



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, March 18, 2020, 7:00 p.m.
Location: Library Meeting Room

AGENDA

Visitors are welcome to all meetings of the Board of Trustees. Anyone who wishes to address the Board during Public Comments must fill out a sign up sheet prior to the start of the meeting. Speakers are limited to three (3) minutes. The Board requests that a group appoint one (1) speaker to present the views of the entire group. Speakers will state name and address before addressing the Board. 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.

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
7. Consent Agenda **(ACTION)**

- p. 3** a. Approve Minutes of the February 19, 2020 Regular Board of Trustees Meeting
- p. 8** b. Receive and file Financial Report for February
- p. 15** c. Approve Non-resident Library Card Participation for FY21 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
- p. 15** d. Approve Early Closure at 5 pm on Friday, July 3, 2020 for Warrenville Parade
- p. 15** e. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for FY20 Audit Services

8. Regular Agenda

p. 23 a. Approve payments for the period of February 19-March 18, 2020 **(ACTION)**

p. 26..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

p. 27 a. Pandemic Response **(ACTION)**

p. 28 11. Director's Report

p. 31 12. Department Head Reports

13. President's Report

p. 41 a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

a. Personnel Committee – Director's Evaluation

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)**



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- b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
- 10. New Business
 - a. Pandemic Response **(ACTION)**
- 11. Director's Report
- 12. Department Head Reports
- 13. President's Report
 - a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
 - a. Personnel Committee – Director's Evaluation
- 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)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
FEBRUARY 19, 2020**

1. Call to Order – Trustee Picha called the meeting to order at 7:01 pm.

2. Roll Call

ATTENDING: Trustees Lezon, Picha, Richardson, Ruzicka and Warren

ABSENT: Trustees DuRocher and Stull

ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Approval of the agenda

Trustee Picha removed items #17 –Closed Session and #18 – Discussion/action resulting from the above closed session and added to Regular Agenda as item 8.c. – Destruction of Closed Session Minutes

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

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Motion carried

4. Presentations – None

5. Public Comments – None

6. Correspondence – None

7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

a. Approve Minutes of the January 15, 2020 Regular Board of Trustees Meeting

b. Receive and file Financial Report for January

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

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Minutes of the Regular Board of Trustees Meeting

February 19, 2020

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Motion carried

8. Regular Agenda

- a. Approve payments for the period of January 16 – February 19, 2020

MOTION: Trustee Ruzicka moved to approve payments in the amount of \$59,837.14 for the period of January 16, 2020 – February 19, 2020 including electronic payments and checks #7483 - 7540. Check #7494, 7496 and 7539 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Warren moved to transfer \$125,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Motion carried

- c. Destruction of Closed Session Minutes

MOTION: Trustee Warren moved to approve destruction of verbatim recording of the April 18, 2018 Closed Session. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Motion carried

9. Unfinished Business

- a. Revisions to Drug and Alcohol Free Workplace Policy (4.16)

- Director Whitmer stated she reached out to the Library attorney and one of the HR Source attorneys for their advice on this policy.
- Roger Ritzman, the Library's attorney, stated the Board has the discretion to permit this use.
- Attorney Jim Griffin, employment counsel at HR Source, stated the use is not recommended, but could be allowed. He shared that medical cannabis is not like a prescription medication. The medical cannabis

card is an authorization to use cannabis due to a qualifying condition. Medical cannabis is not prescribed nor monitored by a physician.

- Director Whitmer stated her biggest concern is it is not prescribed or monitored by a doctor and not legal by the Federal Government.
- Trustee Richardson asked if an employee could consume marijuana before coming to work. Director Whitmer stated they could.
- Director Whitmer stated the Board could revisit this policy at any time.
- Final consensus of the Board is to leave the policy as approved last month subject to review at a later date if necessary.

10. New Business

a. Review Strategic Priorities for Next Fiscal Year

- Director Whitmer stated the budget planning for next year is underway and the two funding priorities are SWAN Consortium and becoming a "fine free" library. Library staff is researching ways to recoup the lost income from going fine free.
- Trustee Lezon asked how the minimum wage will impact the budget. Director Whitmer stated all staff are above the minimum wage at this time.
- Director Whitmer stated the Technical Services Manager position will not be replaced at this time.
- Trustee Warren asked if there were opportunities for grants like "Libraries Connecting You to Coverage." Director Whitmer stated she and the staff watch for grants, however, grants involve a lot of staff time.
- Director Whitmer stated the census grant is \$10,000 which is being used for programs, staff time and marketing materials. A button making machine, two cell phones, two iPads and two hotspots have been purchased. The cell phones will be used for people to complete the survey over the phone with 12 languages available in addition to English.

11. Director's Report

- Director Whitmer reported the Library's spring edition of "Reading Matters" hit mailboxes today.
- The Library is hosting an ice cream social on March 21 for the Spanish speaking community. Census office personnel and an immigration lawyer will be in attendance.
- The Library is purchasing street lamp banners and bookmarks to promote the census. The bookmarks will be shared with other organizations.
- Trustee Warren asked how many technical services staff there is. Director Whitmer stated there are four part time employees including former

employee Debbie Rosenwinkel who was rehired to work no more than 16 hours per week.

- Trustee Picha asked about the required Sexual Harassment training for all staff. Director Whitmer stated the payroll provider has online programming for staff to watch which will need to be completed by December 31, 2020.

Elected officials may be included in the training requirements too. The Library will also need to document the process for individuals to report harassment from an elected official to staff, staff to elected official, etc.

12. Department Head Reports

- Trustee Picha stated she liked the addition of the Assistant to the Director's report.
- Trustee Picha asked what the "guest" network is. Director Whitmer stated it is the wifi network used by guests and staff using their own devices. The State Library wants a count of how many people access our wifi network. Cynthia is working on a way to capture this statistic.
- Trustee Picha asked about the help desk portal in the Computer Services report. Director Whitmer stated it is software being tested to report IT issues and/or building maintenance. It's intended for staff, not guests.

13. President's Report

- Trustee Picha announced the next meetings and/or events.
- Trustee Picha thanked the board for allowing her to attend the Public Library Association Conference in Nashville the last week of February.
- Trustees DuRocher and Warren will be distributing the Director's self-evaluation and trustee forms for the Director's Evaluation next month.

14. Treasurer's Report

Trustee Lezon asked what dollar amount the Library can expect to receive from the "Impact Fee" estimates. Director Whitmer explained the amounts the city has received through January 30, 2020 and the projected amounts. The Library should receive approximately \$280,000 when the listed projects are completed.

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

16. Committee Reports – none

17. Trustee Comments

- Trustee Warren stated last Sunday's Chicago Tribune had an article discussing the cultural benefits of a library.
- Trustee Warren stated he and Trustee Ruzicka attended the West Suburban Library Legislative Lunch On February 2.

- Director Whitmer shared information regarding the Prairie Path improvements.

Items for information and/or discussion - none

18. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the regular meeting at 7:56 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher and Stull

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

February 29, 2020

WARRENVILLE LIBRARY INCOME	FEBRUARY 2020	FUND BALANCES						PAGE 1					
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC.	TAX INC.	% RECEIVED	AUDITED FUND BAL 6/30/2019		OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	Y.T.D. EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
				CUR. MTH	Y.T.D.								
LEVY													
CORPORATE	1798112	94.5902%	0	1798842	99.93%	336398	0	3815	69245	125777	1281316	941169	
BLDG. & MAIN.	102837	5.4098%	0	102574	99.74%	89474	0	0	0	14906	82607	129441	
TOTAL TAX (LEVIED)	1900949	100.00%	0	1899416	99.92%	425872	0	3815	69245	140683	1323923	1070610	
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	6769	8878	225687	
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	0	23524	
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0	
TOTAL	1900949	100.00%	0	1899416	99.92%	909788	0	3815	69245	147452	1332801	1545648	
FORMULA = A+B+C+D-E=F				A		B	C	D		E		F	

UNAUDITED
CURRENT

Y.T.D.
OTHER
INCOME

OTHER INC
RECEIVED
MONTH

EXPENSES
MONTH

Y.T.D.
EXPENSES

EXPENSES
MONTH

Y.T.D.
EXPENSES

EXPENSES
MONTH

Y.T.D.
EXPENSES

EXPENSES
MONTH

Y.T.D.
EXPENSES

EXPENSES
MONTH

Y.T.D.
EXPENSES

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 29, 2020

	CORPORATE FUND				
	1 Month Ended Feb. 29, 2020	8 Months Ended Feb. 29, 2020	Budget	Balance	% Received / Expended
Income					
Taxes Levied	0.00	1,796,842.44	1,798,112.00	1,269.56	99.93%
Copier	507.76	4,503.11	6,000.00	1,496.89	75.05%
Extended Use Fees	1,249.01	11,972.50	19,000.00	7,027.50	63.01%
Fees	13.00	169.00	500.00	331.00	33.80%
Interest	1,432.24	17,860.59	15,000.00	(2,860.59)	119.07%
Book Sales	0.00	512.50	2,500.00	1,987.50	20.50%
Lost Books	165.00	1,762.10	3,000.00	1,237.90	58.74%
Gifts / Memorials	1.00	1,126.00	1,000.00	(126.00)	112.60%
Miscellaneous	47.00	302.00	3,000.00	2,698.00	10.07%
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	400.00	400.00	0.00	(400.00)	0.00%
	3,815.01	1,866,087.42	1,881,350.00	15,262.58	99.19%
Expenses					
Sal. - Administration	12,289.36	116,764.47	169,000.00	52,235.53	69.09%
Sal. - Member Services	9,035.48	98,107.47	143,000.00	44,892.53	68.61%
Sal. - Maintenance	1,763.44	15,608.00	23,000.00	7,392.00	67.86%
Sal. - Marketing	2,201.23	20,828.25	32,000.00	11,171.75	65.09%
Sal. - Public Services	28,384.01	246,773.19	378,000.00	131,226.81	65.28%
Sal. - IT	6,222.46	55,839.73	82,000.00	26,160.27	68.10%
Sal. - Tech Services	12,683.97	97,291.06	135,500.00	38,208.94	71.80%
I.M.R.F. - Expense	11,398.87	58,749.14	91,000.00	32,250.86	64.56%
Fica - Expense	5,453.59	48,190.76	74,000.00	25,809.24	65.12%
Unemp. Comp.	0.00	677.93	1,500.00	822.07	45.20%
Op - Mat'l Processing/Tech	1,841.56	6,666.91	12,600.00	5,933.09	52.91%
Op - Mat'l Processing/Circ	112.24	536.73	4,900.00	4,363.27	10.95%
Op - Postage	0.00	1,785.04	5,490.00	3,704.96	32.51%
Op - Office Supplies	296.78	2,153.12	3,775.00	1,621.88	57.04%
Op - Bank Fee's	(78.90)	502.48	650.00	147.52	77.30%
Op - Automation Supplies	493.73	2,060.50	3,500.00	1,439.50	58.87%
Op - Publishing	0.00	841.80	1,200.00	358.20	70.15%
Equip. - Purchases	626.99	6,151.10	8,540.00	2,388.90	72.03%
Equip. - Maintenance	192.19	2,184.18	3,500.00	1,315.82	62.41%
Auto. - Software	440.99	11,396.71	15,285.00	3,888.29	74.56%
Auto. - Purchases	44.97	2,137.40	3,500.00	1,362.60	61.07%
Auto. - Maintenance	3,813.47	44,151.38	56,030.00	11,878.62	78.80%
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	35,192.10	70,930.00	35,737.90	49.62%
Pd - Recruiting	0.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	369.81	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	125.00	1,570.67	2,875.00	1,304.33	54.63%
Pd - Staff / Meetings	284.38	3,342.18	7,525.00	4,182.82	44.41%
Pd - Staff / Transportation	130.70	969.52	2,000.00	1,030.48	48.48%
Pd - Trst / Dues	0.00	151.00	140.00	(11.00)	107.86%
Pd - Trst / Mtgs	225.00	960.00	2,525.00	1,565.00	38.02%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 29, 2020

	CORPORATE FUND				
	1 Month Ended	8 Months Ended	Budget	Balance	% Received /
	Feb. 29, 2020	Feb. 29, 2020			Expended
Pd - Trst / Transportation	0.00	258.90	750.00	491.10	34.52%
Pd - Trustee Misc.	22.69	143.36	500.00	356.64	28.67%
Cont. - Lawyer	0.00	450.00	3,000.00	2,550.00	15.00%
Cont. - Accounting	1,217.85	7,780.21	11,600.00	3,819.79	67.07%
Cont. - Collections	62.65	518.50	1,250.00	731.50	41.48%
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	3,853.56	29,121.55	56,000.00	26,878.45	52.00%
Lib. Mat. - Youth Books	2,520.25	21,301.33	32,500.00	11,198.87	65.54%
Lib. Mat. - Adult AV	1,259.20	12,366.75	22,200.00	9,833.25	55.71%
Lib. Mat. - Youth AV	263.13	2,551.23	6,000.00	3,448.77	42.52%
Lib. Mat. - EBooks	601.98	18,288.27	26,000.00	7,711.73	70.34%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	2,575.00	19,461.22	25,000.00	5,538.78	77.84%
Ps - Programs Adult	437.56	4,914.88	8,500.00	3,585.12	57.82%
Ps - Programs Youth	885.49	3,687.91	7,500.00	3,812.09	49.17%
Ps - Hotel/Motel	50.00	9,461.88	18,140.00	8,678.12	52.16%
Ps - Refunds / Fines / Fees	57.00	141.10	500.00	358.90	28.22%
Ps - Printing	0.00	5,992.00	14,600.00	8,608.00	41.04%
Ps - PR / Publicity	261.09	7,086.53	24,750.00	17,663.47	28.63%
Ps - Misc.	0.00	288.60	800.00	511.40	36.08%
Gas	1,000.27	3,955.55	7,000.00	3,044.45	56.51%
B & M - Water / Sewer	160.70	652.58	850.00	197.42	76.77%
Electricity	3,089.28	24,822.10	35,000.00	10,177.90	70.92%
Telephone	1,360.32	9,139.70	13,650.00	4,510.30	66.96%
Gifts	90.00	570.85	1,000.00	429.15	57.09%
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	0.00	16,765.75	0.00	(16,765.75)	0.00%
Census Grant 2020	3,200.73	3,200.73	0.00	(3,200.73)	0.00%
	125,776.78	1,261,316.14	1,879,830.00	618,513.86	67.10%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 29, 2020

	BUILDING & MAINTENANCE FUND				
	1 Month Ended	8 Months End...	Budget	Balance	% Received /
	Feb. 29, 2020	Feb. 29, 2020			Expended
Income					
Taxes Levied	0.00	102,573.86	102,837.00	263.14	99.74%
	0.00	102,573.86	102,837.00	263.14	99.74%
Expenses					
Maintenance	3,705.00	20,359.00	49,595.00	29,236.00	41.05%
Maintenance Supplies	710.76	1,028.58	2,200.00	1,171.42	46.75%
Security	0.00	3,814.41	13,655.00	9,840.59	27.93%
Snow Removal	8,623.20	15,568.75	20,000.00	4,431.25	77.84%
Hvac	1,582.53	16,914.52	3,800.00	(13,114.52)	445.12%
Janitorial Supplies	6.77	847.68	3,000.00	2,152.32	28.26%
B & M - Landscape Maint	278.00	4,074.00	10,550.00	6,476.00	38.62%
	14,906.26	62,606.94	102,800.00	40,193.06	60.90%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 29, 2020

	SPECIAL RESERVE FUND				
	<u>1 Month Ended</u> <u>Feb. 29, 2020</u>	<u>8 Months Ended</u> <u>Feb. 29, 2020</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	4,529.06	4,529.06	6,000.00	1,470.94	75.48%
Auto. - Purchases	2,240.00	4,349.00	17,850.00	13,501.00	24.36%
	6,769.06	8,878.06	23,850.00	14,971.94	37.22%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
February 29, 2020

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	17,764.26
Cash / Copier Change	75.00
Fifth Third 7985	151,883.31
Fifth Third 8000	726,462.12
Fifth Third 8004	<u>653,461.88</u>
	1,550,056.57

General Fixed Assets	<u>6,068,633.00</u>
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TOTAL ASSETS	<u>\$ 7,618,689.57</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>4,405.02</u>
	4,405.02

LONG-TERM LIABILITIES

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

EQUITY

Fund Balance	5,929,284.55
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 1,689,405.02</u>
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See Accountants Compilation Letter

CONSENT AGENDA

Approve Non-resident Library Card Participation for FY21 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

State law requires public library boards to "opt-in" or "opt-out" of the non-resident library card program annually.

By participating in the program, any non-resident cards issued by our library are required to be honored by other libraries that also participate in the non-resident program.

A non-resident card is issued by the Library to a person who does not live within a library's service area. Non-resident cards are valid for one year. A non-resident card carries the same benefits and access as a resident card, including reciprocal borrowing privileges.

The Director and Member Services Manager recommend the following:

- Continue participation in the non-resident library card program.
- Continue to utilize the tax bill method for calculation of the non-resident fee. This ensures that a non-resident is paying the fee that would be required if his or her property was located within the District's boundaries.
- Continue to utilize the 15% of monthly rent formula to calculate the non-resident fee for non-resident renters (individuals who reside in a rental property outside of the District's boundaries).

Approve Early Closure at 5 pm on Friday, July 3, 2020 for Warrenville Parade

This annual action is recommended because of parade road closures that make the library inaccessible by vehicle.

Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for FY20 Audit Services

Fiscal Year 2020 is the final year of a three-year proposal from Sikich, LLC that was approved by the Library Board.

The cost for FY20 audit services, barring any unusual activity or findings, will not exceed \$7,500.

February 18, 2020

The Honorable President
Ladies and Gentlemen
Warrenville Public Library District
28W751 Stafford Place
Warrenville, Illinois 60555

Dear Members of the Board of Trustees:

This engagement letter (the "Agreement") , effective as of February 18, 2020, between Sikich LLP, an Illinois limited liability partnership, ("Sikich," "we," "us," or "our") and Warrenville Public Library District (the "Client," "you," or "your") sets forth the mutual agreements of the parties regarding the audit of the Client's basic financial statements for the year ended June 30, 2020 (the "Services").

The Services will include an audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information and the related notes to the financial statements, which collectively comprise the basic financial statements of the Client as of and for the year ended June 30 2020.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information ("RSI"), such as management's discussion and analysis ("MD&A"), to supplement the Client's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our Services, we will apply certain limited procedures to the Client's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.

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

1. Combining and Individual Fund Financial Statements and Schedules.
2. Consolidated Year End Financial Report (CYEFR), if applicable

AUDIT OBJECTIVE

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements as a whole.

The accounting records of the District are prepared on the modified cash basis of accounting. Accordingly, our opinion on those statements will be limited to an expression of opinion as to the fairness with which those financial statements present assets, liabilities and fund balances arising from modified cash transactions and the related statements of revenue collected and expenditures paid. Such statements do not purport to present financial statement position or changes in financial position in conformity with generally accepted accounting principles.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions and to render the required report. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the Agreement.

AUDIT PROCEDURES - GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

AUDIT PROCEDURES - INTERNAL CONTROL

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under AICPA professional standards.

AUDIT PROCEDURES - COMPLIANCE

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

OTHER SERVICES

We will also assist in preparing the financial statements and related notes of the Client in conformity with U.S. generally accepted accounting principles based on information provided by you.

Other nonattest Services expected to be performed during our audit of the financial statements as of and for the year ended June 30, 2020 and other deliverables are as follows:

1. Prepare a draft of the financial statements and note disclosures from the adjusted trial balances prepared by the District.
2. Prepare ten (10) copies of the annual financial report (AFR) of the District.
3. Prepare ten (10) copies of the management letter, communicating any material weaknesses or significant deficiencies found during the audit and our recommendations for improvement.
4. Prepare five (5) paper copies (and electronic filing) of the Annual Financial Report to the Comptroller of the State of Illinois.
5. Report to the District in accordance with the Statement on Auditing Standards (SAS) No. 114, Communication with those Charged with Governance.

MANAGEMENT RESPONSIBILITIES

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

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

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

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit Services we provide; oversee the nonattest Services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those Services; and accept responsibility for them.

ENGAGEMENT ADMINISTRATION, FEES AND OTHER

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

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

The assistance to be supplied by Client personnel is described in the workpaper request lists for preliminary (interim) and final fieldwork, which outline the specific schedules and information we are requesting for this Agreement. The workpaper request lists will be discussed with and coordinated with Sandra L. Whitmer, Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. This Agreement assumes that all records, documentation and information we requested in connection with our audit (and outlined in the workpaper request lists) are complete and available at the beginning of the respective phases of the engagement. It also assumes that key personnel are available to us during the duration of the audit. The accuracy of these assumptions will allow us to conduct our audit without any delays or inefficiencies for the fee noted in this Agreement. If the assumptions are not accurate and you fail to provide the records, documentation, information and key personnel required, there may be additional fees to cover our cost for the delays and possible rescheduling of the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We understand that your employees will prepare all cash, accounts receivable and other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not contemplated by this Agreement. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this Agreement. Notwithstanding the foregoing, this Agreement will not include any services related to the Affordable Care Act or consideration of taxable fringe benefits including those impacted by Affordable Care Act; in all circumstances, services related to the Affordable Care Act and other taxable fringe benefit reporting will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.

We will provide copies of our reports to the Client; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

The audit documentation for this Agreement is the property of Sikich and constitutes confidential information. However, subject to applicable laws and regulations, audit and examination documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant or oversight agency for audit or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sikich personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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

The audit documentation for this Agreement will be retained for a minimum of seven years after the report release date or for any additional period requested by the cognizant or oversight agency for audit or its designee. Sikich does not keep any original client records so we will return those to you at the completion of the Services rendered under this Agreement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Final reports will be issued upon your approval of the preliminary drafts. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. Brian D. LeFevre is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for the Services consistent with our proposal dated December 8, 2017, will not exceed \$7,500 for the District audit, which includes out-of-pocket costs such as report reproduction, postage, etc. These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Services will be invoiced to you from time-to-time as work progresses. In accordance with Illinois Compiled Statutes, payments for all Services are due within sixty days of receipt of an invoice. Invoices not paid within sixty days are subject to finance charges of 1% per month (12% annually).

We reserve the right to suspend or terminate Services for reasonable cause, such as failure to pay our invoices on a timely basis or failure to provide the information or cooperation necessary for successful performance of the Services. Our Services will be deemed to be completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

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

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

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

If any dispute, controversy or claim arises in connection with the performance or breach of the Agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Mediation Rules of the American Arbitration Association. Both parties will exert their commercially reasonable best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy. Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation or proceeding against the

disclosing party. Except as agreed by both parties in writing, the mediator will keep confidential all information disclosed during negotiations. The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

ACCEPTANCE

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

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

We appreciate the opportunity to be of service to you and believe this Agreement accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,



By: Brian D. LeFevre, CPA, MBA
Partner
On behalf of Sikich LLP

Acknowledged:

Warrenville Public Library District.

By: _____

Title: _____

Date: _____

REGULAR AGENDA

Approve payments for the period of February 19-March 18, 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

February 20 - March 18, 2020

DATE	NUM	NAME	AMOUNT	TRANSACTION TYPE
03/18/2020	7541	Accounting Services, Inc.	-508.00	Check
03/18/2020	7542	Ambius	-278.00	Check
03/18/2020	7543	American Library Association	-225.00	Check
03/18/2020	7544	AT&T	-383.97	Check
03/18/2020	7545	Baker & Taylor	-1,910.50	Check
03/18/2020	7546	Baker & Taylor	-1,195.29	Check
03/18/2020	7547	Baker & Taylor	-17.13	Check
03/18/2020	7548	Baker & Taylor	-582.16	Check
03/18/2020	7550	Baker & Taylor	-357.19	Check
03/18/2020	7551	Batavia Artist's Association	-150.00	Check
03/18/2020	7552	Cintas Fire Protection	-308.56	Check
03/18/2020	7553	Creekside Printing	-3,055.00	Check
03/18/2020	7555	Davis, Jackie	-23.51	Check
03/18/2020	7556	Demco	-187.11	Check
03/18/2020	7557	Direct Energy Business	-2,880.07	Check
03/18/2020	7558	Findley, Daniel	-225.00	Check
03/18/2020	7559	Fox Valley Wildlife Center	-200.00	Check
03/18/2020	7560	Grant & Power	-2,817.20	Check
03/18/2020	7561	Jesernik, Julie	-63.10	Check
03/18/2020	7562	Konica Minolta Business Solutions	-304.78	Check
03/18/2020	7563	LIMRICC Purchase of Health Insurance Prog	-6,366.19	Check
03/18/2020	7564	Mathisen, Martina	-300.00	Check
03/18/2020	7565	Midwest Tape	-1,291.01	Check
03/18/2020	7566	Midwest Tape	-257.66	Check
03/18/2020	7567	Mikolrac, Inc.	-725.00	Check
03/18/2020	7568	Otis Elevator Company	-5,272.34	Check
03/18/2020	7569	Otis Elevator Company	-365.00	Check
03/18/2020	7570	Petty Cash Fund	-41.28	Check
03/18/2020	7571	Quill Corporation	-713.88	Check
03/18/2020	7572	Recorded Books, Inc.	-5,000.00	Check
03/18/2020	7573	SCARCE	-125.00	Check
03/18/2020	7574	Schlecht, Molly	-1,312.50	Check
03/18/2020	7575	Service Master Commercial Cleaning	-1,800.00	Check
03/18/2020	7576	Sikich LLP	-3,208.00	Check
03/18/2020	7577	Technology Management Revolving Fund	-450.00	Check
03/18/2020	7578	U.S. Postmaster	-240.00	Check
03/18/2020	7579	Unique Management Services, Inc.	-17.90	Check
03/18/2020	7580	Vanguard Energy Services, LLC	-686.83	Check
03/18/2020	7581	Warrenville Ace Hardware	-23.83	Check
03/18/2020	7582	Warrenville, City of	-77.00	Check
03/18/2020	7583	Moser, Sandra	-50.00	Check
03/18/2020	7584	Moser, Sandra	-50.00	Check
03/18/2020	7585	Moser, Sandra	-50.00	Check
03/18/2020	7586	Constant Contact, Inc.	-378.00	Check

DATE	NUM	NAME	AMOUNT	TRANSACTION TYPE
03/18/2020	7587	U.S. Postmaster	-500.00	Check
02/20/2020	Electronic	Call One	-172.67	Check
02/25/2020	Electronic	AFLAC	-280.78	Check
02/27/2020	Electronic	Paylocity	-264.92	Check
02/28/2020	Electronic		-1,269.57	Check (payroll)

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.

NEW BUSINESS

Pandemic Response (ACTION)

Note: This information is up-to-date as of March 13 at 7 pm. As of this time, Director Whitmer is awaiting guidance from the DuPage County Health Department regarding the library's response to COVID-19.

Staff have been monitoring information about the new coronavirus from the CDC, the Illinois Department of Public Health and the DuPage County Health Department.

Our cleaning contractor cleans the building six days a week. We have asked the contractor to add daily sanitization of door handles and stair railings. Staff are cleaning "high touch" areas on an as needed basis, no less than daily.

On March 12, we suspended home delivery. (Our home service members are in the high risk categories.) We also suspended Book a Librarian because the service requires people to work in close proximity to one another.

Staff requests guidance and suggestions from the Board regarding cancellation of programs, reduction in services and closure of the library.

Director Whitmer suggests the following guidelines:

If there is a **confirmed case in DuPage County**, the library will:

- Suspend all programming and outreach activities
- Cancel all meeting room and study room reservations
- Remove manipulative toys from the Discovery Room
- Remove puzzles and board books from circulation
- Initiate social distancing for all seating areas (remove chairs and mark computers out of service to encourage distancing of individuals)

If there is a **confirmed case in Community Unit School District 200 or in the City of Warrenville** the library will:

- Close the library temporarily, then Contact DuPage Health Department for guidance and recommendations regarding closure or limited operations.
- If closure is recommended, the library may be closed to public, but open to staff for special projects and/or modified services

If the library is closed, will staff be paid?

Our policy for emergency closures indicates staff who are scheduled will be paid. Those who are not scheduled are not paid. Pre-approved time off would remain as approved and not be affected by an emergency closure.

Census 2020

Paul, Kathy and I spent many hours preparing for March 12, when census forms will arrive in mailboxes across the country. Staff participated in numerous webinars. As of March 12, the following items are in place:

- Bookmarks are printed. Our goal is to distribute 5,000. They will be given to everyone who checks out material. 1,900 will be provided to the school district for distribution at Jefferson, Johnson, Bower and Hubble. Others will be given away at community outreach events.
- Street lamp banners are up. Thanks to the City's public works team for getting them in place.
- Staff shirts are distributed. Staff are encouraged to wear the shirts at any time. As an incentive, we permit staff to wear jeans anytime they wear the Census shirt.
- Teens made pin-back buttons featuring an assortment of Census designs. These are available at our service desks.

Paul and I continue to participate in weekly online grant meetings. We submit monthly reimbursement requests, enter activity data into the online portal, upload photographic evidence of our activities and provide a monthly narrative report.

Report on PLA Conference

Here are the highlights from several sessions I attended:

"Barriers to Library Use" – from policies and fees to accessibility and awareness. The library looked at its priorities, then determined what barriers needed to be addressed in order to help them achieve the priorities.

"Working Through Transitions" – identified a path for successful transition that acknowledges loss, guides people into a neutral zone (test and try, embrace setbacks, innovate) that leads to new beginnings. Communication is important at all stages. Share what you know and admit what you don't know.

"The Bookstore Model of Customer Service" – Librarians with bookstore experience exposed the deliberate nature of retail customer service where the goal is to retain customers. In libraries it's important to define your service expectations. Understand the key is staff, not stuff. Shift from transactional to relational.

"Seeking Stellar Staff at All Levels" – The library world has flipped from objects to people. Look for people people. Look for people who understand what public service is and love it. We don't have to hire for the position vacated - - instead, hire for the strategic plan. Try experiential interviewing – put them in the actual setting they'll be working in (i.e. greet people coming into library, run a meeting, read stories at a day care center, etc.). Remember the right staff make or break the experience for our customers.

"Proactive Models for Managing Difficult Patron Interactions" – two libraries shared their "homegrown" recipes for staff responses to specific interactions.

"Going Fearlessly Fine Free" – Going fine free aligns with our core value: access. When delivering the message, "play golf, not tennis." (Don't get into a back and forth. Tell them what it is, listen thoughtfully to responses.)

"Service to Bilingual Library Patrons" – discussed different types of bilingual staff members. Gave best practices including: ask customer for their language preference

(never assume), be honest about your fluency level, be patient, remember 70% of communication is non-verbal.

Hotel Tax Grant

We were awarded two Hotel Tax Grants:

Concerts on the Commons (Summer 2020) was awarded \$17,722.50. I am finalizing performer contracts. I posted a (very) part-time "assistant" position that will be funded by the grant.

Sunday Music Matinees (Fall 2020-Spring 2021) was awarded \$3,722.20. Sylvia Thompson is gathering information and beginning to schedule performers for this series.

DuPage Monarch Project Resolution

Warrenville Resident Connie Schmidt approached me to request the Library Board consider adopting a resolution in support of efforts to support monarch habitats. If this is something the Board is interested in pursuing, I can invite someone from DuPage Monarch Project (DMP) to a future board meeting to share information about the organization and what actions the Library can take to support DMP. If you are interested, I have a single copy of the DMP 2019 Annual Report. The City of Warrenville and Warrenville Park District have passed resolutions.

FOIA Requests

We received and responded to a request from SMART Local 265 for "invoices, names and contract information of contractors and/or subcontractors that have been awarded and/or assigned work to be performed ... over the past 12 months, which include the following scope: [HVAC, Exhaust systems, Architectural metals, lockers, kitchen renovations].

Other

- Completed required annual FOIA online training
- Worked with Chase Bank to establish credit card account secured by Library. (Our previous credit card account was secured with my personal social security card number.)

February Meetings/Programs/Outreach (Sandy)

2/3- West Suburban Library Legislative Lunch

2/3 – Warrenville Writers Connection – hosted guest speaker, Anna Behm from RAILS to discuss free self-publishing software available through Inkie.org

2/4 – Management Team Meeting

2/5 – Hosted Intergovernmental Managers Meeting (Library, City, Park, School, Fire)

2/6 – All Staff Meeting (Census)

2/6 – Webinar: Top Employment Law Issues

2/6, 13, 20 - Census subrecipient online meetings

2/7 – Warrenville in Bloom meeting (coordinate AV for meeting; attend meeting to hear report on judges notes)

2/11 – Webinar: Library Use of Social Media – Navigating the Legal Landscape

1/7 – Member Services Manager Second Interviews (2)

2/15 – Webinar: Homelessness 201: An Even Deeper Understanding

2/15 – Webinar: Responding to the 2020 Census – What Libraries Need to Know

2/18 – Helping the Public Complete the 2020 Census – What Front-Line Staff Need to Know

2/19 – Director's Gathering (DuPage Area Library Directors)

2/23 – Warren Tavern Open House and Fundraiser

2/26-29 – PLA Conference, Nashville

STATISTICAL SUMMARY

February 2020

	FEB 2020	FEB 2019	% change	+/-
TOTAL CIRCULATION ***	15,775	18,513	-14.8%	-2,738
Print	8,536	9,824	-13.1%	-1,288
NonPrint	5,310	6,928	-23.4%	-1,618
Equipment (mobile dev., in-house laptops, etc.)	98	96	2.1%	2
Downloadables	1,831	1,665	10.0%	166
OVERDRIVE (eBooks & eAudiobooks)	1,103	990	11.4%	113
ZINIO (eMagazines)	129	131	-1.5%	-2
Hoopla	599	544	10.1%	55
ITEM REQUESTS PROCESSED	290	282	2.8%	8
INTERLIBRARY LOANS RECEIVED	253	250	1.2%	3
MATERIALS ADDED	647	941	-31.2%	-294
MATERIALS WITHDRAWN	973	689	41.2%	284
TOTAL COLLECTION SIZE*	103,318	107,630	-4.0%	-4,312
PROGRAMS				
Number of Adult Programs	13	8	62.5%	5
Adult Program Attendance	200	14	1328.6%	186
Number of Teen Programs	4	4	0.0%	0
Teen Program Attendance	10	34	-70.6%	-24
Number of Children's Programs	20	27	-25.9%	-7
Children's Program Attendance	514	793	-35.2%	-279
Book-A-Librarian	6	5	20.0%	1
Book-a-Librarian Attendance	6	5	20.0%	1
OUTREACH				
Adult Outreach Events	-	na	na	-
Adult Outreach Attendance	-	na	na	-
Youth Outreach Events	1	na	na	
Youth Outreach Attendance	110	na	na	
RECIPROCAL BORROWER CIRCULATION				
	1,425	1,142	24.8%	283
RESIDENT CARDS ACTIVE	6,533	5,914	10.5%	619
RECIPROCAL BORROWER CARDS ACTIVE	390	308	26.6%	82
VISITOR COUNT **	8,916	8,565	4.1%	351
COMPUTER SESSIONS	930	1,132	-17.8%	-202
DATABASE USAGE	231	216	6.9%	15
WEBSITE VISITS	83,492	68,666	21.6%	14,826
UNIQUE WEBSITE VISITORS	76,068	63,327	20.1%	12,741

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

Special notes for February 2020

Youth Outreach includes Family Day of Play at Hubble Middle School

ASSISTANT TO THE DIRECTOR REPORT

February 2020

Jackie Davis

Administration

- Assisted Sandy with a FOIA request from SMART Local 265.
- Processed accounts payable for the month.

Human Resources

- Planned farewell luncheon for Marty Rogers on February 5.
- Processed termination for Lynne Johnson and John O'Reilly.
- On boarded Debbie Rosenwinkel on February 11.
- A large first aid kit was installed in the Staff Lounge.
- Keeping current with the Coronavirus information being publicized.

Continuing Ed

- Top Employment Law Webinar presented by RAILS and HR Source – February 6
- Ryan Dowd webinar Homelessness 201: An even deeper understanding that focused on the brain's bandwidth – February 6.
- Completed on-line Freedom of Information ACT (FOIA) Training – February 14.

Meetings

- Management Team Meeting – February
- All-Staff meeting—February 6.
- Warrenton in Bloom Meeting/Luncheon – February 7.
- Board meeting – February 19.
- Met with Sandy and Sarah to review Technical Services invoices.
- Met with Jaime Perpich to review 5 resumes received for the open Member Services positions – February 19.

Building Maintenance

- **Magnetic Board in Discovery Room**
The bottom tray was damaged. Ly removed the boards and replaced them with plywood. It should be strong enough to withstand kids standing on it now. (Keep your fingers crossed)
- **Boiler Flue Repair**
Currently waiting on the parts to be manufactured. Scheduled to be here by mid-March.
- **Mop Sink Replacement**
Hogan Plumbing completed installation of the sink on February 3 and Ly painted the walls during the month.
- **Elevator Inspection**
Thompson Elevator Inspection Services inspected the elevator on February 6. They suggested a star be installed on the lower level door jam and the phone volume be increased. An Otis Elevator representative came out on February 12 and has ordered the new plaque for the lower level door and will address the phone volume at that time.

- **Men's Public Restroom Partitions**

A bottom hinge broke completely off one of the partition doors so the stall was shut down. Upon inspection it was discovered another hinge is cracked. New hinges were ordered directly from the manufacturer after discovering the partitions are still covered under warranty. We received two different hinges from the manufacturer but they were not correct. Josh from Shales McNutt is now assisting Ly and me.

- **Fire Department Inspection**

The Fire Department conducted their annual inspection on January 31. They discovered five exit lights that needed new batteries. An order for batteries was placed the day before the inspection. Once the batteries were received Ly replaced them and Lt. Voda returned on February 18. The building passed the inspection at that time.

Highlights

- The Public Services department is preparing for the 2020 Census. The entire staff attended the February Staff Meeting to discuss the Census and how we will approach as an institution.
- The new Picture books have a dedicated shelf behind the Youth Services desk. This allows members to easily find New Picture books in one place instead browsing through the stacks. The awards books were also moved to a more visible display across from the Youth Services desk.
- Julie represented the library at the Family Day of Play at Hubble Middle School on 2/29. Over one hundred people visited the booth to chat with Julie.
- Nora continues to assist many members at the library, but she specifically is assisting Spanish speaking members. She is offering Book-a-librarian appointments in Spanish along with assistance for other reference questions.

Personnel

- Three individuals were interviewed for the Youth Services Associate position in February.
- Alison Blane was offered the position on 2/24/2020, her start date is scheduled for 3/16/2020.

Professional Development

- Responding Online to the 2020 Census: What Libraries Need to Know – 2/4/20 (Nora)
- Responding Online to the 2020 Census: What Libraries Need to Know – 2/5/20 (Paul)
- Staff Meeting – Census 2020 – 2/6/20 (Most Staff)
- February Staff Meeting Recording – 2/7/20 (Tom)
- Reader's Advisory; the Basics and Beyond – 2/11/20 (Tom)
- Dealing with Angry Customer Behaviors – 2/11/20 (Tom)
- February Staff Meeting Recording – 2/12/20 (Jen)
- Homelessness 201: An Even Deeper Understanding – 2/17/20 (Paul)
- Preschool Programmer's Meeting – 2/10/20 (Diana)
- A Heart to Heart on Resilience Laconi event – 2/14/20 (Diana)
- Communico Role Management Meeting – 2/15/20 – (Nora, Claire, Paul)
- Census 2020 Outreach to Communities of Color – 2/18/20 (Paul)
- Helping the Public Complete the Census 2020 – 2/18/20 (Tom, Nora, Jen, Paul)
- Anderson's Children's Literature Conference – 2/22/20 (Julie)
- Say Yes to Census 2020 – 2/25/20 (Nora)
- Questionnaire Assistance Centers and Libraries – 2/27/20 (Nora)
- What's mine is yours: Collaborating to protect print collections – 2/28/20 (Nora)
- The Future is Free: How Libraries are Increasing Equity, Engagement and Access for their Communities – 2/28/20 (Nora)
- Empathy: The secret sauce in effective diversity, equity and inclusion – 2/28/20 (Nora)

Programming / Outreach (Not entered in Communico)

Book a Librarian: 6

Puzzles: 4

1000 piece: Mittens, Catalina, summer in the Meadow & Bingo

Teen Volunteers: 9; 28.25 Hours

- Jen, Sylvia and Paul met for an Adult Services Summer programming on 2/3/20.
- Paul and Sylvia spoke at the Warrenville Park District Senior Lunch Bunch to promote library programs and resources on 2/4/20.
- The Youth Services department met as a whole to discuss procedures and programming on 2/4/20.
- Tom contributed two articles to the Beyond Dust Jackets Warrenville Public Library blog
- Julie attended the Scholastic Book Warehouse Sale to purchase books for Summer Reading giveaways.
- Paul attended the City of Warrenville's Complete Count Committee meeting on 2/26/20.
- Paul provided a library tour for a library 101 class from the College of Dupage on 2/25/20.
- Diana has reached out to Dr. Holly Hubsby to do a program for the Youth Services department. She agreed to do a Stuffed Animal Back to School Medical checkup program for this summer.
- Diana reached out to a former preschool teacher to help facilitate our Kindergarten Readiness series in the summer.
- Nora has submitted two content articles to marketing promoting Spanish music on Hoopla and the Adult Spanish Book collection.

InterLibrary Loan

Item Requests Processed: 290; Materials Received: 253; Materials Lent: 42

Digital Resources

Beyond Dust Jackets Blog:

Views 2/1-29: 1,507

Total views 2020: 3,299; Total views FY: 13,396

NextReads Newsletters:

Subscribers thru 2/1-29: 168

Newsletters sent 2/1-29: 665

Total newsletters sent 2020: 1,348; Total newsletters sent FY: 5,405

OverDrive eAudiobooks/eBooks:

New User accounts 2/1-29: 12

Checkouts 2/1-29: 1,103

Total checkouts 2020: 2,141; Total checkouts FY: 8,409

RB Digital eMagazines:

User accounts thru 2/1-29: 246

Checkouts 2/1-29: 129

Total checkouts 2020: 217; Total checkouts FY: 881

Hoopla:

New User accounts 2/1-29: 18

Checkouts 2/1-29: 599

Total checkouts 2020: 1,292; Total checkouts FY: 5,019

MEMBER SERVICES REPORT

February 2020

Jaime Perpich

Library Card Monthly Stats		
	February 2020	February 2019
# of new cards issued	79	59
# of renewed cards (expiring 2/2019) *Automatically renewed per NCOA report	131 (89% of accounts renewed)	105 (80% of accounts renewed)
Warrenville Resident cards (active)	6,533	5,914
Reciprocal Borrower cards (active)	390	308

Miscellaneous Monthly Circulation Stats		
	February 2020	February 2019
Self-Checkout Station	6,559 items (46% of total circulation)	7,550 items (44% of total circulation)
Reciprocal Borrower Circulation	1,425	1,142
# of Outgoing Book Discussion ILL Requests	141 (48% of total item requests)	46 (14% of total item requests)
Mobile Device Circulation	37	30
Mobile Device In-house Circulation	46	63

Department Updates

Posted job openings for 2 Member Services Specialist Positions (16 hours/week) – 2/6/20

- Received 7 applications
- Interviewed 6 candidates – 3/2/20-3/6/20

Professional Growth/Meetings/Outreach

- Staff Meeting – Census 2020 – 2/6/20 (Jaime)
- February Staff Meeting Recording – 2/8/20 (Stephanie)
- February Staff Meeting Recording – 3/4/20 (Mary)
- Storytime at Starbucks – 2/10/2020 (Jaime)

MARKETING REPORT

February 2020

Kathy Gaydos

Spring Reading Matters—approved with printer 2/4/20 to mail to residents 2/18; put on display in library 2/18; distributed to City of Warrenville, Park District and the Emmanuel Baptist Church new-resident welcome packages 2/25.

eNews* (Constant Contact)

	Sent	Open Rate	Click Rate
Spring RM (2/13)	1,476	40%	13%
Feb. (2/2)	1,478	40%	13%
January (1/5)	1,459	37%	17%
System Upgrade (12/15)	1,444	43%	2%
December (12/1)	1,445	38%	11%
Winter RM (11/14)	1,402	36%	28%
November (11/2)	1,432	37%	8%

Social Media**

Facebook	Sept. '19	Oct. '19	Nov. '19	Dec. '19	Jan. '20	Feb. '20
Total Page Followers	1,056	1,069	1,080	1,089	1,100	1,110
Total Page Likes	1,046	1,058	1,066	1,072	1,079	1,090
Avg. Daily Reach (w/ paid)	645	676	623	778	706	617
Twitter	Sept. '19	Oct. '19	Nov. '19	Dec. '19	Jan. '20	Feb. '20
Average Daily views	226	219	317	345	237	247
Average Engagement Rate	1.4%	0.8%	1.0%	1.0%	1.0%	2.2%
Instagram (Feb. 28-Mar. 6)	Sept. '19	Oct. '19	Nov. '19	Dec. '19	Jan. '20	Feb. '20
Followers	151	165	173	169	183	192
Impressions	557	982	343	292	773	580

Activities

- Spring Reading Matters—uploaded and scheduled slideshows for the quarter, displayed flyers for events through mid-March, set up and scheduled Facebook events for the quarter.
- Planned and scheduled Marketing activities for all stages of the Summer 2020 Reading Matters cycle, including Summer Reading.
- Got quote for Summer Reading giveaways and budgeted with Public Services.
- January gift card winner—video recorded announcement and posted to social media.
- Go Box—updated for Family Day of Play 2/29
- Blog—wrote and/or edited 3 articles (Spring Events at WPLD, The Census is Coming, Fireplace).
- Content Management System—edited two articles (Magazines, Illinois award books) not same ones as blog) and passed along to Public Services Manager for review.
- Created, cut and displayed overhead banner sign for NEW Picture Books section.
- Census—prepped promotional materials for display, created slides/flyers for in-house events, wrote articles for website and blog, assisted with several other activities in regards to finalizing giveaway items, bookmarks and street lamp banners.

Meeting Attendance

Management Team meeting—2/4/20

All-Staff meeting—2/6/20

How to Create Social Media Videos on a Shoestring budget, webinar—2/11/20

Library Use of Social Media—Navigating the Legal Landscape, webinar—2/13/20

Review of Communico roles with Paul, Nora and Claire—2/17/20

***eNews**—includes all activities related to producing the monthly and quarterly 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,
- allow time to include spontaneous activities like event photos or member-interactions,
- take photos and/or review file photos or slides to include,
- 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.

TECHNICAL SERVICES REPORT

February 2020

Collection statistics for the month

593 physical items added

361 books

153 periodicals

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

973 physical items withdrawn

163 books

164 periodicals

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

Meetings / Continuing Ed / Events

All Staff Meeting (February 6) – Therese, Sarah and Colleen attended. Imaan, Jo Ann, Gail and Helen watched the recording.

Collection Maintenance:

41 books repaired

550 discs cleaned / repaired

4 other items handled

Special Projects

The department continues to work on adding authors' full last names to spine labels in the fiction collection. The project is complete through the author Iles.

Cynthia

1. Meetings, training, etc.
 - Monthly all-staff meeting
 - Management Team (1)
 - WhoFi wifi analytics demo
 - MFP printer review w/Konica Minolta
2. Reactivated Debbie Rosenwinkel's network/email and Horizon accounts. Reset x116 phone and voice mail. Configured Debbie's user profile on TECHOFC computer. Replaced keyboard. Deleted accounts for former employee John O'Reilly. Removed old user profiles from GRAPHICS computer.
3. Continued troubleshooting "freezing" issue with Staff PCs updated to Windows 10 v1809 and Test PCs updated to v1909. Created update/troubleshooting checklist for HP EliteDesk mini desktop PCs and began updating the v1809 Staff PCs to v1909. Created Group Policy Object (GPO) in Active Directory (AD) to block the Microsoft Store and applied GPO to all desktop and laptop PC groups.
4. Deleted old Horizon (virtual) servers from the host servers, including virtual hard disks and replicas.
5. Discussed Conversion Station checkout procedures with Jen, Paul and Curt. Assigned new barcodes to the VHS to DVD and Cassette to CD Conversion Station kits in Horizon. Created laminated barcode sheet to facilitate Adult Services checking out the kits in conjunction with Conversion Station use.
6. Worked with Curt and Mitch (CenTec) to replace self-check station #2 and configure/format checkout receipts.
7. Worked with Paul to test American Button Machines website and download button templates to the YS Folder on the F: drive.
8. Worked with Paul and NewsBank to set up link for Chicago Tribune Historical Archives in RPA. Updated subscription database tracking and reporting spreadsheets to note which databases will not be renewed this calendar year.
9. Inventoried and labeled (2) mobile phones and (4) iPads for Census project. Created new "census@warrenville.com" alias for the Administrator mailbox and created associated Apple ID. Purchased (4) AppleCare policies, iPad cases and screen protectors. Created new Verizon account and ordered (2) hotspots.

Curt

- Meetings/Training:
 - Monthly all-staff meeting
 - WhoFi wifi analytics demo
- Modified the Conversion Station Guidelines sign for the conversion station cart.
- Combined and edited February All-Staff meeting video files and posted on the network. Took exterior building photos for Marketing. Set up meeting room podium, projector, laptop, etc. for program.
- Worked with Cynthia to install replacement self-check station #2.

- Continued evaluating osTicket and Spiceworks help desk ticket systems. Started trial version of OSTicket SupportSystem online tool. Created FAQ document to compare the two systems.
- Worked with Sphero support to determine that bad BB-8 battery cannot be replaced. Obtained 30% off replacement purchase discount and forwarded to Paul.
- Diagnosed bad lamp fixture in the circulating Photo Light Kit. Replaced lamp from spares and returned to circulation.
- Book-a-Librarian sessions:
 - VHS to DVD Conversion Station (2)
- Other user support topics:
 - Copy MP3 files from flash drive to smartphone & external hard drive
 - Laptop assistance
 - SimpleScan station
 - Printer toner cartridge replacement
 - Outlook Web App (webmail) email signatures

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, March 11, 2020)

Wednesday, March 18, 2020 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Wednesday, April 15, 2020 at 6 pm
Committee of the Whole Meeting (Budget)
Library Meeting Room

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

REMINDER: STATEMENTS OF ECONOMIC INTEREST

Please complete your statement of economic interest form by April 30. (Emails were sent to warrenville.com email addresses. If you need the website address and your login number, please ask Sandy W.)

Future Agenda Items:

April

- First draft of FY21 Budget shared at Committee of the Whole Meeting
- Market adjustments to Wage Scale & Classification Plan
- Revised Anti-Harassment Policy (to include elected officials)
- Closed Session: Director's Evaluation



SAVE THE DATE!

LACONI Managers & Administrators Section Annual Trustee Banquet

**Saturday, May 2, 2020, 10:00am - Noon
Carleton Hotel – Grand Ballroom
1110 Pleasant St, Oak Park, IL 60302**

Tickets: \$45/person

**LACONI is pleased to offer a morning of networking and learning
for library staff and trustees with special guest speaker:**

Brian Shephard, 2019 ILA Librarian of the Year

Six years ago the Indian Trails Public Library District embarked on a journey to redefine service to its community. From a large scale renovation and strategic planning to innovative staff development and a reinvigorated library foundation, Indian Trails Library's success would not have been possible without the trust and support of its trustees. Learn how the symbiotic relationship between trustees and staff ensured the library's success.

Brian Shepard is the executive director of the Indian Trails Public Library District. He has shaped and evaluated innovative public services throughout his career at ITPLD. Brian is a member of the Illinois Library Association Executive Board and received his MSLIS from the University of Illinois at Urbana-Champaign.

Tickets are available to purchase on Eventbrite:

<https://bit.ly/334kbmN>