



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, September 18, 2019, 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)**
 - a. Approve Minutes of the August 21, 2019 Regular Board of Trustees Meeting
 - b. Receive and file Financial Report for August
 - c. Adopt Ordinance #19-20-03 Budget & Appropriation Ordinance for 2019-2020 Fiscal Year
 - d. Adopt Resolution #217 - Resolution to Determine Estimate of Funds Needed for 2019-2020 Fiscal Year
 - e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2019-2020 Fiscal Year
 - f. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2020 as required by Illinois Public Act 97-0609

8. Regular Agenda
 - a. Approve payments for the period of August 22 – September 18, 2019 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
 - a. Approve Trustee Attendance and Expenditures for 2020 Public Library Association Conference **(ACTION)**
10. New Business
 - a. Review first draft of Levy Ordinance and Truth in Taxation Notice *(discussion only)*
 - b. Approve Library Closure on Friday, May 8, 2020 for Staff In-Service **(ACTION)**
 - c. Consideration of Disposition of Certificate of Deposit at Fifth Third Bank **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
 - a. FY20 Per Capita Grant Requirements
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**



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WARRENVILLE PUBLIC LIBRARY DISTRICT
Budget & Appropriation Public Hearing
Wednesday, September 18, 2019, 7:00 p.m.
Location: Library Meeting Room

AGENDA

1. Call to Order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Public Comments on the Budget & Appropriation Ordinance
4. Trustee/Staff Comments on the Budget & Appropriation Ordinance
5. Adjournment

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
WEDNESDAY, AUGUST 21, 2019**

1. Call to order – Trustee Picha called the meeting to order at 7:00 p.m.

2. Roll Call

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

ABSENT: Trustee DuRocher and Richardson

ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn and Youth Services Librarian Julie Jesernik

PUBLIC ATTENDING: Joe Olsen

3. Approval of the Agenda

Trustee Lezon removed #19 – Closed Session and #20 - Discussion Resulting from the Closed Session

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

Roll call vote:

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

Absent – Trustees DuRocher and Richardson

Nays – none

Motion carried

4. Presentations – Staff Introductions

Director Whitmer introduced Julie Jesernik, Youth Services Librarian. Julie stated she has been working in libraries for a couple years.

Director Whitmer introduced Paul Dobersztyn, Public Services Manager. Paul has been working for over 10 years in school and public libraries.

The Board welcomed them both to the staff.

5. Public comments

Mr. Joe Olsen from Bartlett stated he is attending the meeting as an observer. He is a recently elected trustee to the Bartlett Public Library District and has been attending board meetings at different libraries for about 1-1/2 years.

6. Correspondence - none

7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the July 17, 2019 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for July
- c. Approve Annual Statement of Income & Disbursements for FY19

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

Roll call vote:

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

Absent – Trustees DuRocher and Richardson

Nays – none

Motion carried

8. Regular Agenda

- a. Approve payments for the period of July 18 – August 21, 2019

MOTION: Trustee Stull moved to pay invoices in the amount of \$82,305.78 for the period of July 18, 2019 – August 21, 2019 including electronic payments and checks #7184-7235. Trustee Warren seconded.

Roll call vote:

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

Absent – Trustees DuRocher and Richardson

Nays – none

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to transfer \$165,000.00 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Stull seconded.

Roll call vote:

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

Absent – Trustees DuRocher and Richardson

Nays – none

Motion carried

9. Unfinished Business

- a. Approve Trustee Attendance at Illinois Library Association Annual Conference and Public Library Association Conference

- Illinois Library Association Annual Conference

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August 21, 2019

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After discussion, it was the consensus of the Board, Trustees Ruzicka and Warren will attend the Trustee Day at Illinois Library Association Annual Conference on October 24, 2019.

MOTION: Trustee Lezon moved to authorize staff to register Trustees Ruzicka and Warren to attend the 2019 Illinois Library Association Annual Conference. Trustee Stull seconded.

Roll call vote:

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

Absent – Trustees DuRocher and Richardson

Nays – none

Motion carried

- Public Library Association Conference

The Board discussed availability and interest in attending the PLA Conference in February 2020. The Board asked Director Whitmer to reach out to Trustee Richardson prior to next month's meeting to check her availability. If Trustee Richardson is unable to attend, Trustee Picha would be offered the opportunity followed by Trustee Lezon, then Trustees Stull and Warren. Availability to attend should be confirmed by September 11. Trustees Ruzicka and DuRocher have indicated they are unable to attend.

10. New Business

a. Review and Approve Illinois Public Library Annual Report for FY2019

Trustee Picha thanked Director Whitmer and the Management Team for their work on the report.

MOTION: Trustee Warren moved to approve the Annual Illinois Public Library Annual Report for FY2019. Trustee Lezon seconded.

Trustee Warren stated the report reflects the importance of streaming. Director Whitmer stated circulation and collection of physical materials such as DVDs and audiobooks are declining.

Director Whitmer stated eBooks and eMedia are increasing but are not replacing use of the physical collection.

Trustee Warren stated he feels the Library should continue to concentrate on programming to remain the "gathering place for the community". Director Whitmer stated the Library is holding more events and participating in community events such as Summer Daze and National Night Out.

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Trustees Ruzicka and Warren reviewed the Secretary's Minutes for FY2019 and found everything to be in order.

Roll call vote:

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

Absent – Trustees DuRocher and Richardson

Nays – none

Motion carried

11. Director's Report

- **Census 2020**

Director Whitmer stated the Library will be focusing on Census 2020 in the next year. Illinois has lost one representative in each decennial census since 1950 and is expected to lose at least one, possibly two, in the 2020 census.

For each person counted the state is expected to receive \$1,400 per year. These funds pay for roads, business infrastructure, education and social services. The Library's Per Capita Grant amount is based on the number of residents counted in the Census.

- Director Whitmer is continuing to work with Fifth Third Bank. The auditor has reviewed the Fifth Third collateral agreement and overall the agreement is appropriate, with a few minor changes. The changes were forwarded to Fifth Third Bank.
- Trustee Picha asked how many attended the mobile office hours for State Representative Amy Grant on July 16. Director Whitmer stated approximately 5.
- State Senator Laura Ellman is holding a Legislative Town Hall Meeting on September 11 at 6 p.m.
- The League of Women Voters from Wheaton will be holding a voter registration on September 24 for one hour in the evening.

12. Department Head Reports

Trustee Picha stated:

- Active resident cards are up considerably.
- Self checkout is up to 45%.
- Reading Matters was very well done and the programs being offered are excellent.

13. President's Report

Next meetings or events

- Trustee Picha thanked Trustees Ruzicka and Warren for reviewing the minutes for FY 19-20.

Minutes of the Regular Board of Trustees Meeting

August 21, 2019

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- The Library will be closed September 1 and 2 for the Labor Day weekend.
- Art on the Prairie will be in September

14. Treasurer's Report

Trustee Stull stated the City notified Director Whitmer the Library's Developer Donations balance is \$11,298.72 as of June 30, 2019.

16. Secretary's Report

Trustee Lezon reported everything looks good.

17. Committee Reports - none

18. Trustee Comments - none

19. Items for information and/or discussion - none

20. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 7:36 p.m. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher and Richardson

Motion carried

Respectfully submitted,

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

August 31, 2019

WARRENVILLE LIBRARY INCOME	AUGUST 2019	FUND BALANCES											PAGE 1		
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC.		TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2019	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH		Y.T.D. EXPENSES	UNAUDITED CURRENT
				CUR. MTH	RECEIVED										
LEVY															
CORPORATE	1798112	94.5902%	353287	1239595	68.94%	336398	0	3637	7755	182022	345432	1238316			
BLDG. & MAIN.	102837	5.4098%	20205	70154	68.22%	89474	0	0	0	3824	9005	150623			
TOTAL TAX (LEVIED)	1900949	100.00%	373492	1309749	68.90%	425872	0	3637	7755	185846	354437	1388939			
DEFERRED REVENUE	0		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	0		
SPECIAL RESERVE	0		0	0		234545	0	0	0	0	0	234545			
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	0		
TOTAL	1900949	100.00%	373492	1309749	68.90%	909788	0	3637	7755	185846	354437	1872855			
FORMULA =															
A+B+C+D-E=F															

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: August 31, 2019

	CORPORATE FUND				
	1 Month Ended	2 Months Ended	Budget	Balance	% Received /
	Aug. 31, 2019	Aug. 31, 2019			Expended
Income					
Taxes Levied	353,286.72	1,239,595.49	1,798,112.00	558,516.51	68.94%
Copier	653.62	1,222.63	6,000.00	4,777.37	20.38%
Extended Use Fees	1,431.93	3,300.41	19,000.00	15,699.59	17.37%
Fees	19.00	41.00	500.00	459.00	8.20%
Interest	1,305.09	2,684.33	15,000.00	12,315.67	17.90%
Book Sales	0.00	121.00	2,500.00	2,379.00	4.84%
Lost Books	219.00	373.00	3,000.00	2,627.00	12.43%
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00%
Miscellaneous	8.00	13.00	3,000.00	2,987.00	0.43%
Hotel/Motel Tax	0.00	0.00	16,338.00	16,338.00	0.00%
Grants - Per Capita	0.00	0.00	16,900.00	16,900.00	0.00%
	356,923.36	1,247,350.86	1,881,350.00	633,999.14	66.30%
Expenses					
Sal. - Administration	19,422.30	32,243.85	169,000.00	136,756.15	19.08%
Sal. - Circulation	15,945.04	26,311.18	143,000.00	116,688.82	18.40%
Sal. - Maintenance	2,572.80	4,271.60	23,000.00	18,728.40	18.57%
Sal. - Marketing	3,044.76	5,058.65	32,000.00	26,941.35	15.81%
Sal. - Public Services	38,208.46	59,965.40	378,000.00	318,034.60	15.86%
Sal. - IT	9,174.95	15,437.25	82,000.00	66,562.75	18.83%
Sal. - Tech Services	15,452.85	25,652.63	135,500.00	109,847.37	18.93%
I.M.R.F. - Expense	5,538.20	11,478.20	91,000.00	79,521.80	12.61%
Fica - Expense	7,789.40	12,677.37	74,000.00	61,322.63	17.13%
Unemp. Comp.	0.00	254.82	1,500.00	1,245.18	16.99%
Op - Mat'l Processing/Tech	426.93	1,197.10	12,600.00	11,402.90	9.50%
Op - Mat'l Processing/Circ	182.73	185.72	4,900.00	4,714.28	3.79%
Op - Postage	264.04	286.74	5,490.00	5,203.26	5.22%
Op - Office Supplies	340.41	882.74	3,775.00	2,892.26	23.38%
Op - Bank Fee's	50.02	186.72	650.00	463.28	28.73%
Op - Automation Supplies	126.89	445.87	3,500.00	3,054.13	12.74%
Op - Publishing	55.20	55.20	1,200.00	1,144.80	4.60%
Equip. - Purchases	537.00	1,074.00	8,540.00	7,466.00	12.58%
Equip. - Maintenance	262.89	790.13	3,500.00	2,709.87	22.58%
Auto. - Software	1,195.78	8,860.77	15,285.00	6,424.23	57.97%
Auto. - Purchases	959.00	970.99	3,500.00	2,529.01	27.74%
Auto. - Maintenance	30,316.12	33,858.59	56,030.00	22,171.41	60.43%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	30.00	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	0.00	50.00	50.00	0.00%
Ins. - Health / Life	4,220.67	6,836.76	70,930.00	64,093.24	9.64%
Pd - Recruiting	0.00	90.00	500.00	410.00	18.00%
Pd - Staff Appreciation	33.89	217.71	3,600.00	3,382.29	6.05%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	566.00	791.00	2,875.00	2,084.00	27.51%
Pd - Staff / Meetings	141.60	141.60	7,525.00	7,383.40	1.88%
Pd - Staff / Transportation	14.62	20.19	2,000.00	1,979.81	1.01%
Pd - Trst / Dues	0.00	0.00	140.00	140.00	0.00%
Pd - Trst / Mtgs	0.00	0.00	2,525.00	2,525.00	0.00%
Pd - Trst / Transportation	0.00	0.00	750.00	750.00	0.00%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: August 31, 2019

	CORPORATE FUND				
	1 Month Ended	2 Months Ended	Budget	Balance	% Received /
	Aug. 31, 2019	Aug. 31, 2019			Expended
Pd - Trustee Misc.	17.50	52.95	500.00	447.05	10.59%
Cont. - Lawyer	0.00	0.00	3,000.00	3,000.00	0.00%
Cont. - Accounting	1,013.22	1,922.64	11,600.00	9,677.36	16.57%
Cont. - Collections	44.75	80.55	1,250.00	1,169.45	6.44%
Cont. - Audit	1,550.00	1,550.00	7,225.00	5,675.00	21.45%
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00%
Lib. Mat. - Adult Books	3,782.71	7,482.68	56,000.00	48,517.32	13.36%
Lib. Mat. - Youth Books	1,981.92	3,444.27	32,500.00	29,055.73	10.60%
Lib. Mat. - Adult AV	1,649.97	3,164.95	22,200.00	19,035.05	14.26%
Lib. Mat. - Youth AV	115.43	550.96	6,000.00	5,449.04	9.18%
Lib. Mat. - EBooks	2,230.42	10,243.36	26,000.00	15,756.64	39.40%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	5,083.28	12,535.32	25,000.00	12,464.68	50.14%
Ps - Programs Adult	929.99	933.28	8,500.00	7,566.72	10.98%
Ps - Programs Youth	481.82	497.00	7,500.00	7,003.00	6.63%
Ps - Hotel/Motel	1,152.50	9,161.88	18,140.00	8,978.12	50.51%
Ps - Refunds / Fines / Fees	0.00	0.00	500.00	500.00	0.00%
Ps - Printing	0.00	0.00	14,600.00	14,600.00	0.00%
Ps - PR / Publicity	204.76	1,738.75	24,750.00	23,011.25	7.03%
Ps - Misc.	0.00	0.00	800.00	800.00	0.00%
Gas	117.25	300.33	7,000.00	6,699.67	4.29%
B & M - Water / Sewer	175.37	175.37	850.00	674.63	20.63%
Electricity	3,333.32	6,480.13	35,000.00	28,519.87	18.51%
Telephone	1,241.87	2,370.25	13,650.00	11,279.75	17.36%
Gifts	0.00	0.00	1,000.00	1,000.00	0.00%
Contingency	42.98	42.98	5,000.00	4,957.02	0.86%
Debt Repayment	0.00	0.00	167,200.00	167,200.00	0.00%
	182,021.61	345,432.04	1,879,830.00	1,534,397.96	18.38%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: August 31, 2019

BUILDING & MAINTENANCE FUND					
	1 Month Ended	2 Months End...	Budget	Balance	% Received /
	Aug. 31, 2019	Aug. 31, 2019			Expended
Income					
Taxes Levied	<u>20,205.15</u>	<u>70,153.74</u>	<u>102,837.00</u>	<u>32,683.26</u>	<u>68.22%</u>
	20,205.15	70,153.74	102,837.00	32,683.26	68.22%
Expenses					
Maintenance	1,815.00	4,107.00	49,595.00	45,488.00	8.28%
Maintenance Supplies	0.00	0.00	2,200.00	2,200.00	0.00%
Security	0.00	2,191.47	13,655.00	11,463.53	16.05%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	1,053.63	1,053.63	3,800.00	2,746.37	27.73%
Janitorial Supplies	307.69	357.07	3,000.00	2,642.93	11.90%
B & M - Landscape Maint	<u>648.00</u>	<u>1,296.00</u>	<u>10,550.00</u>	<u>9,254.00</u>	<u>12.28%</u>
	3,824.32	9,005.17	102,800.00	93,794.83	8.76%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: August 31, 2019

	SPECIAL RESERVE FUND				
	1 Month Ended	2 Months Ended			% Received /
	Aug. 31, 2019	Aug. 31, 2019	Budget	Balance	Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	6,000.00	6,000.00	0.00%
Auto. - Purchases	0.00	0.00	17,850.00	17,850.00	0.00%
	0.00	0.00	23,850.00	23,850.00	0.00%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
August 31, 2019

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	16,466.22
Cash / Copier Change	75.00
Fifth Third 7985	166,066.44
Fifth Third 8000	111,376.57
Fifth Third 8004	976,540.32
Fifth Third CD	<u>607,412.45</u>

1,878,347.00

General Fixed Assets	<u>6,337,069.00</u>
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TOTAL ASSETS	<u>\$ 8,215,416.00</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>5,488.20</u>
	5,488.20

LONG-TERM LIABILITIES

Debt Certificate Payable	<u>1,820,000.00</u>
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1,820,000.00

EQUITY

Fund Balance	<u>6,389,927.80</u>
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 8,215,416.00</u>
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See Accountants Compilation Letter

ORDINANCE #19-20-03
BUDGET AND APPROPRIATION ORDINANCE

AN ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATION SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT TO PURPOSE.

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

SECTION 1: The following is the Annual Budget for the Warrenville Public Library District for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

1. GENERAL

A.	Salaries		\$1,055,000
	Administration	\$180,000	
	Public Services	\$400,000	
	Technical Services	\$145,000	
	Member Services	\$150,000	
	Maintenance	\$40,000	
	I.T.	\$90,000	
	Marketing	\$50,000	
B.	Illinois Municipal Retirement Fund		\$120,000
C.	Federal Insurance Contributions		\$90,000
D.	Unemployment Compensation		\$3,000
E.	Building Expenses:		\$200,000
	Maintenance & Improvements	\$100,000	
	Utilities	\$100,000	
F.	Operating Expenses:		\$51,000
	Postage	\$10,000	
	Office	\$10,000	
	Publishing	\$6,000	
	Materials Processing	\$25,000	
G.	Insurance		\$138,000
	Multi-Peril Package	\$20,000	
	Bonds	\$1,000	
	Health/Life	\$100,000	
	Umbrella	\$1,000	
	Officers/Directors	\$10,000	
	Worker's Compensation	\$6,000	

H.	Contractual:		\$72,000
	Legal	\$20,000	
	Accounting	\$20,000	
	Collection	\$2,000	
	Consultants	\$20,000	
	Audit	\$10,000	
I.	Personnel Development:		\$39,000
	Staff:	\$30,000	
	Dues	\$4,000	
	Meetings & Education	\$15,000	
	Travel	\$5,000	
	Employee Appreciation	\$5,000	
	Recruitment	\$1,000	
	Trustees:	\$9,000	
	Dues	\$1,000	
	Meetings & Education	\$6,000	
	Travel	\$2,000	
J.	Equipment		\$40,000
	Purchases	\$30,000	
	Maintenance	\$10,000	
K.	Library Materials		\$290,000
	Print	\$150,000	
	Non-Print	\$60,000	
	eResources	\$80,000	
L.	Public Service:		\$97,000
	Programs	\$45,000	
	Printing	\$20,000	
	Refunds/fees	\$2,000	
	PR/Publicity	\$30,000	
M.	Automation:		\$135,000
	Software, hardware	\$50,000	
	Miscellaneous purchases	\$10,000	
	Maintenance	\$75,000	
N.	Contingency		\$20,000
O.	Gift Expenditures		\$100,000
P.	Debt Repayment		\$175,000

2	SPECIAL RESERVE FUND		\$200,000
	Building Maintenance/Construction	\$100,000	
	Automation Purchases	\$50,000	
	Furniture/Equipment Purchases	\$50,000	
3.	WORKING CASH FUND		\$250,000
4.	BUILDING AND MAINTENANCE (from .02% Tax)		\$150,000
5.	GIFT FUND		\$30,000
6.	DEVELOPER DONATIONS FUND		\$20,000
	TOTAL BUDGET EXPENSES		\$3,275,000

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

- (a) The cash on hand at the beginning of the fiscal year is \$0.00.
- (b) The estimated cash expected to be received during the fiscal year from all sources is \$3,275,000.
- (c) The estimated expenditures for the fiscal year are \$3,275,000.
- (d) The estimated cash expected to be on hand at the end of the fiscal year is \$0.00.
- (e) The estimated amount of taxes to be received by the WARRENVILLE PUBLIC LIBRARY DISTRICT during the fiscal year is \$1,900,949.
- (f) The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$1,374,051.

SECTION 3: That the above sums of money in the total amount of \$3,275,000 or so much thereof may be authorized by law, be and the same are hereby appropriated for the purposes of the WARRENVILLE PUBLIC LIBRARY DISTRICT as specified for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

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

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

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

ADOPTED this 18th day of September 2019, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

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

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

I do further certify that the attached is a true and correct copy of the Budget and Appropriation Ordinance adopting an annual budget and appropriating such sums of money for said Library District for the fiscal year beginning July 1, 2019, which was adopted by the Library Trustees at a regular meeting of the Library Trustees on September 18, 2019.

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

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 18th day of September 2019.

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

(SEAL)

R-217
**RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR 2019-2020 FISCAL YEAR**

WHEREAS, the Warrenville Public Library District must file on or before December 31, 2019 its Levy Ordinance for the 2019-2020 fiscal year; and

WHEREAS, pursuant to the “Truth in Taxation Law” the Warrenville Public Library District must determine not less than twenty (20) days prior to adoption of its Levy Ordinance the amounts of money, exclusive of any portion of the levy attributable to election costs and debt retirement costs, estimated to be necessary to be raised by taxation for the 2019-2020 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Warrenville Public Library District that the estimated amounts of money, exclusive of election costs and debt retirement costs, to be raised by taxation for the 2019-2020 fiscal year is \$2,027,000.

FURTHER RESOLVED that a public hearing pursuant to the “Truth in Taxation Law” shall be held on the 20th day of November 2019, at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

FURTHER RESOLVED that notice of said public hearing in compliance with the Truth in Taxation Act shall be given in *THE DAILY HERALD* not more than 14 days nor less than 7 days prior to the date of the public hearing.

ADOPTED this 18th day of September 2019.

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

ATTEST:

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

VOTES:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

**CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED
REVENUE FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT
DUPAGE COUNTY, ILLINOIS**

(July 1, 2019 - June 30, 2020 Fiscal Year)

I, Heather J. Stull, do hereby certify as follows:

1. I am the Chief Fiscal Officer of the Warrenville Public Library District, DuPage County, Illinois.
2. I estimate the revenue, by source of said District for the fiscal year beginning July 1, 2019 and ending June 30, 2020 to be as follows:

SOURCE	AMOUNT
General Taxes Levied	\$1,917,000.00
Special Taxes Levied	\$110,000.00
Interest Income	15,000.00
Grants	\$33,238.00
Fees and Copier Income	\$25,500.00
All Other Sources	<u>\$1,174,262.00</u>
TOTAL	\$3,275,000.00

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

Dated: _____

(S E A L)

PUBLIC DISCLOSURE OF "TOTAL COMPENSATION"
ILLINOIS PUBLIC ACT 97-0609
FOR FISCAL YEAR ENDING JUNE 30, 2020

9/18/2019

TOTAL COMPENSATION PACKAGE OF \$75,000+

NAME	POSITION	SALARY	EMPLOYER PAID HEALTH INSURANCE*	ANNUAL LEAVE EARNED†	SICK LEAVE EARNED†	TOTAL COMPENSATION
Sandra Whitmer	Director	\$ 105,302.00	\$ 6,973.00	30 days	12 days	\$ 112,275.00

TOTAL COMPENSATION PACKAGE OF \$150,000+

NAME	POSITION	SALARY	EMPLOYER PAID HEALTH INSURANCE*	ANNUAL LEAVE EARNED†	SICK LEAVE EARNED†	TOTAL COMPENSATION
None						

* Represents Employer's 80% portion of individual insurance premium; Employee pays 20% of individual premium plus 100% of premium for
† Pay for leave earned is included in salary

(IMRF). The amendment requires employees to identify those employees with a "total compensation package" equal to or greater than (1) \$75,000 or (2) \$150,000. The

REGULAR AGENDA

Approve payments for the period of August 22 – September 18, 2019

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

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

REGULAR AGENDA

Approve transfer of funds

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

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
August 22 - September 18, 2019

Date	Num	Name	Amount
09/18/2019	7236	Accounting Services, Inc.	-508.00
09/18/2019	7237	Ambius	-278.00
09/18/2019	7238	AT&T	-383.97
09/18/2019	7239	Creekside Printing	-2,996.00
09/18/2019	7240	Davis, Jackie	-29.05
09/18/2019	7241	Direct Energy Business	-3,640.37
09/18/2019	7242	Goddard, Leslie	-300.00
09/18/2019	7243	Konica Minolta Business Solutions	-256.80
09/18/2019	7244	LIMRICC Purchase of Health Insurance Prog	-5,323.44
09/18/2019	7245	Mango Languages	-0.90
09/18/2019	7246	Marquee Movie Presentations, LLC	-275.00
09/18/2019	7247	Oak Brook Mechanical Services, Inc.	-1,520.00
09/18/2019	7248	Pine Landscaping	-370.00
09/18/2019	7249	Provantage LLC	-243.95
09/18/2019	7250	Sam's Club/Synchrony Bank	-57.90
09/18/2019	7251	Schlecht, Molly	-660.00
09/18/2019	7252	Sean Gaskell	-400.00
09/18/2019	7253	Service Master Commercial Cleaning	-1,815.00
09/18/2019	7254	Shamrock Garden	-69.94
09/18/2019	7255	Technology Management Revolving Fund	-450.00
09/18/2019	7256	Twin Supplies, LTD.	-190.50
09/18/2019	7257	Unique Management Services, Inc.	-8.95
09/18/2019	7258	University of Illinois Extension	-125.00
09/18/2019	7259	Wheaton Park District	-45.00
09/18/2019	7260	Whitmer, Sandy	-267.96
09/18/2019	7261	Wylly, David	-100.00
09/18/2019	7262	Makowski, Cynthia	-34.92
09/18/2019	7263	U.S. Postmaster	-500.00
09/18/2019	7264	Vanguard Energy Services, LLC	-13.60
09/18/2019	7265	Baker & Taylor	-1,701.11
09/18/2019	7266	Baker & Taylor	-2,765.16
09/18/2019	7267	Baker & Taylor	-1,097.94
09/18/2019	7268	Baker & Taylor	-198.99
09/18/2019	7269	Baker & Taylor	-1,277.76
09/18/2019	7270	Demco	-216.39
09/18/2019	7271	Midwest Tape	-1,680.88
09/18/2019	7272	Midwest Tape	-268.63
09/18/2019	7273	SYNCHRONY BANK/AMAZON	-277.05
09/18/2019	7274	Business Card	-2,683.06
09/18/2019	7275	Linkedin Corporation	-2,500.00
08/26/2019	Electronic	MegaPath	-70.98

08/26/2019	Electronic	Warrenville, City of	-175.37
08/26/2019	Electronic	Harland Checks	-166.54
08/26/2019	Electronic	AFLAC	-183.84
08/27/2019	Electronic	Northern Illinois Gas	-117.25
08/28/2019	Electronic	Pitney Bowes, Inc.	-169.54
08/28/2019	Electronic	Paylocity	-281.18

-36,695.92

UNFINISHED BUSINESS

Approve Trustee Attendance and Expenditures for 2020 Public Library Association Conference (**ACTION**)

SUGGESTED MOTION: Authorize staff to register Trustee Picha for the 2020 Public Library Association Conference and authorize conference-related expenditures of up to \$1,940 each for Trustee Picha and Director Whitmer.

Part 1. Trustee Attendance for PLA 2020

At the August 21, 2019 Board Meeting, the Board asked Director Whitmer to reach out to the trustees to determine who would be able to attend the Public Library Association Conference in Nashville (Wednesday, February 25 – Saturday, February 29, 2020). Trustee Richardson declined because of a possible commitment. Trustee Picha accepted. **Director Whitmer recommends the Board approve Trustee Picha's attendance at PLA 2020.**

In 2022, Director Whitmer recommends eligibility be determined by the following order:

- Trustee Richardson (longest serving trustee who has never attended)
- Trustee Ruzicka (second longest serving trustee who has never attended)
- New trustee(s) elected in 2021 (if any)
- Trustee Lezon
- Trustee DuRocher
- Trustees Stull & Warren

Part 2. Expenditures for PLA 2020

The budget for PLA attendance was based on preliminary figures available in February 2019. Since that time, actual figures for conference registration have become available and the GSA per diem rates have been updated. Changes are outlined below.

Director Whitmer recommends the Board pre-approve expenditures up to \$1,940 each for Trustee Picha and Director Whitmer. There will be sufficient funds available in the total budget to cover the expenditure increase. (The difference per attendee is \$166.) Expenses over this amount will require separate Board approval.

	Working Budget	Updated Expenditure
Conference Registration	\$275	\$305
Travel (airfare, parking, taxi)	\$500	\$500
Lodging	\$740 4 nights @ \$185; 2019 per diem rate + 3%)	\$892 (4 nights @ \$223; 2020 per diem rate)
Meals & Incidentals	\$260 (4 days @ \$65; 2019 per diem rate + 5%)	\$244 (4 days @ \$61; 2020 per diem rate)
TOTAL EXPENSE	\$1,775	\$1,941

NEW BUSINESS

Review first draft of Levy Ordinance and Truth in Taxation Notice (discussion only)

The 2019 Levy Ordinance was developed with the following assumptions:

- CPI cap = 1.9%
The Library can capture an increase of 1.9% above last year's levy extension plus any new growth.
Last year, the CPI cap was 2.1%.
- Levy to capture any "new construction" in the EAV

Please keep in mind the Library always submits a levy that exceeds the amount we expect to receive. This ensures we receive all funds available. The County Clerk always reviews and adjusts our request so the funds collected from property owners are within the limitations of the tax cap.

An estimate for the actual extension is:

2018 Property Tax Extension:	\$ <u>1,900,949</u>
CPI increase (1.9%)	\$ <u>36,118</u>
Taxes from new growth (est.)	\$ <u>20,000</u>
Projected 2017 Extension:	\$ <u>1,957,067</u>
Net Gain	\$ <u>56,118</u>

The Truth in Taxation Notice will be published in the *Daily Herald* on November 7. The Public Hearing will be held at 7 p.m. on Wednesday, November 20.

ORDINANCE 19-20-04

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020 FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS

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

Section 1: That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Warrenville Public Library District be and the same is hereby levied for the purposes specified against all taxable property in the Warrenville Public Library District for the fiscal year commencing on the 1st day of July 2019 and ending on the 30th day of June 2020.

1. GENERAL:

	<u>APPROPRIATED</u>	<u>LEVIED</u>
A. Salaries:		
Administration	\$180,000	\$169,000
Public Services	\$400,000	\$378,000
Technical Services	\$145,000	\$136,000
Circulation	\$150,000	\$143,000
Maintenance	\$40,000	\$23,000
I.T.	\$90,000	\$82,000
Marketing	\$50,000	\$32,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$963,000
Appropriated from sources other than current levy	\$92,000	
B. Illinois Municipal Retirement Fund	\$120,000	\$91,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$91,000
Appropriated from sources other than current levy	\$29,000	
C. Federal Insurance Contributions	\$90,000	\$74,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$74,000
Appropriated from sources other than current levy	\$16,000	
D. Unemployment Compensation	\$3,000	\$1,500
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$1,500
Appropriated from sources other than current levy	\$1,500	
E. Building Expenses:		
Maintenance	\$100,000	\$500
Utilities	\$100,000	\$57,000

	<u>APPROPRIATED</u>	<u>LEVIED</u>
Levied for the foregoing expenses of Building Expenses from the General Public Library Tax		\$58,000
Appropriated from sources other than current levy	\$142,000	
F. Operating Expenses:		
Postage	\$10,000	\$6,000
Office	\$10,000	\$5,000
Publishing	\$6,000	\$2,000
Materials Processing	\$25,000	\$18,000
Levied for the foregoing expenses of Operating Expenses from		\$31,000
Appropriated from sources other than current levy	\$20,000	
G. Insurance		
Multi-Peril	\$20,000	\$16,000
Bonds	\$1,000	\$500
Health/Life	\$100,000	\$71,000
Umbrella	\$1,000	\$500
Officers/Directors	\$10,000	\$8,000
Workers Compensation	\$6,000	\$3,000
Levied for the foregoing expenses of Insurance from the General Public Library Tax		\$99,000
Appropriated from sources other than current levy	\$39,000	
H. Contractual:		
Legal	\$20,000	\$3,000
Accounting	\$20,000	\$13,000
Collection	\$2,000	\$1,500
Consultants	\$20,000	\$8,000
Audit	\$10,000	\$8,000
Levied for the foregoing expenses of Contractual Services from the General Public Library Tax		\$33,500
Appropriated from sources other than current levy	\$38,500	
I. Personnel Development:		
Staff:		
Dues	\$4,000	\$2,000
Meetings & Education	\$15,000	\$9,000
Travel	\$5,000	\$3,000
Employee Appreciation	\$5,000	\$3,500
Recruitment	\$1,000	\$500
Trustees:		
Dues	\$1,000	\$500
Meetings & Education	\$6,000	\$3,000
Travel	\$2,000	\$1,000

	<u>APPROPRIATED</u>	<u>LEVIED</u>	
Levied for the foregoing expenses of Personnel Development from the General Public Library Tax			\$22,500
Appropriated from sources other than current levy	\$16,500		
J. Equipment:			
Purchases	\$30,000	\$9,000	
Maintenance	\$10,000	\$4,000	
Levied for the foregoing expenses of Equipment from the General Public Library Tax			\$13,000
Appropriated from sources other than current levy	\$27,000		
K. Library Materials:			
Print	\$150,000	\$120,000	
Non-Print	\$60,000	\$35,000	
Subscriptions	\$80,000	\$60,000	
Levied for the foregoing expenses of Library Materials from the General Public Library Tax			\$215,000
Appropriated from sources other than current levy	\$75,000		
L. Public Service:			
Programs	\$45,000	\$16,000	
Printing	\$20,000	\$15,000	
Refunds/Fees	\$2,000	\$500	
PR/Publicity	\$30,000	\$26,000	
Levied for the foregoing expenses of Public Service from the General Public Library Tax			\$57,500
Appropriated from sources other than current levy	\$39,500		
M. Automation:			
Software, hardware	\$50,000	\$25,000	
Misc. purchases	\$10,000	\$4,000	
Maintenance	\$75,000	\$56,000	
Levied for the foregoing expenses of Automation from the General Public Library Tax			\$85,000
Appropriated from sources other than current levy	\$50,000		
N. Contingency	\$20,000	\$5,000	
Levied for the foregoing expenses of Contingency from the General Public Library Tax			\$5,000
Appropriated from sources other than current levy	\$15,000		
O. Gift Expenditures	\$100,000		

	<u>APPROPRIATED</u>	<u>LEVIED</u>
Levied for the foregoing expenses of Gift Expenditures from the General Public Library Tax		\$0
Appropriated from sources other than current levy	\$100,000	
P. Debt Repayment	\$175,000	\$168,000
Levied for the foregoing expenses of Debt Repayment from the General Public Library Tax		\$168,000
Appropriated from sources other than current levy	\$7,000	
By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."		
2. SPECIAL RESERVE FUND (Capital Improvements)		
Building Maintenance/Construction	\$100,000	
Automation Purchases	\$50,000	
Furniture/Equipment Purchases	\$50,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than the current levy	\$200,000	
3. WORKING CASH FUND (Capital Improvements):	\$250,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than the current levy	\$250,000	
4. BUILDING AND MAINTENANCE (.02%)	\$150,000	\$110,000
Levied for the foregoing expenses of Building and Maintenance from a SPECIAL TAX in addition to all other taxes levied by the District		\$110,000
Appropriated from sources other than the current levy	\$40,000	
5. GIFT FUND	\$30,000	
Levied for the foregoing expenses of the Gift Fund from a SPECIAL TAX in addition to all other taxes levied by the District.		\$0
Appropriated from sources other than current levy	\$30,000	

	<u>APPROPRIATED</u>	<u>LEVIED</u>
6 DEVELOPER DONATIONS	\$20,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than a current tax levy	\$20,000	

SUMMARY

Appropriated from sources other than a current levy	\$1,248,000	
Levied as the General Public Library Tax		\$1,917,000
Levied from Special Taxes		\$110,000
TOTAL LEVY		\$2,027,000

Section 2: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 20th day of November 2019, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 20th day of November 2019.

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

ATTEST:

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

(SEAL)

**LEGAL NOTICE
NOTICE OF PROPOSED PROPERTY TAX
INCREASE FOR THE WARRENVILLE PUBLIC
LIBRARY DISTRICT**

- I. A public hearing to approve a proposed property tax levy increase for the Warrenville Public Library District for 2019 (2019-2020 fiscal year) will be held on November 20, 2019 at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sandra Whitmer, Director, 28W751 Stafford Place, Warrenville, Illinois, (630) 393-1171.

- II. The corporate and special purpose property taxes extended or abated for 2018 were \$1,900,949.

The proposed corporate and special purpose property taxes to be levied for 2019 are \$2,027,000. This represents a 6.63% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2018 were \$0.00.

The estimated property taxes to be levied for debt service and public building commission leases for 2019 are \$0.00. This represents no change over the previous year.

- IV. The total property taxes extended or abated for 2018 were \$1,900,949. The estimated total property taxes to be levied for 2019 are \$2,027,000. This represents a 6.63% increase over the previous year.

NEW BUSINESS

Approve Library Closure on Friday, May 8, 2020 for Staff In-Service (ACTION)

The Library's Management team has selected Friday, May 8, 2020 for our annual Staff In-Service.

Director Whitmer recommends closure of the Library for the entire day.

Suggested Motion: Approve Closure of the Library on Friday, May 8, 2020 for a Staff In-Service

NEW BUSINESS

Consideration of Disposition of Fifth Third Bank Certificate of Deposit (ACTION)

The Library invested \$600,000 in a 9-month CD at Fifth Third Bank on December 20, 2018. The interest rate was 2.47%. The certificate matures on September 20, 2019. The redemption value of the CD is \$611,194.05.

Director Whitmer reviewed the 12-month cash flow projections and found the Library can reinvest the proceeds of the CD without a negative impact on the Library's ability to meet its obligations.

As of the preparation of this report, Director Whitmer was waiting on additional information from our banker before making a recommendation.

If we are able to secure a CD interest rate that is higher than the rate earned on our other accounts, then Director Whitmer will recommend the CD proceeds be re-invested in a CD for a term not to exceed 12 months.

If the interest rate is less than what we are earning on our other accounts, the Director Whitmer will recommend the CD be redeemed and proceeds be deposited into one of our existing accounts.

Concerts on the Commons

Another successful summer concert series closed out on August 28. 9 out of 12 concerts were held with a total attendance of 2,495. At the conclusion of the concert series we asked for feedback through an online survey. We'll include some of the comments in our final report. Here are a few of the comments:

- The concerts really add a lot to the Warrenville community and are a wonderful summertime gathering!
- Summer Wednesday concerts in the park has been a family tradition for years. This is a great family event. Love the music and watching the kids play in the background.
- These concerts are important to Warrenville. We could go to other towns but Warrenville has more to offer.
- This is one of our very favorite things about living in Warrenville! We would be so unhappy if they ever went away!

Hotel Tax Grant Applications Submitted

The Library submitted two applications:

- Sunday Music Matinees (prepared by Sylvia Thompson)
- Concerts on the Commons (prepared by Sandy Whitmer) – this application includes a funding request for a part-time, temporary concert assistant (80 hours, May through August).

Staffing Update

We are working to fill two vacancies:

- Peter Baklashev resigned his position as IT Assistant. His last day was August 16. Cynthia and I reviewed and revised the job description and posted the position. We are in the process of interviewing candidates.
- Paul Dobersztyn and I reviewed and revised the job description for Teen Associate. This position has been vacant since June. Paul is also in the process of interviewing candidates.

Auditors Visit in October

Our audit team from Sikich will be at the Library October 9-10 to complete field work for the FY19 audit. Thank you to all who have returned their questionnaire to Sikich. We are on track for a November presentation to the Board.

Interior Signage Update

I've reviewed and commented on the production drawings for the interior signage project. We have one more round of reviews. Installation is estimated at 8-10 weeks after final drawings are approved. We should have this project wrapped up by the end of the year.

Website Project Update

We've provided all requested content and images to Sikich for the design elements needed for our website. Unfortunately, the project manager assigned to our project departed Sikich in early September. Our account executive has met with the graphic designer and has assured me the project will continue as proposed.

FOIA Response

We responded to SmartProcure's quarterly response for an itemized list of expenditures.

Cannabis in the Workplace

Jackie attended a seminar on this topic at the Chamber of Commerce. We have our eyes and ears open for workplace-related discussions on this issue and plan to attend a seminar at RAILS in November. Ultimately, any employer can remain a "drug free workplace," but there will be a learning curve for us with regard to enforcing the policy.

August Meetings/Programs/Outreach (Sandy)

August 5 – Participated in Warrenville Writers Connection (re: Art on the Prairie)

August 7, 14, 28 – Concerts on the Commons

August 22 – Webinar: How to apply and use salary survey data (HR Source)

August 22 – City of Warrenville Trailhead Workshop

August 22 – Online meeting re: Census 2020 (RAILS Grant Application)

August 27 – Staff meeting re: Census 2020 (Sandy, Paul, Kathy, Nora)

August Meetings/Programs/Outreach (Jackie)

August 28 – "Weeding Out the Facts" (Western DuPage Chamber)

For Your Information

E-books continue to be a challenging format for libraries and publishers. The article below summarizes an upcoming policy change from Macmillan publishing and its impact on library access to e-books from authors including Louise Penny, Nora Roberts, J.D. Robb and C.J. Box. This article may be of interest to you. It was posted online at <https://slate.com/business/2019/09/e-book-library-publisher-buying-controversy-petition.html>. On September 11, ALA launched an online petition at eBooksForAll.org for members of the public to urge Macmillan Publishers CEO John Sargent to reverse the proposed embargo on e-books sold to libraries.

Why Angry Librarians Are Going to War With Publishers Over E-Books

Inside an appropriately quiet revolt.

By HEATHER SCHWEDEL

SEPT 11, 2019 1:06 PM

If I wanted to borrow *A Better Man* by Louise Penny—the country's current No. 1 fiction bestseller—from my local library in my preferred format, e-book, I'd be looking at about a 10-week waitlist. And soon, if the book's publisher, a division of Macmillan, has its way, that already-lengthy wait time could get significantly longer.

In July, Macmillan announced that come November, the company will only allow libraries to purchase a single copy of its new titles for the first eight weeks of their release—and that's one

copy whether it's the New York Public Library or a small-town operation that's barely moved on from its card catalog. This has sparked an appropriately quiet revolt. Librarians and their allies quickly denounced the decision when it came down, and now the American Library Association is escalating the protest by enlisting the public to stand with libraries by signing an online petition with a populist call against such restrictive practices. (The association announced the petition Wednesday at Digital Book World, an industry conference in Nashville, Tennessee.) What's unclear is whether the association can get the public to understand a byzantine-seeming dispute over electronic files and the right to download them.

In a July memo addressed to Macmillan authors, illustrators, and agents, the company's CEO John Sargent cited the "growing fears that library lending was cannibalizing sales" as a reason for embargoing libraries from purchasing more than one copy of new books during their first eight weeks on sale. "It seems that given a choice between a purchase of an ebook for \$12.99 or a frictionless lend for free, the American ebook reader is starting to lean heavily toward free," he claimed.

Many individual library systems and companies that work with libraries swiftly responded with objections. "Public libraries are engaged in one of the most valuable series of community services for all ages, for all audiences," said Steve Potash, the CEO and founder of OverDrive, a company that supplies libraries with e-books. "The public library is just something that is underappreciated. It certainly is so by Macmillan."

"If you think about equitable access to information for everybody, there shouldn't be discrimination or anything like that," said Alan Inouye, the senior director for public policy and government relations at the ALA. "So consumers can get this book on Day 1 without limitation, but libraries have to wait for eight weeks? That's just very wrong."

The ALA decided that statements weren't enough. "We need to have more than just libraries and librarians saying this message," Inouye said. "It would be much more effective if nonlibrarians would say it too." Hence the petition, which Inouye said marked a first-of-its-kind move for the organization.

The controversy over Macmillan's new policy gets at one of the central issues facing book publishing today. "There's a tension in e-book pricing generally between consumer expectations that a digital file will be less expensive than a physical copy and the reality that very little of the cost of making a book is tied up in the physical format," said Devin McGinley, a senior industry analyst covering book publishing for Ibisworld Inc., a market research firm. "Publishers are rightly concerned that if the price of books erodes too much, they will no longer be able to cover their creative costs and subsidize more speculative bets on emerging authors."

First of all, it sounds crazy, and then it sounds egregious. Sixty dollars to have one copy for two years?— Alan Inouye, the American Library Association

Still, the library side pushed back at Macmillan's singling out of libraries and assertion that e-book lending was driving consumer reluctance to pay up. Macmillan claimed to have tried out the eight-week embargo with one of its imprints, Tor, but declined to share the results publicly. "They really did not have any reasonable data to support a narrative that if an author's new book is withheld from public library lending when it first comes out, that might impact the author's or the book's sales during those first few months," Potash said. "That isn't borne out. The data that OverDrive has is that for every title that actually gets borrowed or downloaded, the library is engaging with dozens and dozens of readers who are discovering the book, sampling the book, or

just looking for a recommendation on what to read next.” Potash said that studies consistently show library patrons to be more frequent book buyers overall—which is another reason Macmillan’s letter stung. “They are taking their readers, their customers, their fans, and intentionally trying to frustrate them,” he said.

As the ALA’s initial statement read, “When a library serving many thousands has only a single copy of a new title in ebook format, it’s the library—not the publisher—that feels the heat. It’s the local library that’s perceived as being unresponsive to community needs.” McGinley, the industry analyst, added, “Libraries are worried that if other publishers follow suit, delays and wait times for patrons will make it more difficult to expand and sustain their e-book programs.”

If disputes between publishers and libraries and bookstores and authors about e-books sound familiar to you, you’re not alone. “E-book prices have been in flux in recent years because publishers are still finding their digital footing and deciphering how e-books will work within their business model,” McGinley said. “Publishers are in a unique position among print media industries, where they have at least some control over the extent of the digital competition they face. In the past, higher e-book prices have sometimes been a way to apply the brake.” Librarians, naturally, are tired of all the braking.

Library people admit their cause may seem obscure. The licensing model for libraries and e-books itself is complex and difficult to explain to outsiders. “It’s too much detail and also takes you out of your mind,” said the ALA’s Inouye. “It’s like, ‘First of all, it sounds crazy, and then it sounds egregious. Sixty dollars to have one copy for two years? You must be wrong. That can’t be right. The consumer pays like \$14 for an e-book.’ ” Currently, every publisher has its own agreement with libraries, each of which is different and subject to change: Publishers set the price, and libraries sometimes pay two to three times the retail price of e-books to acquire them. This price includes permission for libraries to lend the books out over the coming years—usually to one person at a time, despite the digital nature of the files—and acknowledges that the e-book will never get lost or wear out like a print book. Some publishers have policies that include metered access, meaning that after the book is either borrowed a certain number of times or a certain length of time passes, libraries must repurchase the title. Potash’s company, OverDrive, serves as a middle man between publishers and libraries and handles all the red tape. Amazon, the owner of the most popular e-book format, Kindle, is also in the mix, and though it doesn’t profit on individual e-books, it does benefit from consumer data it collects in the process, Potash said.

Rather than addressing the pricing issue in general, the ALA decided to limit the scope of the petition to protesting Macmillan’s eight-week embargo plan. That way, “you don’t have to get into all the details about all the other business models and how they vary among publishers,” Inouye said.

With the petition, an extraordinary step in this world, you could argue that Macmillan’s plan is already backfiring, having angered one of its major constituencies. And if the change bears out, there’s the possibility of bigger trouble for the publisher ahead: “Macmillan has a minor e-book market share compared with the other Big Five publishers, so if it is the only publisher to pursue this strategy, it may hurt the publisher’s sales to libraries while causing relatively little inconvenience to library patrons,” McGinley said. Patrons might find, when loading up their e-readers and apps, that there are more than enough non-Macmillan books out there to go around.

STATISTICAL SUMMARY

August 2019

	AUG 2019	AUG 2018	% change	+/-
TOTAL CIRCULATION ***	18,189	19,986	-9.0%	-1,797
Print	9,539	10,069	-5.3%	-530
NonPrint	6,760	8,407	-19.6%	-1,647
Equipment (mobile dev., in-house laptops, etc.)	84	97	-13.4%	-13
Downloadables	1,806	1,413	27.8%	393
OVERDRIVE (eBooks & eAudiobooks)	1,090	822	32.6%	268
ZINIO (eMagazines)	130	23	465.2%	107
Hoopla	586	568	3.2%	18
ITEM REQUESTS PROCESSED	241	291	-17.2%	-50
INTERLIBRARY LOANS RECEIVED	204	256	-20.3%	-52
MATERIALS ADDED	1,143	822	39.1%	321
MATERIALS WITHDRAWN	956	988	-3.2%	-32
TOTAL COLLECTION SIZE*	105,071	110,688	-5.1%	-5,617
PROGRAMS				
Number of Adult Programs	12	11	9.1%	1
Adult Program Attendance	1,492	1,230	21.3%	262
Number of Teen Programs	4	2	100.0%	2
Teen Program Attendance	11	10	10.0%	1
Number of Children's Programs	1	1	0.0%	0
Children's Program Attendance	10	13	-23.1%	-3
Book-A-Librarian	3	3	0.0%	0
Book-a-Librarian Attendance	3	3	0.0%	0
OUTREACH				
Adult Outreach Events	2	na	na	2
Adult Outreach Attendance	240	na	na	240
Youth Outreach Events	3	4	-25.0%	-1
Youth Outreach Attendance	523	431	21.3%	92
RECIPROCAL BORROWER CIRCULATION	1,413	1,338	5.6%	75
RESIDENT CARDS ACTIVE	6,261	5,813	7.7%	448
RECIPROCAL BORROWER CARDS ACTIVE	344	311	10.6%	33
VISITOR COUNT **	10,252	11,582	-11.5%	-1,330
COMPUTER SESSIONS	1,163	1,586	-26.7%	-423
DATABASE USAGE	230	421	-45.4%	-191
WEBSITE VISITS	70,247	54,821	28.1%	15,426
UNIQUE WEBSITE VISITORS	64,915	49,207	31.9%	15,708

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

Special notes for August 2019

Adult Outreach includes Summer Daze August 2 (120) and August 3 (120)

Youth Outreach includes National Night Out August 6 (280), Gardner School (110) and Bower School (133)

Highlights

- Summer reading and programming is finished, and our departments are focusing fully on the fall & planning winter programming. The Fall Newsletter was released and delivered to homes in late August. Our staff handled several registrations and anticipate good attendance this fall.
- Weeding projects and program preparation was a focus of our departments in August. The planning of our winter newsletter is almost complete. The newsletter draft is expected to be given to the marketing department by September 10th.
- The website committee reported, "content was finalized and requests for graphic design work submitted to Sikich in July; this month we are mostly waiting on their progress reports but a few small tweaks have been made. Problems with the Communico-generated forms were resolved."
- Diana, Julie, Nora and Paul meet with WYFS (Warrenville Youth & Family Services) to introduce new staff and brainstorm collaborative efforts. (8/27)
- Jen met with the People's Resource Center in Wheaton, scheduling Spanish Language Computer Classes that will be held in the winter months. (8/29)

Professional Development

Libraries and the 2020 Census Webinar 8/7/2019 – Paul
Library as a Social Connector Webinar 8/7/2019 – Claire
Be a Better Manager by Motivating your Team Webinar 8/8/2019 – Paul
Maker Programming for Kids Webinar 8/9/2019 - Julie
Between Storytime and the Prom: Tween Programming Webinar 8/9/2019 - Julie
Collaborative Leadership Webinar 8/9/2019 – Paul
Building STEAM with Dia Webinar 8/12/2019 – Julie
How Prenda Enables any Library to Run a Code Club Webinar 8/12/2019 – Julie
Early Childhood Expertise Beyond Libraryland 8/14/2019 – Julie
Libraries and the Census Roundtable Webinar 8/15/2019 - Paul
Census 2020 Programming Webinar 8/16/2019 – Paul
Advocacy for Everyone Webinar 8/19/2019 – Julie
Beyond Awareness: Strategies for Demonstrating Competence in Library Service to Children Webinar 8/19/2019 – Julie
YA Crossovers: Adult Books for Teen Reader, Teen Books that Appeal to Adults Webinar 8/19/2019 – Julie
Work Hard, Play Harder: An Insider's Guide to Not so Passive Programs Webinar 8/23/2019 – Julie
Whitewashing, sexism and more: Using book covers to start a conversation with kids webinar 8/24/2019 – Julie
Book Blogging 101 8/24/2019 – Julie
Where the Wild Things Learn and Play Webinar 8/27/2019 – Julie
Find More Illinois: Connecting Catalogs for Resource Sharing Webinar 8/27/2019 - Paul

Programming / Outreach (Not entered in Communico)

Book a Librarian (1): 3

Puzzles: 5

Fishing Fun, Paint Benita, Craft Shed, World of Words, Taste of Summer

Teen Volunteers: 1; Hours 2.5

- Julie, Ellen, Paul & Patty attended the Summer Daze Warrenville Fest (8/2 & 8/3)
- Nora, Jaime & Paul attended the National Night Out, estimated 280 visitors. (8/6)
- Diana presented storytimes to the Gardner School to 110 children. (8/14)
- Diana attended the Bower Back to School Night providing library information to 133 participants. (8/19)

InterLibrary Loan

Item Requests Processed: 241; Materials Received: 204; Materials Lent: 46

Digital Resources

Beyond Dust Jackets Blog:

Views 8/1-31: 1775

Total views 2019: 13019; Total views FY: 3680

NextReads Newsletters:

Subscribers thru 8/31: 168

Newsletters sent 8/1-31: 641

Total newsletters sent 2019: 5468; Total newsletters sent FY: 1354

OverDrive eAudiobooks/eBooks:

New User accounts 8/1-31: 15

Checkouts 7/1-31: 1090

Total checkouts 2019: 8409; Total checkouts FY: 2137

Zinio eMagazines:

User accounts thru 8/31: 225

Checkouts 8/1-31: 130

Total checkouts 2019: 927; Total checkouts FY: 212

Hoopla:

New User accounts 8/1-31: 19

Checkouts 8/1-31: 586

Total checkouts 2019: 4735; Total checkouts FY: 1233

MEMBER SERVICES REPORT

August 2019

Patty Dybala

Library Card Monthly Stats		
	August 2019	August 2018
# of new cards issued	85	94
# of renewed cards (expiring 8/2019) *Automatically renewed per NCOA report	135 (79% of accounts renewed)	41 (115 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	6,261	5,813
Reciprocal Borrower cards (active)	344	311

Miscellaneous Monthly Circulation Stats		
	August 2019	August 2018
Self-Checkout Station	7,577 items (45% of total circulation)	7,679 items (41% of total circulation)
Reciprocal Borrower Circulation	1,413	1,338
# of Outgoing Book Discussion ILL Requests	38 (13% of total item requests)	75 (20% of total item requests)
Mobile Device Circulation	45	52

Professional Growth/Meetings/Outreach

8/2-8/3 Summer Daze Library Booth- Ellen, Patty, Stephanie, John, Sandy K.

8/6 National Night Out- Jaime

8/14 Circ Roundtable Meeting- Patty

8/15 Libraries and the 2020 Census Webinar – Patty

Homebound Delivery

8/7 Patty & Jaime

8/14 Patty & Jaime

Summer Daze- August 2 & 3

Library staff offered information about library services and library card registration. We registered 1 WPLD resident for a library card at the event. Visitors of all ages also enjoyed playing a variety of games on Friday and Saturday. The Make your Own Lei craft station was a popular attraction on Saturday.



National Night Out- August 6

Library staff offered information about library services and library card registration. We registered 5 individuals for temporary library cards and 3 individuals for WPLD library cards at the event.

MARKETING REPORT

August 2019

Kathy Gaydos

Fall 2019 Reading Matters—approved with printer August 5; mailed to WPLD residents and put on display in library August 20; distributed to City and Park District offices August 22.

eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Fall RM (8/14)	1381	40%	22%
August (8/1)	1383	36%	7%
July (7/1)	1363	43%	10%
June (6/1)	1327	37%	15%
Summer RM (5/15)	1321	40%	28%
May 2019 (5/1)	1323	35%	11%
Special 40 th (4/4)	1286	39%	6%

Social Media

Facebook	Mar. '19	Apr. '19	May '19	Jun. '19	Jul. '19	Aug. '19
Total Page Followers	982	988	1003	1029	1042	1053
Total Page Likes	977	983	997	1022	1034	1045
Avg. Daily Reach (includes paid)	633	606	511	567	564	701
Twitter	Mar. '19	Apr. '19	May '19	Jun. '19	Jul. '19	Aug. '19
Average Daily views	194	207	596	590	165	189
Average Engagement Rate	1.2%	1.4%	1.0%	1.3%	2.3%	1.50%
Instagram (Sept 2-8)			May '19	Jun. '19	Jul. '19	Aug. '19
Followers			120	133	140	146
Impressions			574	934	648	960

Activities

Sunday Music Matinees (bookmark and flyer), fall program slides and fall cube display signs—finalized

September events—entered slides into Communico; created FB events; displayed flyers

Communico—adjusted slide shows for all four screens

Updated RM content file

Marketing Plan/Content build—work in progress

Style Guide—work in progress

Meeting Attendance

Website update(s)—Sandy and Kathy, 8/7 and 8/27

Census grant planning—Sandy, Kathy, Paul, Nora, 8/27

TECHNICAL SERVICES REPORT

August 2019

Lou Carlile

Collection statistics for the month:

*1143 items added. (564 books, 97 AV, 146 periodicals, 336 eBooks/eAudio, 0 equipment)

*956 items deleted. (762 books, 62 AV, 132 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

*Power of small: How rural libraries help communities thrive. (Webinar- Lou Carlile)

*Library resource training. General Hoopla and Overdrive overview (Therese Higgins).

Collection Maintenance:

*47 books repaired.

*662 AV cleaned / repaired.

COMPUTER SERVICES REPORT

August 2019

Cynthia Makowski

1. Meetings, training, etc.
 - Met w/Director to discuss Technology Associate position/job description/posting
 - IT Managers meeting at Orland Park PL
2. Changed passwords and/or deleted accounts for former employee Peter Baklashev. Changed network administrator and other server/network resource passwords.
3. Contacted Technology Associate applicants to schedule phone screenings.
4. Renewed annual service plan for (1) circulating wifi hotspot.
5. Continued testing UniFi EDU app for making announcements via the speaker-enabled UniFi wireless access points. Worked with staff to record closing announcement scripts, practice using the app for broadcast announcements, assigned the closing announcements to the staff AP group for further testing.
6. Continued upgrading Faronics Anti-Virus on laptops in conjunction with other regular updates. Continued updating laptops to Windows10 1809; continued to install Firefox ESR. Completed adding the Reference login to the appropriate Staff laptops.
7. Updated the Catalog PCs to the latest version of OpenKiosk, eliminating the need for a separate installation (and separate maintenance) of Firefox. Modified the INLIB profile of the Enterprise Catalog to redirect the New DVDs, All DVDs, Large Print Books and Spanish Books links to the INLIB profile instead of the default, thereby making them available within the Kiosk mode. Began installing Adobe Reader DC and setting it as the default for PDFs, enabling Catalog users to view website PDFs including Reading Matters and the Mobile Device Menu.
8. Worked with SirsiDynix to schedule remote prep sessions for Horizon (7.5.5) and Enterprise (5.0.1) upgrades in preparation for decoupling HIP server and retiring the IPAC Catalog before the server OS end of life in mid-January, 2020. Horizon feature updates include the option for automatic renewal; Enterprise feature updates include responsive design for mobile devices.
9. Worked with Kent (Computers for Business) to install firmware upgrade on network firewall; also updated wifi controller and wifi access points.
10. Removed Tumblebooks icons from the Public PCs.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, September 11 2019)

Wednesday, September 18 at 7 pm
Budget & Appropriation Public Hearing
Immediately followed by
Regular Library Board of Trustees Meeting
Library Meeting Room

Wednesday, October 16, 2019 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Community Event

Art on the Prairie
Saturday, September 21, 10 am – 6 pm
Sunday, September 22, 10 am – 4 pm
The Library will have an information booth at this annual event. Members of the Warrenville Writers Connection will have a separate booth and will sell some of their published work.

Future Agenda Items:

October

- Per Capita Grant Requirements
 - Review Appendices of Trustee Facts File, Third Edition
 - Review services provided by Digital Public Library of America and Illinois Digital Archives

November

- Public Hearing: Truth in Taxation
- Certify Compliance with Truth in Taxation
- Adopt Levy Ordinance
- Presentation of Audit
- Adopt Resolution to transfer surplus funds to special reserve fund (optional)

ITEMS FOR INFORMATION AND/OR DISCUSSION (NO ACTION)

FY20 Per Capita Grant Requirements (*discussion only*)

The following items are requirements for the Fiscal Year 2020 Per Capita Grant Application.

- ✓ Indicates requirement is completed.
- S Indicates staff will report on this requirement when the grant application is presented to the Board in November or December
- T Indicates Library staff will present information about this requirement to the Board in October.

FY2020

- ✓ **Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):
 - For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
 - For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].
 - Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).
- S **Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.
- T **Trustees** — Will review chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION": <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.
- ✓ **Education** — Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.
- T **Outreach** — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

By attending the ILA Trustee Workshop in February, Trustees Ruzicka, Stull and Warren have completed the Education component of this year's requirements. (The presentation on succession planning was specific to organizational management.) Director Whitmer also attended the workshop and other library staff have watched numerous online courses/webinars that satisfy this requirement.