



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, April 15, 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 by calling 312-626-6799 or using the Zoom app to connect to the meeting. The Zoom Meeting ID is 156-466-873. The direct Zoom link is [zoom.us/j/156466873](https://zoom.us/j/156466873). Instructions for joining a Zoom meeting are available at <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->.

**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\*

**p. 3 ..... 5. Consent Agenda (ACTION)**

- p. 5 ..... a.** Approve Minutes of the February 19, 2020 Regular Board of Trustees Meeting
- p. 10 ..... b.** Approve Minutes of the March 16, 2020 Special Board of Trustees Meeting
- p. 13 ..... 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
- p. 27 ..... f.** Ratify Acceptance of Engagement Letter from Sikich, LLC for FY20 Audit Services
- p. 34 ..... g.** Ratify Payment of Invoices in the Amount of \$55,719.17 for the Period of February 20, 2010 – March 18, 2020 Including Electronic Payments and Checks 7541 - 7593. Checks #7554, 7564, 7573, and 7585 are voided.
- p. 36 ..... 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.

- p. 37** ..... i. Ratify March 19, 2020 transfer of \$175,000 from commercial checking account to operating checking account
- p. 38** ..... j. Approve transfer of \$150,000 from commercial checking account to operating checking account
- p. 39** ..... k. Approve revisions to Wage Scale including a 2% Market Adjustment and Changes to Pay Grade Assignments effective July 1, 2020.
6. Regular Agenda
7. Unfinished Business
8. New Business
- p. 40** ..... a. Consideration of Director's recommendation to continue paying full compensation to all employees through May 3, 2020 **(ACTION)**
- p. 43** ..... b. Adopt Resolution R-217 Resolution Delegating Authority to Make Decisions **(ACTION)**
- p. 45** ..... c. Consideration of agenda items for April 29, 2020 Special Board Meeting *(discussion only)*
- p. 46** .... 9. Director's Report
- p. 55**..... 10. Department Head Reports
- p. 78** .... 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 [director@warrenville.com](mailto:director@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.



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4. Public comments\*
5. Consent Agenda **(ACTION)**
  - 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, 2010 – March 18, 2020 Including Electronic Payments and Checks 7541 - 7593. Checks #7554, 7564, 7573, and 7585 are voided.
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  - a. Consideration of Director's recommendation to continue paying full compensation to all employees through May 3, 2020 **(ACTION)**
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  - c. Consideration of agenda items for April 29, 2020 Special Board Meeting *(discussion only)*
9. Director's Report
10. Department Head Reports
11. President's Report
  - a. Next meetings or events
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- 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.

## CONSENT AGENDA

**7a. Approve Minutes of the February 19, 2020 Regular Board of Trustees Meeting**  
(attached)

**7b. Approve Minutes of the March 16, 2020 Special Board of Trustees Meeting**  
(attached)

**7c. Receive and file Financial Reports for February and March** (attached)

**7d. Approve Non-resident Library Card Participation for FY21 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters**

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

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

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

The Director and Member Services Manager recommend the following:

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

**7e. Approve Early Closure at 5 pm on Friday, July 3, 2020 for Warrenton Parade**

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

**7f. Ratify Acceptance of Engagement Letter from Sikich, LLC for FY20 Audit Services**  
(attached)

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

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

**7g. Ratify Payment of Invoices in the Amount of \$55,719.17 for the Period of February 20, 2010 – March 18, 2020 Including Electronic Payments and Checks 7541 - 7593. Checks #7554, 7564, 7573, and 7585 are voided.** (attached)

**7h. Approve Payment of Invoices in the Amount of \$38,614.57 for the Period of March 19, 2020-April15, 2020 Including Electronic Payments and Checks 7594-7623.** (attached)

**7i. Ratify March 19, 2020 transfer of \$175,000 from commercial checking account to operating checking account** (attached)

**7j. Approve transfer of \$150,000 from commercial checking account to operating checking account** (attached)

**7k. Approve revisions to Wage Scale including a 2% Market Adjustment and Changes to Pay Grade Assignments effective July 1, 2020 (attached)**

Each year, the Management Association of Illinois recommends a market-based adjustment to the Library's wage scale. This year, the recommended adjustment is a 2% increase.

This adjustment is made to the wage scale, not employee pay rates. It only impacts existing employee pay rates if the employee's rate of pay falls below the minimum rate for his or her position. In this case, the employee will receive an increase to at least the minimum rate. All other pay rate increases are merit-based.

Director Whitmer recommends the following position and classification changes. Except where noted, these changes are recommended based on job duties:

- Combine Member Services Specialist I and Member Services Specialist II. All current employees in these positions will be classified as Member Services Specialist at Pay Grade 5. (Member Services I was at Pay Grade 4.)
- Eliminate Technical Services Assistant and merge duties into Technical Services Specialist position. Current Technical Services Assistants promoted to Technical Services Specialists. Technical Services Assistant remains at Pay Grade 5. (Technical Services Assistant was at Pay Grade 4.)
- Merge duties of Early Childhood Librarian into Youth Services Librarian position. Current Early Childhood Librarian will be classified as Youth Services Librarian. (Position remains at Pay Grade 9.)
- Graphic Artist moves from Pay Grade 9 to Pay Grade 8. (Experience and qualifications to be revised. Currently require a bachelor's degree. Will revise to require an associate's degree or certificate, bachelor's degree preferred.)

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

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

2. Roll Call

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

ABSENT: Trustees DuRocher and Stull

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

3. Approval of the agenda

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

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees DuRocher and Stull*

*Motion carried*

4. Presentations – None

5. Public Comments – None

6. Correspondence – None

7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the January 15, 2020 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for January

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees DuRocher and Stull*

*Motion carried*

8. Regular Agenda

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

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees DuRocher and Stull*

*Motion carried*

- b. Approve transfer of funds

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees DuRocher and Stull*

*Motion carried*

- c. Destruction of Closed Session Minutes

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees DuRocher and Stull*

*Motion carried*

9. Unfinished Business

- a. Revisions to Drug and Alcohol Free Workplace Policy (4.16)
- Director Whitmer stated she reached out to the Library attorney and one of the HR Source attorneys for their advice on this policy.
  - Roger Ritzman, the Library's attorney, stated the Board has the discretion to permit this use.
  - Attorney Jim Griffin, employment counsel at HR Source, stated the use is not recommended, but could be allowed. He shared that medical cannabis is not like a prescription medication. The medical cannabis



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

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

## 10. New Business

### a. Review Strategic Priorities for Next Fiscal Year

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

## 11. Director's Report

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

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

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

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

## 12. Department Head Reports

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

## 13. President's Report

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

## 14. Treasurer's Report

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

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

## 16. Committee Reports – none

## 17. Trustee Comments

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

- Director Whitmer shared information regarding the Prairie Path improvements.

Items for information and/or discussion - none

18. Adjournment

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees DuRocher and Stull*

*Motion carried*

Respectfully submitted,

Sandy Lezon, Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING  
MARCH 16, 2020**

1. Call to order – Trustee Picha called the meeting to order at 11:00 am.
2. Roll Call – Trustee Picha called roll call

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

ABSENT: Trustee Stull

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Paul Dobersztyn, Head of Member Services Jaime Perpich, Marketing and Communication Specialist Kathy Gaydos, Technical Services Assistant Gail Smith

Trustee Picha read a note from Trustee Stull:

"I regret I cannot make it to the emergency meeting. The Board and Sandy have my full support for whatever the decision is for the safety of our staff and our patrons".

3. Approval of the Agenda

*MOTION: Trustee DuRocher moved to approve the agenda. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Stull*

*Motion carried*

4. Public Comments – none

5. New Business

- a. Discussion and Response to COVID-19

*MOTION: Trustee DuRocher moved to:*

- *Close library effective (time, date) until further notice and revisit the closure status every two weeks to determine a date to re-open the library;*
- *Suspend all extended use fees until further notice;*
- *Authorize the Library Director, Board President and Treasurer to approve expenditures during the closure with payments to be ratified at the next meeting of the Board of Trustees;*
- *Authorize the Library Director and designees to maintain critical business operations and make decisions regarding a modified work schedule for*

*employees so that critical business operations, interim resources and services can be modified, established and maintained;*

- *Authorize the Library Director and designees to develop interim resources and services if determined to be safe for the community and library staff;*
- *Affirm the Employee Handbook's policy for Emergency Closings and pay regularly scheduled staff if their working hours are reduced during the closure.*

*Trustee Lezon seconded.*

#### DISCUSSION:

Director Whitmer stated the Illinois Library Association (ILA) recommends all libraries suspend services immediately. ILA reminds us this is no longer about public service, but about public health. She recommends the Library close for the safety of our staff and their families.

Trustee DuRocher asked if this would be a closure with no services available. Director Whitmer stated this closure and messaging will state the building is closed, book drops are locked and as few staff as necessary will be in the building. Director Whitmer would like the notice to be open ended to read "until further notice".

Trustee Richardson asked if part time employees will be paid. Director Whitmer stated everyone will be paid their regularly scheduled hours according to the Employee Handbook.

Trustee Richardson asked about the under resourced students in the community. Director Whitmer stated that has been one of her concerns because District 200 is not a 1 device-to-1 student district. Director Whitmer reached out to the District on Friday, March 13 by email. She asked if they could share their plans for students without computers or internet access. She has not heard back from them.

Trustee Lezon asked if you can access the Library's wifi from the parking lots. Director Whitmer stated you can. She also stated some libraries are moving their hotspots to the inside of exterior walls, but is not really feasible for us due to the wiring being located in the ceiling.

Trustee Lezon suggested the library close effective tomorrow morning, March 17 to give the public notice. Director Whitmer stated the staff would have liked to have closed last Friday, March 13. She doubts the Library would have sufficient staff to maintain services through the end of the day.

Trustee Lezon asked how the staff will handle the items when they are returned. Director Whitmer stated they will be kept in quarantine for three days.

After the discussion, it was the consensus of the Board to close the Library effective Monday, March 16, 2020 at noon.

Trustee Warren made an amendment to the motion to close to the public at noon today, March 16, 2020. Staff should be released as soon as practical. Trustees DuRocher and Lezon agreed with the amendment to the motion.

Director Whitmer stated signs will be posted on the entrance doors and social media posts will be made regarding the closing.

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Stull*

*Motion carried*

6. Items for information and/or discussion – none

7. Adjournment

*MOTION: Trustee DuRocher moved to adjourn the meeting at 11:39 am. Trustee Warren seconded.*

*Roll*

*Ayes – all*

*Nays - none*

*Absent – Trustee Stull*

*Motion carried*

Respectfully submitted,

Sandy Lezon, Secretary  
Board of Trustees  
Warrenville Public Library District

Consent Agenda Tc

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**February 29, 2020**

WARRENVILLE LIBRARY INCOME	FEBRUARY 2020	FUND BALANCES				AUDITED FUND BAL 6/30/2019	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
		% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. Y.T.D.	% RECEIVED						
LEVY	LEVY EXT										
CORPORATE	1798112	94.5902%	0	1798842	99.93%	335398	0	69245	125777	1281316	941189
BLDG. & MAIN.	102837	5.4098%	0	102574	99.74%	89474	0	0	14906	62607	129441
TOTAL TAX (LEVIED)	1900949	100.00%	0	1899416	99.92%	425872	0	69245	140683	1323923	1070610
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		234545	0	0	6769	8878	225667
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0
TOTAL	1900949	100.00%	0	1899416	99.92%	909788	0	69245	147452	1332801	1545648
FORMULA =											
A+B+C+D-E=F											F



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

	1 Month Ended Feb. 29, 2020	8 Months Ended Feb. 29, 2020	Budget	Balance	% Received / Expended
<b>CORPORATE FUND</b>					
<b>Income</b>					
Taxes Levied	0.00	1,796,842.44	1,798,112.00	1,269.56	99.93%
Copier	507.76	4,503.11	6,000.00	1,496.89	75.05%
Extended Use Fees	1,249.01	11,972.50	19,000.00	7,027.50	63.01%
Fees	13.00	169.00	500.00	331.00	33.80%
Interest	1,432.24	17,860.59	15,000.00	(2,860.59)	119.07%
Book Sales	0.00	512.50	2,500.00	1,987.50	20.50%
Lost Books	165.00	1,762.10	3,000.00	1,237.90	58.74%
Gifts / Memorials	1.00	1,126.00	1,000.00	(126.00)	112.60%
Miscellaneous	47.00	302.00	3,000.00	2,698.00	10.07%
Hotel/Motel Tax	0.00	13,198.43	16,338.00	3,139.57	80.78%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	500.00	0.00	(500.00)	0.00%
2020 Census Grant	400.00	400.00	0.00	(400.00)	0.00%
	3,815.01	1,866,087.42	1,881,350.00	15,262.58	99.19%
<b>Expenses</b>					
Sal. - Administration	12,289.36	116,764.47	169,000.00	52,235.53	69.09%
Sal. - Member Services	9,035.48	98,107.47	143,000.00	44,892.53	68.61%
Sal. - Maintenance	1,763.44	15,608.00	23,000.00	7,392.00	67.86%
Sal. - Marketing	2,201.23	20,828.25	32,000.00	11,171.75	65.09%
Sal. - Public Services	28,384.01	246,773.19	378,000.00	131,226.81	65.28%
Sal. - IT	6,222.46	55,839.73	82,000.00	26,160.27	68.10%
Sal. - Tech Services	12,683.97	97,291.06	135,500.00	38,208.94	71.80%
I.M.R.F. - Expense	11,398.87	58,749.14	91,000.00	32,250.86	64.56%
Fica - Expense	5,453.59	48,190.76	74,000.00	25,809.24	65.12%
Unemp. Comp.	0.00	677.93	1,500.00	822.07	45.20%
Op - Mat'l Processing/Tech	1,841.56	6,666.91	12,600.00	5,933.09	52.91%
Op - Mat'l Processing/Circ	112.24	536.73	4,900.00	4,363.27	10.95%
Op - Postage	0.00	1,785.04	5,490.00	3,704.96	32.51%
Op - Office Supplies	296.78	2,153.12	3,775.00	1,621.88	57.04%
Op - Bank Fee's	(78.90)	502.48	650.00	147.52	77.30%
Op - Automation Supplies	493.73	2,060.50	3,500.00	1,439.50	58.87%
Op - Publishing	0.00	841.80	1,200.00	358.20	70.15%
Equip. - Purchases	626.99	6,151.10	8,540.00	2,388.90	72.03%
Equip. - Maintenance	192.19	2,184.18	3,500.00	1,315.82	62.41%
Auto. - Software	440.99	11,396.71	15,285.00	3,888.29	74.56%
Auto. - Purchases	44.97	2,137.40	3,500.00	1,362.60	61.07%
Auto. - Maintenance	3,813.47	44,151.38	56,030.00	11,878.62	78.80%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	0.00	14,083.00	14,100.00	17.00	99.88%
L. Ins. - Officer / Dir	0.00	7,582.00	7,600.00	18.00	99.76%
Ins. - Bonds	0.00	30.00	50.00	20.00	60.00%
Ins. - Health / Life	4,456.71	35,192.10	70,930.00	35,737.90	49.62%
Pd - Recruiting	0.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	369.81	1,349.27	3,600.00	2,250.73	37.48%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	125.00	1,570.67	2,875.00	1,304.33	54.63%
Pd - Staff / Meetings	284.38	3,342.18	7,525.00	4,182.82	44.41%
Pd - Staff / Transportation	130.70	969.52	2,000.00	1,030.48	48.48%
Pd - Trst / Dues	0.00	151.00	140.00	(11.00)	107.86%
Pd - Trst / Mtgs	225.00	960.00	2,525.00	1,565.00	38.02%

See Accountants Compilation Letter

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

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended Feb. 29, 2020</b>	<b>8 Months Ended Feb. 29, 2020</b>	<b>Budget</b>	<b>Balance</b>	<b>% Received / Expended</b>
Pd - Trst / Transportation	0.00	258.90	750.00	491.10	34.52%
Pd - Trustee Misc.	22.69	143.36	500.00	356.64	28.67%
Cont. - Lawyer	0.00	450.00	3,000.00	2,550.00	15.00%
Cont. - Accounting	1,217.85	7,780.21	11,600.00	3,819.79	67.07%
Cont. - Collections	62.65	518.50	1,250.00	731.50	41.48%
Cont. - Audit	0.00	7,225.00	7,225.00	0.00	100.00%
Cont. - Consultants	0.00	500.00	7,500.00	7,000.00	6.67%
Lib. Mat. - Adult Books	3,853.56	29,121.55	56,000.00	26,878.45	52.00%
Lib. Mat. - Youth Books	2,520.25	21,301.33	32,500.00	11,198.67	65.54%
Lib. Mat. - Adult AV	1,259.20	12,366.75	22,200.00	9,833.25	55.71%
Lib. Mat. - Youth AV	263.13	2,551.23	6,000.00	3,448.77	42.52%
Lib. Mat. - EBooks	601.98	18,288.27	26,000.00	7,711.73	70.34%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	2,575.00	19,461.22	25,000.00	5,538.78	77.84%
Ps - Programs Adult	437.56	4,914.88	8,500.00	3,585.12	57.82%
Ps - Programs Youth	885.49	3,687.91	7,500.00	3,812.09	49.17%
Ps - Hotel/Motel	50.00	9,461.88	18,140.00	8,678.12	52.16%
Ps - Refunds / Fines / Fees	57.00	141.10	500.00	358.90	28.22%
Ps - Printing	0.00	5,992.00	14,600.00	8,608.00	41.04%
Ps - PR / Publicity	261.09	7,086.53	24,750.00	17,663.47	28.63%
Ps - Misc.	0.00	288.60	800.00	511.40	36.08%
Gas	1,000.27	3,955.55	7,000.00	3,044.45	56.51%
B & M - Water / Sewer	180.70	652.58	850.00	197.42	76.77%
Electricity	3,089.28	24,822.10	35,000.00	10,177.90	70.92%
Telephone	1,360.32	9,139.70	13,650.00	4,510.30	66.96%
Gifts	90.00	570.85	1,000.00	429.15	57.09%
Contingency	0.00	65.96	5,000.00	4,934.04	1.32%
Debt Repayment	0.00	135,000.00	167,200.00	32,200.00	80.74%
Debt Certificate Interest	0.00	16,765.75	0.00	(16,765.75)	0.00%
Census Grant 2020	3,200.73	3,200.73	0.00	(3,200.73)	0.00%
	<b>125,776.78</b>	<b>1,261,316.14</b>	<b>1,879,830.00</b>	<b>618,513.86</b>	<b>67.10%</b>

See Accountants Compilation Letter

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

## BUILDING &amp; MAINTENANCE FUND

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

See Accountants Compilation Letter

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

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

See Accountants Compilation Letter

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

**ASSETS**

**CURRENT ASSETS**

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

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

**CURRENT LIABILITIES**

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

**LONG-TERM LIABILITIES**

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

**EQUITY**

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**March 31, 2020**

WARRENVILLE LIBRARY INCOME	MARCH 2020	FUND BALANCES										PAGE 1		
		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
LEVY														
CORPORATE		1798112	94.5902%	0	1798842	99.93%	336398	0	6512	75757	120070	1381386	827611	
BLDG. & MAIN.		102837	5.4098%	0	102574	99.74%	89474	0	0	0	11474	74081	117957	
TOTAL TAX (LEVIED)		1900949	100.00%	0	1899416	99.92%	425872	0	6512	75757	131544	1455487	945578	
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	3300	12178	222367	
ALBA LEMOS GIFT FUND		0		0	0		23524	0	0	0	0	0	23524	
CAPITAL PROJECT		0		0	0		0	0	0	0	0	0	0	
TOTAL		1900949	100.00%	0	1899416	99.92%	909788	0	6512	75757	134844	1467645	1417316	
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: March 31, 2020

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended</b>	<b>9 Months Ended</b>	<b>Budget</b>	<b>Balance</b>	<b>% Received /</b>
	<b>Mar. 31, 2020</b>	<b>Mar. 31, 2020</b>			<b>Expended</b>
<b>Income</b>					
Taxes Levied	0.00	1,796,842.44	1,798,112.00	1,269.56	99.93%
Copier	494.65	4,997.76	6,000.00	1,002.24	83.30%
Extended Use Fees	1,269.46	13,241.96	19,000.00	5,758.04	69.69%
Fees	27.00	196.00	500.00	304.00	39.20%
Interest	759.29	18,619.88	15,000.00	(3,619.88)	124.13%
Book Sales	194.50	707.00	2,500.00	1,793.00	28.28%
Lost Books	274.00	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	1,455.92	1,757.92	3,000.00	1,242.08	58.60%
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	2,037.52	2,437.52	0.00	(2,437.52)	0.00%
	<b>6,512.34</b>	<b>1,872,599.76</b>	<b>1,881,350.00</b>	<b>8,750.24</b>	<b>99.53%</b>
<b>Expenses</b>					
Sal. - Administration	12,667.36	129,431.83	169,000.00	39,568.17	76.59%
Sal. - Member Services	7,588.40	105,695.87	143,000.00	37,304.13	73.91%
Sal. - Maintenance	1,736.64	17,344.64	23,000.00	5,655.36	75.41%
Sal. - Marketing	2,611.42	23,439.67	32,000.00	8,560.33	73.25%
Sal. - Public Services	27,831.68	274,604.87	378,000.00	103,395.13	72.65%
Sal. - IT	6,176.13	62,015.86	82,000.00	19,984.14	75.63%
Sal. - Tech Services	7,642.69	104,933.75	135,500.00	30,566.25	77.44%
I.M.R.F. - Expense	7,549.42	66,298.56	91,000.00	24,701.44	72.86%
Fica - Expense	4,961.46	53,152.22	74,000.00	20,847.78	71.83%
Unemp. Comp.	0.00	677.93	1,500.00	822.07	45.20%
Op - Mat'l Processing/Tech	480.20	7,147.11	12,600.00	5,452.89	56.72%
Op - Mat'l Processing/Circ	0.00	536.73	4,900.00	4,363.27	10.95%
Op - Postage	1,070.00	2,855.04	5,490.00	2,634.96	52.00%
Op - Office Supplies	174.50	2,327.62	3,775.00	1,447.38	61.66%
Op - Bank Fee's	81.81	584.29	650.00	65.71	89.89%
Op - Automation Supplies	605.00	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	6,688.10	8,540.00	1,851.90	78.31%
Equip. - Maintenance	304.78	2,488.96	3,500.00	1,011.04	71.11%
Auto. - Software	20.99	11,417.70	15,285.00	3,867.30	74.70%
Auto. - Purchases	135.00	2,272.40	3,500.00	1,227.60	64.93%
Auto. - Maintenance	649.88	44,801.26	56,030.00	11,228.74	79.96%
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	39,648.81	70,930.00	31,281.19	55.90%
Pd - Recruiting	45.00	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	225.00	1,795.67	2,875.00	1,079.33	62.46%
Pd - Staff / Meetings	1,624.71	4,966.89	7,525.00	2,558.11	66.01%
Pd - Staff / Transportation	85.97	1,055.49	2,000.00	944.51	52.77%
Pd - Trst / Dues	0.00	151.00	140.00	(11.00)	107.86%
Pd - Trst / Mtgs	1,226.32	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: March 31, 2020

	CORPORATE FUND				
	1 Month Ended Mar. 31, 2020	9 Months Ended Mar. 31, 2020	Budget	Balance	% Received / Expended
Pd - Trst / Transportation	40.25	299.15	750.00	450.85	39.89%
Pd - Trustee Misc.	17.99	161.35	500.00	338.65	32.27%
Cont. - Lawyer	0.00	450.00	3,000.00	2,550.00	15.00%
Cont. - Accounting	883.16	8,663.37	11,600.00	2,936.63	74.68%
Cont. - Collections	17.90	536.40	1,250.00	713.60	42.91%
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	2,921.51	32,043.06	56,000.00	23,956.94	57.22%
Lib. Mat. - Youth Books	872.97	22,174.30	32,500.00	10,325.70	68.23%
Lib. Mat. - Adult AV	1,093.36	13,460.11	22,200.00	8,739.89	60.63%
Lib. Mat. - Youth AV	465.29	3,016.52	6,000.00	2,983.48	50.28%
Lib. Mat. - EBooks	0.00	18,288.27	26,000.00	7,711.73	70.34%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	3,900.00	23,361.22	25,000.00	1,638.78	93.44%
Ps - Programs Adult	832.78	5,747.66	8,500.00	2,752.34	67.62%
Ps - Programs Youth	627.44	4,315.35	7,500.00	3,184.65	57.54%
Ps - Hotel/Motel	725.00	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	3,055.00	9,047.00	14,600.00	5,553.00	61.97%
Ps - PR / Publicity	5,466.91	12,553.44	24,750.00	12,196.56	50.72%
Ps - Misc.	0.00	288.60	800.00	511.40	36.08%
Gas	994.21	4,949.76	7,000.00	2,050.24	70.71%
B & M - Water / Sewer	0.00	652.58	850.00	197.42	76.77%
Electricity	2,880.07	27,702.17	35,000.00	7,297.83	79.15%
Telephone	1,098.05	10,237.75	13,650.00	3,412.25	75.00%
Gifts	1,100.00	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	2,589.88	5,790.61	0.00	(5,790.61)	0.00%
	120,069.84	1,381,385.98	1,879,830.00	498,444.02	73.48%

See Accountants Compilation Letter

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

<b>BUILDING &amp; MAINTENANCE FUND</b>					
	<b>1 Month Ended Mar. 31, 2020</b>	<b>9 Months End... Mar. 31, 2020</b>	<b>Budget</b>	<b>Balance</b>	<b>% Received / Expended</b>
<b>Income</b>					
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%
<b>Expenses</b>					
Maintenance	7,514.34	27,873.34	49,595.00	21,721.66	56.20%
Maintenance Supplies	56.97	1,085.55	2,200.00	1,114.45	49.34%
Security	308.56	4,122.97	13,655.00	9,532.03	30.19%
Snow Removal	2,817.20	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	499.17	1,346.85	3,000.00	1,653.15	44.90%
B & M - Landscape Maint	278.00	4,352.00	10,550.00	6,198.00	41.25%
	11,474.24	74,081.18	102,800.00	28,718.82	72.06%

See Accountants Compilation Letter

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

<b>SPECIAL RESERVE FUND</b>				
	<u>1 Month Ended Mar. 31, 2020</u>	<u>9 Months Ended Mar. 31, 2020</u>	<u>Budget</u>	<u>% Received / Expended</u>
<b>Income</b>				
	0.00	0.00	0.00	0.00%
<b>Expenses</b>				
Equip. - Purchases	0.00	4,529.06	6,000.00	75.48%
Auto. - Purchases	<u>3,300.00</u>	<u>7,649.00</u>	<u>17,850.00</u>	<u>42.85%</u>
	3,300.00	12,178.06	23,850.00	51.06%

See Accountants Compilation Letter

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

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	17,934.77
Cash / Copier Change	75.00
Fifth Third 7985	197,362.49
Fifth Third 8000	726,709.50
Fifth Third 8004	<u>478,906.24</u>

1,421,398.00

**General Fixed Assets**

6,068,633.00

**TOTAL ASSETS**

\$ 7,490,031.00

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

**I.M.R.F.**

4,078.19

4,078.19

**LONG-TERM LIABILITIES**

**Debt Certificate Payable**

1,685,000.00

1,685,000.00

**EQUITY**

**Fund Balance**

5,800,952.81

**TOTAL LIABILITIES & FUND BALANCE**

\$ 7,490,031.00

See Accountants Compilation Letter

February 18, 2020

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

Dear Members of the Board of Trustees:

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

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

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

1. Management's Discussion and Analysis.

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

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

## **AUDIT OBJECTIVE**

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

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

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

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

## **AUDIT PROCEDURES - GENERAL**

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

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

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

## **AUDIT PROCEDURES - INTERNAL CONTROL**

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

## **AUDIT PROCEDURES - COMPLIANCE**

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

## **OTHER SERVICES**

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

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

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

## **MANAGEMENT RESPONSIBILITIES**

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

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

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

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

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

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

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

## **ENGAGEMENT ADMINISTRATION, FEES AND OTHER**

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

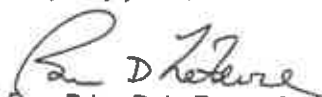
## ACCEPTANCE

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

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

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

Very truly yours,

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

Acknowledged:

Warrenville Public Library District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**February 20 - March 18, 2020**

Date	Num	Name	Amount
03/18/2020	7541	Accounting Services, Inc.	-508.00
03/18/2020	7542	Ambius	-278.00
03/18/2020	7543	American Library Association	-225.00
03/18/2020	7544	AT&T	-383.97
03/18/2020	7545	Baker & Taylor	-1,910.50
03/18/2020	7546	Baker & Taylor	-1,195.29
03/18/2020	7547	Baker & Taylor	-17.13
03/18/2020	7548	Baker & Taylor	-582.16
03/18/2020	7549	VOIDED	0.00
03/18/2020	7550	Baker & Taylor	-357.19
03/18/2020	7551	Batavia Artist's Association	-150.00
03/18/2020	7552	Cintas Fire Protection	-308.56
03/18/2020	7553	Creekside Printing	-3,055.00
03/18/2020	7554	VOIDED	0.00
03/18/2020	7555	Davis, Jackie	-23.51
03/18/2020	7556	Demco	-187.11
03/18/2020	7557	Direct Energy Business	-2,880.07
03/18/2020	7558	Findley, Daniel	-225.00
03/18/2020	7559	Fox Valley Wildlife Center	-200.00
03/18/2020	7560	Grant & Power	-2,817.20
03/18/2020	7561	Jesernik, Julie	-63.10
03/18/2020	7562	Konica Minolta Business Solutions	-304.78
03/18/2020	7563	LIMRICC Purchase of Health Insurance Prog	-6,366.19
03/18/2020	7564	Mathisen, Martina - VOIDED	0.00
03/18/2020	7565	Midwest Tape	-1,291.01
03/18/2020	7566	Midwest Tape	-257.66
03/18/2020	7567	Mikolrac, Inc.	-725.00
03/18/2020	7568	Otis Elevator Company	-5,272.34
03/18/2020	7569	Otis Elevator Company	-365.00
03/18/2020	7570	Petty Cash Fund	-41.28
03/18/2020	7571	Quill Corporation	-713.88
03/18/2020	7572	Recorded Books, Inc.	-5,000.00
03/18/2020	7573	SCARCE - VOIDED	0.00
03/18/2020	7574	Schlecht, Molly	-1,312.50
03/18/2020	7575	Service Master Commercial Cleaning	-1,800.00
03/18/2020	7576	Sikich LLP	-3,208.00
03/18/2020	7577	Technology Management Revolving Fund	-450.00
03/18/2020	7578	U.S. Postmaster	-240.00
03/18/2020	7579	Unique Management Services, Inc.	-17.90
03/18/2020	7580	Vanguard Energy Services, LLC	-686.83
03/18/2020	7581	Warrenville Ace Hardware	-23.83

03/18/2020	7582	Warrenville, City of	-77.00
03/18/2020	7583	Moser, Sandra	-50.00
03/18/2020	7584	Moser, Sandra	-50.00
03/18/2020	7585	Moser, Sandra	0.00
03/18/2020	7586	VOIDED	0.00
03/18/2020	7587	U.S. Postmaster	-500.00
03/18/2020	7588	Business Card	-2,614.25
03/18/2020	7589	Provantage LLC	-3,300.00
03/18/2020	7590	SYNCHRONY BANK/AMAZON	-619.25
03/18/2020	7591	Constant Contact, Inc.	-798.00
03/18/2020	7592	Picha, Jerri	-1,266.57
03/18/2020	7593	Whitmer, Sandy	-1,361.06
02/20/2020	Electronic	Call One	-172.67
02/25/2020	Electronic	AFLAC	-280.78
02/27/2020	Electronic	Paylocity	-264.92
03/05/2020	Electronic	Konica Minolta Premier Finance	-167.00
03/12/2020	Electronic	Call One	-193.23
03/18/2020	Electronic	Konica Minolta Premier Finance	-370.00
03/18/2020	Electronic	MegaPath	-70.85
03/18/2020	Electronic	Paylocity	-120.60
			-55,719.17

**MOTION: RATIFY PAYMENT OF INVOICES IN THE AMOUNT OF \$55,719.17 FOR THE PERIOD OF FEBRUARY 20, 2010 – MARCH 18, 2020 INCLUDING ELECTRONIC PAYMENTS AND CHECKS 7541 - 7593. CHECKS #7554, 7564, 7573, AND 7585 ARE VOIDED.**

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**March 19 - April 15, 2020**

Date	Num	Name	Amount
03/28/2020	7594	Chase Ink	-650.13
04/15/2020	7595	Accounting Services, Inc.	-508.00
04/15/2020	7596	Alarm Detection Systems, Inc.	-631.47
04/15/2020	7597	Ambius	-278.00
04/15/2020	7598	AT&T	-383.97
04/15/2020	7599	Baker & Taylor	-16.59
04/15/2020	7600	Baker & Taylor	-868.71
04/15/2020	7601	Baker & Taylor	-624.66
04/15/2020	7602	Baker & Taylor	-100.67
04/15/2020	7603	Baker & Taylor	-796.85
04/15/2020	7604	Baker & Taylor	-1,342.17
04/15/2020	7605	Baker & Taylor	-1,739.66
04/15/2020	7606	BlueWire Communications	-354.00
04/15/2020	7607	Davis, Jackie	-35.05
04/15/2020	7608	Direct Energy Business	-2,720.03
04/15/2020	7609	LIMRICC Purchase of Health Insurance Prog	-6,366.19
04/15/2020	7610	Midwest Tape	-373.55
04/15/2020	7611	Midwest Tape	-999.32
04/09/2020	7612	Midwest Tape	-10,000.00
04/15/2020	7613	OverDrive	-2,112.75
04/15/2020	7614	Pine Landscaping	-370.00
04/15/2020	7615	Quill Corporation	-82.34
04/15/2020	7616	Sam's Club/Synchrony Bank	-246.96
04/15/2020	7617	Service Master Commercial Cleaning	-1,860.00
04/15/2020	7618	Sikich LLP	-2,710.00
04/15/2020	7619	Technology Management Revolving Fund	-450.00
04/09/2020	7620	Ambius	-278.00
04/15/2020	7621	Konica Minolta Business Solutions	-237.19
04/15/2020	7622	Verizon	-141.56
04/15/2020	7623	Petersen, Michelle	-549.45
04/06/2020	Electronic	MegaPath	-72.35
04/09/2020	Electronic	Konica Minolta Premier Finance	-370.00
04/10/2020	Electronic	MegaPath	-72.35
04/10/2020	Electronic	Konica Minolta Premier Finance	-167.00
04/10/2020	Electronic	Paylocity	-105.60
			-38,614.57

**MOTION: PAY INVOICES IN THE AMOUNT OF \$38,614.57 FOR THE PERIOD OF MARCH 19, 2020 THROUGH APRIL 15, 2020 INCLUDING ELECTRONIC PAYMENTS AND CHECKS 7594-7623.**

## Fund Transfer Worksheet

Consent Agenda Ti

Board meeting Date 3/18/20

Operating Account Ledger Balance on	2/29/2020	151883.31
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Electronic Payments & Checks	3/18/2020	57463.74
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Payroll 1	3/12/2020	\$32,591.08
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Payroll 2	3/26/2020	\$35,000.00
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Payroll 3	4/2/2020	\$35,000.00
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Payroll 4	4/16/2020	\$35,000.00
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IMRF FOR MONTH OF MARCH(?)		\$12,000.00
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IMRF FOR MONTH OF APRIL(?)		\$12,000.00
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Project account balance		-\$67,171.51
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Transfer recommended

**SUGGESTED MOTION: Transfer \$175000 from  
Business NOW Account to Operating Account**

Transfer completed 3/19/20  
su)

**FUND TRANSFER WORKSHEET APRIL 2020**

Board Meeting Date	4/15/2020	
Operating Account Ledger Balance on	3/31/2020	\$197,362.49
Electronic payments & Checks		\$38,614.57
Estimated electronic payments & Checks		\$30,000.00
Payroll 1 4/9/2020		\$32,163.31
Payroll 2 4/23/2020		\$35,000.00
Payroll 3 5/7/2020		\$35,000.00
Payroll 4 5/21/2020		\$35,000.00
IMRF FOR MARCH (pay in April)		\$11,103.02
IMR FOR APRIL (pay in May)		\$11,500.00
Projected account balance		-\$31,018.41
Transfer recommended		\$150,000.00

**SUGGESTED MOTION: Transfer \$150,000 from Fifth Third Commercial Checking to Fifth Third Operating Account**



# Consent Agenda 7k.

WARRENVILLE PUBLIC LIBRARY DISTRICT  
EFFECTIVE JULY 1, 2020  
BASED ON A 37.5 HOUR WORKWEEK

2.00% market adjustment applied to 7/1/19 pay grades  
Maintains 11.8478% midpoint-to-midpoint spread  
Maintains 20% difference from midpoint to minimum/maximum

APPROVED BY BOARD 3/18/2015	FLSA Exempt/ NonExempt	Position Title	Range Minimum	Range Midpoint	Range Maximum
<b>Pay Grade 1</b>		(Empty)	\$ 21,450	\$ 21,450	\$ 24,359
		Note: Minimum wage effective 1/1/21 is \$11.00	\$ 11.00	\$ 11.00	\$ 12.49
<b>Pay Grade 2</b>		(Empty)	\$ 21,450	\$ 22,704	\$ 27,245
		Note: Minimum wage effective 1/1/21 is \$11.00	\$ 11.00	\$ 11.64	\$ 13.97
<b>Pay Grade 3</b>		(Empty)	\$ 21,450	\$ 25,394	\$ 30,473
		Note: Minimum wage effective 1/1/21 is \$11.00	\$ 11.00	\$ 13.02	\$ 15.63
<b>Pay Grade 4</b>	NE	Collection Support Specialist	\$ 22,722	\$ 28,403	\$ 34,083
			\$ 11.65	\$ 14.57	\$ 17.48
<b>Pay Grade 5</b>	NE	Member Services Specialist	\$ 25,414	\$ 31,768	\$ 38,121
	NE	Technical Services Specialist	\$ 13.03	\$ 16.29	\$ 19.55
<b>Pay Grade 6</b>	NE	Maintenance Custodian	\$ 28,425	\$ 35,532	\$ 42,638
	NE	Cataloging Assistant	\$ 14.58	\$ 18.22	\$ 21.87
	NE	Technology Associate			
<b>Pay Grade 7</b>	NE	Adult Services Associate	\$ 31,793	\$ 39,741	\$ 47,690
	NE	Youth Services Associate	\$ 16.30	\$ 20.38	\$ 24.46
<b>Pay Grade 8</b>	NE	Graphic Artist	\$ 35,560	\$ 44,450	\$ 53,340
			\$ 18.24	\$ 22.79	\$ 27.35
<b>Pay Grade 9</b>	NE	Adult Services Librarian	\$ 39,773	\$ 49,716	\$ 59,659
	NE	Youth Services Librarian	\$ 20.40	\$ 25.50	\$ 30.59
	NE	Teen Librarian			
<b>Pay Grade 10</b>	E	Head of Customer Service	\$ 44,485	\$ 55,606	\$ 66,728
	NE	Assistant to the Director	\$ 22.81	\$ 28.52	\$ 34.22
	NE	Marketing Specialist			
<b>Pay Grade 11</b>	E	Head of Technical Services	\$ 49,756	\$ 62,194	\$ 74,633
	E	Computer Systems Administrator	\$ 25.52	\$ 31.89	\$ 38.27
	E	Public Services Manager			
For Review and Approval April 15, 2020					

## **8a. NEW BUSINESS**

Consideration of Director's recommendation to continue paying full compensation to all employees through May 3, 2020 **(ACTION)**

The Library's Employee Handbook includes the following policy:

### **INCLEMENT WEATHER & EMERGENCY CLOSINGS**

As a general policy, the Library will remain open during all but the most severe weather conditions. The Library does not follow the lead of schools in making decisions on weather-related closings, but considers decisions made by commercial or retail establishments such as restaurants, banks and shopping centers.

The Director can determine that the Library will not open due to inclement weather or that the Library will close early.

If the Library closes during the day, employees who are already at work will be paid for the balance of their scheduled work day.

Employees who were scheduled to begin work at a time after the Library closes will be paid for their normally scheduled hours.

Employees not scheduled to work during a weather-related closing will not be paid.

When the Library is open during inclement weather, a staff member who chooses not to come to work will be granted an excused absence without pay.

The above applies in situations when the Library is closed for short-term emergencies.

Director Whitmer relied on this policy when she recommended all employees be paid during the current closure. The last sentence of the policy states the practices outlined in the policy apply to "short-term emergencies." Short-term is not defined in the policy. It is also evident the policy did not anticipate longer-term closures for emergencies such as the current pandemic or extended closures caused by natural or other disasters. The policy will need to be reviewed and revised at a future date to (a) define short-term and (b) outline how the library will handle compensation in both short-term and long-term emergencies.

**In our present situation, Director Whitmer recommends the Board authorize the continued compensation of all employees at their regular rate of pay for their regular authorized hours through May 3, 2020.**

It is expected that most employees will work less than their regular authorized hours. However if an employee is unable to complete his or her assigned work, accrued paid leave (Paid Time Off, Sick Leave or Annual Leave) will be substituted at the discretion of the Library Director.

Employees needing relief from work assignments are encouraged to request use of their accrued time off (Paid Time Off, Sick Leave or Annual Leave). Managers are encouraged to be flexible with employee work schedules and time off requests.

All current employees are eligible for paid sick leave and expanded family medical leave under the provisions of the Families First Coronavirus Response Act if they have a qualifying reason for the leave. Some employees may qualify for a leave of absence under the traditional Family Medical Leave Act.

Director Whitmer recommends the Board revisit the matter of continued compensation at a Special Board Meeting on April 29, 2020. At that time, we may have information about whether or not the shelter-in-place order will be extended. We may also have guidance about recommendations for social distancing that will help us make decisions about a timeline for reopening the library. This, in turn, will help us determine what staffing levels will be needed to (a) reopen the library and (b) continue "virtual" services.

Ultimately, Director Whitmer advises the Board that decisions regarding continuing full compensation should take into consideration the following goals:

- 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

Other factors to consider include:

- Availability of work to be completed
- Delay or reduction in property tax payments, collections and remittance

## **8b. NEW BUSINESS**

### **Adopt Resolution R-217 Resolution Delegating Authority To Make Decisions (ACTION)**

Attorneys Ritzman issued a memo on March 26, 2020 that indicates Library Boards may delegate to the Board President (or Library Director) the authority to make decisions about Library business. The memo and proposed resolution are attached.

This resolution is similar to the action taken at the March 16, 2020 Special Board Meeting to authorize the library director, board president and board treasurer to approve expenditures during the closure with payments to be ratified at the next board meeting. Responsibilities in the resolution are broader than the payment of bills.

The attorneys recommend the Board delegate authority to one person – either the Board President or Library Director.

Based on the responsibilities outlined in the attorneys' resolution, Director Whitmer is comfortable accepting the delegation of authority. This would allow the library's day-to-day operations to continue as they have since the closure.

Examples of decisions that would remain the responsibility of the Board include:

- Adoption of required ordinances and working budget
- Policy revisions
- Changes in employee compensation and/or staffing levels related to COVID-19

As long as the emergency lasts, the Resolution would remain in effect until the next meeting of the Board. At each meeting the Board could extend the delegation, let the delegation expire or delegate authority to the Board President instead of the Library Director.

## **RESOLUTION NO. R-217**

### **RESOLUTION DELEGATING AUTHORITY TO LIBRARY DIRECTOR TO MAKE DECISIONS**

WHEREAS, the coronavirus (COVID-19) pandemic may affect the Warrenville Public Library District's ability to conduct Library District business at a conventional Board meeting; and

WHEREAS, from time to time it is likely that certain decisions about Library District business and affairs will need to be made timely; and

WHEREAS, to enable the Library District to conduct Library District business and affairs timely in the absence of a conventional Board meeting, the Library Trustees wish to delegate authority to the Library Director to make decisions deemed by the Library Director to be in the best interests of the Library District.

NOW, THEREFORE, the Board of Library Trustees resolves as follows:

1. Effective immediately, the Library Director is vested with authority to make decisions from time to time deemed to be in the best interests of the Library District;
2. In making such decisions, the Library Director may confer with individual Library Trustees and/or Library District Staff and/or the Library District's Attorney;
3. Without limitation and simply for illustration, the decisions contemplated by this Resolution include payment of bills, transfer of funds, Library hours and closure, Library staffing duties and responsibilities, and contract renewals/approvals;
4. Decisions made by the Library Director pursuant to this Resolution will be subject to ratification by motion at the next Board meeting similar to the following: "I move to ratify all decisions made by the Library Director after April 15, 2020";

5. The delegation of authority as stated shall remain in effect until the next meeting of the Board.
6. The delegation of authority as stated may be extended at the Board's discretion.
7. This Resolution is effective upon passage.

PASSED April 15, 2020 pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Jerri Picha, President  
The Board of Library Trustees  
Warrenville Public Library District

ATTEST:

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

(SEAL)

Resolution R-217  
4/15/2020  
page 2 of 2

## **8c. NEW BUSINESS**

### **Consideration of agenda items for April 29, 2020 Special Board Meeting (*discussion only*)**

Director Whitmer recommends the Board hold a Special Board Meeting on Wednesday, April 29, 2020 to revisit the matter of continuing employee compensation.

At that time, the Board should have information about whether or not the shelter-in-place order will be extended.

Updated guidance about social distancing that may also be available to help identify a tentative timeline for reopening the library. This guidance will also help staff determine what staffing levels will be needed to (a) reopen the library and/or (b) continue "virtual" services.

**COVID-19 Closure**

The biggest challenge of this closure has been keeping up with the ever-changing flow of information. It is nearly impossible to make any type of plan or decision in this situation. There are so many unknowns. We are all doing the best we can in light of challenging and unprecedented circumstances.

During the Library's closure I am trying to focus my efforts on five things:

- Staying informed about COVID-19 and its impact on library operations:
  - Monitoring general news sources
  - Reading information released by the DuPage County Health Department, the Illinois Department of Public Health and the Centers for Disease Control and Prevention
  - Watching the Governor's daily press conferences
  - Maintaining open lines of communication with the City of Warrenville, Warrenville Park District and Community Unit School District 200
  - Participating in webinars that pertain to COVID-19 and employment related topics such as the Families First Coronavirus Response Act
  - Reading emails from Reaching Across Illinois Library System, Illinois Library Association, American Library Association and colleagues across the state
  - Reading news, viewing press conferences, monitoring information from DuPage County Health Department
  - Maintaining contact with the City, Park District and School District
- Supporting the management team in their work and their teams' work. Provide guidance and suggestions for ways to provide library services in a "virtual" environment.
- Communicating with staff at least weekly by sharing ideas and information on a shared document.
- Supporting the Technical Services staff by providing some general expectations and suggesting potential continuing education opportunities.
- "Regular" business such as budgeting, insurance renewals, census grant compliance, etc.

Here's an overview of the work our staff is doing to provide library services in a "virtual" forum.

**Member Services**

- Issuing temporary library cards.
- Monitoring the department email and the library's general voice mail box to answer general questions and questions about library accounts.
- We considered waiving fees from all accounts so everyone could access our eMedia collections Jaime Perpich investigated and found there is over \$19,000 in extended use fees due. We are, as a courtesy, waiving extended use fees on a case-by-case basis and negotiating payments for lost or damaged items. (We found an alternate way to open up access that does not require a blanket fee waiver – see note under IT heading.)

**Public Services**

- Working with presenters to determine if a program can be held online. Most of our programs are cancelled through May 31. Decisions beyond May 31 will be made as we learn about guidelines and recommendations from the authorities.
- Sharing content through our social media channels.



- Adding online events such as author chats, museum tours, concerts and theater performances to our online event calendar.
- Julie Jesernik, Youth Services Librarian, is recording and posting a storytime to Facebook every Tuesday. On April 9, she will begin "Storytime with Miss Julie," live, on Zoom.
- Diana Abraham and Lydia Butler are creating Do It Yourself Storytime sheets that include links to eBooks, eAudiobooks, fingerplays, songs and other activities.
- Reviewed and updated the content on our "Online Resources" page to ensure the content is up-to-date.
- Jen Moore has been updating website content (and structure) as needed.
- Monitoring the department email to answer questions, provide readers' advisory services and assist member with using our online resources.
- Ordering books and AV media, focusing on popular materials and bestsellers.
- Ordering eBooks and eMedia to add copies for in-demand titles. I've authorized the expenditure of \$10,000 from the Alba Lemos Gift Fund to support increased access on the Hoopla platform

#### Marketing

- Sending eNews weekly. We added emails from our patron database and now send to over 5,000 email addresses. An opt-out is available to anyone who does not want to receive eNews.
- Managing three social media channels – Facebook, Twitter and Instagram. (Julie Jesernik and Sylvia Thompson assist with Facebook content.)
- Reviewing and editing staff-developed content to share via eNews, social media and our blog. The blog is now the "news feed" for our website home page.
- Working with the Public Services Manager, Director and Graphic Designer on a postcard mailer that will replace summer edition of *Reading Matters*.
- Nora Jimenez is providing translation services for some of Kathy's posts.

#### IT

- Cynthia Makowski has been in the building most days supporting our remote workforce and working on technology projects.
- Cynthia is working to update authentication rules for Hoopla, Overdrive and RBDigital so members with account balances can access these resources regardless of the fees due on their accounts.

#### Technical Services

- The majority of the work done by these employees requires them to be in the building. Because building access is limited, most are checking in via email and are completing webinars and other continuing education.
- Gail Smith is working remotely to process book orders. She is able to add ordered items to our catalog and print and file order cards. This will eliminate some backlog when the building reopens.
- Therese Higgins was given access to the building on one day to process 60+ magazines.
- Jo Ann Hill was given access to the building on one day to process almost three weeks' worth of newspapers.
- I unpacked about a dozen boxes of materials in order to reconcile packing slips with March invoices.

### **Administration & Maintenance**

- Set up a daily "staff lunch hour" using our zoom account. Staff are welcome to drop in anytime between Noon and 1 pm Monday-Friday to catch up with their colleagues. (They can join via the app or call in to chat.)
- Informed of their rights to paid leave under the Families First Coronavirus Response Act (FFCRA).
- Shared information about the Employee Assistance Program which is available to all employees and their family members.
- Jackie Davis is working remotely and managing payroll and HR functions.
- Ly Tran is at the building three mornings each week to do routine maintenance (flush toilets, run water, run elevator, check HVAC and do an overall check of the building.)
- Cancelled public reservations of meeting room through May 31.
- Attend webinars on HR subjects pertinent to COVID-19 (FFCRA, Managing a Remote Workforce, Legal Issues of Staff Reductions)

### **Considerations for Reopening the Library**

Though no formal discussion has taken place about reopening the library, I continue to monitor information from libraries and other sources about what reopening might entail.

- Health recommendations will drive our decisions. We will utilize information from sources including DCHD, IDPH, CDC and others. The health and safety of our staff and visitors will take precedent.
- Opening may be dependent upon availability of supplies and equipment so we can maintain safe operations. (hand sanitizer, masks, gloves, etc.)
- A phased approach to re-establishing "normal" operations will be likely. If the shelter-in-place order ends on April 30, we will need up to a week to get things in place and be ready to open our doors to the public. A phased reopening may include:
  - Reopening the building to staff prior to the public. (We will need several days to catch up with a backlog of on-site work.)
  - Opening to the public on a reduced schedule
  - Temporarily limiting access to the building, its spaces and our collections
  - Limiting availability of computers

### **Census 2020**

Because of the Library's COVID-19 closure, our census programs were cancelled. Kathy Gaydos has "ramped up" our social media posts. In March she made 31 posts across three platforms (Facebook, Twitter and Instagram). There were 17 posts shares and total reach for all posts was nearly 7,500. As of April 8, Warrenville's self-response rate is 62.4%. (The Illinois self-response rate is 50.4%) We delivered more than 300 census-related books (English and Spanish) and activity/coloring books to Johnson Elementary School to be distributed to families who pick up lunches at the school.

### **SWAN Membership**

Cynthia and I attended two meetings to start the process of joining the SWAN consortium. Cynthia completed an IT survey and I am working on the narrative for a grant application. The grant will offset some of the membership and hardware costs. I am also listening in on weekly updates about how SWAN is managing during this time of library closures. All of these meetings have been very informative and have reaffirmed our decision to join the consortium.

### **Budget & Levy**

I will carve out time in the coming weeks to focus on budget preparation for next fiscal year. I will have a draft ready for review on May 20. I suggest we tentatively plan for a Committee of the Whole Meeting at 6 pm. The final budget should be approved in June.

We have verified our Levy amounts and are awaiting the final Levy Extension documents. The preliminary reports indicate we will receive approximately \$41,600 more for our operating fund than last year. We will receive approximately \$1,000 less for the building maintenance fund.

### **Director's Evaluation**

I recommend postponing my evaluation at this time. Perhaps we can distribute evaluation forms in May.

### **Staff In-service**

We have not made a decision to cancel the May 8 Staff In-service. We are waiting for additional guidance on social distancing (and perhaps an extension of the shelter-in-place order) that may come near the end of April.

### **March Meetings/Programs/Outreach (Sandy)**

- 3/5 – Webinar: Body Odor (Homelessness Training)
- 3/10 – Management Team Meeting
- 3/12, 19, 26 – Census Grant Meeting (online)
- 3/13 – Joining SWAN Meeting (initial meeting to prep for SWAN membership)
- 3/17, 24, 31 – Management Team Meetings (online)
- 3/18, 25 – Intergovernmental COVID-19 Conference Call
- 3/24 – Joining SWAN Meeting (online)
- 3/26 – Webinar: Managing Your Remote Workforce (HR Source)
- 3/27 – College of DuPage LTA Advisory Committee (online)

## STATISTICAL SUMMARY MARCH 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.

	MAR 2020	MAR 2019	% change	+/-
<b>TOTAL CIRCULATION ***</b>	12,012	20,167	-40.4%	-8,155
Print	6,219	10,505	-40.8%	-4,286
NonPrint	3,666	7,733	-52.6%	-4,067
Equipment (mobile dev., in-house laptops, etc.)	41	125	-67.2%	-84
Downloadables	2,086	1,804	15.6%	282
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	1,064	1,022	4.1%	42
<b>ZINIO (eMagazines)</b>	223	113	97.3%	110
<b>Hoopla</b>	799	669	19.4%	130
<b>ITEM REQUESTS PROCESSED</b>	119	260	-54.2%	-141
<b>INTERLIBRARY LOANS RECEIVED</b>	93	216	-56.9%	-123
<b>MATERIALS ADDED</b>	4,641	954	386.5%	3,687
<b>MATERIALS WITHDRAWN</b>	300	1,058	-71.6%	-758
<b>TOTAL COLLECTION SIZE*</b>	106,518	106,407	0.1%	111
<b>PROGRAMS</b>				
Number of Adult Programs	7	10	-30.0%	-3
Adult Program Attendance	69	255	-72.9%	-186
Number of Teen Programs	3	5	-40.0%	-2
Teen Program Attendance	18	37	-51.4%	-19
Number of Children's Programs	13	25	-48.0%	-12
Children's Program Attendance	287	596	-51.8%	-309
Book-A-Librarian	-	7	-100.0%	-7
Book-a-Librarian Attendance	-	7	-100.0%	-7
<b>OUTREACH</b>				
Adult Outreach Events	-	na	na	-
Adult Outreach Attendance	-	na	na	-
Youth Outreach Events	2	na	na	
Youth Outreach Attendance	170	na	na	
<b>RECIPROCAL BORROWER CIRCULATION</b>	931	1,375	-32.3%	-444
<b>RESIDENT CARDS ACTIVE</b>	6,554	5,990	9.4%	564
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	381	315	21.0%	66
<b>VISITOR COUNT **</b>	4,804	8,688	-44.7%	-3,884
<b>COMPUTER SESSIONS</b>	538	1,251	-57.0%	-713
<b>DATABASE USAGE</b>	377	196	92.3%	181
<b>WEBSITE VISITS</b>	77,257	71,447	8.1%	5,810
<b>UNIQUE WEBSITE VISITORS</b>	70,875	66,178	7.1%	4,697

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

### Special notes for March 2020

Youth Outreach includes a visit to St. Irene school (60) and Reading PTA Night at Johnson (110)

# STATISTICAL SUMMARY

February 2020

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

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

Special notes for February 2020

Youth Outreach includes Family Day of Play at Hubble Middle School

**Census 2020**

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

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

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

**Report on PLA Conference**

Here are the highlights from several sessions I attended:

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

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

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

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

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

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

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

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

### **Hotel Tax Grant**

We were awarded two Hotel Tax Grants:

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

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

### **DuPage Monarch Project Resolution**

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

### **FOIA Requests**

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

### **Other**

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

### **February Meetings/Programs/Outreach (Sandy)**

- 2/3- West Suburban Library Legislative Lunch
- 2/3 – Warrenville Writers Connection – hosted guest speaker, Anna Behm from RAILS to discuss free self-publishing software available through Inkie.org
- 2/4 – Management Team Meeting
- 2/5 – Hosted Intergovernmental Managers Meeting (Library, City, Park, School, Fire)
- 2/6 – All Staff Meeting (Census)
- 2/6 – Webinar: Top Employment Law Issues
- 2/6, 13, 20 - Census subrecipient online meetings
- 2/7 – Warrenville in Bloom meeting (coordinate AV for meeting; attend meeting to hear report on judges notes)
- 2/11 – Webinar: Library Use of Social Media – Navigating the Legal Landscape
- 1/7 – Member Services Manager Second Interviews (2)
- 2/15 – Webinar: Homelessness 201: An Even Deeper Understanding
- 2/15 – Webinar: Responding to the 2020 Census – What Libraries Need to Know
- 2/18 – Helping the Public Complete the 2020 Census – What Front-Line Staff Need to Know
- 2/19 – Director's Gathering (DuPage Area Library Directors)
- 2/23 – Warren Tavern Open House and Fundraiser
- 2/26-29 – PLA Conference, Nashville

# STATISTICAL SUMMARY

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

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

Special notes for February 2020

Youth Outreach includes Family Day of Play at Hubble Middle School



# ASSISTANT TO THE DIRECTOR REPORT

## March 2020

#10

Jackie Davis

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### Administration

- Coordinated all the printouts, etc. for the Warrenville Writers Connection in Sandy's absence – March 2.
- Completed budget items for FY20-21
- Calculated Census Grant 2020 personnel hours for the month of February
- Ordered "virus" supplies for the library including sanitizing wipes, facial tissue, gloves, etc.
- Contacted Service Master Cleaning to include sanitizing all doorknobs, handles and railings every day.
- Sent the Telecom Tax Rebate request to the City and received \$341.28 for municipal taxes we pay on our phone bills.
- Assisted with activities regarding the closing of the Library for COVID-19.
- Computed census timesheets to apply to the Census Grant.
- Went to the Library on March 20 and 28 to obtain more files, etc. needed for my remote office.

### Human Resources

- Along with Jaime Perpich interviewed six candidates for the two Customer Service Specialist positions the week of March 2.
- Along with Paylocity added a new pay type to timecards for "Emergency Closing" due to COVID-19
- Processed the March 26 payroll remotely.
- Terminated Sandy Kozurek as an employee.
- Sent the "Families First Coronavirus Response Act to all employees by email, offering to send a copy by snail mail if they wanted one.
- Submitted the annual HR Source/LACONI survey

### Continuing Ed

- Ryan Dowd webinar Homelessness 201: Body Odor: The Most Dreaded Conversation of All Time – March 5
- HR Source webinar – "Managing Your Remote Workforce" – March 26
- Paylocity webinar – "Managing Through and Preparing Your Organization for Emergencies, Disaster, and Communicable Diseases" – March 26
- Paylocity webinar – Coronavirus Aid, Relief, and Economic Security (CARES) Act March 30

### Meetings

- Met with Attorney Kelly Hayden from HR Source to review terminated employee files – March 3
- Management Team Meeting – March 10
- PIC Building Tour Meeting along with Ly Tran – March 11
- Management Team Meeting – March 16
- Emergency Board Meeting – March 16
- Remote Management Team meeting March 24
- Remote meeting with Sandy on March 25
- Remote meeting with Sandy on March 31
- Remote Management Team meeting March 31

## **Building Maintenance**

- **Building Maintenance during closure for COVID-19**

Ly reported to the building on 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 item needing attention.

- **Boiler Flue Repair**

Had to cancel installation of the new flue due to COVID-19. Expect to have it completed in April.

- **Elevator Inspection**

Thompson Elevator Inspection Services inspected the elevator on February 6. They suggested a star be installed on the lower level door jam and the phone volume be increased. An Otis Elevator representative came out on February 12 and has ordered the new plaque for the lower level door and will address the phone volume at that time.

- **Men's Public Restroom Partitions**

Josh from Shales McNutt contacted the manufacturer's rep who was to come out, however, due to COVID-19 this was put on hold.

- **Fire Alarm and Sprinkler Inspection**

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

- **Fire Extinguisher Inspection and Recharge**

Cintas examined and charged necessary fire extinguishers on March 5.

# **ASSISTANT TO THE DIRECTOR REPORT**

## **February 2020**

**Jackie Davis**

### **Administration**

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

### **Human Resources**

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

### **Continuing Ed**

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

### **Meetings**

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

### **Building Maintenance**

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

- **Men's Public Restroom Partitions**

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

- **Fire Department Inspection**

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

# **PUBLIC SERVICES REPORT**

**March 2020**

**Paul Dobersztyn**

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## **Highlights**

- Major outreach events included Johnson School Reading PTA Night and a visit to the St. Irene's school, grades 1-5 reaching over 130 students.
- The staff has been adapting very well to the library closure. Access to more resources and databases has been available to members. Virtual programming has begun with online storytimes.
- Members have more access to Overdrive and Hoopla titles. The limits for each product was raised to ten items instead of five.
- The staff has shifted its focus to advertising and promoting on social media to reach our members.
- The staff has been able to attend many Continuing Educational opportunities including Spanish for Librarians, Mini Conferences, and more.

## **Personnel**

- Alison Blaine's start date was postponed due to Coronavirus closure.

## **Professional Development**

- Questionnaire Assistance Centers and Libraries – 3/4/20 (Claire)
- Taking Care of Us: Inreach for library staff – 3/4/20 (Paul)
- February Staff Census Meeting Recording – 3/5/20 (Sylvia)
- Helping the Public Complete the 2020 Census – 3/9/20 (Claire)
- PIC Building Tour Meeting – 3/11/20 (Diana, Jen, Julie, Lydia, Mandy, Paul, Sylvia, Tom)
- CDC- Answering 20 Questions about Covid-19 – 3/18/20 (Sylvia)
- Libraries and Covid-19 – 3/20/20 (Julie)
- Whole Hearted Librarians Opening Keynote – 3/24/20 (Lydia)
- Spanish for Librarians: Chapter 1 – 3/24/20 (Tom)
- Improve SEO Content for your Website – 3/24/20 (Tom)
- Youth Engagement and Leadership – 3/25/20 (Mandy)
- TED Talks for Librarians – 3/26/20 (Nora)
- Dewey Decibel Podcast: Telling Women's Stories – 3/26/20 (Nora)
- Dewey Decibel Podcast: The Buzz on Library Gardens – 3/26/20 (Nora)
- Library 2.0 Mini Conference – 3/26/20 (Claire, Jen, Julie, Sylvia)
- Public Libraries Respond to Covid-19: The Current Landscape – 3/27/20 (Claire)
- Webinar on Teen Interactions – 3/27/20 (Mandy)
- The Hispanic Origin and Race Questions in Census 2020: Making the Best of Missed Opportunities and a Flawed Approach – 3/27/20 (Nora)
- Libraries and Covid-19: Managing Strategies and Stress – 3/27/20 (Nora)
- The Healing Library: Responding to trauma in your community – 3/27/20 (Nora)
- Spanish for Librarians: Chapter 1 – 3/27/20 (Claire)
- Dewey Decibel Podcast: Telling Women's Stories – 3/27/20 (Claire)
- Dewey Decibel Podcast: The Buzz on Library Gardens – 3/27/20 (Claire)
- Wild Chronicles 101 by National Geographic – 3/28/20 (Claire)
- Spanish for Librarians: Unit 1 – 3/27/20 (Mandy)
- RAILS Community Engagement Webinar – 3/27/20 (Paul, Sylvia)
- Spanish for Librarians: Unit 1 – 3/30/20 (Claire)
- A Revolutionary Act: The power of a 21<sup>st</sup> Century library card – 3/30/20 (Claire)
- Managing your Remote Work Force – 3/26/20 (Paul)
- RAILS Member Update Webinar – 3/30 (Sylvia)

- RAILS Covid-19 Roundtable – 3/31/20 (Paul)
- TED Talks for Librarians – 3/31/20 (Claire)
- Museopunks: How do we live in turbulent times? – 3/31/20 (Nora)
- Cultura Conscious: Our Need to Connect – 3/31/20 (Nora)
- In the Thick: Weaponizing Coronavirus and Life in the Time of Corona – 3/31/20 (Nora)
- Penguin Classroom: TLA Book Buzz – 3/31/20 (Diana)
- Tamarindo: The Demographic Revolution, Latinx in the US – 3/31/20 (Nora)
- Spanish for Librarians Chapter 2 – 3/25/20 (Tom)
- Novelist Overview Training – 3/31/20 (Tom)
- Libraries and Covid-19 – 3/31/20 (Diana)

### **Programming / Outreach (Not entered in Communico)**

Book a Librarian: 0

Puzzles: 2

1000 piece: Dream City, In a Garden Shed

Teen Volunteers: 7; 17 hours

- Diana allowed members access to PLA Early Literacy Calendars.
- Jen finished the Books that Changed Your Life webpage - <http://www.warrenville.com/reading/btcyl.php>
- Jen added Tumblebooks, AtoZ Databases, access to Ancestry, and temporary language to Library Card registration and Interlibrary loan request forms on the website.
- Jen created promotional email in LibraryAware with new ebooks titles and updates on Hoopla availability.
- Nora complete several translations for Census 2020 marketing materials.
- Paul compiled the Census 2020 video that was used for marketing.
- Sylvia, Nora, Julie and Claire have been contributing material on a daily basis on Facebook.
- Mandy, Jen, Tom and Claire reviewed and updated the online resource page on our website ensuring that our members have the most up to date resources.
- Mandy submitted content articles to marketing for future use.
- Mandy created a remind.com page for teen program reminders.
- Lydia and Diana have created DIY Storytime guides for parents to use at home.

### **InterLibrary Loan**

Item Requests Processed: 119; Materials Received: 93; Materials Lent: 16

### **Digital Resources**

Beyond Dust Jackets Blog:

Views 3/1-31: 1,124

Total views 2020: 4,423; Total views FY: 17,819

NextReads Newsletters:

Subscribers thru 3/1-31: 168

Newsletters sent 2/1-29: 670

Total newsletters sent 2020: 2,018; Total newsletters sent FY: 6,075

OverDrive eAudiobooks/eBooks:

New User accounts 3/1-31: 38

Checkouts 3/1-31: 1,064

Total checkouts 2020: 3,205; Total checkouts FY: 9,473

RB Digital eMagazines:

User accounts thru 3/1-31: 240

Checkouts 3/1-31: 223

Total checkouts 2020: 440; Total checkouts FY: 1,104

Hoopla:

New User accounts 3/1-31: 57

Checkouts 3/1-31: 799

Total checkouts 2020: 2,091; Total checkouts FY: 5,818

**Highlights**

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

**Personnel**

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

**Professional Development**

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

**Programming / Outreach (Not entered in Communico)**

Book a Librarian: 6



Puzzles: 4

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

Teen Volunteers: 9; 28.25 Hours

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

### **InterLibrary Loan**

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

### **Digital Resources**

Beyond Dust Jackets Blog:

Views 2/1-29: 1,507

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

NextReads Newsletters:

Subscribers thru 2/1-29: 168

Newsletters sent 2/1-29: 665

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

OverDrive eAudiobooks/eBooks:

New User accounts 2/1-29: 12

Checkouts 2/1-29: 1,103

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

RB Digital eMagazines:

User accounts thru 2/1-29: 246

Checkouts 2/1-29: 129

Total checkouts 2020: 217; Total checkouts FY: 881

Hoopla:

New User accounts 2/1-29: 18

Checkouts 2/1-29: 599

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

**MEMBER SERVICES REPORT**  
**March 2020**

Jaime Perpich

Library Card Monthly Stats		
	March 2020	March 2019
# of new cards issued	46	93
# of renewed cards (expiring 3/2020) *Automatically renewed per NCOA report	128 (85% of accounts renewed)	121 (80% of accounts renewed)
Warrenville Resident cards (active)	6,554	5,990
Reciprocal Borrower cards (active)	381	315

Miscellaneous Monthly Circulation Stats		
	March 2020	March 2019
Self-Checkout Station	4,619 items (45% of total circulation)	8,088 items (43% of total circulation)
Reciprocal Borrower Circulation	931	1,375
# of Outgoing Book Discussion ILL Requests	17 (14% of total item requests)	68 (20% of total item requests)
Mobile Device Circulation	21	45
Mobile Device In-house Circulation	11	80

**Professional Growth/Meetings/Outreach**

3/4 February Monthly Target Gift Card Drawing Video—Jaime, Kathy G.  
 3/4 February Staff Meeting Recording/Census Video—Mary  
 3/11 PIC Building Tour Meeting—Jaime, Mary, Stephanie  
 3/11 Census webinar, February staff meeting—Kathy  
 3/16 Emergency Management Team Meeting—Jaime  
 3/17 Management Team Meeting—Jaime  
 3/24 Management Team Meeting via Zoom—Jaime  
 3/25 One-on-One Meeting with Director via Zoom—Jaime

3/26 Managing your Remote Work Force—Jaime  
3/26 3/31 Spanish for Librarians—Kathy  
3/27 Mango Library Spanish—Kathy  
3/29 Article: How to Sanitize Collections in a Pandemic—Mary, Stephanie  
3/31 Body Odor: The Most Dreaded Conversation of all—Stephanie  
3/31 Received Library Laptop to continue NCOA processes from home—Mary  
3/31 Management Team Meeting via Zoom—Jaime

### **Staff Resignation**

Sandy Kozurek submitted her resignation as Member Services Specialist on 3/13/2020, effective immediately.

### **Emergency Closing Effective 3/16/20 at 12 pm**

- 3/14-3/16 All items checked in on "exempt fines mode" as courtesy to members. No extended use fees charged to members
- 3/15 Called all members with items on Self Service Hold Shelf; notified to pick up items in case of possible library closing—Jaime/Mary
- 3/16 Extended due dates on all items to 4/15/2020. Does not apply to items marked as lost—Cynthia/Jaime
  - Waived \$477.00 Extended Use Fees for overdue items, renewed and due 4/15/2020.
- 3/19-3/20 Notified members with items held on the Self Service Holds Shelf prior to the closure and provided curbside drive up pick-up—Jaime/Sandy W.
- 3/26 Implemented Temporary Card Registrations for Spring 2020 Closure
  - Any individuals who reside in the Warrenville Public Library District boundaries can register for a temporary WPLD card online. This provides as many users as possible access to digital books, audiobooks, music, movies and magazines as well as online learning and research databases. Individuals who are not sure if they have a WPLD card or are unable to login to access WPLD online resources can also apply through the online registration form.
    - Waived \$93.25 Extended Use fees on the existing accounts of WPLD members that submitted an online application.
  - Created 11 Temporary library card accounts for residents within WPLD
  - Renewed 2 expired accounts through 3/31/2023 after verifying address
  - Responded to 3 applicants residing outside of WPLD
  - Provided login details to 19 active cardholders
- 3/27 Extended expiration dates on accounts of Minors Turning 18/expiring in March and April
- 3/31 Extended due dates on all items to 5/15/2020. Does not apply to items marked as lost

# MEMBER SERVICES REPORT

February 2020

Jaime Perpich

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

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

## Department Updates

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

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

## Professional Growth/Meetings/Outreach

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

**eNews\*** (Constant Contact)

		<b>Open</b>	<b>Click</b>
	<b>Sent</b>	<b>Rate</b>	<b>Rate</b>
Weekly/Census Day eNews (4/1)	5,462	37%	7%
Weekly eNews (3/26)	5,473	45%	7%
COVID-19 Library Closing (3/15,16)	5,485	45%	4%
COVID-19 Add'l event cancels (3/14)	1,490	58%	2%
COVID-19 Event Cancels (3/14)	1,490	51%	2%
March (3/1)	1,492	41%	7%
Spring RM (2/13)	1,476	40%	13%
Feb. (2/2)	1,478	40%	13%

**Social Media\*\***

<b>Facebook</b>	<b>Oct. '19</b>	<b>Nov. '19</b>	<b>Dec. '19</b>	<b>Jan. '20</b>	<b>Feb. '20</b>	<b>Mar. '20</b>
Total Page Followers	1,069	1,080	1,089	1,100	1,110	1,245
Total Page Likes	1,058	1,066	1,072	1,079	1,090	1,131
Avg. Daily Reach (w/ paid)	676	623	778	706	617	516
<b>Twitter</b>	<b>Oct. '19</b>	<b>Nov. '19</b>	<b>Dec. '19</b>	<b>Jan. '20</b>	<b>Feb. '20</b>	<b>Mar. '20</b>
Average Daily views	219	317	345	237	247	428
Average Engagement Rate	0.8%	1.0%	1.0%	1.0%	2.2%	1.4%
<b>Instagram (Feb. 28-Mar. 6)</b>	<b>Oct. '19</b>	<b>Nov. '19</b>	<b>Dec. '19</b>	<b>Jan. '20</b>	<b>Feb. '20</b>	<b>Mar. '20</b>
Followers	165	173	169	183	192	205
Impressions	982	343	292	773	580	427

**Activities**

- Summer Reading Matters, Summer Reading Challenge and summer concerts—prepped files for designer (layout instructions, uploaded other files for reference); provided additional RM content and clarifications to designer; reviewed first draft of RM.
- February gift card winner—video recorded the announcement and posted to social media.
- Go Box—updated for Reading PTA 3/12 with marketing materials.
- Good to Know blog—added one article on “What Book Changed Your Life?” with links to catalog; requested separate page for subscriber sign-up option to provide links in other social media and eNews.

**Activities relating to Census**

- General Census literature—created display of literature (half English, half Spanish) on bulletin board pillar at Adult Services Desk; added to spreadsheet tracker.
- Census signage—created table tent signs about using library devices to complete the Census.
- Census flyers—finalized two-sided flyer (English and Spanish) to be distributed through Family Foods in Warrenville (these were awaiting approval by store manager prior to our

closure...hope to be able to resume plan after library reopens or shelter-at-home is lifted).

- Census bookmarks—added to Go Box and delivered to City Hall; added to spreadsheet tracker.
- Census social media plan—assembled sources and graphics to use through early May.
- Census social media—created or copied several posts; boosted one ad.
- Census Spanish translations—requested and received many translations from Nora.
- Census "selfie"—made signs and took photos with the family to contribute to library Census video.
- Miscellaneous—took photos of Census displays and Toddler Time storytime with little ones wearing the new Census t-shirts courtesy of the RAILS/IDHS grant; distributed buttons that teens made to 3 service desks.

### **Activities relating to library closure**

- Publicity for cancelled events prior to building closing—removed slides from screens, cancelled Facebook events, took down flyers from slat walls; cancelled events in City Spark (online event forum).
- Constant Contact (email marketing software)—upgraded subscription status to accept additional email addresses to allow us to share message of library closing to more library members.
- Library cardholder contact information—uploaded from Horizon file into Constant Contact.
- Temporary library card—reviewed instructions new library members receive via email with their library account information.
- Social media—posted messages about reduction in services and then building closure; cancelled Facebook events; created guidelines for Public Services staff to use when posting on Facebook.

### **Meeting Attendance**

Publicity process with Paul—3/4/20

Census social media plan with Sandy—3/4/20

Marketing Committee with Jaime, Sylvia, Gail—3/10/20

Management Team meeting—3/10/20, 3/12/20, 3/16/20, 3/17/20

Emergency Library Board meeting—3/16/20

Management Team meeting via Zoom—3/24/20, 3/31/20

One-on-one meeting with Sandy via Zoom—3/26/20

**\*eNews**—includes all activities related to producing the monthly, quarterly and 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,
- allow time to include spontaneous activities like event photos or member-interactions,
- take photos and/or review file photos or slides to include,
- set up and schedule Facebook events,
- determine which events receive ad boosts and then track spending,
- review posts of area agencies (City, CUSD200, Park, Forest Preserve, Fire Protection, etc.) determine if share/retweet;
- review feeds from vendors (OverDrive, Hoopla, RBdigital, Tutor.com, etc.) to determine if share/retweet,
- respond to staff request for additional social media support of their events, update content tracking document, review analytics.

# MARKETING REPORT

## February 2020

Kathy Gaydos

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

### eNews\* (Constant Contact)

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

### Social Media\*\*

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

### Activities

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



## **Meeting Attendance**

Management Team meeting—2/4/20

All-Staff meeting—2/6/20

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

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

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

**\*eNews**—includes all activities related to producing the monthly and quarterly newsletters:

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

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

- plan which events and resources are included on which platform and when they're posted,
- allow time to include spontaneous activities like event photos or member-interactions,
- take photos and/or review file photos or slides to include,
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- respond to staff request for additional social media support of their events, update content tracking document, review analytics.

# TECHNICAL SERVICES REPORT

## March 2020

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### Collection statistics for the month

373 physical items added

228 books

103 periodicals

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

300 physical items withdrawn

198 books

95 periodicals

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

### Meetings / Continuing Ed / Events

Date	Name	Description
3/26/2020	Therese Higgins	Collection Development Basics
3/30/2020	Therese Higgins	Advanced Genealogy Research Techniques for Library Staff
3/31/2020	Therese Higgins	Stress Management for Library Staff: Real tools for Life and Work Balance
3/31/2020	Therese Higgins	Security for Rural Librarians: Staying Safe at Work when Help is Far

### Collection Maintenance:

9 books repaired

294 discs cleaned / repaired

0 other items handled

### Special Projects (March)

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

Gail Smith was given a laptop to work at home. She is processing orders for books and AV materials.

No on-site work was required of Technical Services staff from March 16-31.

As we look forward to reopening the library, these staff will be key players in managing returned materials and processing/cataloging new materials that may be "backlogged."

# TECHNICAL SERVICES REPORT

## February 2020

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### **Collection statistics for the month**

593 physical items added

361 books

153 periodicals

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

973 physical items withdrawn

163 books

164 periodicals

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

### **Meetings / Continuing Ed / Events**

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

### **Collection Maintenance:**

41 books repaired

550 discs cleaned / repaired

4 other items handled

### **Special Projects**

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

**Cynthia**

1. Meetings, training, etc.
  - PIC Building Tour
  - SWAN migration meeting @ Roselle PL
  - Management Team (3), Director One-on-One (1)
2. Set up user accounts for new hire Ali Blane. Updated x111 phone. Configured Ali's user profile on YSWORK2 computer. Reset former employee Sandy Kozurek's network and email accounts; deleted PaperCut account. Deleted accounts for former employee Mary Steskal.
3. Continued updating the v1809 Staff PCs to v1909.
4. Updated firmware on UniFi Network Video Recorder and software on UniFi wifi controller.
5. Confirmed RPA configuration for AtoZ Databases and set up new RPA resource for Ancestry Library Edition. Updated subscription database tracking and reporting spreadsheets.
6. Inventoried, labeled, configured and tested (2) Verizon hotspots. Renewed service plans for (2) circulating hotspots. Purchased new hotspot from TechSoup replacing defective unit; inventoried, labeled, configured and returned to circulation.
7. Worked with Aridan Books to disable/re-enable restrictions and update apps on Kiosk iPads.
8. Worked with SirsiDynix to upgrade Web Services on Horizon utility server.
9. Added March 17 – April 14 as holidays/closed days in MyPC and Horizon due to COVID-19 shutdown. Delayed scheduled startup tasks in Faronics Core Console. Subsequently added April 15 – May 14 after shutdown was extended.
10. Worked with Jaime and Mary Schmidt of SirsiDynix to extend due dates of checked out materials to April 15 (and subsequently to May 15.) Pulled monthly reports from Horizon as of March 16. Disabled Day End batch processing; manually ran Day End stat procedure. Extracted data from Horizon for analysis of borrowers who owe fines or fees.
11. Worked with Kent of CFB to set up 10 new VPN users. Purchased (15) new SSL licenses for VPN (Virtual Private Network) access and added to SonicWall firewall configuration. Configured 11 laptops and 11 staff PCs for 10 full-time and 1 part-time staff to work remotely with VPN access to in-library resources. Updated IT laptop with new VPN client.
12. Configured the 1<sup>st</sup> of 5 new HP laptops and created standard image. Began deploying new laptops to management team and redeploying older laptops to additional part-time staff.
13. Completed FY21 draft IT budget.

**Curt**

- Meetings/Training:
  - PIC Building Tour (filming)
- Took interior building photos for Marketing

- Installed replacement for faulty self-check station #2
- Installed screen protectors on (4) iPads to be used for the Census
- Worked with Cynthia to review MyPC and PaperCut configuration for the public PCs and printers. Updated MyPC software and added new Member Services printer as backup option.
- Other user support topics:
  - Printer toner cartridge replacement

**Cynthia**

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

**Curt**

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

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

## **PRESIDENT'S REPORT**

### **Next Meetings or Events**

(As of Wednesday, April 8, 2020)

Wednesday, April 15, 2020 at 7 pm  
Regular Library Board of Trustees Meeting  
Zoom – call in information provided on Agenda

Wednesday, May 20, 2020 at 6 pm  
Committee of the Whole Meeting (Budget)  
Location: TBD

Wednesday, May 20, 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:**

May

- First draft of FY21 Budget shared at Committee of the Whole Meeting

Items postponed to future meeting(s)

- Revised Anti-Harassment Policy (to include elected officials)
- Director's Evaluation
- Jerri Picha PLA Conference Report