



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, December 20, 2017, 7:00 p.m.
Location: Library Meeting Room

AGENDA

Visitors are welcome to all meetings of the Board of Trustees. Anyone who wishes to address the Board during Public Comments must fill out a sign up sheet prior to the start of the meeting. Speakers are limited to three (3) minutes. The Board requests that a group appoint one (1) speaker to present the views of the entire group. Speakers will state name and address before addressing the Board. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

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

- p. 3** a. Approve Minutes of the November 15, 2017 Truth in Taxation Public Hearing
- p. 4** b. Approve Minutes of the November 15, 2017 Regular Board of Trustees Meeting
- p. 12** c. Receive and file Financial Report for November
- p. 19** d. Adopt Ordinance #17-18-05 Fixing Regular Meetings for 2018
- p. 20** e. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
8. Regular Agenda
- p. 21** a. Approve payments for the period of November 16 – December 20, 2017 **(ACTION)**
- p. 24** b. Approve transfer of funds **(ACTION)**
9. Unfinished Business

- p. 25 a. Approve Reimbursement of Trustee Picha Travel Expenses **(ACTION)**
- p. 27 b. Approve Reimbursement of Trustee Richardson Travel Expenses **(ACTION)**
- 10. New Business
- p. 29 a. Approve Resolution #214 – Resolution Adopting Policy Prohibiting Harassment, Discrimination and Retaliation (and procedures for reporting and investigating complaints) **(ACTION)**
- p. 36 b. Consideration of Proposal from Sikich for Audit Services for Fiscal Years 2018 through 2020 **(ACTION)**
- p. 40 c. Authorize Library Staff to Submit the FY18 Public Library Per Capita Grant Application and FY16 Expenditure Report to the Illinois State Library **(ACTION)**
- p. 47..... d. Distribute 2018 Calendar of Responsibilities (*discussion only*)
- p. 50 ... 11. Director's Report
- p. 53 ... 12. Department Head Reports
- p. 59 ... 13. President's Report
 - a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed Session
- 20. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**



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- 19. Closed Session
- 20. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Truth in Taxation Public Hearing
Wednesday, November 15, 2017, 7:00 p.m.

1. Call to Order – Trustee Picha called the meeting to order at 7:02 p.m.

2. Roll Call

ATTENDING: Trustees Lezon, Picha, Stull and Warren

ABSENT: Trustees DuRocher, Richardson, and Ruzicka

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Leila Heath, Technical Services Assistant Gail Smith

ALSO ATTENDING: Brian LeFevre, Sikich, LLC and Paula Voegtle, Warrenville resident

3. Public Comments on the Proposed Property Tax Increase (Truth in Taxation) - none

4. Trustee Comments on the Proposed Property Tax Increase (Truth in Taxation) - none

5. Adjournment

MOTION: Trustee Warren moved adjourn the Public Hearing at 7:05 p.m. Trustee Stull seconded.

Voice vote:

Ayes – all

Absent – Trustees DuRocher, Richardson, Ruzicka

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, November 15, 2017

1. Call to Order – Trustee Picha called the meeting to order at 7:05 p.m.
2. Roll call

ATTENDING: Trustees Lezon, Picha, Stull and Warren

ABSENT: Trustees DuRocher, Richardson, Ruzicka

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Leila Heath, Head of Public Services, and Gail Smith, Technical Services Assistant

ALSO ATTENDING: Brian Lefevre, Sikich, LLC and Paula Voegtli, Warrenville resident

3. Approval of the Agenda

- a. Director Whitmer removed #19 Closed Session and #20 Discussion/action resulting from the above closed session

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

Voice vote:

Ayes – all

Absent – Trustees DuRocher, Richardson, Ruzicka

Motion carried,

4. Presentations

- a. Presentation of the FY2017 Adult – Brian LeFevre, Sikich LLC

Mr. Brian LeFevre from Sikich LLC thanked the Board for allowing Sikich to perform the annual audit. He reviewed the audit for the fiscal year ending June 30, 2017.

He explained the new Illinois State Comptroller interprets the statutes differently than her predecessors. The interpretation would require audits completed for 2019 to use the generally accepted accounting principles (GAAP) basis, not cash basis. A bill that opposes this interpretation has been introduced by the legislature.

Mr. LeFevre explained the long-term debt liability for the debt certificates, assets and fund balances.

Mr. LeFevre explained the IMRF total pension liability.

Mr. LeFevre reviewed the Auditor's Communication to the Board of Trustees.

The Board of Trustees thanked Mr. LeFevre for a great audit.

5. Public Comments

Mrs. Paula Voegtle, a Warrenville resident, expressed concerns about policies at the Library. Her daughter has worked at the Library for over a year but has resigned due to not being able to take time off in the spring. Her daughter would not have had enough paid time off for the period requested, but Mrs. Voegtle felt since these are once in a lifetime events the Library should grant her unpaid time off or allow her to switch shifts. Mrs. Voegtle feels the library did not follow the Employee Handbook and it should be revised to reflect the actual action taken.

Ms. Voegtle distributed copies of the email correspondence between the Supervisor and her daughter concerning this matter.

6. Correspondence - none

7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the October 18, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for October
- c. Certify Compliance with the Truth in Taxation Act
- d. Adopt Ordinance #17-18-04 Levy Ordinance for Fiscal Year 2017-2018
- e. Approve Notice of Availability of Audit Report for Publication

MOTION: Trustee Lezon moved to approve the consent agenda as read. Trustee Warren seconded. Motion carried.

Roll call vote:

Ayes – Trustees Lezon, Picha, Stull and Warren

Absent – Trustees DuRocher, Richardson, and Ruzicka

Motion carried

8. Regular Agenda

- a. Approve payments for the period of October 19 – November 15, 2017

MOTION: Trustee Stull moved to approve payments in the amount of \$203,703.82 for the period of October 19, 2017 – November 15, 2017 including electronic payments and checks #6141 – 6195. Checks #6172 – 6175 and 6180-6182 are voided. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Lezon, Picha, Stull and Warren

Absent – Trustees DuRocher, Richardson, and Ruzicka

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Warren moved to approve transfer of \$275,000 from the MB NOW Account to the MB Operating Account. Trustee Stull seconded.

Roll call vote:

Ayes – Trustees Lezon, Picha, Stull and Warren

Absent – Trustees DuRocher, Richardson, and Ruzicka

Motion carried

9. Unfinished Business

- a. Approved Revisions to Policy No. 371 – Study Rooms

Director Whitmer stated this policy was discussed last month and there are no new proposed changes.

Trustee Stull asked if tutors are handled differently. Ms. Heath stated a tutor is treated the same as any member. They are allowed one reservation per day with a 3-hour time limit. A student, who is at least 8 years old, can reserve a room for tutoring which is treated as a new reservation.

Ms. Heath stated the study room changes made were due to the number of people using the rooms and to make it fair for all.

MOTION: Trustee Warren moved to approve Revisions to Policy No. 371 Study Rooms. Trustee Lezon seconded.

Trustee Warren stated the numbering was wrong in the policy. Staff will fix this error.

Trustee Warren questioned the policy of a child 8 years old making a reservation. Director Whitmer explained this follows the Unattended Children's Policy.

Ayes – Trustees Lezon, Picha, Stull and Warren

Absent – Trustees DuRocher, Richardson, and Ruzicka

Motion carried

10. New Business

- a. Approve Reimbursement of Trustee Travel Expenses

MOTION: Trustee Stull moved to approve travel reimbursement to Trustees Picha and Richardson in the amount of \$44.41 each. Trustee Lezon seconded.

Roll call vote:

Ayes – Trustees Lezon, Stull and Warren

Abstain – Trustee Picha

Absent – Trustees DuRocher, Richardson, and Ruzicka

Trustee Stull moved to withdraw her motion and table this item until the December 20 board meeting.

Motion not carried

- b. Approve Resolution #213 – Resolution Transferring Funds to the Special Reserve Fund

Director Whitmer stated the year-end balance for the Corporate Fund, together with the year-end balance for the Working Cash Fund will exceed the three-month target balance required by the Fund Balance Policy.

Director Whitmer recommends the transfer of \$250,000 from the Corporate Fund to the Special Reserve Fund.

MOTION: Trustee Stull moved to approve Resolution #213, a Resolution Transferring \$250,000 from the Corporate Fund to the Special Reserve Fund. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Lezon, Picha, Stull and Warren

Absent – Trustees DuRocher, Richardson, and Ruzicka

Motion carried

- c. Consideration of Options for Future Electricity Supply

Director Whitmer stated she met with Mr. Paul Kalas, Vanguard Energy Services, to discuss quotes for upcoming electric and natural gas contracts. Mr. Kalas feels there is going to be upward pressure on electricity pricing and suggested going to bid sooner rather than later for the quotes. The majority of the increase comes from the tariffs, which can cost more than the energy cost.

Trustee Lezon asked if there is a green energy option, which Director Whitmer did not know.

Trustee Picha suggested Mr. Kalas attend the January board meeting for an informational presentation.

- d. Review Proposed Board Meeting Schedule for 2018

Trustee Picha stated the Board previously considered an earlier start date for the board meetings. She suggested if the time is changed it needs to be consistent every month.

Trustee Stull asked if the meeting starts at 6 p.m. would it be necessary to start at 5 p.m. for a Committee-of-the-Whole Budget Meeting. Director Whitmer stated it could be included in the regular meeting and not hold a separate Committee-of-the-Whole meeting.

Trustee Stull asked if the Board should consider changing the meetings to a different day of the week. Trustee Picha suggested the Board revisit the day of week change at a meeting when more board members are present.

Trustee Picha suggested Director Whitmer prepare the 2018 calendar with a 7 p.m. start and change the date in November to the second Wednesday due to the Thanksgiving holiday.

11. Director's Report

Director Whitmer reported the following maintenance updates:

- Magnetic closures have been installed on the quiet computer lab doors.
- Conditioning of the fireplace is underway to burn off the new smell.
- The Library received two options with pricing from Mendel Plumbing to add a clean out to the sewer line for the public restrooms. Administration discussed the issue with Trustee Picha and selected the option to place a clean out in the floor of the lobby near the drinking fountain for \$7,400. This does not include carpet replacement. The Library's maintenance man will remove and reinstall the carpeting.
The Library will purchase a router for the Library's maintenance person to use on a regular basis.

Jane Jankowski (Youth Services Librarian) and Jen Moore (Adult Services Librarian) submitted a grant to IEEE Chicago Section for circulating science kits for \$1,978. The items would be added to the Discovery Packs and used in-house. If the grant is awarded, the Library will contribute \$1,100 in Library Foundation funds received yearly through the DuPage Community Foundation.

Nearly all staff has completed The Per Capita Grant safety training. Trustee Warren stated one item he learned from the training is that staff should give a personal greeting or at least acknowledge the member's presence.

Staff member Gail Smith stated when she was shelving materials she learned a lot about the members.

Director Whitmer reported Senate Bill 851 – Property Tax Freeze - was passed by the Illinois House, however, the Senate took no action. ILA reports the bill is "dead" for this year.

Director Whitmer stated the total circulation number is misleading due to the State Library requiring the library to insert ebook statistics. Focus should be on the print and nonprint numbers that are correct. The ebook statistics dropped significantly because dedicated Tumblebooks computers were removed from Youth Services last year.

Trustee Warren asked if Hoopla has increased their offerings. Ms. Heath responded the limits are the same but usage is increasing monthly along with the expenditure as it is billed per use.

The Library's winter newsletter has been delivered. The Board would like to thank Ms. Gaydos and Ms. Morales for a job well done. Ms. Gaydos and Ms. Morales, along with Director Whitmer and Patty Dybala, also created a new member brochure which was shared with the Board.

Director Whitmer shared an email she received a couple months ago from a father asking permission for his daughter to take pictures of their family in the Library. She is a 4th grader and took pictures of her siblings. One of her photos has been entered in a competition and is moving onward,

12. Department Head Reports

Director Whitmer reported the Marketing Department is very busy and are currently working on developing slides and flyers.

Ms. Heath stated staff is working on programming and gearing up for winter programs. There will be a winter library club from December 26 – January 31 focusing on using the Library in different ways. Spring planning is already underway.

Trustee Warren shared tips he received from a Boy Scout Program featuring a computer security specialist. KRACK is a new password encryption software. The specialist recommended individuals and organizations go to a dual verification process including a fob to login from remote sites. LASTPASS is free and for dual verifications.

Director Whitmer stated she is considering adding cyber liability coverage to the library's insurance policy next year.

Leila Heath left the meeting at this time

13. President's Report

- a. Next meetings or events - Trustee Picha announced holiday closings for the Library and upcoming meetings.

14. Treasurer's Report

Trustee Lezon thanked Director Whitmer and Jackie Davis for assisting with the annual audit.

She reported Ehlers, Inc., the Library's Municipal Advisor, continues to monitor market trends and advise the Library regarding potential refunding opportunities for the Series 2016 Debt Certificates. The latest updated indicates refunding would not generate sufficient savings to be considered.

Trustee Warren asked how many times the Library could refund the certificates. Director Whitmer stated that she did not know.

The first principal payment is due December 1, with subsequent principal payments due every December 1.

Trustee Lezon reported the financials look good.

15. Secretary's Report – none

16. Committee Reports - none

17. Trustee Comments

Trustee Picha stated that the Sunday concerts were excellent.

18. Items for information and/or discussion

- a. Per Capita Grant Requirement: Review Chapter 4 "Legal Responsibilities & Liability", Trustee Facts File - Trustee Stull

Trustee Stull highlighted several points from the following sections:

- "The Legal Status of Library Trustees"
- "How to Minimize the Risks of Liability"
- "Risks of Liability for Library Trustees"
- "Conflict of Interest: An Invitation to Liability"
- "Ways to Minimize Risks of Liability"

- b. Per Capita Grant Requirement: Review Chapter 3 "Board Organization", Trustee Facts File, emphasis on Library Board Bylaws (Director Whitmer)

Director Whitmer reported the State Library changed the Per Capita Grant requirements after the application was released. Libraries are now asked to concentrate on library board by-laws. Director Whitmer reviewed the By-Laws and has determined there are three specific points that need to be reviewed:

- Parliamentary procedures

- Procedure for filling a trustee vacancy
 - Information on standing committees – i.e. personnel committee
- c. Per Capita Grant Requirement: Illinois State Library Literacy Program (Director Whitmer)
- Director Whitmer reviewed with the Board the State Library Literacy Program. There are literacy grants available, but the grants are labor intensive.
- d. Per Capita Grant Requirement: Review of Chapter 12, "Safety," Serving Our Public 3.0 (Director Whitmer)

The Library was required to review Chapter 12 concerning safety. Director Whitmer stated the library meets the majority of the items. There are five items to be addressed by staff over the next year.

- Revise the Emergency Procedures Manual
- Investigate installation of an Automatic External Defibrillator and staff training
- Prepare a priority list for salvage in case of disaster
- Create a building safety checklist that identifies tasks to be completed daily, weekly, monthly, annually.
- Update contact list for building maintenance contractors, utilities, etc.

19. Adjournment

MOTION: Trustee Stull moved to adjourn the meeting at 8:44 p.m. Trustee Lezon seconded.

Voice vote: All ayes

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

November 30, 2017

WARRENVILLE LIBRARY INCOME	NOVEMBER 2017	FUND BALANCES					PAGE 1
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	
LEVY		1698315	94.9290%	16946	1678918	98.86%	
CORPORATE							
BLDG. & MAIN.	90722		5.0710%	905	89686	98.86%	
TOTAL TAX (LEVIED)	1789037		100.00%	17851	1768604	98.86%	
DEFERRED REVENUE	0			0	0		
WORKING CASH	0			0	0		
DEVELOPER DONATIONS	0			0	0		
SPECIAL RESERVE	0			0	0		
ALBA LEMOS GIFT FUND	0			0	0		
CAPITAL PROJECT	0			0	0		
TOTAL	1789037		100.00%	17851	1768604	98.86%	
FORMULA = A+B+C-D=E							

AUDITED FUND BAL 6/30/2017	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
336830	2754	24990	272923	835681	1205057
82381	0	0	6762	19605	152462
419211	2754	24990	279705	855286	1357519
0	0	0	0	0	0
225847	0	0	0	0	225847
0	0	0	0	0	0
507949	0	0	0	310417	197532
23524	0	0	0	0	23524
0	0	0	0	0	0

B	C	D	E
1176531	24990	1165703	1804422
	2754	279705	

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: November 30, 2017

	CORPORATE FUND				
	1 Month Ended Nov. 30, 2017	5 Months Ended Nov. 30, 2017	Budget	Balance	% Received / Expended
Income					
Taxes Levied	16,946.10	1,678,750.83	1,698,315.00	19,564.17	98.85%
Back Taxes	0.00	167.12	0.00	(167.12)	0.00%
Copier	470.13	3,058.62	7,000.00	3,941.38	43.69%
Extended Use Fees	1,554.20	7,873.34	22,000.00	14,126.66	35.79%
Fees	10.00	88.25	250.00	161.75	35.30%
Interest	170.73	1,710.60	2,200.00	489.40	77.75%
Book Sales	0.00	16.00	2,000.00	1,984.00	0.80%
Lost Books	516.95	1,980.63	3,500.00	1,519.37	56.59%
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00%
Miscellaneous	32.39	1,706.21	1,000.00	(706.21)	170.52%
Hotel/Motel Tax	0.00	8,557.50	12,725.00	4,167.50	67.25%
Grants - Per Capita	0.00	0.00	10,450.00	10,450.00	0.00%
	19,700.50	1,703,908.10	1,760,440.00	56,531.90	96.79%
Expenses					
Sal. - Administration	15,042.17	82,604.93	196,500.00	113,895.07	42.04%
Sal. - Circulation	8,993.53	51,120.03	118,000.00	66,879.97	43.32%
Sal. - Maintenance	1,669.41	9,067.03	21,500.00	12,432.97	42.17%
Sal. - Public Services	25,144.29	140,251.64	342,000.00	201,748.36	41.01%
Sal. - Tech Services	14,447.11	84,407.66	217,500.00	133,092.34	38.81%
I.M.R.F. - Expense	7,196.41	41,884.38	98,000.00	56,115.62	42.74%
Fica - Expense	4,869.62	27,448.48	68,500.00	41,051.52	40.07%
Unemp. Comp.	0.00	419.13	1,300.00	880.87	32.24%
Op - Mat'l Processing/Tech	2,059.97	6,944.99	9,100.00	2,155.01	76.32%
Op - Mat'l Processing/Circ	135.41	295.01	2,300.00	2,004.99	12.83%
Op - Postage	1.39	1,923.00	5,865.00	3,942.00	32.79%
Op - Office Supplies	117.55	1,341.28	4,650.00	3,308.72	28.84%
Op - Bank Fee's	39.83	261.87	850.00	588.13	30.81%
Op - Automation Supplies	184.93	910.26	3,000.00	2,089.74	30.34%
Op - Publishing	257.60	1,032.93	1,200.00	167.07	86.08%
Equip. - Purchases	715.88	3,106.76	7,700.00	4,594.24	40.33%
Equip. - Maintenance	201.09	1,627.31	4,000.00	2,372.69	40.68%
Auto. - Software	1,721.24	12,879.44	13,475.00	595.56	95.58%
Auto. - Purchases	48.95	1,168.45	7,000.00	5,831.55	16.69%
Auto. - Maintenance	388.51	33,314.87	50,240.00	16,925.13	66.31%
L. Ins. - Workmen's Comp	0.00	93.94	3,000.00	2,906.06	3.13%
Ins. - Multi Peril Package	0.00	12,030.00	11,100.00	(930.00)	108.38%
Ins. - Health / Life	3,479.91	17,575.58	63,800.00	46,224.42	27.55%
Pd - Recruiting	45.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	44.41	273.79	1,250.00	976.21	21.90%
Pd - Staff / Dues	365.00	1,100.00	2,800.00	1,700.00	39.29%
Pd - Staff / Meetings	145.00	415.30	6,600.00	6,184.70	6.29%
Pd - Staff / Transportation	58.86	317.51	1,000.00	682.49	31.75%
Pd - Trst / Dues	0.00	270.00	270.00	0.00	100.00%
Pd - Trst / Mtgs	0.00	1,010.00	2,690.00	1,680.00	37.55%
Pd - Trst / Transportation	0.00	61.80	700.00	638.20	8.83%
Pd - Trustee Misc.	5.29	182.31	500.00	317.69	36.46%
Cont. - Lawyer	1,785.00	1,785.00	5,000.00	3,215.00	35.70%
Cont. - Accounting	831.65	4,270.32	10,000.00	5,729.68	42.70%
Cont. - Collections	62.65	116.35	1,000.00	883.65	11.64%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues-Expenses Cash Basis
Period Ending: November 30, 2017

	CORPORATE FUND				
	1 Month Ended	5 Months Ended	Budget	Balance	% Received /
	Nov. 30, 2017	Nov. 30, 2017			Expended
Cont. - Audit	3,000.00	4,500.00	7,950.00	3,450.00	56.60%
Cont. - Consultants	0.00	1,870.00	4,700.00	2,830.00	39.79%
Lib. Mat. - Adult Books	5,349.11	22,133.04	67,000.00	44,866.96	33.03%
Lib. Mat. - Youth Books	3,912.37	14,426.36	32,000.00	17,573.64	45.08%
Lib. Mat. - Adult AV	2,217.08	11,271.33	27,000.00	15,728.67	41.75%
Lib. Mat. - Youth AV	482.75	2,015.92	7,000.00	4,984.08	28.80%
Lib. Mat. - EBooks	0.00	965.00	24,000.00	23,035.00	4.02%
Lib. Mat. - Periodicals	10,067.51	10,617.51	11,500.00	882.49	92.33%
Lib. Mat. - Internet Subsc...	350.00	24,370.29	41,000.00	16,629.71	59.44%
Ps - Programs Adult	489.51	2,847.92	6,500.00	3,652.08	43.81%
Ps - Programs Youth	87.17	1,523.05	6,500.00	4,976.95	23.43%
Ps - Hotel/Motel	350.00	7,675.00	18,325.00	10,650.00	41.88%
Ps - Refunds / Fines / Fees	0.00	39.99	500.00	460.01	8.00%
Ps - Printing	2,970.00	7,741.39	20,100.00	12,358.61	38.51%
Ps - PR / Publicity	61.58	1,633.20	4,550.00	2,916.80	35.89%
Ps - Misc.	79.77	831.99	1,300.00	468.01	64.00%
Security	(380.00)	0.00	0.00	0.00	0.00%
Gas	122.73	841.26	9,000.00	8,158.74	9.35%
B & M - Water / Sewer	0.00	280.80	800.00	519.20	35.10%
Electricity	2,621.53	15,386.15	40,000.00	24,613.85	38.47%
Telephone	1,033.36	5,939.85	14,480.00	8,540.15	41.02%
B & M - Landscape Maint	648.00	5,136.00	10,000.00	4,864.00	51.36%
Gifts	0.00	1,262.20	2,300.00	1,037.80	54.88%
Contingency	0.00	1,279.99	10,000.00	8,720.01	12.80%
Debt Repayment	149,402.50	149,402.50	167,550.00	18,147.50	89.17%
	272,922.63	835,681.09	1,816,945.00	981,263.91	45.99%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: November 30, 2017

	BUILDING & MAINTENANCE FUND				
	<u>1 Month Ended</u> <u>Nov. 30, 2017</u>	<u>5 Months Ended</u> <u>Nov. 30, 2017</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
Taxes Levied	905.24	89,676.98	90,722.00	1,045.02	98.85%
Back Taxes	<u>0.00</u>	<u>8.93</u>	<u>0.00</u>	<u>(8.93)</u>	<u>0.00%</u>
	905.24	89,685.91	90,722.00	1,036.09	98.86%
Expenses					
Maintenance	5,652.50	13,890.32	44,520.00	30,629.68	31.20%
Maintenance Supplies	103.37	1,569.55	2,200.00	630.45	71.34%
Security	380.00	1,107.08	4,750.00	3,642.92	23.31%
Snow Removal	530.40	530.40	20,000.00	19,469.60	2.65%
Hvac	80.64	1,124.94	10,900.00	9,775.06	10.32%
Janitorial Supplies	<u>34.95</u>	<u>1,382.99</u>	<u>3,500.00</u>	<u>2,117.01</u>	<u>39.51%</u>
	6,781.86	19,605.28	85,870.00	66,264.72	22.83%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: November 30, 2017

	SPECIAL RESERVE FUND				
	1 Month Ended Nov. 30, 2017	5 Months Ended Nov. 30, 2017	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	2,000.00	2,000.00	0.00%
Auto. - Purchases	0.00	1,890.00	21,750.00	19,860.00	8.69%
Capital Improvement ...	0.00	308,527.18	500,000.00	191,472.82	61.71%
	0.00	310,417.18	523,750.00	213,332.82	59.27%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
November 30, 2017

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	12,429.69
Cash / Copier Change	75.00
MB Operating	186,953.10
MB Business NOW	580,040.15
MB Business Money Market	825,187.21
MB Certificate of Deposit	<u>202,282.50</u>
	1,807,377.65

General Fixed Assets	<u>6,180,189.00</u>
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TOTAL ASSETS	<u>\$ 7,987,566.65</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>2,954.99</u>
	2,954.99

LONG-TERM LIABILITIES

Debt Certificate Payable	<u>1,950,000.00</u>
	1,950,000.00

EQUITY

Fund Balance	6,034,611.66
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,987,566.65</u>
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See Accountants Compilation Letter

ORDINANCE 17-18-05
FIXING REGULAR MEETINGS

An Ordinance fixing the regular meetings of the Warrenville Public Library District Board of Trustees for the calendar year 2018.

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

WHEREAS, the Illinois Public Library District Act, provides that the Board shall call not less than five (5) regular meetings each fiscal year.

NOW THEREFORE BE IT ORDAINED that the Board of Trustees of the Warrenville Public Library District, County of DuPage, State of Illinois, will hold the following meetings during the calendar year 2018, said meetings to be held in the library at 7:00 P.M. located at 28W751 Stafford Place, Warrenville, Illinois or other locations as properly noticed:

January 17, 2018
February 21, 2018
March 21, 2018
April 18, 2018
May 16, 2018
June 20, 2018

July 18, 2018
August 15, 201
September 19, 2018
October 17, 2018
November 14, 2018
December 19, 2018

I, Heather J. Stull, being the duly appointed Secretary of the Warrenville Public Library District Board of Trustees of the County of DuPage, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Library District Board of Trustees and that the foregoing is a true and correct copy of an Ordinance duly adopted by the Board of Trustees of the said Library District, at a regular meeting, duly convened and held on December 20, 2017.

Heather J. Stull, Secretary
Warrenville Public Library District

(SEAL)

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE) SS

CERTIFICATION TO COUNTY CLERK

BY LIBRARY BOARD SECRETARY

(Ethics Act Certification)

I, Heather J. Stull, Secretary of the Board of Library Trustees of the Warrenville Public Library, and acting pursuant to the Illinois Governmental Ethics Act, 5 ILCS 402/4A-101 et seq., hereby certify to the County Clerk of DuPage County, Illinois that the names and mailing addresses of persons required to file a Statement of Economic Interest are the following:

TRUSTEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Barbara DuRocher	3S560 West Avenue, Warrenville, IL 60555	DuPage
Sandy Lezon	27W554 Warrenville Road, Warrenville, IL 60555	DuPage
Jerri Picha	30W016 Juniper Court, Warrenville, IL 60555	DuPage
Jill Richardson	3S563 Glen Drive, Warrenville, IL 60555	DuPage
Cindy Ruzicka	3S651 Glen, Box 156, Warrenville, IL 60555	DuPage
Heather J. Stull	30W018 Plum Court, Warrenville, IL 60555	DuPage
Richard W. Warren, Jr.	27W775 Parkview Avenue, Warrenville, IL 60555	DuPage

EMPLOYEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Louis Carlile	309 Suzy Court, Plano, IL 60545	Kendall
Jacqueline A. Davis	41W268 Burlington Road, St. Charles, IL 60175	Kane
Patricia Dybala	5900 Oakwood Drive, 2D, Lisle, IL 60532	DuPage
Leila Heath	924 Elm Street, St. Charles, IL 60174	Kane
Cynthia Makowski	29W388 White Oak Drive, Warrenville, IL 60555	DuPage
Sandra Whitmer	933 Sioux Drive, Elgin, IL 60120	Cook

Signed _____
Heather J. Stull, Secretary

Date

(SEAL)

REGULAR AGENDA

Approve payments for the period of November 16 – December 20, 2017

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

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
November 16 - December 20, 2017

Date	Num	Name	Amount
12/20/2017	6196	Accounting Services, Inc.	-498.00
12/20/2017	6197	Ambius	-278.00
12/20/2017	6198	American Library Association	-324.00
12/20/2017	6199	American Library Association	-213.00
12/20/2017	6200	AT&T	-383.97
12/20/2017	6201	Baker & Taylor	-2,045.18
12/20/2017	6202	Automated Logic	-190.00
12/20/2017	6203	Baker & Taylor	-2,052.99
12/20/2017	6204	Baker & Taylor	-1,346.71
12/20/2017	6205	Baker & Taylor	-1,718.15
12/20/2017	6206	Braoudakis, Heather	-130.00
12/20/2017	6207	Business Card	-781.00
12/20/2017	6208	Carlile, Lou	-76.08
12/20/2017	6209	ComEd	-2,542.05
12/20/2017	6210	Davis, Jackie	-11.77
12/20/2017	6211	Konica Minolta Business Solutions	-212.13
12/20/2017	6212	Libraries First	-150.00
12/20/2017	6213	LIMRICC Purchase of Health Insurance Prog	-4,449.97
12/20/2017	6214	Mendel Plumbing	-7,400.00
12/20/2017	6215	Midwest Tape	-1,662.31
12/20/2017	6216	Midwest Tape	-534.72
12/20/2017	6217	Paddock Publications	-43.70
12/20/2017	6218	Provantage LLC	-2,627.49
12/12/2017	6219	Purchase Power	-91.18
12/12/2017	6220	RACO Industries	-89.34
12/12/2017	6221	Reaching Across Illinois Library System	-2,822.21
12/20/2017	6222	Service Master Commercial Cleaning	-1,850.41
12/20/2017	6223	Sikich LLP	-1,250.00
12/20/2017	6224	SYNCHRONY BANK/AMAZON	-323.79
12/20/2017	6225	Team One Repair, Inc.	-159.60
12/20/2017	6226	Technology Management Revolving Fund	-450.00
12/20/2017	6227	Unique Management Services, Inc.	-62.65
12/20/2017	6228	Warrenville Ace Hardware	-49.45
12/20/2017	6229	Wheaton Park District	-160.00
12/20/2017	6230	Whitmer, Sandy	-29.98
12/12/2017	6231	Whitney Brothers	-86.12
12/20/2017	6232	Petty Cash Fund	-63.24
11/22/2017	Electronic	Paylocity	-235.55
11/24/2017	Electronic	MegaPath	-59.50
11/28/2017	Electronic	Northern Illinois Gas	-122.73
11/30/2017	Electronic	AFLAC	-112.68

12/04/2017	Electronic	Konica Minolta Premier Finance	-167.00
12/07/2017	Electronic	Paylocity	-98.16
12/11/2017	Electronic	Warrenville, City of	-129.20
12/13/2017	Electronic	Call One	-139.87

-38,223.88

REGULAR AGENDA

Approve transfer of funds

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

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

UNFINISHED BUSINESS

Approve Reimbursement of Trustee Picha Travel Expenses (ACTION)

(This item was tabled in November because too few trustees were present to vote on the motion.)

Trustee Picha is eligible for reimbursement of mileage expenses for travel to and from the ILA Annual Conference in Tinley Park on October 12, 2017.

Round trip mileage is 83 miles

IRS Reimbursement rate is \$0.535 per mile

Reimbursement amount is \$44.41

If approve, these reimbursements will be submitted for payment in January.

Board Approval is required for any reimbursement to a Library Trustee.

SUGGESTED MOTION: Approve travel reimbursement to Trustee Picha in the amount of \$44.41.

EXPENSE REIMBURSEMENT REQUEST FORM (2/2017)

NAME Jerri Picha

POSITION/TITLE Trustee

Please COMPLETE FORM and ATTACH :

1. Documentation describing the event or program if appropriate (for example, a copy of a handout or agenda).
2. Receipts (if the travel expenses have been incurred) OR an explanation of the basis of your estimated travel expenses (if expenses have not yet been incurred).
3. Other documentation as would assist the Library Board in their consideration of your request for reimbursement.
4. At the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Employee Signature _____ Date _____ Supervisor's Signature _____ Date _____

MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
10/12/17	ILA Trustee Day	Tinley Park	83
TOTAL MILES			83
REIMBURSEMENT RATE PER MILE			0.535
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			44.41

OFFICE USE ONLY ☐ Director's Approval ☐ Requires Board Approval ☐ Petty Cash ☐ Check

6151-01 (Staff Meetings) \$ _____ 6154-01 (Trustee Meetings) \$ _____

6152-01 (Staff Travel) \$ _____ 6155-01 (Trustee Travel) \$ 44.41

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

TOTAL REIMBURSEMENT AMOUNT \$ 44.41

UNFINISHED BUSINESS

Approve Reimbursement of Trustee Richardson Travel Expenses (ACTION)

(This item was tabled in November because too few trustees were present to vote on the motion.)

Trustee Richardson is eligible for reimbursement of mileage expenses for travel to and from the ILA Annual Conference in Tinley Park on October 12, 2017.

Round trip mileage is 83 miles

IRS Reimbursement rate is \$0.535 per mile

Reimbursement amount is \$44.41

If approve, these reimbursements will be submitted for payment in January.

Board Approval is required for any reimbursement to a Library Trustee.

SUGGESTED MOTION: Approve travel reimbursement to Trustee Richardson in the amount of \$44.41.

EXPENSE REIMBURSEMENT REQUEST FORM (2/2017)

NAME Jill Richardson

POSITION/TITLE Trustee

Please COMPLETE FORM and ATTACH :

1. Documentation describing the event or program if appropriate (for example, a copy of a handout or agenda).
2. Receipts (if the travel expenses have been incurred) OR an explanation of the basis of your estimated travel expenses (if expenses have not yet been incurred).
3. Other documentation as would assist the Library Board in their consideration of your request for reimbursement.
4. At the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Employee Signature _____ Date _____ Supervisor's Signature _____ Date _____

MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
10/12/17	ILA Trustee Day	Tinley Park	83
TOTAL MILES			83
REIMBURSEMENT RATE PER MILE			0.535
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			44.41

OFFICE USE ONLY ☐ Director's Approval ☐ Requires Board Approval ☐ Petty Cash ☐ Check

6151-01 (Staff Meetings) \$ _____ 6154-01 (Trustee Meetings) \$ _____

6152-01 (Staff Travel) \$ _____ 6155-01 (Trustee Travel) \$ 44.41

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

TOTAL REIMBURSEMENT AMOUNT \$ 44.41

EXHIBIT B – REIMBURSEMENT REQUEST FORM

ORDINANCE NO. 16-17-07

ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

NEW BUSINESS

Adopt Resolution #214 – Resolution Adopting Policy Prohibiting Harassment, Discrimination and Retaliation (and procedures for reporting and investigating complaints) (ACTION)

Per Public Act 100-0554, effective 11/16/17, a sexual harassment policy must be adopted via Ordinance or Resolution on or before January 15, 2018. P.A. 100-0554 amends the "Ethics Act" (5 ILCS 430/1-1 et. seq.)

Currently, the Library has a section on harassment in the employee handbook, but revisions recommended by Attorney Ritzman and the Management Association are significant enough to adopt a new policy instead of revising the existing policy. The new policy applies to employees and elected officials. It expressly states the Library will not tolerate harassment of employees by anyone including vendors, members, contractors or other regular visitors.

The new policy includes these key requirements of P.A. 100-00554:

- A prohibition on sexual harassment
- Details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights
- A prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act
- The consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

Director Whitmer suggests the Board approve this as a library-wide policy that will also be incorporated into the employee handbook.

SUGGESTED MOTION: Approve Resolution #214 – Resolution Adopting Policy Prohibiting Harassment, Discrimination and Retaliation (and procedures for reporting and investigating complaints).

RESOLUTION NO. R-214

**RESOLUTION ADOPTING POLICY PROHIBITING HARASSMENT,
DISCRIMINATION AND RETALIATION**

(and procedures for reporting and investigating complaints)

WHEREAS, the Warrenville Public Library District is a unit of local government which operates a Public Library; and

WHEREAS, by P.A. 100-0554 effective November 16, 2017, the Illinois General Assembly amended the State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430/1-1 et seq.; and

WHEREAS, the provisions of P.A. 100-0554 relevant to the Library (5 ILCS 430/70-5) are the following:

No later than 60 days after the effective date of this amendatory Act of the 100th General Assembly, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

WHEREAS, the attached Policy Prohibiting Harassment, Discrimination, and Retaliation is intended to comply with the requirements of the Ethics Act, as amended by P.A. 100-0554.

NOW, THEREFORE, IT IS RESOLVED by the Board of Library Trustees as follows:

1. The attached Policy Prohibiting Harassment, Discrimination, and Retaliation be and is adopted.

2. This Resolution and the attached Policy supersede Resolutions and Policies, if any, which conflict with this Resolution including Section 4.20 of the Employee Handbook.

3. This Resolution is effective immediately.

Passed this 20th day of December 2017.

AYES: _____

NAYES: _____

ABSENT _____

ABSTAIN: _____

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

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

(SEAL)

POLICY PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION
(Including Sexual Harassment)

It is the policy of Library to maintain a work environment free from all forms of harassment and discrimination and to insist that all employees be treated with dignity, respect, and courtesy. It will be a violation of Library policy for any employee to harass or discriminate against another individual in the workplace based upon race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, genetic information, ancestry, sexual orientation, gender identity, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law. The Library will not tolerate harassment of Library employees by anyone, including any supervisor, co-worker, vendor, member, contractor, or other visitor of the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge.

Definition of Sexual Harassment

"Sexual harassment" consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Definition of Other Harassment

Inappropriate conduct in the workplace, based upon an individual's race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, ancestry, sexual orientation, gender identity, veteran status, military status, marital status, order of protection status, genetic information or any other protected category as defined by applicable law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotyping or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.

Procedure for Reporting of Harassment, Discrimination and Retaliation

All Library employees are responsible to help assure we avoid harassment. Any individual who believes he or she has been subjected to harassment or discrimination as prohibited by this policy or who has witnessed harassment or discrimination should submit a written statement to the Director or her designee in accordance with the following complaint procedures. In the event the Director is the alleged harasser/discriminator the complaint should be submitted to the President of the Board of Trustees.

The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint, unless the time for submission is extended by the Director or her designee because the complainant has shown good cause for such an extension.

In addition, each supervisor must immediately report to the Director, Human Resources Department or a Trustee any complaint or observation of conduct which may violate this Policy. Managers or Trustees who have knowledge of any conduct inconsistent with or prohibited by this Policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting Trustees to appropriate authorities.

No exception to the reporting: Please note there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and Trustee is required to report the incident or complaint, as the case may be.

Investigation Procedure

The Director or her designee shall promptly investigate the complaint. The Director or her designee shall make all reasonable efforts, including but not limited to convening a conference with the complainant, or the accused harasser/discriminator, to discuss the complaint and the results of the investigation, to resolve the matter informally.

If the complainant or the accused is not satisfied with the disposition of the investigation, he/she may submit in writing an appeal to the Board of Trustees who will review the investigation report and make a final decision. At the Board's option, the Board may conduct further investigation, if necessary.

Retaliation

Reporting harassment, discrimination or retaliation or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et. Seq., the State Officials and Employees Ethics Act, 5 ILCS 430/11-1 et Seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

Confidentiality

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

False Report

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

Disciplinary Action

A substantiated charge against an employee will subject the employee to disciplinary action, up to and including discharge.

Resolution Outside Library

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer. An employee who is suddenly transferred to a lower paying job or passed over for

promotion after filing a complaint with IDHR or EEOC may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

Administrative Contacts:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

Dissemination

The Library shall take reasonable measures to assure that employees are informed of this policy and procedure by inclusion in the Employee Handbook and by posting. A copy is also available in Human Resources.

Policy Revision Log

Approved December 20, 2017, effective immediately

NEW BUSINESS

Consideration of Proposal from Sikich for Audit Services for Fiscal Years 2018 through 2020 (ACTION)

The Library's 3-year agreement with Sikich ended with the 2017 audit. Brian LeFevre has submitted a proposal for years 2018 through 2020.

The scope of services and fee proposal are included on the following pages. These pages are excerpted from a full proposal document which is available upon request.

The proposed fee for FY18 (\$6,960) is 3.9% more than the fee for FY17 (\$6,700). From FY18 through FY20, the proposed fees have an annual escalation of 3.8%.

Director Whitmer recommends the Board accept the proposal.

SUGGESTED MOTION: Accept Proposal from Sikich for Audit Services for Fiscal Years 2018 through 2020.

TRANSMITTAL LETTER

December 8, 2017.

The Honorable President
Members of the Board of Trustees
Warrenville Public Library District
28W751 Stafford Place
Warrenville, Illinois 60555

Ladies and Gentleman:

Sikich is pleased to be considered for the reappointment as independent auditors for the Warrenville Public Library District. We believe that our qualifications, experience and expertise are clearly distinguishable as indicated in the following proposal and demonstrated in prior audits. The expertise we possess in the state and local government industry is demonstrated by our clients' successes, our staff's involvement in the industry and our leadership roles in various government associations. Our clients receive the quality and timeliness only available from a firm of our caliber.

We are prepared to continue to commit the resources necessary to provide services to the Warrenville Public Library District. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We understand the scope of the work to be performed and the timing requirements and are committed to performing the specified services within that timeframe.

We appreciate the opportunity to present this proposal, which is a firm and irrevocable offer for 60 days, and look forward to the possibility of serving Warrenville Public Library District.

Sincerely,



Brian D. LeFevre, CPA, MBA
Partner



Martha Trotter, CPA
Manger

SCOPE OF SERVICES FOR WARRENVILLE PUBLIC LIBRARY DISTRICT

We will exceed your expectations by conducting and delivering on a high-quality engagement within your required timeline—all for a reasonable fee.

We are proposing to provide the following services to the District:

- Audit of all funds of the District for the fiscal year ending June 30, 2018.
- Preparation of fifteen (15) hard copies and an electronic copy (.pdf) of the annual financial report (Management's discussion and analysis to be provided by the District);
- Preparation of fifteen (15) hard copies and an electronic copy (.pdf) of the management letter for the District, communicating any material weaknesses and significant deficiencies found during the audit and our recommendations for improvement;
- Preparation of three (3) copies and an electronic copy (.pdf) of the Annual Financial Report (AFR) filed with the County Clerk and State Comptroller;
- Retain workpapers for seven (7) years in accordance with firm standards;
- Reporting to the Board of Trustees in accordance with Statement on Auditing Standards (SAS) No. 114, Communications with Those Charged with Governance; and
- Exit conference(s) with District Officials to present the completed audit and related materials.

FEE PROPOSAL

	June 30, 2018	June 30, 2019	June 30, 2020
Audit, Preparation of AFR, Management Letter, and Comptroller Report GASB Statement No. 75*	\$ 6,960 850	\$ 7,225 -	\$ 7,500 -

*This is a one-time fee for the implementation of GASB Statement No. 75 *Accounting and Financial Reporting Postemployment Benefits Other Than Pensions* effective for the year ending June 30, 2018.

NOTE: These fees assume that the Comptroller's Office will continue to accept modified cash basis audits. If this changes, we will renegotiate these fees with the District.

Additional Services

Hourly Rate for Additional Services (effective through December 31, 2017)

Partner	\$ 395
Manager	245
Senior	185
Staff	160
Clerical	130

These fees assume that the District will provide the auditors with electronic copies of adjusted trial balances by individual funds, a year-to-date general ledger with details of postings to all accounts, subsidiary ledgers that agree or are reconciled to the general ledger, and will prepare certain schedules of account analysis and confirmations of account balances.

We invoice our clients on a monthly basis as services are provided. Payments for all services are due within 60 days of receipt of an invoice. Invoices not paid within 60 days are assessed a finance charge of 1 percent per month (12 percent annually).

NEW BUSINESS

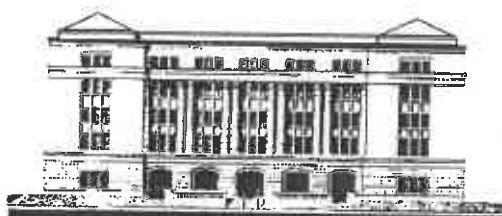
Authorize Library Staff to Submit the FY18 Public Library Per Capita Grant Application and FY16 Expenditure Report to the Illinois State Library **(ACTION)**

The Per Capita Grant application and Report of FY16 Expenditures is due on January 15.

Both documents are included on the following pages.

FYI: The Library was awarded an FY17 per capita grant. As of December 13, 2017, the grant funds have not been received.

***SUGGESTED MOTION:* Authorize Library Staff to Submit the FY18 Public Library Per Capita Grant Application and FY16 Expenditure Report to the Illinois State Library.**



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application and to acknowledge you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

SW

12/21/2017

Initials

Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: Warrenville Public Library District

2. Library's Control Number: 30685 Branch Number: 00

3. Contact Information of Person completing this grant application:

Preparer's Name: Ms Sandra Whitmer
(Prefix) (First Name) (Last Name)

Preparer's Title: Director

Preparer's Phone Number: (630) 393-1171

Preparer's Email Address: director@warrenville.com

4. Population Served: 13,551

All changes in population must be documented, and supporting information that details the increase or decrease shall be submitted electronically along with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that have been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with additional questions.

5. **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.

The library complies with most items on the safety checklist. Because of a recent renovation, an update to the Library's emergency manual is underway, including revisions to floor plans that show emergency exit, evacuation routes and fire extinguishers. In 2016, the Library's in-service included a presentation on active shooter incidents. Orientation sessions for new employees include a building walkthrough designed to familiarize each employee with evacuation procedures, locations of exits, fire alarm pull stations, fire extinguishers and tornado shelter areas. Staff contact information and emergency contact information are updated when there are staff changes. The local police and fire departments together with the local emergency management agency are responsive to requests for assistance (both emergency and non-emergency) and training. The Library will consider installation of an automatic external defibrillator, create a prioritization list for salvage in case of disaster and review the building safety checklist.

6. **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Describe the Library Board's plan to modify or create bylaws as a result of the review.

The Library Board of Trustees discussed the chapters at regular meetings from September through December. The bylaws include most items recommended in Chapter 3 of TRUSTEE FACTS FILE, but the following items will be addressed in the next revision: parliamentary procedure, procedure for filling a vacancy and standing committees.

7. All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.

http://foia.illattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf

Has each board member completed the test? Yes ☒ Not yet ☐

All board members are to complete a Conflict of Interest Statement and an Economic Interest Statement annually. These are distributed by the County Clerk.

Has each board member completed a Conflict of Interest Statement? Yes ☐ Not yet ☒

Has each board member completed an Economic Interest Statement? Yes ☒ Not yet ☐

8. **Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

Every employee completed a one hour session on the topic of safety in the library. 4 of 7 trustees completed at least one webinar on the topic. Upon completion of the training, most staff reported the importance of "firm, fair and consistent" treatment of patrons through clear policies and procedures.

In 2016, the Library held an in-service day which featured a presentation by a local police officer on active shooter incidents. The presentation increased staff knowledge regarding what to do in an active shooter situation. As a result of the presentation, adjustments were made to floor plans for an interior renovation project to ensure staff and patrons in every public area of the library have at least two exit options.

Orientation sessions for new employees include a building walkthrough designed to familiarize each employee with evacuation procedures, locations of exits, fire alarm pull stations, fire extinguishers and tornado shelter areas. The orientation session includes a viewing and discussion of the video "Run, Hide, Fight: Surviving an Active Shooter Event" plus a discussion of the importance of awareness of your surroundings.

9. Please provide the hours the library and its branches are open, i.e. Monday - Thursday, 9 a.m. - 9 p.m.

Monday - Thursday, 9:30 a.m. - 9 p.m.

Friday, 9:30 a.m. - 7 p.m.

Saturday, 9:30 a.m. - 5 p.m.

Sunday (year-round), 1 - 5 p.m.

10. **Outreach:** The library shall familiarize itself with services provided by the Illinois State Library Literacy program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

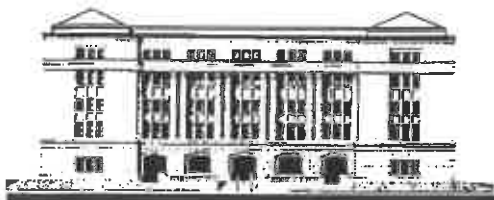
Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

Would you like a follow-up discussion with a member of the Illinois State Library Literacy team after the January 15 deadline? Yes ☐ Not at this time ☒

The Library Board and Staff reviewed the services provided by the Illinois State Library Literacy program. The Library provides materials for both low literate and ESL patrons. The Library has several online resources that may help low literate and ESL patrons including Mango Languages (English for speakers of 21 languages), Tutor.com (ESL and ELL for students plus spanish-speaking tutors for other subject areas), Universal Class Library Edition (ESL Speaking, Grammar and Writing courses) and Learning Express (Reading, Writing and Grammar tutorials). The Library provides meeting spaces for training conducted by Literacy DuPage, a non-profit organization that recruits and trains tutors who teach adults English. The Library has six study rooms (three for adults and three for youth & teens) that are available to tutors and their students.

11. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards described in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.

FY2018 Per Capita Grant funds will be used to support MARKETING, PROMOTION & COLLABORATION including the publication and distribution of a library newsletter, salary for a marketing specialist and a graphic artist, and costs associated with community outreach, including supplies and promotional materials.



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Warrenville Public Library District City: Warrenville

Control Number: 30685 Branch Number: 00

Fiscal Year: 2016 Exact amount of Per Capita Grant received: \$10,445.79

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☐ Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

☐ Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

☒ Personnel

part-time graphic artist - create marketing collateral (newsletter, flyers, brochures) and images for social media

☐ Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

☐ Continuing Education (staff and/or board)

☐ Supplies

☐ **Equipment** (office equipment, computer software and hardware, etc.)

☐ **Travel**

☒ **Public Relations** (newsletters, media ads, etc.)

Printing - quarterly newsletter and renovation event invite

Postage - quarterly newsletter and renovation event invite

eNewsletter - monthly eNewsletter sent via Constant Contact

☐ **Telecommunications** (phone, fax, internet, cable, etc.)

☐ **Construction – Be specific** (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ **Contractual Services – Be specific** (legal fees, architect fees, consulting fees, etc.)

☐ **Other – Be specific** (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

NEW BUSINESS

Distribute 2018 Calendar of Responsibilities (*discussion only*)

Staff referred to Illinois Library Law and a memorandum from Attorney Ritzman to develop the 2018 Calendar of Responsibilities. The calendar outlines recommended action dates for a variety of compliance tasks and other actions.

Trustee Stull will lead the discussion of the Chapter.

2018 CALENDAR OF RESPONSIBILITIES (Trustee edition)

This calendar represents "standard" actions and agenda items for each month. From time-to-time adjustments are necessary. The Library Director consults the attorney's calendar to ensure that this calendar meets all legal deadlines where needed.

Please notify the Director or Board President as soon as possible if you wish to have an item added to the agenda. (The assembly process for board packets begins one week prior to the board meeting. If at all possible, agenda items should be communicated to the Director by Noon on the Wednesday one week prior to the meeting.)

JANUARY

January 17: Board Meeting

FEBRUARY

February 21: Board Meeting

- Closed Session – Review Closed Session Minutes

- Review staff report on Strategic Plan: update on current year's action steps & proposed action steps for next year.

MARCH

March 21: Board Meeting

- Non-resident library card participation

- Personnel Committee distributes Director's self-evaluation and trustee forms

APRIL

Personnel Committee collects and compiles "Sense of" Documents for April Board Meeting

April 18: Board Meeting

- Committee of the Whole reviews first draft of Working Budget

- Closed Session: Director's Evaluation (Personnel Committee presents "Sense of Documents" to Board)

April 30: Economic Interest Statements Due at County Clerk's Office

MAY

May 16: Board Meeting

Personnel Committee meets with Director to discuss "sense of" documents & set goals for next Fiscal Year

Tentative: Committee of the Whole reviews second draft of Working Budget

JUNE

June 20: Board Meeting

- Adopt Working Budget for next fiscal year

- Adopt Prevailing Wage Ordinance

- Authorize preparation of Tentative Budget & Appropriation

JULY

July 1: New fiscal year begins

July 18: Board Meeting

- Appoint 2 trustees to audit Secretary's records for Annual Report

- Adopt tentative Budget & Appropriation (B&A) Ordinance

- Adopt Public Notice of B&A hearing

- Adopt Building & Maintenance (.02%) Levy Ordinance

AUGUST

August 15: Board Meeting

- Approve Annual Report to State Library

- Approve Annual Statement of Receipts & Disbursements

- Closed Session: Review Closed Session Minutes

SEPTEMBER

September 19: Public Hearing: Budget & Appropriation (B&A) Ordinance

September 19: Board Meeting

- Adopt B&A Ordinance

- Approve Chief Fiscal Officer's Certificate of Estimated Revenue

- Adopt resolution to Determine Estimate of Funds needed

- Distribute first draft of Levy Ordinance

- Approve Total Compensation Posting

OCTOBER

October 17: Board Meeting

- Set Truth in Taxation (TITA) Public Hearing Date for 11/14 and review public hearing notice (Black border notice)

NOVEMBER

Board Meeting on 2nd Wednesday because of holiday conflict

November 14: Public Hearing: TITA

November 14: Board Meeting

- Certificate of Compliance with TITA

- Adopt Levy Ordinance

- Presentation of Audit

- Adopt Resolution to transfer surplus funds to special reserve fund (if needed)

DECEMBER

December 19: Board Meeting

- Adopt ordinance setting board meeting dates for next calendar year.

- Distribute Calendar of Responsibilities for 2019

- Certify list of trustees/employees required to file Statement of Economic Interest

- Approve Per Capita Grant

Staffing Updates

Public Services welcomed part-time associates Lydia Butler (youth) and Rebecca Hayes (adult).

Member Services and Technical Services are expected to fill vacancies in December. Amarelis Morales, our part-time Graphic Artist resigned to accept a full-time position at St. Charles Public Library. Kathy Gaydos and I are working to fill the position.

Mid-Year Evaluations & Goals for Management Team

I completed mid-year evaluations with the Management Team. Managers will complete the mid-year evaluations of their teams by December 22.

My goals for the remainder of the fiscal year include:

- Transition from Evanced to Communico (event registration; meeting & study room reservations)
- Evaluate content of website, outline new website structure
- Complete revision of job descriptions, work with consultant to benchmark salaries

The managers will be working on the following projects:

Lou Carlile (Technical Services)

- Review/Revise Job Descriptions (with Sandy)
- Complete proposal for use of B&T pre-processing services and impact on staffing/costs for FY19 budget
- Written procedures for department
- Set benchmarks for measurable activities

Jackie Davis (Assistant to the Director)

- RFP for Cleaning Services
- Review/Revise Job Descriptions (with Sandy)
- Digitization of historical records (Board Packets, Minutes, Ordinances)
- Audit inactive employee personnel files
- Submit annual request to destroy records and coordinate destruction

Patty Dybala (Member Services)

- Review/Revise Job Descriptions (with Sandy)
- Develop Staffing Plan for FY19

Kathy Gaydos (Marketing)

- Hire new graphic designer; establish workflows and timelines
- Establish priorities/expectations for social media posts (how many, types, etc.)
- Develop a one-year marketing timeline to help focus our efforts to publicize library collections and services

Leila Heath

- Complete report on opportunities to use lower level space for programming or maker space
- Review/Revise Job Descriptions (with Sandy)
- Develop programming goal statements to guide program planning for FY19
- Develop Staffing Plan for FY19

Cynthia Makowski (Computer Systems)

- Review/Revise Systems Admin Job Description (with Sandy)
- Write Tech Assistant Job Description, post position and hire new employee (with Sandy, position budgeted for FY18)
- Review/Reprioritize FY18 projects list

Building & Maintenance Updates

Fireplace is being used regularly. We are using the following guidelines:

- Fireplace may be turned on when outside temp is below 40 degrees.
- Staff turn on the fireplace at opening for 2-3 hours and again around 5 pm for 2-3 hours. Staff may turn on the fireplace at their discretion or at the request of a member or guest.
- Staff use the timer function when possible.

Mendel Plumbing installed two clean outs in the lobby – one gives easy access in the direction of the restrooms, the other easy access in the direction of the meeting room (exiting sewer line). TSI Commercial flooring will finish the restoration of the floor on Thursday, December 14 (finish filling/leveling the floor and relaying carpet where work was performed).

Mechanical Concepts of Illinois was called to investigate an alarm on the new boiler that was installed as part of the renovation project. (The Library has two boilers and was able to rely upon the first boiler to heat the building.) Barr Mechanical replaced an air flow switch and also fixed a loose wire in a sensor. This work is covered under the warranty. Both boilers are now operating normally.

Olsson Roofing performed the fall roof inspection and maintenance in November. Debris (leaves, etc.) was removed from the roof and patches were made as needed. On a five point scale where 1 = excellent and 5 = replace, the Library's roof is rated 2 = good.

November Meetings/Programs/Outreach (Sandy)

November 1 – Met with Paul Kalas, Vanguard Energy Services

November 2 – Took Marketing team on a driving tour of Warrenville

November 7, 14, 28 – Management Team Meeting

November 14 – "Transforming Your Library Through Community Partnerships" at Oak Lawn Library (with Kathy Gaydos, Leila Heath)

STATISTICAL SUMMARY

November 2017

	NOV 2017	NOV 2016	% change	+/-
TOTAL CIRCULATION ***	18,498	19,817	-6.7%	-1,319
Print	8,939	8,141	9.8%	798
NonPrint	8,320	7,697	8.1%	623
Equipment (mobile dev., in-house laptops, etc.)	83	34	144.1%	49
Downloadables	1,156	3,945	-70.7%	-2,789
OVERDRIVE (eBooks & eAudiobooks)	686	643	6.7%	43
ZINIO (eMagazines)	57	56	1.8%	1
Hoopla	361	164	120.1%	197
Tumblebooks	52	3,246	-98.4%	-3,194
ITEM REQUESTS PROCESSED	271	199	36.2%	72
INTERLIBRARY LOANS RECEIVED	208	165	26.1%	43
MATERIALS ADDED	823	892	-7.7%	-69
MATERIALS WITHDRAWN	497	960	-48.2%	-463
TOTAL COLLECTION SIZE*	113,145	107,630	5.1%	5,515
PROGRAMS				
Number of Adult Programs	8	2	300.0%	6
Adult Program Attendance	179	30	496.7%	149
Number of Teen Programs	4	-	#DIV/0!	4
Teen Program Attendance	21	-	#DIV/0!	21
Number of Children's Programs	11	1	1000.0%	10
Children's Program Attendance	730	296	146.6%	434
Book-A-Librarian	6	5	20.0%	1
Book-a-Librarian Attendance	6	5	20.0%	1
RECIPROCAL BORROWER CIRCULATION	1,111	1,338	-17.0%	-227
RESIDENT CARDS ACTIVE	5,910	6,233	-5.2%	-323
RECIPROCAL BORROWER CARDS ACTIVE	336	313	7.3%	23
VISITOR COUNT **	8,186	10,583	-22.6%	-2,397
COMPUTER SESSIONS	1,246	1,487	-16.2%	-241
DATABASE USAGE	270	272	-0.7%	-2
WEBSITE VISITS	71,977	8,223	775.3%	63,754
UNIQUE WEBSITE VISITORS	66,813	6,371	948.7%	60,442

*Total Collection Size includes downloadable items and equipment/mobile devices 8/2015

**March 2016 installed new counter at main entrance. Collects only entry through exterior doors.

Detailed statistical reports will be available at the Board Meeting

*** In October 2016, Tumblebooks computers were removed from the Youth Services area resulting in a significant decrease in the number of Tumblebooks accessed. If Tumblebooks stats are excluded from the total circulation figures, then total circulation increased by 11.6 % over the same month last year.

Note: From November 2016 through May 2017, the Library's interior renovation project was ongoing. Library usage was decreased during this period.

PUBLIC SERVICES REPORT

November 2017

Leila Heath

InterLibrary Loan

Item Requests Processed: 271 (199 LY); Materials Received: 208; Materials Lent: 67

Programming

Adult:

Discover Podcasts 11/1: 7

Book Discussion 11/2: 7

Come Write In 11/4, 11/18: 15

Hamilton's Women 11/7: 62

Sunday Matinee – Classical Guitar 11/12: 37

History of Fermilab 11/16: 48

Afternoon Movie 11/28: 3

Book a Librarian (6): 6

Puzzles: 2

1000 piece: *Black Birds Roost, Dream City*

Teen:

Teen Writing Club 11/1: 2

Escape the Room 11/10: 10

Smash Tournament 11/17: 5

Mug Meals 11/29: 4

Youth:

Family Storytime (1): 34

Toddler Time (2): 98

Nature-Telling 11/8: 31

Tech Club Jr 11/9: 6

PAWS 11/11: 4

Art Camp 11/14: 4

Crafty Kids 11/15: 18

Tech Club 11/16: 5

Science Explorers 11/30: 30

Outreach / PR

Youth:

Stem Fair (Diana, Jane): 500

Published Winter newsletter content in Evanced and website.

Teen Volunteers: 9; Hours: 14

Weeding/Shelf Shifts

E Nonfiction; Nonfiction 100's

Holiday materials feature displays

Reference

Interviewed and hired two Library Assistants. Prepared training materials.

Completed and submitted Science Kits grant: Jen and Jane

Meetings / Continuing Ed

Management Meetings: Leila

Science Kits Grant 11/1, 11/8: Leila, Jen, Jane

Programming SIG 11/2: Sylvia

EBSCO Learning Express Rep Visit 11/6: Leila

Transforming Your Library through Community Partnerships 11/14: Leila

Tinker Group 11/14: Jen

More Soapmaking Books Please Webinar 11/14: Alyssa

Worth a Thousand Words Webinar 11/14: Diana

Library Board Meeting 11/15: Leila

WWECC 11/15: Diana

Sales rep Rob Innes 11/29: Leila, Diana, Jane

Readers' Advisory

NextReads eNewsletter: 154 (148 LY) subscribers

Beyond Dust Jackets Blog: Views 11/1-30: 1538; Total views 2017: 14184

OverDrive eAudiobooks/eBooks

New User accounts 11/1-30: 18

Checkouts 11/1-30: 686

Total checkouts 2017: 8052; Total checkouts FY: 3552

Zinio eMagazines

User accounts thru 11/30: 202

Checkouts 11/1-30: 57

Total checkouts 2017: 770; Total checkouts FY: 333

Hoopla

New User accounts 11/1-30: 19

Checkouts 11/1-30: 361

Total checkouts 2017: 3118; Total checkouts FY: 1675

MEMBER SERVICES REPORT

November 2017

Patty Dybala

Library Card Monthly Stats		
	November 2017	November 2016
# of new cards issued	60	67
# of renewed cards (expiring 11/2017)	22 (82 notices sent*) *email only effective 7/2017	151 (324 notices sent)
Warrenville Resident cards (active)	5,910	6,233
Reciprocal Borrower cards (active)	336	313

Miscellaneous Monthly Circulation Stats		
	November 2017	November 2016
Self-Checkout Station	6,281 items (36% of total circulation)	3,636 items (23% of total circulation)
Reciprocal Borrower Circulation	1,111	1,338
# of Outgoing Book Discussion ILL Requests	36 (12% of total item requests)	35 (15% of total item requests)
Mobile Device Circulation	35	20
Mobile Device In-house Circulation	48	14

Professional Growth/Meetings/Outreach

Management Team Meetings- Patty
 11/3 Mary Thomas 90 day review- Patty
 11/8 Circulation Roundtable (Aurora PL) - Patty
 11/29; 12/1; 12/4 Interviews for Customer Service Specialist position- Patty

Department Updates

Olivia Voegtle resigned from the position of Customer Service Specialist effective November 16.

Homebound Delivery

None this month.

MARKETING REPORT

November 2017

Kathy Gaydos

Collateral Creation

Winter 2017-18 *Reading Matters* – Approved with printer November 2; mailed November 14.

eNewsletter (Constant Contact)

December eNews (sent November 28); Special Edition for Winter *Reading Matters*

	Sent	Open Rate	Click Rate
Dec. 2017	608	33%	23%
Nov. 14 Special Edition	611	34%	33%
Nov. 2017 (comparison)	608	34%	13%
Oct. 2017 (comparison)	618	33%	15%
Sept. 2017 (comparison)	619	35%	14%

Social Media

Facebook

	June	July	Aug	Sept.	Oct.	Nov.
Total Page Followers	698	723	748	752	771	777
Total Page Likes	721	745	772	778	786	793

Twitter

	June	July	Aug	Sept.	Oct.	Nov.
Average Daily views	69	117	151	98	103	121
Average Engagement Rate	0.6%	0.3%	0.3%	0.3%	1.5%	0.5%

Press Notices

Submissions to either or all: Chicago Trib Local, SpinGo (Daily Herald) or Plan It Life (Suburban Life): 1 program

Graphics Created

Program or Display Slides/Flyers: 44 (programs through Feb.); 10 display cubes

Overhead display signage: Youth, 8 (through Feb. 19)

Miscellaneous signs: Community Information Board; Library Information Board; Restrooms

Other tasks:

Meeting Attendance

November 14: ATLAS Seminar at Oak Lawn Public Library: Transforming Your Library through Community Partnerships (with Sandy and Leila)

November 7 & 28: Management Team - Kathy

TECHNICAL SERVICES REPORT

November 2017

Lou Carlile

Collection statistics for the month:

*823 items were added. (505 books, 103 AV, 172 periodicals, 43 eBooks/eAudio, 0 equipment)

*497 items were deleted. (345 books, 14 AV, 138 periodicals, 0 eBooks/eAudio, 0 equipment)

Activities:

*Process of review and updating Tech Services policy manual. Policies reviewed and updated: Disc cleaning, processing DVDs, creating an item record, and processing / entering periodicals.

* Library Director Boot Camp. 3 sessions at Rails, Burr Ridge. (Lou Carlile)

*Management Meetings. (Lou Carlile)

*Meeting with Baker & Taylor sales representative to discuss additional services for preprocessing of items for the library (Lou Carlile)

Collection Maintenance:

*71 books were repaired.

*133 AV were cleaned / repaired.

*Switching Easy nonfiction collection to Juvenile nonfiction collection. (Up to 300's)

*Converting Young Adult Graphic novel records to authors' full last name in record and on item. (Up to GRO)

1. Meetings, training, etc.
 - Management Team (2)
 - Phone conference with Justin Swain, SirsiDynix Executive Account Manager for Illinois
 - Tech Trends in Circulation and the Library @ Gail Borden PL
 - SirsiDynix Library Users of Illinois (SLUI) users group meeting @ Indian Trails PL
 - NO Tech Team meeting this month (cancelled due to staffing levels)
2. Worked with SirsiDynix to install SIP upgrade on server and test Horizon 7.5.4.1a client on staff PC. Did not move forward with patch as it did not resolve the issue with overlapping buttons at the bottom of the screen.
3. Continued working with WPLDWSUS17 to manage Microsoft updates for Windows Server 2016 servers and Windows 10 v1607 and higher PCs and laptops.
4. Upgraded WPLD-Laptop5 and WPLD-Laptop6 to v1703. Upgraded PUBLIC10-TEST to Windows 10 v1607.
Catalog PCs began demonstrating disk, boot and blue screen issues after upgrade to Windows 10 v1703 and installation of Faronics Anti-Virus. Reverted to Windows 10 v1511, created disk image and began reconfiguring using a manual upgrade (not through WSUS) to v1703 and omitting the installation of Anti-Virus.
5. Disabled/deleted accounts for former employees Jeanine Vaughn, Guillermo Gasca and Olivia Voegtle. Set up accounts for new Collection Support Specialist Elizabeth Riotto.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, December 13, 2017)

Wednesday, December 20 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Sunday, December 24 & Monday, December 25 – Library Closed
Sunday, December 31 & Monday, January 1 – Library Closed

Thursday, January 4 at 11 am
Personnel Committee Meeting (Trustees DuRocher & Warren)
Purpose: Discussion of Director's Evaluation Process
Library Meeting Room

Wednesday, January 17 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Learning Opportunity

Illinois Library Trustee Forum Workshop

Saturday, February 17, 8 am – 3:30 pm

at Chicago Marriott Oak Brook

Agenda and registration information included on following page.

An action item will be added to January's agenda for consideration and approval of trustee requests to attend the forum. Sandy will process registration(s) after the January Board Meeting.

Future Agenda Items:

January

- Presentation about Electricity Supply by Paul Kalas, Vanguard Energy Services
- Approve Trustee Requests to Attend ILA Trustee Forum Workshop
- Revise Policy No. 360 - Use of Library Display Facilities (Artwork Exhibits)
- Revise Policy No. 350 – Distribution of Free Materials / Community Information

ILLINOIS LIBRARY ASSOCIATION Advocating Libraries Matter
Trustee Forum Workshop



Library Trustee Forum

Illinois Library Association

Illinois Library Trustee Forum Workshop
Saturday, February 17, 2018
Chicago Marriott Oak Brook
1401 West 22nd St., Oak Brook

Questions or group registration, e-mail tina@ila.org

Register Online

Registration Fees

ILA Member: \$135

Non-Member: \$160

Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and coffee breaks.

Agenda

8:00 - 9:00 a.m.	Continental Breakfast and Networking
9:00 - 9:15 a.m.	Welcome and Introductions
9:15 a.m. - Noon	Advocacy Bootcamp James LaRue and Marci Merola, American Library Association



"Who needs libraries?" Beneath those three words is an iceberg of challenges, from delivering on-point messaging, gathering compelling statistics, and the need to re-educate key audiences on the value of libraries, fundamental not only to librarians, but to our democratic society at large. The recent rash of anti-library trends, including the anti-tax movement, privatization, removal of independent library boards and deprofessionalization, point to a systemic shift in our landscape that is very

EVENTS

Calendar

Conference Call for Programs

Trustee Forum Workshop

Reaching Forward Conference

Annual Conference

Event Handouts

Past ILA Annual Conferences

Future ILA Annual Conferences

Workshop Sponsors

Ancel Glink DIAMOND CLIA & KBA

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different than budget cuts and recession: an attack on libraries as a public service.

Advocacy Bootcamp urges attendees to re-think advocacy: to re-define the library community and expand the way we have been advocating for libraries. This session will help library communities prepare to advocate for libraries as fundamental building blocks to democracy, building on the momentum of and key message of ALA's new public awareness campaign, Libraries Transform. The program will cover advocacy basics such as messaging, networking, and community engagement. Intellectual Freedom, as the essential brand of librarianship, and as a value that grows from a solid policy infrastructure, will also be covered. Attendees will focus on working on an advocacy plan that they can implement in their library. This is joint effort of ALA's Office for Library Advocacy and the Office for Intellectual Freedom.

Noon - 1:00 p.m.	Luncheon and Forum Business Meeting
1:15 - 2:15 p.m.	Legislative Update Derek Blaida, ILA Legislative Consultant Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.
2:15 - 2:30 p.m.	Break
2:30 - 3:30 p.m.	Legal Q&A Lawyers from Ancel Glink will answer your questions about legal issues impacting your library.

Hotel Information

Chicago Marriott Oak Brook

Single/Double Rate: \$92, plus tax, per night

Book Online or call 800-228-9290 or 630-573-8555 to make your reservation.

Reservations must be made by Friday, January 26, to receive the workshop rate.

Cancellations must be received in writing before February 9. Please e-mail your cancellation request to tina@ila.org. Cancellations received before February 9 will receive a refund and are subject to a \$15 processing fee. No refunds will be given for cancellations received after February 9.

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TREASURER'S REPORT

Report on Certificate of Deposit Investment

The Library has one Certificate of Deposit with MB Financial Bank.
The CD was opened in January 2017 for a term of 24 months.
It will mature on January 6, 2019.

Year-to-date interest (as of 12/13/17) is \$1,532.93.
Interest rate is 0.85%
Balance (as of 12/13/17) is \$202,282.50

No action is required by the Board at this time. The Board will reconsider this investment in December 2018.