger every month.
- Trustee Picha thanked Cynthia Makowski for keeping everyone connected and working remotely.

12. Department Head Reports – no questions

13. President's Report

a. Next meetings or events

Trustee Picha reported the upcoming meetings and future agenda items.

14. Treasurer's Report – Trustee Stull stated the Library has received approximately \$982,600 or 51% of the 2020 real estate taxes.

Trustee Stull stated she feels the library staff is doing the best they can with being inclusive right now and sometimes the public does not know about the discussion held by the Board or what management and staff are doing. She appreciates Ms. Dudak's letter.

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

16. Committee Reports

Trustee Picha suggested the Personnel Committee schedule a meeting to review the Director's goals and evaluation.

17. Trustee Comments

Trustee Picha thanked library staff for getting the library up and running. She also thanked Sandy Whitmer for being a great leader in an uncertain time.

Trustee Lezon stated the Warrenville Park District conducted a survey on how the community feels about the Park District starting to offer services. She wondered if the Library had done anything similar. Director Whitmer stated the Library has not, but she will reach out to the Park District to see if they will share their results with her.

Director Whitmer stated a member survey went out through eNews and social media outlets with only 33 responses received.

Trustee Warren asked if there has been any surge in Lynda.com usage. Director Whitmer stated she currently does not have that information but the end of the year statistics will be collected next month and staff may be able to report on database use.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Warren moved to adjourn at 8:33 p.m. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Ruzicka

Motion carried

Respectfully submitted,

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

June 30, 2020

WARRENVILLE LIBRARY INCOME	JUNE 2020	FUND BALANCES										PAGE 1			
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. Y.T.D.	RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2019	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME		EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
LEVY															
CORPORATE	1798112	94.5902%	-15455	1796842	99.93%	336398	0	10806	88132	119637	1722145	499222			
BLDG. & MAIN.	102837	5.4098%	-764	102574	99.74%	89474	0	0	0	16075	97039	95009			
TOTAL TAX (LEVIED)	1900949	100.00%	-16219	1899416	99.92%	425872	0	10806	88132	135712	1819184	594236			
DEFERRED REVENUE	0		0	0		0	0	982589	982589	0	0	982589			
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	1899416	99.92%	909788	0	993395	1070721	145712	1841362	2038563			
FORMULA =															
A+B+C+D-E=F															

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: June 30, 2020

CORPORATE FUND

	1 Month Ended Jun. 30, 2020	12 Months Ended Jun. 30, 2020	Budget	Balance	% Received / Expended
Income					
Taxes Levied	(15,455.11)	1,796,842.44	1,798,112.00	1,269.56	99.93%
Copier	0.00	4,997.76	6,000.00	1,002.24	83.30%
Extended Use Fees	19.00	13,286.52	19,000.00	5,713.48	69.93%
Fees	0.00	196.00	500.00	304.00	39.20%
Interest	233.80	19,316.96	15,000.00	(4,316.96)	128.78%
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	379.00	3,198.20	3,000.00	(198.20)	106.61%
Hotel/Motel Tax	2,815.00	16,013.43	16,338.00	324.57	98.01%
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	7,377.90	9,815.42	0.00	(9,815.42)	0.00%
	(4,630.41)	1,884,974.58	1,881,350.00	(3,624.58)	100.19%
Expenses					
Sal. - Administration	12,996.68	168,324.91	169,000.00	675.09	99.60%
Sal. - Member Services	7,665.76	128,607.19	143,000.00	14,392.81	89.94%
Sal. - Maintenance	1,715.20	22,490.24	23,000.00	509.76	97.78%
Sal. - Marketing	3,183.41	31,626.40	32,000.00	373.60	98.83%
Sal. - Public Services	28,073.82	358,826.30	378,000.00	19,173.70	94.93%
Sal. - IT	6,134.98	80,884.50	82,000.00	1,115.50	98.64%
Sal. - Tech Services	6,413.95	125,915.64	135,500.00	9,584.36	92.93%
I.M.R.F. - Expense	6,987.30	87,347.79	91,000.00	3,652.21	95.99%
Fica - Expense	4,862.84	67,791.00	74,000.00	6,209.00	91.61%
Unemp. Comp.	0.00	1,368.12	1,500.00	131.88	91.21%
Op - Mat'l Processing/Tech	663.87	8,121.61	12,600.00	4,478.39	64.46%
Op - Mat'l Processing/Circ	357.06	977.73	4,900.00	3,922.27	19.95%
Op - Postage	777.68	3,944.72	5,490.00	1,545.28	71.85%
Op - Office Supplies	264.86	2,804.54	3,775.00	970.46	74.29%
Op - Bank Fee's	4.85	559.33	650.00	90.67	86.05%
Op - Automation Supplies	152.28	2,837.72	3,500.00	662.28	81.08%
Op - Publishing	0.00	841.80	1,200.00	358.20	70.15%
Equip. - Purchases	2,570.27	10,432.37	8,540.00	(1,892.37)	122.16%
Equip. - Maintenance	59.91	2,831.74	3,500.00	668.26	80.91%
Auto. - Software	551.83	12,526.46	15,285.00	2,758.54	81.95%
Auto. - Purchases	2,476.00	4,816.85	3,500.00	(1,316.85)	137.62%
Auto. - Maintenance	5,701.04	52,338.94	56,030.00	3,691.06	93.41%
L. Ins. - Workmen's Comp	2,427.00	2,427.00	3,000.00	573.00	80.90%
Ins. - Multi Peril Package	1,136.00	15,219.00	14,100.00	(1,119.00)	107.94%
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	4,175.93	52,738.16	70,930.00	18,191.84	74.35%
Pd - Recruiting	0.00	225.00	500.00	275.00	45.00%
Pd - Staff Appreciation	204.99	1,554.26	3,600.00	2,045.74	43.17%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	0.00	2,835.67	2,875.00	39.33	98.63%
Pd - Staff / Meetings	50.00	4,732.08	7,525.00	2,792.92	62.88%
Pd - Staff / Transportation	0.00	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: June 30, 2020

CORPORATE FUND					
	1 Month Ended	12 Months Ended			% Received /
	Jun. 30, 2020	Jun. 30, 2020	Budget	Balance	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	774.92	11,151.17	11,600.00	448.83	96.13%
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	4,746.55	39,805.69	56,000.00	16,194.31	71.08%
Lib. Mat. - Youth Books	4,164.91	28,543.98	32,500.00	3,956.02	87.83%
Lib. Mat. - Adult AV	0.00	14,895.75	22,200.00	7,304.25	67.10%
Lib. Mat. - Youth AV	0.00	3,403.26	6,000.00	2,596.74	56.72%
Lib. Mat. - EBooks	0.00	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	0.00	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	4,050.00	17,816.88	18,140.00	323.12	98.22%
Ps - Refunds / Fines / Fees	0.00	141.10	500.00	358.90	28.22%
Ps - Printing	1,359.00	10,406.00	14,600.00	4,194.00	71.27%
Ps - PR / Publicity	1,049.00	14,525.43	24,750.00	10,224.57	58.69%
Ps - Misc.	256.00	544.60	800.00	255.40	68.08%
Gas	592.58	6,675.55	7,000.00	324.45	95.37%
B & M - Water / Sewer	82.46	735.04	850.00	114.96	86.48%
Electricity	0.00	34,855.83	35,000.00	144.17	99.59%
Telephone	2,202.70	15,081.80	13,650.00	(1,431.80)	110.49%
Gifts	0.00	1,670.85	1,000.00	(670.85)	167.09%
Contingency	18.36	84.32	5,000.00	4,915.68	1.69%
Debt Repayment	0.00	135,000.00	167,200.00	32,200.00	80.74%
Debt Certificate Interest	0.00	32,128.55	0.00	(32,128.55)	0.00%
Census Grant 2020	733.14	10,251.42	0.00	(10,251.42)	0.00%
	119,637.13	1,722,145.48	1,879,830.00	157,684.52	91.61%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: June 30, 2020

BUILDING & MAINTENANCE FUND					
	1 Month Ended	12 Months En...			% Received /
	Jun. 30, 2020	Jun. 30, 2020	Budget	Balance	Expended
Income					
Taxes Levied	(763.78)	102,573.86	102,837.00	263.14	99.74%
	(763.78)	102,573.86	102,837.00	263.14	99.74%
Expenses					
Maintenance	2,310.00	32,204.04	49,595.00	17,390.96	64.93%
Maintenance Supplies	317.83	1,403.38	2,200.00	796.62	63.79%
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	11,997.00	28,911.52	3,800.00	(25,111.52)	760.83%
Janitorial Supplies	1,052.51	3,664.03	3,000.00	(664.03)	122.13%
B & M - Landscape Maint	397.98	6,323.98	10,550.00	4,226.02	59.94%
	16,075.32	97,039.14	102,800.00	5,760.86	94.40%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: June 30, 2020

	ALBA LEMOS GIFT FUND				
	1 Month Ended	12 Months Ended	Budget	Balance	% Received /
	Jun. 30, 2020	Jun. 30, 2020			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: June 30, 2020

	SPECIAL RESERVE FUND				
	1 Month Ended	12 Months Ended	Budget	Balance	% Received /
	Jun. 30, 2020	Jun. 30, 2020			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
June 30, 2020

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	17,985.18
Cash / Copier Change	75.00
Fifth Third 7985	210,133.73
Fifth Third 8000	726,860.35
Fifth Third 8004	<u>1,087,060.55</u>

2,042,524.81

General Fixed Assets	<u>6,068,633.00</u>
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TOTAL ASSETS	<u>\$ 8,111,157.81</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

Deferred Revenues	982,588.97
I.M.R.F.	<u>3,958.67</u>

986,547.64

LONG-TERM LIABILITIES

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

EQUITY

Fund Balance	5,439,610.17
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 8,111,157.81</u>
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See Accountants Compilation Letter

ORDINANCE #20-21-01
TENTATIVE
BUDGET AND APPROPRIATION ORDINANCE

A TENTATIVE ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATION SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT TO PURPOSE.

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

SECTION 1: The following is the Annual Budget for the Warrenville Public Library District for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

1. GENERAL

A.	Salaries		\$1,065,000
	Administration	\$185,000	
	Public Services	\$420,000	
	Technical Services	\$110,000	
	Member Services	\$150,000	
	Maintenance	\$40,000	
	I.T.	\$100,000	
	Marketing	\$60,000	
B.	Illinois Municipal Retirement Fund		\$120,000
C.	Federal Insurance Contributions		\$90,000
D.	Unemployment Compensation		\$3,000
E.	Building Expenses:		\$200,000
	Maintenance & Improvements	\$100,000	
	Utilities	\$100,000	
F.	Operating Expenses:		\$51,000
	Postage	\$10,000	
	Office	\$10,000	
	Publishing	\$6,000	
	Materials Processing	\$25,000	
G.	Insurance		\$138,000
	Multi-Peril Package	\$20,000	
	Bonds	\$1,000	
	Health/Life	\$100,000	
	Umbrella	\$1,000	
	Officers/Directors	\$10,000	
	Worker's Compensation	\$6,000	

H.	Contractual:		\$72,000
	Legal	\$20,000	
	Accounting	\$20,000	
	Collection	\$2,000	
	Consultants	\$20,000	
	Audit	\$10,000	
I.	Personnel Development:		\$29,000
	Staff:	\$24,000	
	Dues	\$4,000	
	Meetings & Education	\$10,000	
	Travel	\$3,000	
	Employee Appreciation	\$6,000	
	Recruitment	\$1,000	
	Trustees:	\$5,000	
	Dues	\$1,000	
	Meetings & Education	\$3,000	
	Travel	\$1,000	
J.	Equipment		\$40,000
	Purchases	\$30,000	
	Maintenance	\$10,000	
K.	Library Materials		\$290,000
	Print	\$130,000	
	Non-Print	\$60,000	
	eResources	\$100,000	
L.	Public Service:		\$97,000
	Programs	\$45,000	
	Printing	\$20,000	
	Refunds/fees	\$2,000	
	PR/Publicity	\$30,000	
M.	Automation:		\$195,000
	Software, hardware	\$50,000	
	Miscellaneous purchases	\$20,000	
	Maintenance	\$125,000	
N.	Contingency		\$20,000
O.	Gift Expenditures		\$100,000
P.	Debt Repayment		\$175,000

2	SPECIAL RESERVE FUND		\$200,000
	Building Maintenance/Construction	\$100,000	
	Automation Purchases	\$50,000	
	Furniture/Equipment Purchases	\$50,000	
3.	WORKING CASH FUND		\$250,000
4.	BUILDING AND MAINTENANCE (from .02% Tax)		\$200,000
5.	GIFT FUND		\$20,000
6.	DEVELOPER DONATIONS FUND		\$200,000
	TOTAL BUDGET EXPENSES		\$3,555,000

SECTION 2: As part of the Annual Budget it is stated:

- (a) The cash on hand at the beginning of the fiscal year is \$0.00.
- (b) The estimated cash expected to be received during the fiscal year from all sources is \$3,555,000.
- (c) The estimated expenditures for the fiscal year are \$3,555,000.
- (d) The estimated cash expected to be on hand at the end of the fiscal year is \$0.00.
- (e) The estimated amount of taxes to be received by the WARRENVILLE PUBLIC LIBRARY DISTRICT during the fiscal year is \$1,941,588.
- (f) The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$1,613,412.

SECTION 3: That the above sums of money in the total amount of \$3,555,000 or so much thereof may be authorized by law, be and the same are hereby appropriated for the purposes of the WARRENVILLE PUBLIC LIBRARY DISTRICT as specified for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

SECTION 4: Transfers of appropriations not affecting the total amount appropriated may be made at any meeting of the Board by Ordinance enacted by a 2/3 vote of all the Trustees. By a like vote the Board may by Ordinance make appropriations in excess of those authorized in order to meet any emergency.

SECTION 5: Unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with applicable statutes, said unexpended balances to be accumulated in the Special Reserve Fund for the purposes adopted by the Board.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 15th day of July 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Jerri L. Picha, President
Board of Library Trustees
Warrenville Public Library District

ATTEST:

Sandy Lezon, Secretary
Board of Library Trustees
Warrenville Public Library District

(SEAL)

STATE OF ILLINOIS)

) SS

COUNTY OF DU PAGE)

**CERTIFICATE OF AUTHENTICITY
(TENTATIVE BUDGET AND APPROPRIATION ORDINANCE)**

I, SANDY LEZON, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of the Tentative Budget and Appropriation Ordinance adopting an annual budget and appropriating such sums of money for said Library District for the fiscal year beginning July 1, 2020 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on July 15, 2020.

I further certify that the attached Tentative Budget and Appropriation Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 15th day of July 2020.

Sandy Lezon, Secretary
Board of Library Trustees
Warrenville Public Library District

(SEAL)

**NOTICE OF PUBLIC HEARING ON
BUDGET AND APPROPRIATION ORDINANCE
OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT
DUPAGE COUNTY, ILLINOIS**

NOTICE is hereby given that the Warrenville Public Library District has prepared in tentative form a combined annual Budget and Appropriation Ordinance. A public hearing shall be held as to such Budget and Appropriation Ordinance on Wednesday, September 16, 2020 at the hour of 7 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois. Copies of the Tentative Budget and Appropriation Ordinance are available for public inspection at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Dated this 15th day of July 2020.

Jerri L. Picha, President
Board of Library Trustees
Warrenville Public Library District

ATTEST:

Sandy Lezon, Secretary
Board of Library Trustees
Warrenville Public Library District

ORDINANCE 20-21-02

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL TAX OF .02% FOR THE 2020-21 FISCAL YEAR

WHEREAS, the Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy such said special tax for the 2020-2021 fiscal year for the purposes hereinbefore set forth;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Warrenville Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District as equalized or assessed, shall be levied for the fiscal year 2020-2021.

FURTHER, a copy of this Ordinance shall be published in the *THE DAILY HERALD* within fifteen (15) days after the date of adoption of this Ordinance in the form provided by law.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 15th day of July 2020, the Board of Trustees of the Warrenville Public Library District resolved to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and for maintenance, repairs, and alterations of library buildings and equipment, said tax levy to be effective for the fiscal year beginning July 1, 2020 and ending June 30, 2021. The text of said Ordinance is set forth below.

The question of levying a .02% tax shall be submitted to the electors of the District if a petition is filed with the District signed by 940 registered voters in the District asking that the question of levying said .02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Notice. The date of the prospective referendum is April 6, 2021.

Jerri Picha, President
Board of Library Trustees
Warrenville Public Library District

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION

I, SANDY LEZON, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an ordinance adopted on the 15th day of July 2020, at a Meeting of the Board of Trustees of the Warrenville Public Library District. I further certify that the Ordinance was published on July 23, 2020, in *THE DAILY HERALD*.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 15th day of July 2020.

Sandy Lezon, Secretary
Board of Library Trustees
Warrenville Public Library District

(SEAL)

ADOPTED this 15th day of July 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

Jerri L. Picha, President
Board of Library Trustees
Warrenville Public Library District

ATTEST:

Sandy Lezon, Secretary
Board of Library Trustees
Warrenville Public Library District

9a. **REGULAR AGENDA**
Approve payments for the period of June 18 – July 15, 2020

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

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
June 18 - July 15, 2020

Date	Num	Name	Amount
06/18/2020	7718	Thomas, Mary	-38.00
06/18/2020	7719	Thompson, Sylvia	-68.00
06/18/2020	7720	Ali, Imaan	-24.00
06/18/2020	7721	Olsson Roofing Co.	-450.00
06/18/2020	7722	Stacey, Curt	-24.00
07/01/2020	7723	Westfield Insurance	-13,636.00
06/22/2020	7724	AT&T	-44.69
07/15/2020	7725	Abraham, Diana	-15.00
07/15/2020	7726	Accounting Services, Inc.	-517.00
07/15/2020	7727	Alan Horticulture	-370.00
07/15/2020	7728	Ambius	-278.00
07/15/2020	7729	Baker & Taylor	-489.35
07/15/2020	7730	Baker & Taylor	-47.09
07/15/2020	7731	Baker & Taylor	-286.36
07/15/2020	7732	Baker & Taylor	-16.58
07/15/2020	7733	Baker & Taylor	-269.39
07/15/2020	7734	Baker & Taylor	-334.96
07/15/2020	7735	Baker & Taylor	-1,243.12
07/15/2020	7736	BlueWire Communications	-354.00
07/15/2020	7737	BookPage	-588.00
07/15/2020	7738	Chase Ink	-1,023.77
07/15/2020	7739	Creekside Printing	-1,359.00
07/15/2020	7740	Davis, Jackie	-56.44
07/15/2020	7741	Dobersztyn, Paul	-15.00
07/15/2020	7742	Donnelly, Todd	-1,000.00
07/15/2020	7743	EBSCO	-7,110.00
07/15/2020	7744	Foy Scalf	-200.00
07/15/2020	7745	Good Clean Fun Music, Inc.	-1,000.00
07/15/2020	7746	Helen Plum Memorial Library	-22.99
07/15/2020	7747	Jesernik, Julie	-15.00
07/15/2020	7748	Kathy Gaydos	-15.00
07/15/2020	7749	Konica Minolta Business Solutions	-139.81
07/15/2020	7750	LIMRICC Purchase of Health Insurance Prog	-6,366.19
07/15/2020	7751	Mango Languages	-2,579.41
07/15/2020	7752	Midwest Tape	-318.87
07/15/2020	7753	Midwest Tape	-2,401.73
07/15/2020	7754	Moore, Jennifer	-30.00
07/15/2020	7755	Ong, Claire	-15.00
07/15/2020	7756	OverDrive	-2,319.58
07/15/2020	7757	Provantage LLC	-340.00
07/15/2020	7758	Quill Corporation	-247.34

07/15/2020	7759	Recorded Books, Inc.	-1,600.00
07/15/2020	7760	Rivistas, LLC	-3,448.23
07/15/2020	7761	Rivistas, LLC	-6,210.50
07/15/2020	7762	Service Master Commercial Cleaning	-1,860.00
07/15/2020	7763	Shamrock, David J.	-1,000.00
07/15/2020	7764	Technology Management Revolving Fund	-475.00
07/15/2020	7765	Tutor.com	-1,750.00
07/15/2020	7766	Uline	-2,056.10
07/15/2020	7767	Value Line Publishing, LLC	-2,950.00
07/15/2020	7768	Verizon	-76.02
07/15/2020	7769	Warehouse Direct	-150.80
07/15/2020	7770	Warrenville Ace Hardware	-14.71
07/15/2020	7771	Whitmer, Sandy	-30.00
07/15/2020	7772	Naperville Public Libraries	-34.98
07/15/2020	7773	Valdes, Jose	-1,200.00
07/15/2020	7774	Illinois Library Association	-225.00
07/15/2020	7775	Direct Energy Business	-2,468.60
07/15/2020	7776	Cook, Stephanie	-8.00
07/15/2020	7777	Jaime Perpich	-15.00
07/15/2020	7778	Sikich LLP	-1,500.00
06/18/2020	Electronic	Paylocity	-165.40
06/19/2020	Electronic	Northern Illinois Gas	-231.30
06/23/2020	Electronic	Konica Minolta Premier Finance	-167.00
06/24/2020	Electronic	MegaPath	-69.56
06/30/2020	Electronic	Chase Ink	-160.00
07/02/2020	Electronic	Paylocity	-175.80
07/08/2020	Electronic	AFLAC	-421.17

-74,131.84

9b. **REGULAR AGENDA**
Approve transfer of funds

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

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

11a. NEW BUSINESS

Appoint Two Trustees to Review Secretary's Records for FY20 (ACTION)

As part of the Library's annual report to the State Library, two Trustees are required to review the Secretary's Records (minutes) to determine that all minutes are present and accounted for. This task can generally be completed in less than 30 minutes. The minutes will be available for review after July 15 and the appointees may schedule a time with Assistant to the Director Davis to review the minutes. This task must be completed on or before the August 19 Board Meeting.

11b. NEW BUSINESS

Approve Service Goals for Reopening (ACTION)

Suggested Motion: Approve the following service goals for reopening the library: public use of library computers, public use of copier and fax/scan station, "grab and go" access to circulating collections.

A staff team led by Cynthia Makowski has been developing plans to reopen the library to the public. The service goals of reopening the building include the following:

- Public use of library computers
- Public use of copier and fax/scan station
- "Grab and go" access to the circulating collections

We plan to continue curbside service, though the curbside process may change if demand decreases. We will also continue to accept returns of library materials.

Initially, we plan to follow the current "curbside" hours. We will explore expanding hours, taking into consideration demand for access to the services identified above and our ability to staff additional hours while maintaining our "team" approach to scheduling.

No gathering, loitering or lingering will be permitted.

11c. NEW BUSINESS

Approve COVID-19 Addendum to Policy No. 320 Library Use Policy (ACTION)

Suggested Motion: Approve COVID-19 Addendum to Policy No. 320 Library Use Policy

Director Whitmer recommends the Board approve a policy statement requiring facial coverings and social distancing by library guests. Accommodations for individuals who cannot or will not wear a mask are outlined in the policy.

COVID-19 ADDENDUM TO LIBRARY USE POLICY Policy No. 320 Addendum

The Warrenville Public Library District is committed to providing a safe environment for all staff and guests. This policy addendum will be in force until the Illinois Department of Public Health declares the State of Illinois has reached Phase 5 of Restore Illinois. It will be reinstated automatically should the IDPH determine the State must return to any phase lower than Phase 5.

All persons entering the library, except for children under the age of 2, must wear a face covering for the duration of their time in the library. The face covering must cover both nose and mouth.

All individuals in the library, except for persons from the same household, must maintain a six foot distance from others.

Reasonable accommodations such as curbside service and online resources are available to those who are unable or decline to wear a face covering.

Anyone refusing to comply with this policy will be asked to leave the library. Additional enforcement of this policy addendum will be carried out as specified in the Library Use Policy.

COVID-19 Activities / Update

Curbside service continues with returns and pickups taking place at the lower level entrance during limited hours.

A team of staff is working on plans for reopening the library to offer access to computers, copier and fax plus "grab and go" access to the collection. Initially, hours of operation will align with our curbside hours. Staff will continue to work in teams. Ly Tran is building Plexiglas barriers for our service desks. Jackie continues to procure PPE and hand sanitizer so we are well-stocked for reopening. An addendum to the Library Use Policy is included on this month's agenda for board approval. The policy addendum sets expectations for facial coverings and social distancing.

Most staff are scheduled to work their regular hours. As of the writing of this report, we have not completed a full pay period under the new compensation plan. At the August Board Meeting we will be able to report on hours worked and use of PTO under the compensation plan that took effect June 29.

Results from Test 1 of the REALM study indicated the SARS-CoV-2 virus was not detectable on the materials after three days of quarantine. We reduced the quarantine time for returned materials from 7 days to 3 days. The Test 1 materials were: Hardback book cover (buckram cloth); Softback book cover, Plain paper pages inside a closed book, Plastic book covering (biaxially oriented polyester film), and DVD case. Test 2 results are expected at the end of July. Test 2 materials include: braille paper pages (closed in the book), glossy paper pages (closed in the book), magazine pages (closed in the magazine), children's board books (closed in the book), and archival folders (stacked together).

Staff continue to wear masks (except when working alone in private workspaces). Gloves are now optional in favor of hand washing and frequent use of hand sanitizer.

SWAN Update

An initial evaluation of our data was conducted. Overall, it appears our data migration should not require a lot of manipulation. In July, Cynthia will meet with SWAN staff to review and map some of our item types and policies. The project is on track to have test data loaded in August. By September, we should have a training curriculum available for staff.

We received payment of the grant funds from RAILS. We also received documentation for quarterly grant reporting.

End of Fiscal Year

June 30 was the end of our fiscal year. The Management Team is working on collecting the information required for the annual report. The annual report will be available at the August Board Meeting. The report is due to the state library by September 1.

STATISTICAL SUMMARY JUNE 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 June. On June 16, curbside pickup service was launched and the library began to circulate items to members.

	JUNE 2020	JUNE 2019	% change	+/-
TOTAL CIRCULATION ***	5,419	19,960	-72.9%	-14,541
Print	1,992	10,744	-81.5%	-8,752
NonPrint	664	7,406	-91.0%	-6,742
Equipment (mobile dev., in-house laptops, etc.)	10	88	-88.6%	-78
Downloadables	2,753	1,722	59.9%	1,031
OVERDRIVE (eBooks & eAudiobooks)	1,245	1,108	12.4%	137
ZINIO (eMagazines)	198	105	88.6%	93
Hoopla	1,310	601	118.0%	709
ITEM REQUESTS PROCESSED	-	264	-100.0%	-264
INTERLIBRARY LOANS RECEIVED	-	217	-100.0%	-217
MATERIALS ADDED	1,024	676	51.5%	348
MATERIALS WITHDRAWN	330	1,361	-75.8%	-1,031
TOTAL COLLECTION SIZE*	107,409	106,126	1.2%	1,283
PROGRAMS				
Number of Adult Programs	5	8	-37.5%	-3
Adult Program Attendance	50	319	-84.3%	-269
Number of Teen Programs	5	3	66.7%	2
Teen Program Attendance	3	11	-72.7%	-8
Number of Children's Programs	13	23	-43.5%	-10
Children's Program Attendance	152	452	-66.4%	-300
Book-A-Librarian	-	6	-100.0%	-6
Book-a-Librarian Attendance	-	6	-100.0%	-6
OUTREACH				
Adult Outreach Events	-	-	na	-
Adult Outreach Attendance	-	-	na	-
Youth Outreach Events	-	1	na	-
Youth Outreach Attendance	-	44	na	-
RECIPROCAL BORROWER CIRCULATION	-	1,241	-100.0%	-1,241
RESIDENT CARDS ACTIVE	6,564	6,162	6.5%	402
RECIPROCAL BORROWER CARDS ACTIVE	285	337	-15.4%	-52
VISITOR COUNT **	-	10,785	-100.0%	-10,785
COMPUTER SESSIONS	-	1,090	-100.0%	-1,090
DATABASE USAGE	242	172	40.7%	70
WEBSITE VISITS	26,403	63,139	-58.2%	-36,736
UNIQUE WEBSITE VISITORS	21,166	57,965	-63.5%	-36,799

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

Special notes for June 2020

none

13. ASSISTANT TO THE DIRECTOR REPORT

June 2020

Jackie Davis

Administration

- Sent financials to Accounting Services for processing.
- Assisted Sandy with assembling the June board packet. Delivered the packets to the post office for mailing.
- Processed checks for mail and documents needed to go to trustees for signature – June 18
- Continuing to search for and order PPE supplies.
- Composed minutes of the Regular Board of Trustees Meeting on June 18
- Completed the preliminary audit electronically this year. All documents were uploaded to Sikich and a Skype meeting was held with the auditors, Sandy and myself.
- Began work on board packet documents for July
- Moved FY 18-19 files to the storage room and made new files for FY 20-21.
- Updated Payroll Tracker for FY 20-21

Human Resources

- Processed two payrolls.
- 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.
- Met and reviewed safety procedures and PPE with every M-W-F Team member on their first day back in the building.

Meetings

- Regular Board of Trustees Meeting – June 17
- Management Team Meetings – daily

Continuing Education

Demco – COVID 19 Safety Tips for Reopening Your Library.

Maintenance

- **Building Maintenance during closure for COVID-19**
Ly is now in the building Monday – Friday. He is on the M-W-F team so can work as late as necessary, but on Tuesday and Thursday is he out of the building by 8:30 am. He continues with his same duties and many activities assigned by either Sandy or myself. He is also watering the butterfly garden every other day.
- **Indoor Plants**
Ambius is now attending to the indoor plants on a weekly/as needed basis. Our representative has placed an order for all new plants for installation within the next month.
- **Roof**
Olsson Roof completed their semi-annual inspection on June 19.
- **Pest Control**
Chem-Wise was on site to spray and treat for pests on June 8. No little critter activity was evident.

- **Sprinkler Repair**

There are some sprinkler repairs needed. Cintas is still waiting for the parts to come in to complete this work. They are in contact with the Fire Department to keep them informed of the status of the repairs.

13. PUBLIC SERVICES REPORT

June 2020

Paul Dobersztyn

Highlights

- Staff returned to the building the week of June 8th.
- Curbside service officially started on June 8th with the mass return of items.
- Curbside pickup began on Tuesday, June 16th with a soft launch, clearing the back log of holds since the March closure.
- The full curbside service launched on Monday, June 22nd and the service has been very well received by members and staff.
- Summer reading preparation began, with a July 1st launch date. Online logs and a Summer reading webpage were created by Jen Moore.
- The logs were translated into Spanish by Diana Abraham and Nora Jimenez.
- A new Dial-a-story program was hosted by Diana Abraham, in which she called the registered members and delivered storytime over the phone.
- Jen Moore has started a large weeding of the adult collection to prepare for the transition into SWAN.

Title	Live attendance	Recorded Views
Warrenville Writer's Connection 6/1	6	N/A
Measuring Time 6/2	22	N/A
Dungeons and Dragons 6/3	0	N/A
Family Storytime 6/4	8	4
Teen Jack Box Gaming 6/5	0	N/A
Baby Storytime 6/9	N/A	6
Master Gardener Help Desk 6/9	9	N/A
STEAM Team 6/10	N/A	17
Family Storytime 6/11	6	9
Library Squad 6/11	0	N/A
Teen Jack Box Gaming 6/12	3	N/A
Dial-A-Story 6/15	9	N/A
Digging Deeper 6/15	6	N/A
Family Storytime 6/18	5	10
Teen Jack Box Gaming 6/19	0	N/A
Apple Academy Play Storytime 6/19	N/A	7
Dial-a-story 6/22	16	N/A
Baby Storytime 6/24	N/A	11
STEAM Team 6/24	N/A	14
Family Storytime 6/25	6	10
Teen Jack Box Gaming 6/26	0	N/A
Escape from Wonderland Virtual Escape Room	N/A	7
Dial-a-Story 6/29	14	N/A
Totals	110	95

Personnel

- No changes

Professional Development

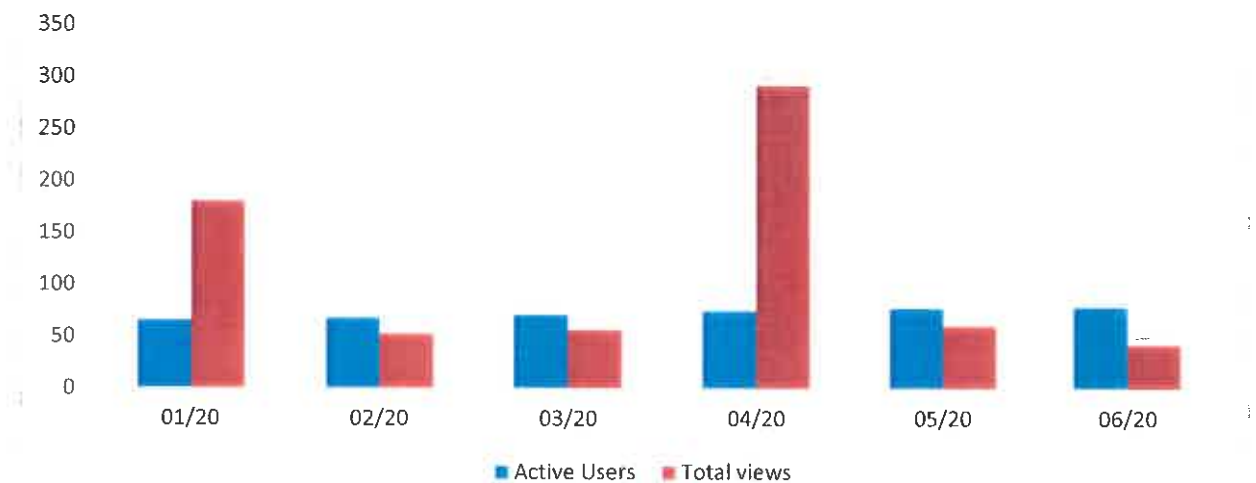
- 92 sessions of CE were completed by the Public Services Department in June.
- 104 total hours of CE were completed.
- Topics that were covered:
 - Social Justice, Covid-19, Curbside Pick Up, Virtual Customer Service, STEAM, Homelessness, Disinformation, and more.
- A full list can be provided by the Public Services Manager.

Programming / Outreach (Not entered in Communico)

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

- Paul met with the SWAN100 group on June 15th, 22nd and 29th to prepare for the transition into the SWAN consortium.
- Diana met with a new restaurant owner on June 25th to distribute Census 2020 face masks and pens.
- Jen created an On-Demand programs webpage that houses the recordings of our virtual programs, and our DIY Storytime templates created by the Youth Services department. This gives our member easy access to the past programs.
- For the first time, the Adult Services departments attempted an online book club using Goodreads as the platform.
- Lynda.com saw a huge spike in April after our closure with 293 views. However, in May and June the usage seemed to normalize with 61 and 43 views in their respective months.

Lynda.com Usage 1/20-6/20



InterLibrary Loan

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

Digital Resources

Beyond Dust Jackets Blog:

Views 6/1-30: 3,244

Total views 2020: 11,087; Total views FY: 24,483

NextReads Newsletters:

Subscribers thru 6/1-30: 168

Newsletters sent 6/1-30: 650

Total newsletters sent 2020: 3,932; Total newsletters sent FY: 7,989

OverDrive eAudiobooks/eBooks:

New User accounts 6/1-30: 26

Checkouts 6/1-30: 1,245

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

RB Digital eMagazines:

User accounts thru 6/1-30: 262

Checkouts 6/1-30: 198

Total checkouts 2020: 1,189; Total checkouts FY: 1,853

Hoopla:

New User accounts 6/1-30: 22

Checkouts 6/1-30: 1,310

Total checkouts 2020: 6,318; Total checkouts FY: 10,045

ALA VIRTUAL

COMMUNITY • THROUGH • CONNECTION

JUNE 24 – 26, 2020

Nora Jimenez Conference Attendance Report

Conference summary

This year's ALA annual conference was originally scheduled to take place in Chicago however, due to the widespread of the COVID-19 virus, ALA decided to cancel the conference. As states began to re-open in recent weeks compounded with the racial and socio-cultural tensions in the country ALA took the initiative to move the conference online.

ALA's stance on equity and their condemnation of the systemic racism in the US took center stage at this year's conference. The event used a combination of live-stream and on-demand videos along with live chats and virtual networking opportunities. The theme "Community through Connection" was explored in the various sessions and by notable featured speakers. Featured speakers included: Misty Copeland, notable principal dancer with the American Ballet Theatre and author, Stacy Abrams, and Natalie Portman.

Issues such as race, equity and feminism were discussed in depth in several of the sessions offered at this year's conference. One of the things I greatly appreciated, chiefly as a woman of color but also as a future librarian, was ALA's commitment to offer the opportunity to librarians of color to present and lead discussions. Librarians of color need a platform and ALA did a great job of amplifying their voices this year.

Sessions

Wednesday, June 24

10:00 AM – 11:00 AM – Opening Session featuring Misty Copeland - Virtual Event, Education

11:15 AM – 12:00 PM – Healing Reading Trauma: Rebuilding a Love of Reading through Libraries for Liberation - Virtual Event, Education

11:15 AM – 12:00 PM* – Intellectual Freedom, Hate Speech, the First Amendment, and You - Virtual Event, Education

12:15 PM – 1:00 PM* – Retention efforts of minority librarians in librarianship from the perspectives of early, middle and advanced career librarians (health science, academic, public, school-media, and special libraries) - Virtual Event, Education

12:15 PM – 1:00 PM – Women Revealed: Researching the Lives of Women through Archives and Government Sources - GODORT Chair's Program - Virtual Event, Roundtables/Affiliates

1:30 PM – 2:15 PM* – Public Libraries Respond to COVID-19: Strategies for Advancing Digital Equity Now (Encore Webinar) - Virtual Event, Education

1:30 PM – 2:15 PM – Serving the Transgender Community: It's More Than Just Bathrooms! (RRT LIVE) - Virtual Event, Roundtables/Affiliates

Thursday, June 25

10:00 AM – 10:45 AM – Herstory through Activism: Women, Libraries, and Activism - Virtual Event, Roundtables/Affiliates

11:15 AM – 12:00 PM – Working with Subject Matter Experts in YOUR Community - Promising Practices and Where to Start - Virtual Event, Education

1:15 PM – 2:00 PM – Are the Kids Okay? How Librarians Can Use Literature to Help Kids Navigate Socioemotional Stress - Virtual Event, Education

1:15 PM – 2:00 PM* – Enhancing Our Communities: Tribal Libraries Innovating to Expand Services - Virtual Event, Education

2:30 PM – 3:15 PM – Civic Duty?: Libraries and the Disenfranchised - Virtual Event, Education

Friday, June 26

10:00 AM – 10:45 AM – EMIERT Chair's Program Promoting Multicultural Library Services in Virtual Spaces - Virtual Event, Roundtables/Affiliates

11:15 AM – 12:00 PM – Behind the Wires: American Concentration Camps Then and Now (APALA LIVE) - Virtual Event, Roundtables/Affiliates

11:15 AM – 12:00 PM* – Twitch & Discord in Public Libraries: New Opportunities for Adult Services - Virtual Event, Education

12:15 PM – 1:00 PM* – All Ages Welcome: Recruiting and Retaining Younger Generations for Library Boards, Friends Groups, and Foundations - Virtual Event, Education

12:15 PM – 1:00 PM – Juntos: Latinx Family Engagement at Your Library - Virtual Event, Education

1:00 PM – 2:00 PM – Closing Session featuring Natalie Portman - Virtual Event, Education

Note: Items marked with an * were watched ON DEMAND.

What did you learn at this conference that contributed to your personal development, career and/or community?

I was both delighted and appreciative that many of the sessions I attended were led by librarians of color. While I can understand that speaking on the issue of race might bring forth uncomfortable feelings, race is a crucial issue that must be discussed among library professionals. Librarians are advocates of their communities and as such must be prepared to give a platform to those who need it. In recent years librarians of color have made a call for diversification of the librarianship profession and an amplification of minority voices. Slowly but surely, ALA has begun to take steps to address these concerns.

I was very interested in the sessions that discussed how to engage with community members of all ages and backgrounds as well as sessions that addressed leadership by librarians of color. Perhaps my favorite sessions were the opening session featuring Misty Copeland and her discussion on the lack of representation in picture books. I have been a fan of Copeland since she began dancing with the ABT and was delighted when her first picture book, *Firebird*, was published in 2014. I eagerly await her new book, *Bunheads*, later this year. The session, "Healing Reading Trauma," was also a great presentation. It dealt with issues of representation in literature and how to engage with young readers who feel left out in academia. I think we as a library could really benefit from exposure to varying views and ideas. Our bias and blind spots can have an unintentional affect to our community members and can lead to alienation from the library. An equitable service should not only be used in point of service and programming but also in collection development, reference and community relations.

What do you see as the most important aspect of attending this event?

As a library student, I think being exposed to the varying issues in the library field is an important learning tool. Gaining further knowledge on issues that affect not only librarians, but community members can benefit my development as a future librarian. Additionally, I think many of the programming ideas presented in the sessions I attended can be modified and used at WPLD. I've gathered a number of ideas for future programming and am in the process of creating proposals. I anticipate having these proposals done and presented to my department head by the end of the summer for tentative Spring and Summer programming.

13. MEMBER SERVICES REPORT **June 2020**

Jaime Perpich

Library Card Monthly Stats		
	June 2020	June 2019
# of new cards issued (Temporary Card Registrations)	18	111
# of renewed cards (expiring 6/2020) *Automatically renewed per NCOA report	167 (81% of accounts renewed)	184 (86% of accounts renewed)
Warrenville Resident cards (active)	6,564	6,162
Reciprocal Borrower cards (active)	285	337

Miscellaneous Monthly Circulation Stats		
	June 2020	June 2019
Self-Checkout Station	0	8,736 items (47% of total circulation)
Reciprocal Borrower Circulation	0	1,241
# of Outgoing Book Discussion ILL Requests	0	60 (18% of total item requests)
Mobile Device Circulation	10	65
Mobile Device In-house Circulation	0	23

Highlights

- Management returned to the building the week of June 1. Additional staff started returning to the building starting June 8.
- Returns accepted beginning June 8
- Curbside Service Process began June 8
 - Soft launch curbside pickup June 16 for pre-existing requests and held items
 - Full curbside pickup 6 days/week started June 22
- Continue to process online library card applications for WPLD residents, granting temporary library cards

Professional Development

4 sessions of CE* were completed by the Member Services Department in June.
17.25 total hours of CE were completed.

*Full list of CE can be provided if needed.

Meetings

Daily Management Team Zoom Meeting – Jaime

6/8, 6/15, 6/22, 6/29 SWAN100 Weekly Checkin – Jaime

6/17 Library Board Meeting – Jaime, Kathy, Mary

6/29 Fine Free Configuration with Sirsi Dynix – Jaime

13. MARKETING REPORT

June 2020

Kathy Gaydos

Weekly eNews* (Constant Contact)

		Open	Click
	Sent	Rate ¹	Rate
Weekly eNews (6/24) summer reading	5,406	30%	9%
Weekly eNews (6/17) curbside pickup	5,415	36%	8%
Weekly eNews (6/10) more on returns	5,423	45%	8%
Weekly eNews (6/3) returns process	5,427	45%	6%

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

***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**

Facebook	Jan. '20	Feb. '20	Mar. '20	Apr. '20	May '20	June '20
Total Page Followers	1,100	1,110	1,145	1,164	1,168	1,177
Total Page Likes	1,079	1,090	1,131	1,143	1,147	1,156
Avg. Daily Reach (w/ paid)	706	617	516	569	379	336
Twitter	Jan. '20	Feb. '20	Mar. '20	Apr. '20	May '20	June '20
Average Daily views	237	247	428	252	286	199
Average Engagement Rate	1.0%	2.2%	1.4%	1.5%	1.3%	2.1%
Instagram	Jan. '20	Feb. '20	Mar. '20	Apr. '20	May '20	June '20
Followers	183	192	205	221	232	234
Impressions*	773	580	427	401	1,307	912
Reach*	387	146	153	107	1,181	772

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

****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.) to 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.

Activities

- **June postcard**—finalized with graphic designer; approved design and print specs with printing company; arrived in Warrenville mailboxes week of June 29.

- **Read for a Cause Summer Reading Event**—finalized two logos for use in various media; finalized website content; finalized paper reading logs; worked with Jen to finalize online reading logs; worked with Nora and Diana to translate website content into Spanish and create youth reading log in Spanish; created documents and promotional text for the participating organizations; announced in eNews and on social media.

- **Returns process**—wrote "Return Your Library Materials" Good to Know blog article announcing process for members to return items checked out prior to closure; updated with Spanish translation from Nora and Diana; revised signage on library doors and existing book drops in English and Spanish (translated by Nora and Diana); created signs for sandwich board, bins and some windows.

- **Curbside Pickup Service**—worked with Jaime on language for scheduling pickup appointments and text for forms and bag identification; created Good to Know blog post for website with all the details of the curbside pickup process; finalized content for blog post with edits from Jaime, Paul and Sandy; created signs for sandwich boards; recorded and posted videos with Sandy (returns process) and Diana (pick up process).

- **Discover Your Next Book** readers advisory form—worked with Jen to revise form somewhat to be utilized by members as a way to select items for Curbside Pickup service process.

Good to Know blog:

- wrote Returns and Curbside Pickup service posts; responded to comments
- edited Tom's article "Staying Productive While Working Remotely" to promote Lynda.com; included in eNews.
- edited Jaime's article "Say Hello to a Fine Free Warrenville Library"; included in eNews.
- edited DIY Storytime article from Lydia/Diana

- **June event slides**—created slides for Dial-A-Story, Books on App, Chicago Architecture and Weekly Events for use on website and social media.

- **Kindergarten Readiness July events**—created video backdrop sign; created images for social media use; reviewed first video in series and made a few suggestions adding announcements on library services; finalized Communico language regarding registering for video links.

- **Facebook promotions**—revised schedule plan to be used by public services contributors (Julie and Sylvia); created "how-to" document for updating Communico links and scheduling weekly event announcements on scheduling software, Buffer.

- **YouTube channel**—added YouTube icon and link on eNews; also created block on eNews for weekly program videos.

- **Communicated with staff on key events**—created FAQs on curbside pickups and returns processes for staff; shared curbside details with a reminder for staff to subscribe to Good to Know blog; shared upcoming postcard images and mailing details; shared summer reading background and link to website for details.

Other miscellaneous tasks:

- Worked with Sandy and Jen to revise content on homepage slide.
- Advised on social media posts relating to social justice and pride month.
- Reviewed return to work reference for employees/quick reference for supervisor.

- Reviewed budget and postage requirements for mailing postcards and newsletters; got print estimate for 4-page fall newsletter.
- Finalized Communico language for events involving recorded videos.
- Reviewed and gave input on new Programs On-Demand website page.
- Created bit.ly shortlinks for: returns, curbside, summer reading, catalog and escape room.

Meeting Attendance

Management Team meetings via Zoom—most weekdays in June

Discussion of permalinks, bit.ly links and Constant Contact with Jen via Zoom—6/1/20

COVID-19 Safety Tips for Re-opening your Library webinar—6/12/20

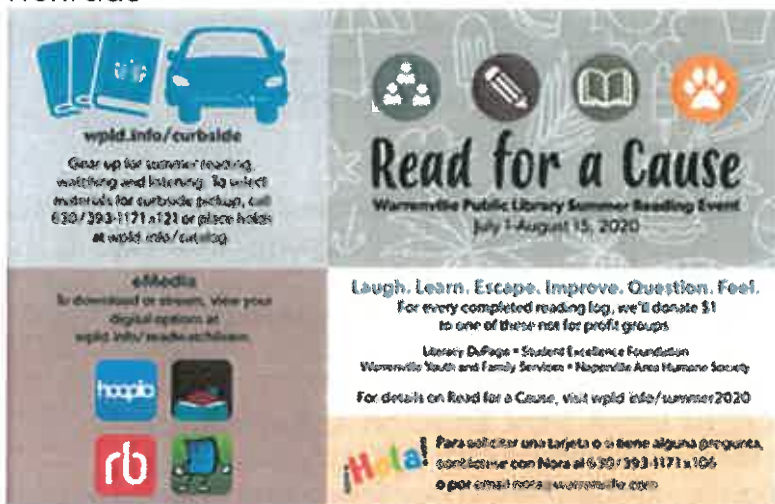
Discussion with Sandy and Paul on ways to publicize programming videos via Zoom—6/22/20

Library Board meetings via Zoom—6/19/20

Facebook posts by public services with Paul, Julie and Sylvia via Zoom—6/25/20

Postcard mailed to Warrenville residents week of June 29.

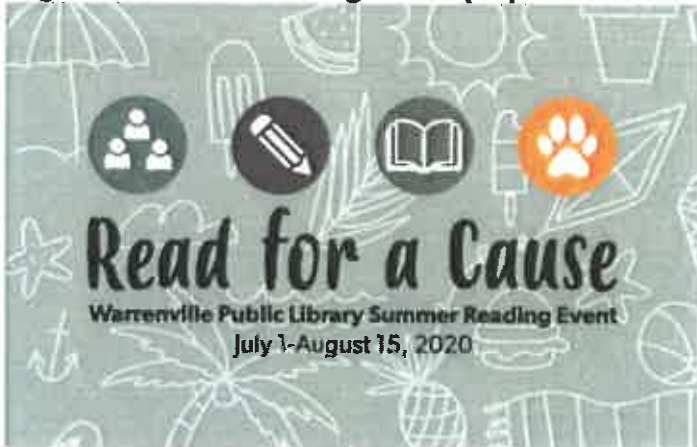
Front side



Reverse side.



Logo for summer reading event (expanded version)



Logo for Curbside Pickup service.



13. TECHNICAL SERVICES REPORT

June 2020

Sandy Whitmer

Collection statistics for the month

945 physical items added

694 books

143 periodicals

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

330 physical items withdrawn

179 books

133 periodicals

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

Collection Maintenance:

38 books repaired

30 discs cleaned / repaired

10 other items handled

Special Projects / Work Notes (June)

Gail, Therese and Sarah returned to the library the week of June 8. They have been working to catch up with processing and cataloging all of the new materials. Nearly 700 new books were added to the collection in June. Therese also resumed the spine label project. (She is putting the author's full last name on books in our adult fiction collection.)

Our "collection support specialists" (Colleen, JoAnn, Imaan and Helen) returned the week of June 15 and began checking in materials that were returned the prior week. In June, this team checked in and reshelved more than 7,000 items!!

Continuing Education:

Staff completed 17.5 hours of continuing education over 17 separate sessions.

Everyone watched the webinar "COVID-19 Safety Tips for Reopening Your Library" prior to returning to regularly scheduled work in the building.

13. COMPUTER SERVICES REPORT

June 2020

Cynthia Makowski

Cynthia

1. Meetings, training, etc.
 - COVID-19 Webinar
 - Monthly Board meeting (online)
 - Weekly SWAN meetings (online)
 - Daily Management Team meetings (online)
2. Changed passwords for one former employee.
3. Confirmed nightly duplication of the shared drive.
4. Manually ran Day End statistics on 6/1. Modified loan periods to temporarily offer 28 day checkouts for all materials that began circulating via Curbside Pickup. Resumed running Horizon Day End nightly on 6/16.
5. Installed receipt printers at the AS & YS desks. Modified the checkout receipt to facilitate borrower identification for curbside pickup, and tested at each public service desk.
6. Created curbside@warrenville.com mailbox.
7. Updated the Enterprise catalog home page with links to the Returns and Curbside Pickup blog posts.
8. Worked with Jaime and SirsiDynix to change fine rates, loan periods, renewal periods, reminder and billing notice cycle, and debt collect cycle in order to implement the new Fine Free policy effective July 1st and also align with SWAN's circulation policies.
9. Worked with SirsiDynix to extract a full dataset for preliminary migration testing. Sent Horizon profile reports and screenshots to SWAN for comparison.
10. Swapped two PCs in Tech Services to facilitate social distancing during overlapping work schedules. Assisted Therese with Windows/Microsoft Word printing preferences for a different DYMO label type.
11. Worked with Kent/CFB to install Sophos PureMessage on the Exchange server and fine-tune the Quarantine settings based on anti-virus, anti-spam and content parameters.
12. Acquired widescreen monitors for the Public PCs. Acquired additional keyboards and mice to allow rotation and cleaning when public computer use resumes. Began disconnecting some of the Public PCs to facilitate social distancing.
13. Created new virtual server for the Faronics products, installed software and migrated some PCs to the new server.
14. Provided remote support to staff via email, phone and text.

14. PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, July 8, 2020)

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

Wednesday, August 19, 2020 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Wednesday, September 16, 2020 at 7 pm
Public Hearing: Budget & Appropriation Ordinance
followed immediately by
Regular Board of Trustees Meeting
Library Meeting Room

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

August

- Approve Annual Report to State Library
- ~~Approve Annual Statement of Receipts and Disbursements~~ (postpone to Sept)

Items postponed to future meeting(s)

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

15. TREASURER'S REPORT

Developer Donations

The City of Warrenton reports the balance of the Library District's Developer Donations is \$205,416.92 as of 6/30/20.

Property Tax Distributions

As of July 1, 2020, the DuPage County Treasurer has distributed \$991,560. This is approximately 51% of the extended levy amount.

17. COMMITTEE REPORT

Personnel Committee

The Personnel Committee will meet after August 1 to plan for the Director's Evaluation.