



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, May 20, 2020, 7:00 p.m.

This meeting will be conducted entirely via electronic means, not at the Library.

The public is invited to listen to the meeting.

The Zoom Meeting ID is 891 9556 6734.

There is no participant ID or password.

Join by phone: Call 312-626-6799

Join online at zoom.us/join

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

AGENDA

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)

3. Approval of the agenda **(ACTION)**

Trustees may request to remove any items from the consent or regular agenda at this time.

Discussion only items may also be added to the regular agenda at this time.

4. Public comments*

5. Consent Agenda **(ACTION)**

- p. 1** a. Approve Minutes of the April 15, 2020 Regular Board of Trustees Meeting
- p. 9** b. Receive and file Financial Report for April
- p. 17** c. Approve Payment of Invoices in the Amount of \$43,352.06 for the Period of April 16, 2020-May 20, 2020 Including Electronic Payments and Checks 7624-7661. Check#7644 is voided.

- p. 20** d. Approve transfer of \$125,000 from commercial checking account to operating checking account

- not included
this month** e. 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

6. Regular Agenda
7. Unfinished Business
8. New Business

- p. 22** a. Adopt Ordinance No. 19-20-06, Ordinance Providing for the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN **(ACTION)**

- p. 38 b. Identify Essential Library Services **(ACTION)**
- p. 55 c. Discuss options for employee compensation beyond June 14, 2020
(ACTION)
- p. 56 ...9. Director's Report
- p. 58...10. Department Head Reports
- p. 68 ...11. President's Report
- a. Next meetings or events
 - 12. Treasurer's Report
 - 13. Secretary's Report
 - 14. Committee Reports
 - 15. Trustee Comments
 - 16. Items for information and/or discussion (No Action)
 - 17. Closed Session
 - 18. Discussion/action resulting from the above closed session **(ACTION)**
 - 19. Adjournment **(ACTION)**

***Public Comments:** In lieu of providing comment in person or by phone, members of the public may submit public comments to the Library Director by sending an email to trustees@warrenville.com. Comments will be read individually during the meeting if they:

- Include the commenter's first and last name
- Are received at the above email address prior to the start of the meeting.
- Are typed or written legibly,
- Are no more than 500 words in length and
- Are free of any abusive or obscene language.

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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, April 15, 2020, 7:00 p.m.

1. Call to order – Trustee Picha called the meeting to order at 7:03 p.m.

2. Roll Call – Trustee Picha called roll call

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

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

STAFF ATTENDING: Library Director Sandy Whitmer, Diana Abraham, Imaan Ali, Lydia Butler, Stephanie Cook, Jackie Davis, Paul Doberstzyn, Kathy Gaydos, Julie Jesernik, Helen Kynch, Sarah Lapp, Cynthia Makowski, Jen Moore, Claire Ong, Jaime Perpich, Gail Smith, Curt Stacey, Kathy Strickland, Mary Thomas, Sylvia Thompson

PUBLIC ATTENDING: Several residents were in attendance

3. Approval of the agenda

Trustee Picha removed items #17 - Closed Session and #18 – Discussion/action resulting from the above closed session

Trustee Warren stated in the board packet the consent agenda items were numbered with 7 instead of 5. The board packet pages should read 5.a. and so forth.

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

Roll call vote:

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

Nays – none

Absent – none

Motion carried

4. Public comments

Director Whitmer stated she received one public comment from Gail Smith, employee and resident:

- a. Gail Smith, employee and resident, asked the Board: "I was wondering what the Board has in mind for our summer events. Are we canceling all group events/gatherings for the entire summer? Summer reading kick off event, concerts, astrologist, etc? I know some of your decision plays on what the governor as well as the CDC recommend, but I would like to know where we stand now for community safety."

Trustee DuRocher feels Director Whitmer will give guidance on the events based on recommendations on reopening. Nothing can be scheduled until the Library knows what is happening. Trustee Picha stated she agrees with Trustee DuRocher. Director Whitmer stated it is too soon to tell and until more guidance is provided on gatherings, the Library cannot make any firm decisions on summer events.

Trustee Lezon asked if we will receive guidance from the State Library. Director Whitmer stated not necessarily. Guidance will come from either the Governor's office, DuPage County Health Department, Illinois Department of Public Health or the CDC.

5. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the February 19, 2020 Regular Board of Trustees Meeting
- b. Approve Minutes of the March 16, 2020 Special Board of Trustees Meeting
- c. Receive and file Financial Reports for February and March
- d. 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
- e. Approve Early Closure at 5 pm on Friday, July 3, 2020 for Warrenville Parade
- f. Ratify Acceptance of Engagement Letter from Sikich, LLC for FY20 Audit Services
- g. Ratify Payment of Invoices in the Amount of \$55,719.17 for the Period of February 20, 2020 – March 18, 2020 Including Electronic Payments and Checks 7541 - 7593. Checks #7554, 7564, 7573, and 7585 are voided.
- h. Approve Payment of Invoices in the Amount of \$38,614.57 for the Period of March 19, 2020-April 15, 2020 Including Electronic Payments and Checks 7594-7623.

MOTION: Trustee Stull moved to approve the consent agenda as read. Trustee Ruzicka seconded.

Roll Call Vote:

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

Nays – None

Absent – None

Motion carried

6. Regular Agenda – none

7. Unfinished Business – none

8. New Business

- a. Consideration of Director's recommendation to continue paying full compensation to all employees through May 3, 2020

MOTION: Trustee DuRocher moved the Board to authorize the continued compensation of all employees at their regular rate of pay for their regular authorized hours through May 3, 2020. Trustee Stull seconded.

Trustee DuRocher asked for an explanation of stress conditions affecting the staff during this time. Director Whitmer stated some of the staff is in the building at times, they are learning new technology, worrying about if they will continue to receive their pay, what is it going to be like when we do reopen, and their families' health and safety.

Trustee DuRocher asked what the financial implications are if we continue paying the staff. Director Whitmer stated since all tax money has been received for this fiscal year there are no reductions in the salary budget.

Director Whitmer pointed out property taxes will most likely be delayed for the next fiscal year. She has heard individuals will have to prove hardship for late payment without penalty. They will have up to three months to pay with no penalty and this could extend to all taxpayers in the County. Director Whitmer stated she feels there are enough funds to manage the delayed payments, but any delay would put the library in a very tight fiscal situation.

Director Whitmer stated the Library has a Fund Balance Policy stating there must be 3 months of expenses on hand, which we have.

Trustee DuRocher agrees with continuing the payment of salaries.

Trustee Stull asked if we would pay back the special reserve fund if those funds were needed. Director Whitmer stated it is not the Special Reserve Fund that would be used, that the funds are in the Operating Fund.

Trustee Picha asked if the Chase loan payment will be extended? Director Whitmer stated she has not heard anything about that and she plans on paying the payment when due.

Director Whitmer stated when reviewing next year's budget, she is going to suggest using some of the Library's Developer Donations for the loan payments.

Trustee Lezon asked if some staff are working less hours and if more hours will be necessary when we reopen. Director Whitmer stated when we reopen employees will be expected to report to the library for their regularly scheduled hours.

Services may not be what they were when we closed our doors and curbside service may be offered. Social distancing will most likely still be in place. Director Whitmer stated she is actively watching what is happening in China as they reopen and paying attention to how grocery stores here are handling being open.

Trustee Lezon asked if there will be overtime hours. Director Whitmer stated no, but individuals will be asked to assist wherever they are needed.

Trustee Warren asked if it would be appropriate for trustees to assist with the reopening. Director Whitmer stated it could be a consideration, but she would have to check with the Library's insurance to make sure the trustees would be covered.

Director Whitmer stated some libraries are going to set up teams so if one team member gets sick only that team needs to be isolated. Library operations could continue without interruption with this approach.

Trustee Richardson stated she feels it is a great idea to continue to pay the staff.

Trustee Picha stated she completely agrees with the reasons Director Whitmer stated in the board packet:

- Retain a trained staff that is fully capable of providing interim "virtual" services, planning for resuming regular library services and reopening the library.
- Avoid shifting employees onto unemployment, which may lead to added expenses to rehire, retrain or replace staff and increased unemployment insurance costs in subsequent years.
- Refrain from adding stress to employees who are dealing with stresses at home in addition to stresses in the workplace
- Support the local, state and federal economies through continued employment and compensation of staff
- Demonstrate that the Library values its employees

Director Whitmer stated prior to this situation she was not sure how the trustees would feel about continuing to pay the staff through May 3. She asked if the Board would feel it appropriate to change the suggestion and vote to pay the staff for a longer period or even through the current fiscal year.

Trustee Stull would support paying through the end of the fiscal year if we have the funds.

Trustee Richardson agrees with Trustee Stull's opinion. The biggest strength of the library is the staff.

Trustee Picha agrees with both the previous statements.

Trustee DuRocher asked if there would have to be a April 29 special board meeting. Trustee Warren would still like to have a meeting on April 29, 2020.

Trustee Lezon stated since there is money in the budget for this year she would like to continue to the end of the fiscal year.

Trustee DuRocher moved to amend her motion to authorize compensation of all employees for their regular authorized hours until the end of the fiscal year, June 30. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

b. Adopt Resolution R-217 Resolution Delegating Authority to Make Decisions

Director Whitmer stated the resolution formally affirms the direction given to the Director at the Special Board meeting on March 16, 2020. The Board can delegate to either the Library Director or the Board President. Director Whitmer is close to all these day-to-day operations.

Trustee DuRocher asked for clarification on why this needs to be done as she feels they already did this at the special board meeting on March 16, 2020. Director Whitmer stated it is not much different from the direction given at that meeting, just more formal. Director Whitmer does not like to transfer money without board approval. Upon reopening, you are trusting her to make the decisions regarding hours, etc.

Trustee Lezon stated that Heather Stull is listed as the Board Secretary on the resolutions. Administration will change the resolution to reflect Sandy Lezon as Secretary.

Trustee DuRocher asked if there are any checks and balances in place. Director Whitmer stated the Board will still receive the check lists, transfer sheets, etc. to be reviewed.

Trustee Richardson asked if this is temporary. Director Whitmer stated it will need to be extended at every board meeting.

Trustee Picha asked Director Whitmer to continue to inform the Board on any major decisions made during this time. Director Whitmer stated she would.

Trustee Warren asked what method would be used to call a special meeting. Director Whitmer stated she reaches out to the Board President, and then the trustees are contacted by phone.

MOTION: Trustee DuRocher moved to adopt Resolution R-217 Resolution Delegating Authority to Library Director to Make Decisions. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

c. Consideration of agenda items for April 29, 2020 Special Board Meeting

Trustee Stull would like to have the meeting in case there is more information about opening the library or continue to shelter in place.

Trustee Lezon stated she would like to not have the meeting unless necessary.

Trustee DuRocher would like to wait and see if a meeting is needed.

Trustee Warren asked what the line of succession is in case Director Whitmer is incapacitated. Trustee Picha would have to call a special board meeting and revise the Resolution #217 to name someone else. Director Whitmer stated there is a very capable management team who could handle many of the items.

Trustee Richardson stated she feels the same about not having a meeting unless needed.

Director Whitmer will keep in touch with the Board about reopening but does not feel there will be much to discuss on March 29.

9. Director's Report

Director Whitmer stated almost everyone has been working during the closure whether they are watching webinars, doing collection development, or virtual programming; Kathy Gaydos has been keeping up with the marketing and social media.

Trustee DuRocher asked about the \$19,000 in extended use fees in the Member Services Report. Director Whitmer stated that was the amount accrued since the last time all the fines were waived about three years ago. Fines and fees are not accruing while the library is closed. Jaime Perpich reported this number in case the Library wanted to waive all fees at this time.

Trustee DuRocher stated it is a great use of the Alba Lemos Fund to increase the Hoopla platform.

Trustee Picha stated it is obvious that everyone is pitching in and maintaining some sort of order.

Trustee Picha asked if the summer concerts may be delayed? Director Whitmer stated it is too early to discuss the concerts and the City may tell us we can't hold these kind of events.

Trustee DuRocher asked if there is any timeline for when the library will be joining SWAN. Director Whitmer responded the project is moving forward on the original timeline. She and Cynthia Makowski attend a virtual meeting every other week. SWAN will vote in June to accept Warrenville Library as a new member and we hope to be on the system in November or December.

Trustee Picha asked if the DuPage Monarch Resolution could put on hold for a future project. Director Whitmer stated yes.

Trustee Picha asked if the library has completed promotion of the census. Director Whitmer reported the Library has completed most activities but the census deadline has been pushed back.

10. Department Head Reports

Trustee Picha asked Jackie Davis for an update on some of the facilities items listed in the board packet. Ms. Davis replied the boiler flue repair is still on hold so as not to have extra people in the building. The sprinkler system and fire alarms were inspected on April 14. A new phone was installed in the elevator since the volume hasn't worked well in quite some time.

Trustee Warren asked if the ice cream social for the Spanish community would be rescheduled. Paul Doberstzyn stated it was cancelled due to the closure and at this time has not been rescheduled.

Director Whitmer stated all in-person programs are on hold as this they would be considered a "gathering of people" so until we receive word on what can or cannot be done we are in a hold pattern.

11. President's Report

a. Next meetings or events

Trustee Picha announced the following meetings:

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April 15, 2020
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Committee of the Whole (Budget) Board Meeting on May 20, 2020 at 6 pm
Regular Board Meeting on May 20, 2020 at 7 pm

Trustee Picha reminded all trustees to submit their economic interest statement to the County by April 30.

12. Treasurer's Report – Trustee Stull stated everything looks good
13. Secretary's Report – Trustee Lezon stated everything looks good
14. Committee Reports - none
15. Trustee Comments - none
16. Items for information and/or discussion - none
17. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 8:05 pm. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – none

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

April 30, 2020

WARRENVILLE
LIBRARY
INCOME

FUND BALANCES

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. 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
												PAGE 1
CORPORATE	1788112	94.5902%	0	1796842	99.93%	336398	0	1098	76856	104147	1485533	724563
BLDG. & MAIN.	102837	5.4098%	0	102574	99.74%	89474	0	0	0	5167	79248	112800
TOTAL TAX (LEVIED)	1900949	100.00%	0	1899416	99.92%	425872	0	1098	76856	109314	1564781	837363
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		234545	0	0	0	0	12178	222367
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	10000	10000	13524
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0
TOTAL	1900949	100.00%	0	1899416	99.92%	909788	0	1098	76856	119314	1586958	1299101
FORMULA =				A		B	C		D		E	F
A+B+C+D+E=F												

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

	CORPORATE FUND				
	1 Month Ended Apr. 30, 2020	10 Months Ended Apr. 30, 2020	Budget	Balance	% Received / Expended
Income					
Taxes Levied	0.00	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	13,260.96	19,000.00	5,739.04	69.79%
Fees	0.00	196.00	500.00	304.00	39.20%
Interest	288.08	18,907.96	15,000.00	(3,907.96)	126.05%
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	791.28	2,549.20	3,000.00	450.80	84.97%
Hotel/Motel Tax	0.00	13,198.43	16,338.00	3,139.57	80.78%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	500.00	0.00	(500.00)	0.00%
2020 Census Grant	0.00	2,437.52	0.00	(2,437.52)	0.00%
	1,098.36	1,873,698.12	1,881,350.00	7,651.88	99.59%
Expenses					
Sal. - Administration	12,948.20	142,380.03	169,000.00	26,619.97	84.25%
Sal. - Member Services	7,579.80	113,275.67	143,000.00	29,724.33	79.21%
Sal. - Maintenance	1,715.20	19,059.84	23,000.00	3,940.16	82.87%
Sal. - Marketing	2,507.44	25,947.11	32,000.00	6,052.89	81.08%
Sal. - Public Services	28,304.82	302,909.69	378,000.00	75,090.31	80.13%
Sal. - IT	6,366.84	68,382.70	82,000.00	13,617.30	83.39%
Sal. - Tech Services	7,565.97	112,499.72	135,500.00	23,000.28	83.03%
I.M.R.F. - Expense	7,024.82	73,323.38	91,000.00	17,676.62	80.58%
Fica - Expense	4,924.37	58,076.59	74,000.00	15,923.41	78.48%
Unemp. Comp.	690.19	1,368.12	1,500.00	131.88	91.21%
Op - Mat'l Processing/Tech	310.63	7,457.74	12,600.00	5,142.26	59.19%
Op - Mat'l Processing/Circ	83.94	620.67	4,900.00	4,279.33	12.67%
Op - Postage	0.00	2,855.04	5,490.00	2,634.96	52.00%
Op - Office Supplies	75.79	2,403.41	3,775.00	1,371.59	63.67%
Op - Bank Fee's	59.92	644.21	650.00	5.79	99.11%
Op - Automation Supplies	0.00	2,665.50	3,500.00	834.50	76.16%
Op - Publishing	0.00	841.80	1,200.00	358.20	70.15%
Equip. - Purchases	537.00	7,225.10	8,540.00	1,314.90	84.60%
Equip. - Maintenance	237.19	2,726.15	3,500.00	773.85	77.89%
Auto. - Software	0.00	11,417.70	15,285.00	3,867.30	74.70%
Auto. - Purchases	68.45	2,340.85	3,500.00	1,159.15	66.88%
Auto. - Maintenance	354.00	45,155.26	56,030.00	10,874.74	80.59%
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	44,105.52	70,930.00	26,824.48	62.18%
Pd - Recruiting	0.00	225.00	500.00	275.00	45.00%
Pd - Staff Appreciation	0.00	1,349.27	3,600.00	2,250.73	37.48%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	0.00	1,795.67	2,875.00	1,079.33	62.46%
Pd - Staff / Meetings	15.19	4,982.08	7,525.00	2,542.92	66.21%
Pd - Staff / Transportation	5.29	1,060.78	2,000.00	939.22	53.04%
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: April 30, 2020

	CORPORATE FUND				
	1 Month Ended	10 Months Ended			% Received /
	Apr. 30, 2020	Apr. 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	859.20	9,522.57	11,600.00	2,077.43	82.09%
Cont. - Collections	17.90	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	2,978.91	35,021.97	56,000.00	20,978.03	62.54%
Lib. Mat. - Youth Books	2,204.77	24,379.07	32,500.00	8,120.93	75.01%
Lib. Mat. - Adult AV	1,092.28	14,552.39	22,200.00	7,647.61	65.55%
Lib. Mat. - Youth AV	280.59	3,297.11	6,000.00	2,702.89	54.95%
Lib. Mat. - EBooks	2,112.75	20,401.02	26,000.00	5,598.98	78.47%
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	849.45	6,597.11	8,500.00	1,902.89	77.61%
Ps - Programs Youth	0.00	4,315.35	7,500.00	3,184.65	57.54%
Ps - Hotel/Motel	0.00	10,186.88	18,140.00	7,953.12	56.16%
Ps - Refunds / Fines / Fees	0.00	141.10	500.00	358.90	28.22%
Ps - Printing	0.00	9,047.00	14,600.00	5,553.00	61.97%
Ps - PR / Publicity	0.00	12,553.44	24,750.00	12,196.56	50.72%
Ps - Misc.	0.00	288.60	800.00	511.40	36.08%
Gas	837.76	5,787.52	7,000.00	1,212.48	82.68%
B & M - Water / Sewer	0.00	652.58	850.00	197.42	76.77%
Electricity	2,720.03	30,422.20	35,000.00	4,577.80	86.92%
Telephone	978.67	11,216.42	13,650.00	2,433.58	82.17%
Gifts	0.00	1,670.85	1,000.00	(670.85)	167.09%
Contingency	0.00	65.96	5,000.00	4,934.04	1.32%
Debt Repayment	0.00	135,000.00	167,200.00	32,200.00	80.74%
Debt Certificate Interest	0.00	16,765.75	0.00	(16,765.75)	0.00%
Census Grant 2020	3,382.87	9,173.48	0.00	(9,173.48)	0.00%
	104,146.94	1,485,532.92	1,879,830.00	394,297.08	79.02%

See Accountants Compilation Letter

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

	BUILDING & MAINTENANCE FUND				
	1 Month Ended	10 Months En...			% Received /
	Apr. 30, 2020	Apr. 30, 2020	Budget	Balance	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	2,020.70	29,894.04	49,595.00	19,700.96	60.28%
Maintenance Supplies	0.00	1,085.55	2,200.00	1,114.45	49.34%
Security	2,023.27	6,146.24	13,655.00	7,508.76	45.01%
Snow Removal	0.00	18,385.95	20,000.00	1,614.05	91.93%
Hvac	0.00	16,914.52	3,800.00	(13,114.52)	445.12%
Janitorial Supplies	196.97	1,543.82	3,000.00	1,456.18	51.46%
B & M - Landscape Maint	926.00	5,278.00	10,550.00	5,272.00	50.03%
	5,166.94	79,248.12	102,800.00	23,551.88	77.09%

See Accountants Compilation Letter

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

ALBA LEMOS GIFT FUND					
	1 Month Ended Apr. 30, 2020	10 Months Ended Apr. 30, 2020	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Lib. Mat. - EBooks	10,000.00	10,000.00	0.00	(10,000.0...	0.00%
	10,000.00	10,000.00	0.00	(10,000.0...	0.00%

See Accountants Compilation Letter

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

SPECIAL RESERVE FUND					
	<u>1 Month Ended</u> <u>Apr. 30, 2020</u>	<u>10 Months Ended</u> <u>Apr. 30, 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	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
April 30, 2020

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	17,957.85
Cash / Copier Change	75.00
Fifth Third 7985	228,924.10
Fifth Third 8000	726,769.04
Fifth Third 8004	<u>329,070.78</u>
	1,303,206.77

General Fixed Assets	<u>6,068,633.00</u>
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TOTAL ASSETS	<u>\$ 7,371,839.77</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>4,102.48</u>
	4,102.48

LONG-TERM LIABILITIES

Debt Certificate Payable	<u>1,685,000.00</u>
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EQUITY	1,685,000.00
Fund Balance	5,682,737.29

TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,371,839.77</u>
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See Accountants Compilation Letter

5c. CONSENT AGENDA

Approve payments for the period of April 16-May 20, 2020

A bill list with suggested motion is included on the following page(s).

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
April 16 - May 20, 2020

Date	Num	Name	Amount
04/16/2020	7624	LIMRICC Unemployment Compensation	-690.19
04/16/2020	7625	Mathisen, Martina	-300.00
04/16/2020	7626	Cintas Fire Protection	-1,391.80
04/16/2020	7627	Unique Management Services, Inc.	-17.90
04/16/2020	7628	Vanguard Energy Services, LLC	-554.67
05/20/2020	7629	Accounting Services, Inc.	-508.00
05/20/2020	7630	Alan Horticulture	-370.00
05/20/2020	7631	Ambius	-278.00
05/20/2020	7632	AT&T	-355.22
05/20/2020	7633	Brass Bullit, Inc.	-1,100.00
05/20/2020	7634	Chase	-15,362.80
05/20/2020	7635	Chef Cherise LLC	-365.00
05/20/2020	7636	Clark, David	-200.00
05/20/2020	7637	Direct Energy Business	-2,479.82
05/20/2020	7638	HR Source	-1,040.00
05/20/2020	7639	Layman, Jez	-150.00
05/20/2020	7640	LIMRICC Purchase of Health Insurance Prog	-6,366.19
05/20/2020	7641	Loar, Rob	-1,100.00
05/20/2020	7642	Lynch, Terrence	-150.00
05/20/2020	7643	Midwest Tape	-106.15
05/20/2020	7644	Midwest Tape - VOIDED	0.00
05/14/2020	7645	Midwest Tape	-343.36
05/20/2020	7646	O'Connell, Bill	-1,300.00
05/20/2020	7647	Quill Corporation	-147.56
05/20/2020	7648	OverDrive	-1,611.08
05/20/2020	7649	Smith, Brittany	-80.00
05/20/2020	7650	Schlecht, Molly	-840.00
05/20/2020	7651	SYNCHRONY BANK/AMAZON	-70.30
05/20/2020	7652	Technology Management Revolving Fund	-450.00
05/20/2020	7653	Today's Business Solutions, Inc.	-328.32
05/20/2020	7654	Trusted Media Brands, Inc.	-37.17
05/20/2020	7655	U.S. Postmaster	-250.00
05/20/2020	7656	University of Illinois Extension	-50.00
05/20/2020	7657	Vanguard Energy Services, LLC	-295.45
05/20/2020	7658	Verizon	-76.02
05/20/2020	7659	Whitmer, Sandy	-262.90
05/20/2020	7660	Wood, Kevin J.	-150.00
05/20/2020	7661	Konica Minolta Business Solutions	-45.68
04/17/2020	Electronic	Northern Illinois Gas	-283.09
04/23/2020	Electronic	Paylocity	-245.60
04/27/2020	Electronic	AFLAC	-280.78

04/28/2020	Electronic	SYNCHRONY BANK/AMAZON	-617.59
05/04/2020	Electronic	Call One	-193.78
05/11/2020	Electronic	Chase Ink	-2,507.64

-43,352.06

MOTION: PAY INVOICES IN THE AMOUNT OF \$43,352.06 FOR THE PERIOD OF APRIL 16, 2020 – MAY 20, 2020 INCLUDING ELECTRONIC PAYMENTS AND CHECKS 7624 - 7661. CHECK #7644 IS VOIDED.

5d. CONSENT AGENDA
Approve transfer of funds

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

A transfer recommendation with suggested motion is included on the following page.

FUND TRANSFER WORKSHEET APRIL 2020

Board Meeting Date	5/20/2020	
Operating Account Ledger Balance on	4/30/2020	\$228,924.10
Electronic payments & Checks		\$43,352.06
Estimated electronic payments & Checks		\$30,000.00
Payroll 1 5/7/2020		\$32,039.12
Payroll 2 5/21/2020		\$33,000.00
Payroll 3 6/4/2020		\$33,000.00
Payroll 4 6/18/2020		\$33,000.00
IMRF FOR APRIL (pay in May)		\$11,103.02
IMRF FOR MAY (pay in June)		\$11,500.00
Projected account balance		\$1,929.90
Transfer recommended		\$125,000.00

SUGGESTED MOTION: Transfer \$125,000 from Fifth Third Commercial Checking to Fifth Third Operating Account

8a. NEW BUSINESS

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

At its November 20, 2019 meeting the Board of Trustees authorized library staff to submit a letter of intent to join the System Wide Automated Network (SWAN), a consortium of libraries. Since that time, library staff have been working with SWAN staff to share information and prepare for the library's transition to membership.

The next step is a vote by the SWAN membership to accept the Warrenville Public Library District as a full member. A vote is expected in early June.

After the membership votes to accept WPLD, an Intergovernmental Agreement needs to be executed by both parties.

This resolution authorizes the Board President and Secretary to authorize the agreement.

A copy of the resolution and agreement are included on the following pages. Attorney Ritzman has revised both documents and has no concerns.

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

ORDINANCE NO. 19-20-06

**ORDINANCE PROVIDING FOR THE EXECUTION OF AN
INTERGOVERNMENTAL AGREEMENT
AUTHORIZING MEMBERSHIP IN SWAN**

BE IT RESOLVED by the Board of Warrenville Public Library District (hereinafter referred to as the “Library”) as follows:

1. **AUTHORITY:** This Ordinance is adopted pursuant to the Intergovernmental Cooperation clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Illinois Public Library District Act (or the Illinois Local Library Act where applicable). The Library has the authority to enter into intergovernmental agreements for the provision of library services.

2. **FINDINGS:** The Library has reviewed the Intergovernmental Agreement Establishing the System Wide Automated Network (“SWAN”) and Authorizing Membership in SWAN, a copy of which is attached hereto as Exhibit A and made a part hereof, and has determined that it is in the best interests of the Library to join SWAN as a member library and that it approves the Agreement.

3. **AUTHORIZATION:** That the President and Secretary of this Library are, therefore, authorized and directed to execute the Intergovernmental Agreement Establishing the System Wide Automated Network (“SWAN”) and Authorizing Membership in SWAN.

Adopted this 20th day of May, 2020 by the Board of Trustees pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by the President and Board of Library Trustees of the Warrenville Public Library District this 20th day of May, 2020.

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

ATTEST:

Sandy Lezon, Secretary
Warrenville Public Library District
Board of Trustees

**INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE SYSTEM WIDE
AUTOMATED NETWORK ("SWAN") AND AUTHORIZING MEMBERSHIP IN SWAN**

WHEREAS, the Libraries that have signed this agreement are units of local government and the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance or are entities with libraries that have the authority to contract for library services; and

WHEREAS, Chapter 5, Illinois Compiled Statutes, Act 220, Section 1, et seq., entitled the "Intergovernmental Cooperation Act," provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised jointly with another unit of local government; and

WHEREAS, the Libraries that have signed this Agreement have determined that it is in their best interest to join together to provide the services outlined in this Agreement and have decided to create an intergovernmental entity called "System Wide Automated Network" (hereinafter referred to as "SWAN"), voluntarily established by contracting Public Libraries, Library Districts and other entities with libraries to provide the services and integrated library system described and set forth in this Agreement.

NOW, THEREFORE, in consideration of the agreements hereinafter provided, and in further consideration of the execution of this Agreement by two-thirds of the libraries listed on Exhibit A, the Board of Trustees of the _____ (hereinafter referred to as "Library" or "Member") agree as follows:

1. Incorporation of Preambles. The above and foregoing preambles are incorporated herein and constitute a part of this Agreement.

2. Establishment of SWAN. The Libraries that have signed this Agreement hereby establish an intergovernmental entity, as contemplated by the Intergovernmental Cooperation Act, which shall be known as the System Wide Automated Network ("SWAN") for the purpose set forth in the next section. SWAN shall commence operations on September 1, 2010.

3. Purpose. The purpose of SWAN is to improve patron service by sharing resources, technology and a planned process of individual and collective growth. SWAN seeks to accomplish this purpose by automating tasks involved in library functions, including but not limited to circulation activities, interlibrary loans, the maintenance of patron files including delinquencies, the maintenance of library catalogs, the acquisition of library materials and serials control. The Members will jointly finance the acquisition and use of an integrated library system for automation of library functions.

4. Definitions.

"Enhanced Access Participant" - Those libraries or library districts that have dedicated access to the ILS for purposes of bibliographic searching, holds processing and patron maintenance, using their own telecommunications equipment. Bibliographic access is available to both the Participant's Library staff and patrons. Conditions and costs are defined in a separate Agreement for Enhanced Access to the SWAN Bibliographic Database, approved by a majority vote of Members and adopted by the SWAN Board.

"Equipment" - The server site hardware components including, but not limited to, the servers, disk drives, user access licenses, and all telecommunications equipment installed both at the server site and remotely at Member's libraries.

"Internet Access Participant" - Those libraries or library districts that access the ILS for purposes of bibliographic searching and holds processing, using their own equipment, shared SWAN support units, and SWAN's web-based catalogue. If shared SWAN support units and telecommunications equipment are used, access is limited to the Participant's Library staff only. Conditions and costs are defined in a separate Agreement for SWAN Internet Access approved by a majority vote of Members and adopted by the SWAN Board.

"Materials" - Print, non-print, electronic materials, and other items held by the Members for use.

"Member" - Any Library, Library District or other entity with a library which has executed an agreement which is accepted by SWAN on substantially the same terms as this Agreement as long as the Member uses the ILS as the primary means of recording circulation and all bibliographic records within two (2) years from the time this Agreement is executed.

"Software" - The computer instructions and programs used by SWAN.

"Integrated Library System" or "ILS"- The integrated library system used by SWAN including all equipment and software that is used for automation of library functions.

"Telecommunications" - The equipment and software needed to transmit data over telecommunications lines between the SWAN server site and Members.

"User Access License" - One non-transferable license for a single access for library staff to the SWAN equipment and software.

"Vendor" - Any vendor or vendors who provide and maintain the ILS pursuant to a contract with SWAN.

5. Swan Board. There is hereby established a board of directors which shall be called the SWAN Board ("Board"). The By-laws contain the details regarding membership on the Board, elections, meetings, duties, operation and voting of the Board.

6. Obligations/Duties of Members. The obligations and duties of Members are as follows:

- A. To comply with such other reasonable rules and regulations as may be established by SWAN for the administration of the Agreement and ILS as well as all policies of SWAN, as amended.
- B. To appropriate or budget annually its liabilities for participation in SWAN and the ILS and to meet its obligations hereunder.
- C. To cooperate fully with any agent, employee, officer or independent contractor of SWAN in any matter relating to the purpose and powers of SWAN.
- D. To make payments promptly to SWAN as established in the By-Laws, Annual Fee Chart and this Agreement.

- E. To execute any agreement or other documents with Vendors, such as a confidentiality agreement, required for operation of or participation in the ILS.
- F. To act promptly on all matters requiring approval by the Members and to not withhold such approval unreasonably or arbitrarily.
- G. To make its library materials available for interlibrary loan in accordance with the ILLINET Interlibrary Loan Policy.
- H. To take no action inconsistent with this Agreement as originally written or hereafter amended.

7. Powers and Duties of SWAN. The powers and duties of SWAN to perform and accomplish the purposes set forth in this Agreement are as follows and shall be exercised through the SWAN Board:

- A. To administer the ILS.
- B. To adopt by-laws consistent with law and with this Agreement to govern its operation, which by-laws shall include, among other things, provisions dealing with election of officers, meetings, voting, operational services, committees, budgeting and other policies.
- C. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the ILS or its implementation, to store any of the equipment required to carry out the services outlined in this Agreement and to accomplish the purposes of SWAN.

- D. To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the ILS.
- E. To collect payments and assessments from Members.
- F. To procure insurance for the ILS that covers the Equipment and Telecommunications against risks of loss or damage for an amount equal to the replacement cost of the equipment, subject to the usual conditions, stipulations and exceptions.
- G. To hold title to the ILS.
- H. To pass an annual budget and present a financial plan.
- I. To carry out such other activities as are necessarily implied or required to carry out the purposes of the ILS.

8. Use of ILS. The Members will jointly determine the use of the ILS. SWAN does not warrant or guarantee the ILS, nor shall SWAN be liable for any damages resulting from the malfunction of the ILS.

9. LIMITATION OF LIABILITY/DAMAGES.

A. ANY SPECIFICATION, DESCRIPTION, OR OBJECTIVE IN THIS AGREEMENT CONCERNING THE OPERATION OF THE ILS IS A STATEMENT OF THE UNDERSTANDING OF THE PARTIES AS TO THE DESIGN AND SERVICE OBJECTIVES OF THE ILS, AND DOES NOT CREATE AN EXPRESS OR IMPLIED WARRANTY THAT THE ILS DOES OR WILL ALWAYS CONTINUE TO OPERATE AS DESCRIBED.

B. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER SWAN NOR ITS OFFICERS, BOARD MEMBERS, EMPLOYEES OR AGENTS SHALL BE LIABLE TO OR THROUGH THE MEMBER FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT (WITH THE EXCEPTION OF PERSONAL INJURY AND PROPERTY DAMAGE DIRECTLY CAUSED BY WILLFUL AND WANTON CONDUCT), INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUES OR FAILURE TO REALIZE EXPECTED SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF SERVICES UNDER THIS AGREEMENT, AND ANY AMENDMENTS THERETO, OR THE PROVISION, USE OR OPERATION OF THE ILS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AND ANY AMENDMENTS THERETO, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.

C. NEITHER PARTY TO THIS AGREEMENT, INCLUDING THEIR OFFICERS, BOARD MEMBERS, EMPLOYEES AND AGENTS, SHALL BE LIABLE IN ANY WAY FOR DELAYS, FAILURE IN PERFORMANCE, LOSS OR DAMAGE DUE TO FORCE MAJEURE CONDITIONS OR CAUSES BEYOND SUCH PARTY'S REASONABLE CONTROL.

D. ANY ACTION IN LAW OR IN EQUITY ARISING FROM OR IN CONNECTION WITH ANY MATTER UNDER THIS AGREEMENT MUST BE BROUGHT WITHIN TWO YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED. ANY SUCH ACTION SHALL BE LITIGATED IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS (AND IN NO OTHER STATE OR FEDERAL COURT) AND THE PARTIES HERETO CONSENT TO THE JURISDICTION OF THE SAID CIRCUIT COURT OF COOK COUNTY.

E. EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF

MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE MADE BY SWAN.

F. THE TERMS AND CONDITIONS IN THIS SECTION 9 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

10. Liability of SWAN, Its Employees and SWAN Board Members.

A. The members of the SWAN Board and employees of SWAN shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of SWAN funds or failure to invest. They may participate in indemnification and self insurance programs. No Board member or employee shall be liable for any action taken or omitted by any other Board member or employee. No member of the SWAN Board shall be required to give a bond or other security to guarantee the faithful performance of the Board member's duties hereunder, except as required by this Agreement or by law.

B. The liability of SWAN, its employees and SWAN Board members is limited solely to the proceeds of payments of Members.

C. If any claim or action not covered by insurance is instituted against a SWAN Board member or employee of SWAN allegedly arising out of an act or omission occurring within the scope of his or her duties or authority, SWAN shall at the request of them:

1. appear and defend against the claim or action; and
2. pay or indemnify the SWAN Board member or employee for a judgment and court costs based on such claim or action, provided

there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and

3. pay or indemnify the SWAN Board member or employee for a compromise or settlement of such claim or action providing the settlement is approved by the SWAN Board.

D. The term "SWAN Board member or employee" shall include former SWAN Board members and employees. This indemnification resolution shall not apply if the SWAN Board finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the SWAN Board will be determined after an investigation of the facts.

E. Moreover, all Members shall indemnify and hold harmless SWAN, SWAN Board members, employees and agents for any actions that it may take or fail to take, and such indemnity shall include, to the extent not indemnified under the provisions of this Section 10, all losses, costs, expenses, damages and claims of whatever kind and nature.

11. Notices. All notices of claims or any other notice required to be given pursuant to this Agreement, shall be in writing, shall be sent by certified mail and shall be addressed to:

SWAN
125 Tower Drive
Burr Ridge, Illinois 60527
Attention: SWAN Executive Director

And to: Insert address and contact for Member

12. Payments by Members – Assessments. Each Member shall pay all fees set forth on the SWAN Annual Fees Schedule, or any other costs and fees determined by the Members. Any Library joining SWAN whose records must be migrated or entered into SWAN must pay impact fees for joining SWAN.

13. Rights of Members. Rights of each Member of SWAN shall include the following:

A. To enforce the obligations of SWAN as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by SWAN itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.

B. To participate on uniform and nondiscriminatory terms.

14. Amendments. The SWAN Board may propose amendments to this Agreement at any time. The proposed amendment must be approved by a vote of at least two-thirds (2/3) of SWAN Members.

15. Patron Information. Patron information in the SWAN database remains the property of the Member that entered it. Use of such information shall be restricted to official use by members and Enhanced Access Participants in conformity with all applicable federal and state laws.

16. Waiver. The waiver by any Library signing this Agreement or by SWAN of any breach or violation of any provision of this Agreement shall not be deemed to be a waiver or a continuing waiver of any subsequent breach or violation of the same or any other provision of this Agreement.

17. Authority/Rights. Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be

binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith. This Agreement creates no rights, title or interest in any person or entity whatsoever (whether under a third party beneficiary thereof or otherwise) other than the Parties.

18. Execution of Agreement. This Agreement may be executed in counterparts, each of which will be signed by one Member Library, and each separate Agreement and all such collectively constitute one original. Facsimile signatures shall be sufficient.

19. Assignment. Under no circumstances shall this Agreement be assigned by any party or be construed as one of agency, partnership, joint venture or employment between the Parties. The Parties shall each be solely responsible for the conduct of their respective officers, employees and agents in connection with the performance of their obligations under this Agreement.

20. Term and Termination. This Agreement shall continue unless and until either SWAN or the Member terminates the Agreement by providing six (6) months' prior written notice. In addition, SWAN may terminate this Agreement if a Member breaches the Agreement, upon three months' prior written notice. If the Agreement is terminated, the Member must pay all unpaid costs incurred up to and including the time of termination. The obligation to pay all such costs survives the termination of this Agreement. If the Member terminates the Agreement, the Member shall pay all costs incurred by SWAN due to the Member's decision to leave SWAN, including any work performed by SWAN employees or agents after the termination of the Agreement.

21. Dissolution. If SWAN dissolves, all Members shall have the right of first refusal regarding the purchase of all equipment, property and other assets of SWAN and shall share in the proceeds, if any, of any such sales in the ratios/percentages represented in the then-current (at the time of the sale) SWAN Annual Fees Schedule. Surplus funds, if any, shall be distributed in the ratios/percentages

represented in the then-current (at the time of the sale) SWAN Annual Fees Schedule.

22. Section Headings. The section headings inserted in this Agreement are for convenience only and are not intended to and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

23. Validity and Savings Clause. In the event that any provision of this Agreement shall be declared by a final judgment of a court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any Member, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.

24. Governing Law. This Agreement shall be construed in accordance with the Constitution and laws of the State of Illinois.

25. Effective Date. For any Member who executes the Agreement before August 31, 2010, the Effective Date shall be September 1, 2010. For any Member who executes the Agreement after August 31, 2010, the Effective Date shall be the first day of the calendar month next following the month in which the Member has duly approved and executed this Agreement or a substantially similar agreement.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under the authority of its Board of Trustees, has caused this Agreement to be executed by its duly authorized officers as of the date written on the first page.

BOARD OF LIBRARY TRUSTEES OF

By: _____

Its President

Attest:

By: _____

Its Secretary

8b. NEW BUSINESS

Identify Essential Library Services (ACTION)

On May 8, Governor Pritzker shared the "Restore Illinois" Plan which identifies five phases to guide the "reopening" of Illinois. Libraries are not specifically identified in the plan, so there is not a clear path for us to resume any of our "in person" services.

Although libraries are not specifically included in the Governor's list of essential services, the Governor's Executive Order 2020-32 (May 1) includes the following section about Essential Government Functions (emphasis added):

Essential Governmental Functions. For purposes of this Executive Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, law enforcement and corrections personnel, hazardous materials responders, child protection and child welfare personnel, housing and shelter personnel, military, and other governmental employees working for or to support Essential Businesses and Operations are categorically exempt from this Executive Order.

Essential Government Functions means all services provided by the State or any municipal, township, county, subdivision or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Essential Government Functions. Each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions.

This Executive Order does not apply to the United States government. Nothing in this Executive Order shall prohibit any individual from performing or accessing Essential Governmental Functions.

By identifying specific library services as essential, the Board will move the library one step closer to starting up services. Director Whitmer believes the following services are essential and could be phased in on a limited basis, possibly beginning in June:

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

If the Board votes to identify these as essential services, the Management Team will identify staff to implement the services on a limited basis after appropriate precautions and social distancing measures are in place. Appropriate safety precautions include, but are not limited to:

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

These services will be "phased" in with care, keeping the health and safety of our employees and our residents as our priority.

Suggested Motion: Identify the following as essential library services: return of library materials, access to library materials and access to computers, copier, scanner and fax service.

In addition to guidance from the Centers for Disease Control and Prevention, the Illinois Department of Public Health and the DuPage Health Department, library staff will monitor information from the Governor's Office, the Illinois Library Association, the American Library Association and the "REALM" project.

Attachments:

- Restore Illinois (from the Office of the Governor)
- Illinois Stay-at-Home Order and Libraries (from Illinois Library Association)
- Overview of REALM (Reopening Archives, Libraries and Museums) Information Hub: A COVID-19 Research Project)

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Office of the Governor
JB Pritzker

May 5, 2020

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

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

New case growth slows	Case positivity rate and hospital capacity benchmarks met	Case positivity rate and hospital capacity benchmarks met	Post-pandemic:
Surge hospital capacity			
10,000 tests per day statewide	Testing for patients, health care workers and at-risk residents	Testing available regardless of symptoms or risk factors	Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors
Testing for any symptomatic health care workers and first responders	Begin contact tracing and monitoring within 24 hours of diagnosis	Contact tracing within 24 hours of diagnosis for more than 90% of cases	

An Introduction



From the beginning of the new coronavirus pandemic, Illinois' response has been guided by data, science, and public health experts. As community spread rapidly increased, Governor Pritzker moved quickly to issue a Disaster Proclamation on March 9, restrict visitors to nursing homes on March 11, close bars and restaurants for on-site consumption on March 16, move schools to remote learning on March 17, and issue a Stay at Home order on March 21. This virus has caused painful, cascading consequences for everyone in Illinois, but the science has been clear: in the face of a new coronavirus with unknown characteristics and in the absence of widespread testing availability and contact tracing, mitigation and maintaining a 6-foot social distance have been the only options to reduce the spread and save as many lives as possible.

Millions of Illinoisans working together by staying at home and following experts' recommendations have proven these mitigation and social distancing measures effective so far. The result has been a lower infection rate, fewer hospitalizations, and lower number of fatalities than projected without these measures. Our curve has begun to flatten. Nevertheless, the risk of spread remains, and modeling and data point to a rapid surge in new cases if all mitigation measures were to be immediately lifted.

Now that Illinois is bending the curve, it is vitally important that we follow a safe and deliberate path forward to get our Illinois economy moving. That path forward is not what everyone wants or hopes for, but it will keep Illinoisans as safe as possible from this virus as our economy is reopening.

Restore Illinois is about saving lives and livelihoods. This five-phased plan will reopen our state, guided by health metrics and with distinct business, education, and recreation activities characterizing each phase. This is an initial framework that will likely be updated as research and science develop and as the potential for treatments or vaccines is realized. The plan is based upon regional healthcare availability, and it recognizes the distinct impact COVID-19 has had on different regions of our state as well as regional variations in hospital capacity. The Illinois Department of Public Health (IDPH) has 11 Emergency Medical Services Regions that have traditionally guided its statewide public health work and will continue to inform this reopening plan. For the purposes of this plan, from those 11, four health regions are established, each with the ability to independently move through a phased approach: Northeast Illinois; North-Central Illinois; Central Illinois; and Southern Illinois.

The five phases for each health region are as follows:

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

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

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

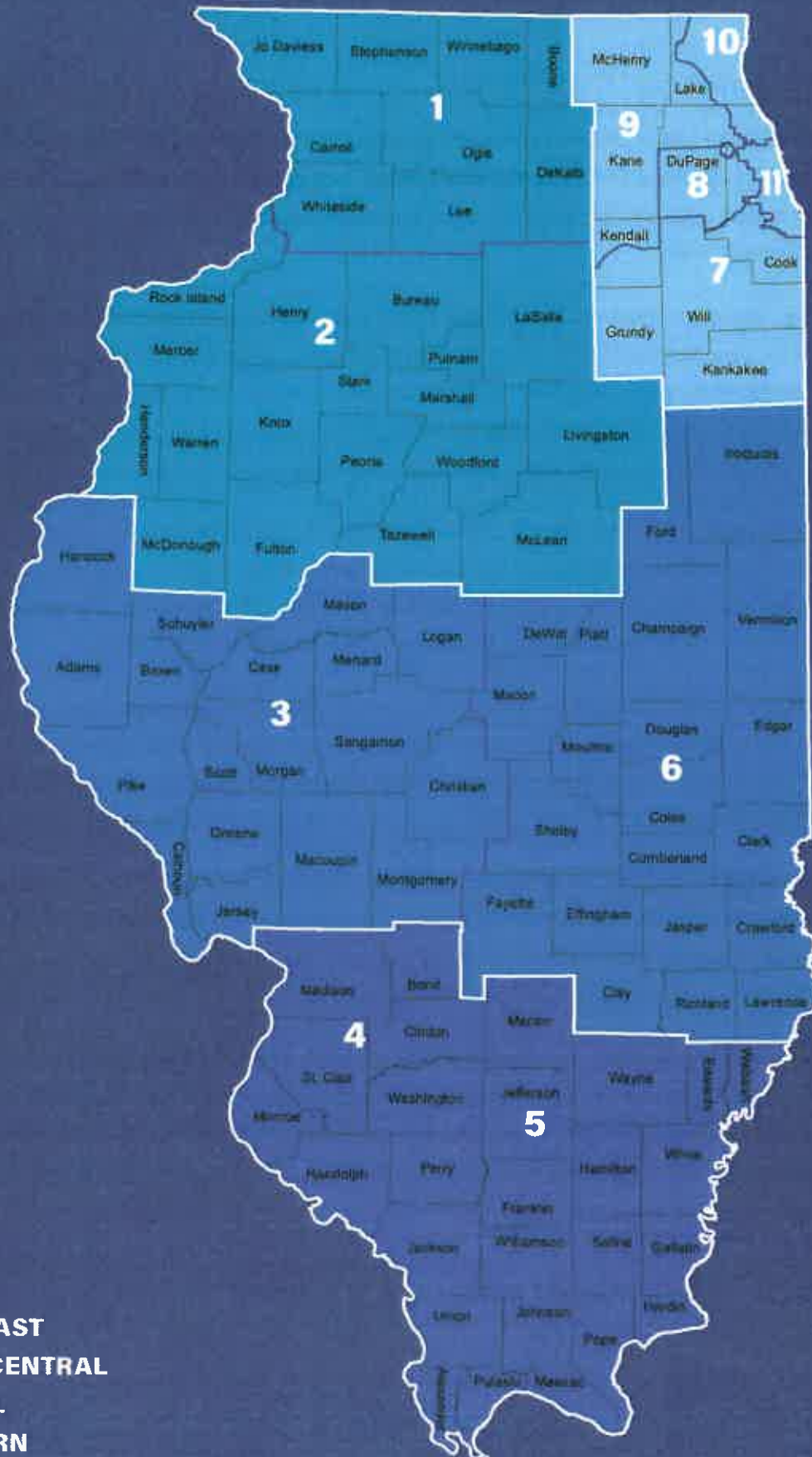
Phase 4 – Revitalization: The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois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

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

Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

*All public health criteria included in this document are subject to change.
As research and data on this novel coronavirus continue to develop, this plan
can and will be updated to reflect the latest science and data.*

RESTORE ILLINOIS HEALTH REGIONS



Phase 1: Rapid Spread

WHAT THIS PHASE LOOKS LIKE

COVID-19 is rapidly spreading. The number of COVID-19 positive patients in the hospital, in ICU beds, and on ventilators is increasing. The public health response relies on dramatic mitigation measures, like stay at home orders and social distancing, to slow the spread of the virus and prevent a surge that overwhelms the health care system. With a Stay at Home order in place, only essential businesses are in operation and activities outside of the home are limited to essentials, like grocery shopping.

WHAT'S OPEN?

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings of any size

Travel: Non-essential travel discouraged

Health care: Emergency procedures and COVID-19 care only

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking and biking permitted; State parks closed

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup and drive-through only
- **Entertainment:** Closed
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with strict restrictions; Non-essential stores are closed

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity:

- Slowing of new case growth
- Availability of surge capacity in adult medical and surgical beds, ICU beds, and ventilators

Testing:

- Ability to perform 10,000 tests per day statewide
- Testing available in region for any symptomatic health care workers and first responders

Phase 2: Flattening

WHAT THIS PHASE LOOKS LIKE

The rise in the rate of infection is beginning to slow and stabilize. Hospitalizations and ICU bed usage continue to increase but are flattening, and hospital capacity remains stable. Face coverings must always be worn when social distancing is not possible. Testing capacity increases and tracing programs are put in place to contain outbreaks and limit the spread.

WHAT'S OPEN

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings

Travel: Non-essential travel discouraged

Health care: Emergency and COVID-19 care continue; Elective procedures allowed once IDPH criteria met

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking, and biking permitted; Select state parks open; Boating and fishing permitted; Golf courses open; All with IDPH approved safety guidance

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with restrictions; Non-essential stores open for delivery and curbside pickup

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 2 to Phase 3 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 2, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available for all patients, health care workers, first responders, people with underlying conditions, and residents and staff in congregate living facilities

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 3: Recovery

WHAT THIS PHASE LOOKS LIKE

The rate of infection among those surveillance tested is stable or declining. COVID-19-related hospitalizations and ICU capacity remains stable or is decreasing. Face coverings in public continue to be required. Gatherings of 10 people or fewer for any reason can resume. Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Retail establishments reopen with limited capacity, and select categories of personal care establishments can also begin to reopen with social distancing guidelines and personal protective equipment. Robust testing is available along with contact tracing to limit spread and closely monitor the trend of new cases.

WHAT'S OPEN

Gatherings: All gatherings of 10 people or fewer are allowed with this limit subject to change based on latest data & guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health Care: All health care providers are open with DPH approved safety guidance

Education and child care: Remote learning in P-12 schools and higher education; Limited child care and summer programs open with IDPH approved safety guidance

Outdoor recreation: State parks open; Activities permitted in groups of 10 or fewer with social distancing

Businesses:

- **Manufacturing:** Non-essential manufacturing that can safely operate with social distancing can reopen with IDPH approved safety guidance
- **"Non-essential" businesses:** Employees of "non-essential" businesses are allowed to return to work with IDPH approved safety guidance depending upon risk level, tele-work strongly encouraged wherever possible; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Barbershops and salons open with IDPH approved safety guidance; Health and fitness clubs can provide outdoor classes and one-on-one personal training with IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance, including face coverings

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 3 to Phase 4 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 3, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available in region regardless of symptoms or risk factors

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis for more than 90% of cases in region

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 4: Revitalization

WHAT THIS PHASE LOOKS LIKE

There is a continued decline in the rate of infection in new COVID-19 cases. Hospitals have capacity and can quickly adapt for a surge of new cases in their communities. Additional measures can be carefully lifted allowing for schools and child care programs to reopen with social distancing policies in place. Restaurants can open with limited capacity and following strict public health procedures, including personal protective equipment for employees. Gatherings with 50 people or fewer will be permitted. Testing is widely available, and tracing is commonplace.

WHAT'S OPEN

Gatherings: Gatherings of 50 people or fewer are allowed with this limit subject to change based on latest data and guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health care: All health care providers are open

Education and child care: P-12 schools, higher education, all summer programs, and child care open with IDPH approved safety guidance

Outdoor Recreation: All outdoor recreation allowed

Businesses:

- **Manufacturing:** All manufacturing open with IDPH approved safety guidance
- **"Non-essential" businesses:** All employees return to work with IDPH approved safety guidance; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open with capacity limits and IDPH approved safety guidance
- **Personal care services and health clubs:** All barbershops, salons, spas and health and fitness clubs open with capacity limits and IDPH approved safety guidance
- **Entertainment:** Cinema and theaters open with capacity limits and IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance

HOW WE MOVE TO THE NEXT PHASE

Post-pandemic: Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 5: Illinois Restored

WHAT THIS PHASE LOOKS LIKE

Testing, tracing and treatment are widely available throughout the state. Either a vaccine is developed to prevent additional spread of COVID-19, a treatment option is readily available that ensures health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Health care equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.

WHAT'S OPEN

- All sectors of the economy reopen with businesses, schools, and recreation resuming normal operations with new safety guidance and procedures.
- Conventions, festivals, and large events can take place.

Illinois Stay-at-Home Order and Libraries

5/8/2020 ILA Statement on Governor Pritzker's "Restore Illinois" Plan

In light of Governor Pritzker's "Restore Illinois" plan establishing phases and regions for re-opening the state, as well as the recent extension of a "stay at home" order through May 30, ILA recognizes that not every library, nor every community, will feel comfortable or ready to re-open library buildings to in-person public services on the same timeline.

Libraries are crucial to communities, as are schools and government buildings, though libraries are not explicitly listed in the Governor's executive orders as "essential." The executive order dated May 1 makes explicit that units of local government may determine which functions the unit deems "essential." Libraries have remained open virtually, providing services through the stay-at-home orders.

ILA reaffirms the critical role library workers play in our communities. Safety and support for library workers is key when making plans to reopen to public services.

ILA's guidance is for local decision-makers to consider issues such as:

- sufficient, effective protective measures and cleaning supplies
- understanding of the virus's viability (or lack thereof) on returned library materials
- capacity of your area's medical facilities if cases of the virus were to increase as graduated re-openings commence
- preserving the well-being and health of the community

ILA also recommends that every library monitor the guidance issued from the Illinois Department of Public Health.

5/1/2020 update: Today, Governor Pritzker's Executive Order 2020-32 extended the state's stay-at-home status through May 30. **4/27/2020 Update:** On Thursday, April 24, 2020, Governor Pritzker announced his intention to extend Illinois' stay-at-home order through May 30, 2020, effective May 1. The executive order authorizing it will not post until then, with a chance that it will change between the April 24 announcement and May 1. This extension follows the April 1 Executive Order 2020-18, itself an extension of the original March 20 Executive Order 2020-10. These Executive Orders supersede the 3/16/2020 ILA Statement on Library Closures, although the statement remains valid.

3/16/2020 ILA Statement on Library Closures

In light of Governor Pritzker's recent closing of Illinois public schools, restaurants, and bars, his disaster proclamation, and recommendation to avoid large gatherings, as well as the news that cases of COVID-19 are appearing in more areas of the state, the Illinois Library Association recommends that public libraries, and academic libraries on campuses that have otherwise closed, in Illinois suspend public operations, including closing for a period of time.

While normally public libraries may invite children to come to the library in the event of an emergency school closing, this is not the best course of action when trying to curb a contagious disease. Because containment works best when all organizations participate, many libraries and other cultural organizations are deciding to close while the schools are closed.

Libraries are a gathering place in the community and on campus, frequently bringing together significant numbers of people. In order to minimize opportunities for transmission, and to protect both community members' health and library employees, the best service we can offer is

protecting our community with social distancing, canceling programs, extra cleanings, and closing, regardless of whether there are known cases in your library's service area or on your campus.

Ultimately, barring a government mandate, the decision to close must be made at the local level; ILA also recommends that every library monitor the guidance issued from the Illinois Department of Public Health.



Reopening Archives, Libraries and Museums (REALM) Information Hub: A COVID-19 Research Project

As libraries and museums around the country begin to resume operations and reopen to the public, the need for clear information to support the handling of core museum, library, and archival materials has become increasingly urgent.

OCLC (<https://www.oclc.org>), the Institute of Museum and Library Services (<https://www.imls.gov>), and Battelle (<https://www.battelle.org>) are working to create and distribute science-based information and best recommended practices designed to reduce the risk of transmission of COVID-19 to staff and visitors who are engaging in the delivery or use of museum, library, and archival services. This research collaboration will provide information on how long the virus survives on surfaces and how—or if—materials can be handled to mitigate exposure.

To achieve these goals, the partnership is initiating work on several fronts:

- Collect, review, and summarize authoritative research that applies to materials commonly found in the collections and facilities of archives, libraries, and museums
- Ongoing consultation and engagement with a project steering committee, working groups, and other subject matter experts from archives, libraries, and museums
- Laboratory testing of how COVID-19 interacts with a selection of materials commonly found in archives, libraries, and museums; and identifying methods of handling and remediation
- Synthesize the above inputs into toolkit resources that support reopening and operational considerations
- Share project information and toolkit resources through the project website and amplified by member associations and support organizations that serve archives, libraries, and/or museums.



(<http://www.webjunction.org/content/topics/COVID-19-research-project/Subscribe-to-Topic>)
(<http://www.webjunction.org/content/topics/COVID-19-research-project/>)

» Sign up to receive project updates
(https://www.oclc.org/content/oclc-forms/en_us/realm-updates.html)



Research timeline

This project is designed to be flexible and evolve as more becomes known about the virus and best practices to reduce risk of transmission. The partnership will address known and emergent research questions in three phases:

Phase 1: Preparing for Reopened Libraries: Research on High-Priority Materials and Workflows (May 2020 – August 2020)

This phase will collect, curate, and disseminate information and recommended practices for handling physical collections and facilities in anticipation of a phased-in or full reopening of public library buildings and services starting as early as May 2020. This phase will produce an initial set of toolkit resources.

Activities underway and planned for May include:

- Conducting literature reviews of scientific research
- Gathering and assessing protocols and guidelines for other materials-based service industries
- Gathering examples of public and state library plans and protocols for reopening
- Developing laboratory testing scenarios and identifying materials to prioritize for analysis
- Lab testing at Battelle
- Steering committee and working group meetings
- Communication of project updates through the website
- Setting up additional project communication channels and a community network of associations and support organizations.

Phase 2: Additional Research to Support Operations of Libraries, Archives, and Museums (June 2020 – October 2020)

This phase will study a second set of materials and workflows across libraries, archives/special collections, and museums. This set will include any materials and workflows that have factors that were not addressed in Phase 1 but are important to the function of archives, libraries, and/or museums. The research activities will produce a second set of toolkit resources, and will update Phase 1 resources with new information that may have emerged. A more fully designed website will be launched during this phase.

Phase 3: Monitor, Update, Communicate (October 2020 – September 2021)

In Phase 3, the project will continue to monitor and review emerging research that may require updates and additions to what has been created during the first two phases. In addition, as the rate of transmission for the virus changes over time and communities continue to adjust to those changes, the policies and practices of libraries and museums may also warrant a change.

OCLC and Battelle will publish research briefings based on literature reviews and specialist knowledge gathered during the project. These briefings will be designed to support evidence-based decisions about operations, policies, and workflows.

REALM Project Steering Committee

REALM Science Working Group

REALM Operations Working Group

How to stay connected

We encourage you to [sign up to receive project updates \(https://www.oclc.org/content/oclc-forms/en_us/realm-updates.html\)](https://www.oclc.org/content/oclc-forms/en_us/realm-updates.html) by email and/or bookmark this page, as it will be the primary source for housing all program results and resources. You can also follow OCLC on [Facebook \(https://www.facebook.com/OCLCglobal/\)](https://www.facebook.com/OCLCglobal/), [Twitter \(https://twitter.com/oclc/\)](https://twitter.com/oclc/), [LinkedIn \(https://www.linkedin.com/company/oclc/\)](https://www.linkedin.com/company/oclc/) for the latest project updates and join the conversation using #REALMproject.

Questions

For media inquiries, contact Bob Murphy at murphyb@oclc.org (<mailto:murphyb@oclc.org>) or +1-614-761-5136



This site synthesizes various studies and data; however, the scientific understanding regarding COVID-19 is continuously evolving. This material is being provided for informational purposes only, and readers are encouraged to review federal, state, tribal, territorial, and local guidance. The authors, sponsors, and researchers are not liable for any damages resulting from use, misuse, or reliance upon this information, or any errors or omissions herein.



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8c. NEW BUSINESS

Discuss options for employee compensation beyond June 14, 2020 (ACTION)

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

The final pay date in Fiscal Year 2020 is June 18. This effectively means the compensation approved in April will conclude on Sunday, June 14.

This is an unprecedented situation and it's not likely anyone would have predicted a library closure of this duration. At the present time, only the Library Director is working her regularly scheduled hours. Depending on available work, others are working from 12-96% of their regular hours. Employees are completing a combination of critical tasks, non-critical tasks and continuing education. About half are working 50% or more of their regular hours. The definition of "work" varies greatly. For many employees, self-selected continuing education is making up at least half of the hours they are working. There is not sufficient work for all employees to work all their regularly scheduled hours.

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

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

If the Board directs staff to implement any type of furlough or reduction in hours, Director Whitmer recommends the Board extend the current practice (regular rate of pay for regularly scheduled hours) through June 28. (The pay period ends in the current fiscal year, but is paid in the new fiscal year.) The Management Team can use the time to identify critical tasks, evaluate positions, survey staff about their ability to return to the library for work. A draft plan will be developed and presented at the June 17 Board Meeting for approval.

Possible Motion: Pay employees their regular rate of pay for regularly schedule hours and require use of paid leave for hours when work is available but the employee is not available to complete the work for the pay period beginning June 15 and ending June 28, and direct staff to draft a plan for furloughs and reductions in work hours for Board review and approval at the June 17, 2020 Board Meeting.

Continuing Education

Most of our staff are filling their hours with online continuing education opportunities. Some sessions are assigned (many related to libraries and COVID-19), but most are self-selected based on an employee's specific interests. In April, staff reported 271 hours of learning over 278 sessions. A sample of courses completed/in progress:

- Mango Languages – Spanish for Librarians
- Sexual Harassment Training (all staff completed)
- Libraries and COVID-19 – topics include virtual services, collections care, working remotely
- Technology – Excel, Word, Network Security
- Customer Service, Library Privacy Laws
- Human Resources – Emergency paid leave laws, furloughs and layoffs, unemployment, managing remote employees
- Readers' advisory and reference
- Self-care – managing stress and anxiety, meditation

COVID-19 Closure

I continue to monitor general news sources and information from the Governor's office, the DuPage County Health Department, the Illinois Department of Public Health and the Centers for Disease Control and Prevention. Weekly check-ins with the City Administrator, School Superintendent and Park District Director are helpful.

RAILS has an email list for library directors which is very active. Library Directors in the area met virtually to discuss challenges and more recently to review plans for curbside service. We all have thoughts regarding restarting services, but I am most concerned about ensuring our staff are comfortable with the precautions we have in place before we start any services. We are discussing plans for allowing people to return materials and providing access to our collections through curbside service. Jackie is ordering supplies such as masks, gloves, hand sanitizer, disinfectant spray and wipes.

Staffing Update

Debbie Rosenwinkel submitted her resignation from Technical Services on April 28.

Concerts on the Commons

I have not made the decision to cancel any concerts. I have discussed the possibility of livestreaming performances from inside the library, but this will only be possible if we move into Phase 3 of the Governor's Restore Illinois plan. I am waiting on decisions by the City of Warrenville regarding postponement and reimbursements.

Census Grant

Our census work has shifted almost entirely to social media. In April, Kathy made 27 posts to our social media channels. The posts reached nearly 8,000 people.

Warrenville's response rate jumped from 43% at the end of March to 74% at the end of April. Our census grant activities will wrap up in June, but we will continue to promote participation through at least August.

STATISTICAL SUMMARY APRIL 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 April. Also, an unusually high number of items were added to the eMediaLibrary collection. Of the items added to our collection in March, 4,268 were attributed to eMediaLibrary; 373 physical items were added.

	APR 2020	APR 2019	% change	+/-
TOTAL CIRCULATION ***	3,125	18,543	-83.1%	-15,418
Print	168	9,544	-98.2%	-9,376
NonPrint	13	7,148	-99.8%	-7,135
Equipment (mobile dev., in-house laptops, etc.)	3	129	-97.7%	-126
Downloadables	2,941	1,722	70.8%	1,219
OVERDRIVE (eBooks & eAudiobooks)	1,218	1,002	21.6%	216
ZINIO (eMagazines)	291	120	142.5%	171
Hoopla	1,432	600	138.7%	832

ITEM REQUESTS PROCESSED	-	278	-100.0%	-278
INTERLIBRARY LOANS RECEIVED	-	225	-100.0%	-225

MATERIALS ADDED	445	910	-51.1%	-465
MATERIALS WITHDRAWN	170	960	-82.3%	-790
TOTAL COLLECTION SIZE*	106,151	106,581	-0.4%	-430

PROGRAMS				
Number of Adult Programs	3	13	-76.9%	-10
Adult Program Attendance	185	593	-68.8%	-408
Number of Teen Programs	1	6	-83.3%	-5
Teen Program Attendance	3	46	-93.5%	-43
Number of Children's Programs	10	24	-58.3%	-14
Children's Program Attendance	226	498	-54.6%	-272
Book-A-Librarian	-	4	-100.0%	-4
Book-a-Librarian Attendance	-	4	-100.0%	-4

OUTREACH				
Adult Outreach Events	-	2	na	-
Adult Outreach Attendance	-	220	na	-
Youth Outreach Events	-	2	na	-
Youth Outreach Attendance	-	271	na	-

RECIPROCAL BORROWER CIRCULATION	-	1,413	-100.0%	-1,413
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RESIDENT CARDS ACTIVE	6,562	6,039	8.7%	523
RECIPROCAL BORROWER CARDS ACTIVE	351	320	9.7%	31

VISITOR COUNT **	-	9,734	-100.0%	-9,734
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COMPUTER SESSIONS	-	1,011	-100.0%	-1,011
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DATABASE USAGE	377	197	91.4%	180
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WEBSITE VISITS	29,668	63,375	-53.2%	-33,707
UNIQUE WEBSITE VISITORS	26,944	58,102	-53.6%	-31,158

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

Special notes for April 2020

none

10. ASSISTANT TO THE DIRECTOR REPORT

April 2020

Jackie Davis

Administration

- Cancelled meeting room reservations through the month of May.
- Assisted Sandy with putting the April board packet together. Delivered the packets to the post office for mailing.
- Processed checks for mail and documents needed to go to trustees for signature – April 16
- We are now classified COVID-19 with Amazon and can order supplies associated with the pandemic. We placed an order for masks, hand sanitizer, and gloves. I also ordered more hand towels. This is all in preparation for reopening. Delivered supplies to the Library building.
- Composed minutes of the Regular Board of Trustees Meeting on April 15

Human Resources

- Assigned staff "Sexual Harassment for Employees" training through Paylocity. This is required yearly training mandated by the government.
- Contacted different sources to find the correct avenue for reimbursement of "working remote" costs.
- Processed two payrolls remotely.
- Sent IMRF information to Accounting Services
- Corrected the Families First Act hours for each staff. Paylocity experienced a glitch and the two-week total of hours was wrong for almost every employee.
- Adjusted PTO times for part time employees. Paylocity had not coded the "emergency closing" time code to calculate PTO time earned on those hours.
- Responded to an unemployment claim
- Worked with Cantigny to cancel our Staff In-Service Day on May 8

Meetings

- Meeting with Sandy and Jaime regarding PTO and annual leave times during closure – April 2.
- Regular Board of Trustees Meeting – April 15
- Management Team Meetings – April 7, 14, 21, 28

Maintenance

- **Building Maintenance during closure for COVID-19**
Ly reported to the building Monday, Wednesday, and Friday each week. He flushed the toilets, filled the drains with water, checked outside garbage receptacles, watered all the indoor plants once a week, and took care of any other items needing attention.
- **Boiler Flue Repair**
Had to cancel installation of the new flue due to COVID-19. Hoping to schedule this work once Stafford Place construction is completed so that staff entering the building can use Stafford Place and the workmen can access the building only from the lower level.

- **Men's Public Restroom Partitions**

Josh from Shales McNutt was able to obtain the proper hinge for the partition and Ly fixed it. I have asked Josh for the manufacturer's information so we can order more.

- **Fire Alarm and Sprinkler Inspection**

I coordinated Otis Elevator and Cintas to be here on April 14. Due to new safety laws implanted a few years ago, Cintas personnel cannot enter the elevator pit to check on the smoke/sprinkler equipment without an Otis representative here.

- **Elevator Inspection**

Otis Elevator attended during the fire sprinkler inspection. At that time, they also replaced the phone in the elevator cab and will be back in a week with the required star outside the elevator.

- **Vending Machines**

The vending machine company removed all items and turned the machines off. Items were going to be expiring and by turning the machines off the Library is saving energy costs.

PUBLIC SERVICES REPORT

April 2020

Paul Dobersztyn

Highlights

- The ebooks budget was increased to offer more ebooks on Hoopla and Overdrive/Libby. There were significant increases in usage from last month.
- Capstone Pebble Go books and Tumblebooks were offered free of charge to our library members. Our team was able to post their links on our website and various social media outlets.
- The state mandated sexual harassment training was completed by the entire Public Services Department.
- April was the first month where all of our programming was held online. Below is a list of the official library sponsored events, and the attendance. Some were available online as pre-recorded videos, and some were live.
- Passive programming and resources have been posted on our Communico events calendar, Good to Know blog, and Covid-19 resource pages.
- Ordering of print and AV materials has continued, as we attempt to keep up with material demand.

Title	Live attendance	Recorded Views
Online Census video		100
Storytime with Miss Julie		23
Storytime with Miss Julie		18
Teen Jack Box Gaming	3	
Learn how to use Zoom		15
Storytime with Miss Julie	13	24
Chicago: True Stories of the 1920s: Zoom Session*	24	134
Zero Waste Living: Zoom Session *	12	
Storytime with Miss Julie		41
Storytime with Miss Julie	9	22
Storytime with Miss Julie		15
Storytime with Miss Julie	5	20
Babytime with Miss Julie		12
Baby Parent Connection: Zoom session*	3	
Storytime with Miss Julie	10	11
TOTALS	79	435

Personnel

- No changes

Professional Development

- 115 sessions of CE were completed by the Public Services Department in April.
- 114 total hours of CE were completed.
- Topics that were covered:
 - Reader's Advisory, Collection Development, Programming, Spanish Language Learning, STEM, and Census 2020.
- A full list can be provided by the Public Services Manager.
- Youth Services Meeting through Zoom on 4/16 (1 hour)
- Adult Services Meeting through Zoom on 4/16 (1 hour)

Programming / Outreach (Not entered in Communico)

Book a Librarian: 0

Puzzles: 0

Teen Volunteers: 0

- An online program survey was prepared by the department and compiled by Jen Moore. It has gone out in the first May eNewsletter.
 - This survey results will be used for future virtual programming and online offerings.
- The Public Service department has been revising our current Summer Reading program and have proposed a new program to the management team.
- The Youth Services department has been creating DIY Storytimes templates for parents to hold their own storytimes at home.
- Public Services have been monitoring the adultservices@warrenville.com & youthservices@warrenville.com email accounts, and providing reference and reader's advisory for library members.

InterLibrary Loan

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

Digital Resources

Beyond Dust Jackets Blog:

Views 4/1-30: 1,100

Total views 2020: 5,523; Total views FY: 18,919

NextReads Newsletters:

Subscribers thru 4/1-30: 168

Newsletters sent 4/1-30: 587

Total newsletters sent 2020: 2,605; Total newsletters sent FY: 6,662

OverDrive eAudiobooks/eBooks:

New User accounts 4/1-30: 34

Checkouts 4/1-30: 1,218

Total checkouts 2020: 4,423; Total checkouts FY: 10,691

RB Digital eMagazines:

User accounts thru 4/1-30: 251

Checkouts 4/1-30: 291

Total checkouts 2020: 731; Total checkouts FY: 1,395

Hoopla:

New User accounts 4/1-30: 57

Checkouts 4/1-30: 1,432

Total checkouts 2020: 3,523; Total checkouts FY: 7,250

MEMBER SERVICES REPORT

April 2020

Jaime Perpich

Library Card Monthly Stats		
	April 2020	April 2019
# of new cards issued (Temporary Card Registrations)	14	73
# of renewed cards (expiring 4/2019) *Automatically renewed per NCOA report	87 (82% of accounts renewed)	109 (87% of accounts renewed)
Warrenville Resident cards (active)	6,562	6,039
Reciprocal Borrower cards (active)	351	320

Miscellaneous Monthly Circulation Stats		
	April 2020	April 2019
Self-Checkout Station	0 items (0% of total circulation)	7,366 items (43% of total circulation)
Reciprocal Borrower Circulation	0	1,413
# of Outgoing Book Discussion ILL Requests	0 (0% of total item requests)	56 (17% of total item requests)
Mobile Device Circulation	3	54
Mobile Device In-house Circulation	0	75

Professional Development

47 sessions of CE* were completed by the Member Services Department in April. *Full list of CE can be provided

48 total hours of CE were completed.

Meetings

4/7, 4/14, 4/21, 4/28 Management Team Meeting—Jaime

4/8, 4/16, 4/22, 4/29 Member Services Department Meetings—Jaime, Kathy, Mary, Stephanie

4/15 April Library Board Meeting—Jaime, Kathy, Mary, Stephanie

Outreach

4/1 Gift Card Promo Video—Jaime

MARKETING REPORT

April 2020

Kathy Gaydos

eNews* (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Weekly eNews (4/29)	5,429	36%	9%
Weekly eNews (4/22)	5,434	39%	6%
Weekly eNews (4/15)	5,446	35%	7%
Weekly eNews (4/9)	5,456	40%	6%
Weekly/Census Day eNews (4/1)	5,462	39%	7%

Social Media**

Facebook	Nov. '19	Dec. '19	Jan. '20	Feb. '20	Mar. '20	Apr. '20
Total Page Followers	1,080	1,089	1,100	1,110	1,145	1,164
Total Page Likes	1,066	1,072	1,079	1,090	1,131	1,143
Avg. Daily Reach (w/ paid)	623	778	706	617	516	569
Twitter	Nov. '19	Dec. '19	Jan. '20	Feb. '20	Mar. '20	Apr. '20
Average Daily views	317	345	237	247	428	252
Average Engagement Rate	1.0%	1.0%	1.0%	2.2%	1.4%	1.5%
Instagram (Apr. 29-May 5)	Nov. '19	Dec. '19	Jan. '20	Feb. '20	Mar. '20	Apr. '20
Followers	173	169	183	192	205	221
Impressions	343	292	773	580	427	401
Reach	228	122	387	146	153	107

Activities

- Began work on postcard to replace Summer Reading Matters; will mail in May.
- Reviewed process for adding virtual events to Communico.
- Reviewed/edited several events in Communico.
- Created five Facebook events.
- Created three flyers (digital resources, virtual events, email a librarian) for social media.
- Researched several apps for creating, editing and downloading videos.
- Reviewed, provided feedback and posted Claire's library video to Facebook.
- Uploaded videos from Gail and Diana about library resources to social media.
- Created video for National Library Week with photos from 40th anniversary in April 2019.
- Created book review video for Facebook post.
- Good To Know blog—added two articles: 1) Discover Your Ancestors by Nora, and 2) All Illinois Extension to May 30 by Sandy.
- Explored options with Jaime, Nora and Jen to translate current library card registration form into Spanish.

Activities relating to Census

- Added several posts to our three social media posts.

Meeting Attendance

One-on-one meetings with Sandy via Zoom—4/2/20 and 4/16/20

Management Team meetings via Zoom—4/7, 4/14, 4/21, 4/28

Library Board meeting via Zoom—4/15/20

Staff meeting via Zoom—4/17/20

Summer Reading Program planning with Sandy and Paul via Zoom—4/28/20

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

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

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

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

The postcard below will be arriving in Warrenville mailboxes soon!



TECHNICAL SERVICES REPORT

April 2020

Collection statistics for the month

322 physical items added

166 books

156 periodicals

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

170 physical items withdrawn

21 books

148 periodicals

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

Collection Maintenance:

0 books repaired

0 discs cleaned / repaired

0 other items handled

Special Projects (April)

All Technical Services staff are checking their email and the staff COVID-19 document. They are self-selecting continuing education opportunities.

Several staff worked on site in April:

- Sarah cataloged materials that were received in March before shipments were suspended.
- Gail updated item records for the materials Sarah cataloged. She also continues to remotely process orders for books and AV materials.
- Therese processed magazines received and entered them into our catalog.
- Jo Ann checked in newspapers and completed routine maintenance for the newspaper collection. She also shelved a couple of carts of materials that were checked in before our March 16 closure.

We have asked our vendors if they can ship materials to residential addresses so we can avoid a backlog of materials. One vendor is unable to accommodate this request. We are waiting for a response from the second vendor.

Cynthia

1. Meetings, training, etc.
 - Sexual Harassment online training
 - Agile for Library Teams webinar
 - Enterprise Catalog upgrade feature review w/Jaime via Zoom
 - SWAN migration meetings via Zoom (2)
 - Network Managers quarterly meeting via Zoom
 - RAILS Member update via Zoom (1)
 - Board Meeting via Zoom
 - Management Team meetings via Zoom (3), One-on-One w/Sandy (2)
2. Worked with SirsiDynix to upgrade the Enterprise catalog to version 5.0.2 to improve accessibility features, enable the Renew All option in the mobile site, and allow the option to select format when checking out OverDrive materials through Enterprise.
3. Extended holidays/closed days in MyPC and Horizon and delayed scheduled startup tasks in Faronics Core Console through May 30 after shutdown order was extended. Worked with SirsiDynix to manually run Horizon Day End stat procedure for April 1st.
4. Completed deployment of new HP laptops and redeployment older laptops to additional part-time staff.
5. Changed passwords for re-retired staff member Debbie Rosenwinkel.
6. Worked with Konica and TBS to remove the old public copier (C224e), move the Youth public printer (C258) to become the new public copier, install a new unit (C250i) as the new Youth public printer and configure the respective coin towers and cpad accordingly.
7. Installed the Microsoft updates on the Public and Catalog PCs. Updated the non-Microsoft software including Firefox, Flash, Java, etc. on the Public PCs.
8. Enabled end-user remote access on the Public and Catalog PCs to facilitate remote configuration/updating under the end user's profile (vs. the administrator profile.)
9. Created new Windows Server 2019 virtual server master image, then created new virtual servers WPLDDC2020 and WPLDPUBLIC2020. Worked with computer consultant and vendor representatives to configure and test.
10. Acquired new SSL certificate for website and worked with Jen to update links to and on the website from http to https. Began testing https versions of RPA links to subscription databases and online learning resources.
11. Worked with SWAN to complete their IT survey in order to ensure our PC's meet their system requirements and identify hardware to be included in the grant application. Obtained credentials for SWAN's ftp file transfer site and created a SWAN site definition in the FileZilla utility on the IT PCs. Opened a ticket with SirsiDynix and scheduled assistance fine-tuning a Horizon export profile on May 1st.
12. Worked with ICN and AT&T to increase internet bandwidth from 50/50Mbps to 100/100Mbps. Obtained quote from Comcast for 75/15Mbps and 150/20Mbps secondary internet service option in conjunction with the SWAN migration. Discussed

our Sonicwall firewall's load balancing capability with Kent of CFB in order to utilize the secondary line full time and increase total bandwidth.

13. Created new email aliases in Exchange and changed default Send From/Reply To addresses for Member Services (Circulation), Adult Services (Reference) and Youth Services (Youth).
14. Worked with OverDrive and Hoopla to adjust authentication rules and updated each resource in RPA (including subscription databases and RBdigital magazines) to allow access to borrowers with account balances over \$10.
15. Renewed service plans with MobileBeacon for circulating hotspots expiring in May.
16. Created new Faronics anti-virus policies with scan exceptions for the DeepFreeze folders and deployed to all desktop PCs and laptops.
17. Increased the disk space available on the shared drive and its corresponding live replica. Updated the firmware on backup devices and client.
18. Installed HP P1606dn printer on HVAC PC in the basement. Installed the Microsoft updates and the non-Microsoft software including Firefox, Flash, Java, etc.
19. Installed HP M452dn color printer at Member Services.
20. Downloaded Adobe Creative Cloud updates. Updated Creative Cloud Desktop and installed 2020 versions of Adobe Creative Suite applications on staff PCs.
21. Worked with Ly to swap two wifi access points in order to determine if one's intermittent disconnection is a wiring or device issue.
22. Ordered Cisco SmartNet service renewal for ICN/internet router from CDW. Requested renewal quote for Symantec Mail Security for Microsoft Exchange licenses from CDW and Provantage.
23. Provided remote support to staff via email, phone and text.

Curt

- Meetings/Training:
 - Board Meeting via Zoom
 - Sexual Harassment online training
- Began researching Microsoft Office 2019 Deployment Tool

11. PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, May 14, 2020)

Wednesday, June 17, 2020 at 7 pm
Regular Library Board of Trustees Meeting
Location: TBD

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

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:

June

- Approve Budget & Appropriation Amendment (if needed)
- Adopt Working Budget for FY21
- Authorize Preparation of Tentative Budget & Appropriation

Items postponed to future meeting(s)

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