



28 W 751 Stafford Place • Warrenville, IL 60555 • 630/393-1171 • Fax 630/393-1688

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, April 17, 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

p. 3 a. FY2019 Illinois Public Library Per Capita Grant Award

7. Consent Agenda **(ACTION)**

p. 4 a. Approve Minutes of the March 20, 2019 Regular Board of Trustees Meeting

Under separate cover b. Approve Minutes of the Closed Session of the March 20, 2019 Regular Board of Trustees Meeting

p. 12 c. Receive and file Financial Report for February

p. 19 d. Receive and file draft Minutes of the March 20, 2019 Personnel Committee Meeting

p. 21 e. Approve revisions to the Wage Scale including a 1.95% Market Adjustment and Changes to Pay Grade Assignments Effective July 1, 2019

8. Regular Agenda

p. 23 a. Approve payments for the period of March 21, 2019 – April 17, 2019
(ACTION)

p. 25 b. Approve transfer of funds **(ACTION)**

- 9. Unfinished Business
- 10. New Business
- p. 26 a. Approve Trustee Mileage Reimbursements and Approve Expenditures for LACONI Trustee Banquet **(ACTION)**
- p. 29 11. Director's Report
- p. 32 12. Department Head Reports
- p. 37 13. President's Report
 - a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
 - a. Personnel Committee – Library Director's Evaluation
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." (Director's Evaluation)
- 20. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**



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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
 - a. FY2019 Illinois Public Library Per Capita Grant Award
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the March 20, 2019 Regular Board of Trustees Meeting
 - b. Approve Minutes of the Closed Session of the March 20, 2019 Regular Board of Trustees Meeting
 - c. Receive and file Financial Report for February
 - d. Receive and file draft Minutes of the March 20, 2019 Personnel Committee Meeting
 - e. Approve revisions to the Wage Scale including a 1.95% Market Adjustment and Changes to Pay Grade Assignments Effective July 1, 2019
8. Regular Agenda
 - a. Approve payments for the period of March 21, 2019 – April 17, 2019 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**

10. New Business
 - a. Approve Trustee Mileage Reimbursements and Approve Expenditures for LACONI Trustee Banquet **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
 - a. Personnel Committee – Library Director's Evaluation
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20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

March 18, 2019

Ms. Sandra Whitmer, Library Director
Warrenville Public Library District
28W751 Stafford Place
Warrenville, Illinois 60555-3002

Dear Ms. Whitmer:

I am pleased to award the Warrenville Public Library District a FY2019 Illinois Public Library Per Capita Grant in the amount of \$16,938.75. Over \$15.4 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to the continued payment backlog, these funds may be significantly delayed. As in previous years, the library may use these funds until the end of the following fiscal year; in this case, until June 30, 2020.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White, Secretary of State
and State Librarian

cc: FY2019 Warrenville Public Library District Per Capita File
Heather Stull, Board President

JW:isl/ldg

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, March 20, 2019

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

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

ABSENT: Trustee Richardson

ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Leila Heath, Systems Administrator Cynthia Makowski, Marketing & Communications Specialist Kathy Gaydos

3. Approval of the Agenda

Trustee Picha moved Item #7.a. Approve Minutes of the February 20, 2019 Regular Board of Trustees Meeting to Regular Agenda #8.c.

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

Roll call:

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

Nays – none

Absent – Trustee Richardson

Motion carried

4. Presentations

- a. Employee Recognition – Cynthia Makowski

Director Whitmer shared some comments about Cynthia and expressed appreciation for her careful planning, responsiveness and knowledge.

Cynthia said she has seen considerable growth and change in the Library and is very appreciative of the Board and all they do for the Library.

A very brief break was taken for refreshments

- b. Marketing Activities - Marketing & Communications Specialist Kathy Gaydos

Ms. Gaydos stated she works very closely with the Library's Graphic Artist, Evie Opelka who was hired in February. There is also a Staff Marketing Committee who are currently working on the design of the July 3 parade float.

Ms. Gaydos talked about the Library Newsletter and eNews. The quarterly newsletter is sent to all Warrenville addresses and the eNews reaches approximately 1,200 email addresses with an open rate of 30-40%.

She explained in-Library marketing strategies, including the Member Services Brochure. A Spanish version of the brochure was completed in February.

Ms. Gaydos demonstrated the "Go Box" staff members take to outreach events. It contains various items needed to promote upcoming events, library card registration, etc.

In their spare time Ms. Gaydos and Ms. Opelka work on social media, photography, summer reading logs, pop-up displays, designing and ordering giveaways, some website content, press notices and cube displays.

Trustee DuRocher asked if the sign on how to obtain a library card could also be in Spanish. Ms. Gaydos responded yes. Director Whitmer stated the Library has never had a good way to register people for library cards offsite. Head of Member Services Patty Dybala recently completed procedures for registering a new member without a wifi connection. The member does not have to prove residency at registration and will be issued a temporary card allowing them to have access to computers and study rooms. The card will be mailed along with a letter which they present to Member Services to obtain their permanent card. The application is available in Spanish.

Trustee Picha asked if Ms. Gaydos has goals for social media. Ms. Gaydos responded her goal is to increase the numbers every month, which they are doing.

Trustee Stull asked if the Library would be able to advertise on the City's electronic sign. Director Whitmer stated City Council passed a policy on March 19 and are welcoming submissions from other organizations with a current limit of three messages per year. Director Whitmer has asked the City to include the 40th Anniversary in their newsletter. She will ask if the message can be posted on the electronic sign.

Trustee Stull asked if the banners displayed around town will have the new logo. Ms. Gaydos stated the only banners hung are for the Concerts on the Commons. She showed the logo appearing on Library publications and stated there are colors for each department.

Staff member Cynthia Makowski stated she finds it interesting when the Library shares other City information on Library social media such as the upcoming Census. Ms. Gaydos stated sharing of information is part of the new strategic goals.

5. Public comments

Head of Public Services Leila Heath announced she is resigning on April 12 for a position at Reaching Across Illinois Library System. She thanked the Board for the concern and effort they put into the Library, which filters down to staff. She has enjoyed her job immensely and the changes she has seen in 15 years are phenomenal. She has been blessed to work with a wonderful talented staff.

Trustee Picha thanked Ms. Heath for her hard work and wished her well in her future endeavors.

Staff members Kathy Gaydos, Leila Heath and Cynthia Makowski left the meeting at this time.

6. Correspondence – none

7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Receive and file Financial Report for February
- b. Approve Non-resident Library Card Participation for FY20 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
- c. Approve Early Closure at 5 pm on Wednesday, July 3, 2019 for Warrenville Parade

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

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

8. Regular Agenda

- a. Approve payments for the period of February 21, 2019 – March 20, 2019

MOTION: Trustee Stull moved to pay invoices in the amount of \$60,796.60 for the period of February 21, 2019 through March 20, 2019 including electronic payments and checks #6916 – 6965. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to approve transfer of \$150,000 from the Business Now Account to Operating Account. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

- c. Approve Minutes of the February 20, 2019 Regular Board of Trustees Meeting

MOTION: Trustee Stull moved to approve Minutes of the February 20, 2019 Regular Board of Trustees Meeting. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

9. Unfinished Business – none

10. New Business

- a. Approve Expenditure of up to \$500 for Butterfly Garden Plants

MOTION: Trustee Ruzicka moved to approve the expenditure of up to \$500 for plants for a butterfly garden to be planted by Warrentville in Bloom. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

Trustee Ruzicka asked what was previously planted in the area that will become the butterfly garden. Director Whitmer stated the area was planted with perennials. Just a few remain. The bed is primarily mulch. Warrentville in Bloom will be planting perennials and native plants.

- b. Consider Cancellation of Agreement for Use of Facilities as an Emergency Heating/Cooling Center, an Intergovernmental Agreement with the City of Warrentville

MOTION: Trustee Stull moved to authorize the Library Board President and Secretary to provide 30-day notification to the City of Warrentville to terminate the "Agreement for Use of Facilities as an Emergency Heating/Cooling Center effective April 30, 2019. Trustee Lezon seconded.

Minutes of the Regular Board of Trustees Meeting

March 20, 2019

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Discussion:

Director Whitmer explained she is recommending the termination of an agreement with the City of Warrenville to provide emergency shelter for residents.

In late January, the library closed for the duration of a Wind Chill Warning issued by the National Weather Service. This decision was made out of an abundance of caution for the safety of the Library staff and to discourage people from traveling to the Library during such dangerous weather.

When notified of the closure, City staff expressed concern the Library's closure did not align with the intentions outlined in an agreement the City and Library entered into in 2011. Prior to signing the agreement Director Whitmer confirmed with the City's Emergency Services Coordinator Jim Burke the agreement would not require the Library to provide space when closed nor did the agreement prevent the Library from closing in such an emergency.

Based on conversations surrounding the most recent event and the expectations of both parties, the Library Director recommends terminating the agreement.

When Director Whitmer spoke with the City Administrator regarding termination of the agreement, he stated the City is willing to work with the Library to revise the agreement and understands the Library and City have different missions.

Trustee DuRocher expressed concern that terminating the agreement is not in alignment with the Library's goal of connecting with the community.

Director Whitmer expressed terminating the agreement will not change the Library's intent to provide a welcoming place for individuals during times of extreme heat or cold as long as the Library remains open. It will allow the Library to make autonomous decisions for the safety of its staff. This action does not preclude the Library from entering into a similar agreement in the future.

Trustee Picha stated the Library would provide services, if possible, in the event of a disaster.

After considerable discussion, it was the consensus of the Board to terminate the contract.

The Board asked Director Whitmer to convey the Library's willingness to work with the City in the case of an emergency or natural disaster.

Roll call vote:

Ayes – Trustee Lezon, Picha, Ruzicka, Stull

Nay – Trustee Warren

Abstain – Trustee DuRocher

Absent – Trustee Richardson
Motion carried

11. Director's Report

- Director Whitmer stated Sharon Goodman has donated a 23" square quilt, "Books and Pages" to the Library, which will be hung in the Library in recognition of the 40th Anniversary.
- The tentative tax levy figures were received from the County and the Library should see an increase of approximately \$50,000 in property tax revenue.
- She reminded the Board the 40th Anniversary and Staff Recognition Dinner are on Sunday, April 7.
- Director Whitmer stated she and Trustee Warren attended the ILA Legislative Lunch on March 1 and sat with District Director for State Senator Laura Ellman. They discussed opportunities for collaboration and support and Ms. Ellman inquired if the Library has any capital projects they would like to complete. The governor has proposed a Capital Projects Bill for state, municipal, and other projects. Director Whitmer stated she has the following improvement ideas:
 - Finishing the lower level costing approximately \$1 million.
 - Lighting updates, which may be completed with a grant.
 - Parking lot replacement.
 - Sprinkler system in the portico as the current sprinklers will be outdated and noncompliant.

Trustee Warren asked if it is possible to consider building over the parking lot. Director Whitmer stated that concept was discussed during the design of the 2003 addition.

Trustee Lezon asked if a second floor could be added. Director Whitmer replied that is not possible due to the structural supports.

Director Whitmer reminded the Board the Master Plan includes closing the atrium floor and renovating the lower level for meeting spaces and new restrooms.

12. Department Head Reports – no questions

13. Presidents' Report

a. Next meetings or events

Trustee Picha announced the upcoming meetings and events. She reminded Trustees to be prepared at the next board meeting to inform Director Whitmer if they would like to attend the LACONI banquet on May 10.

Trustee Picha reminded Trustees the Statement of Economic Interest is due to the County by May 1, 2019.

14. Treasurer's Report

Trustee Lezon reported everything looks fine.

15. Secretary's Report

Trustee Stull reported everything looks good.

Trustee Stull stated she attended the ILA Trustee Forum Workshop on March 16. One of the presentations was on the Open Meetings Act. The presenting attorney stated when the Board is approving minutes, they are approving a record was kept, not the content. Also he also stated the verbiage and statute for the closed session must be read into the minutes.

16. Committee Reports

a. Personnel Committee – Library Director's Evaluation

Trustee DuRocher distributed packets for the Library Director's evaluation. She explained the process and stated completion of the online evaluation form needs to be done by April 1. Discussion of the Director's change in compensation will be discussed in closed session at the April board meeting.

17. Trustee Comments - none

18. Items for information and/or discussion - none

19. Closed Session

MOTION: Trustee DuRocher moved to enter into Closed Session as allowed by 5 ILCS 120/2(c)(8) for the purpose of the "Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property" at 8:46 p.m. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

Returned to open session at 8:55 p.m.

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

ABSENT: Trustee Richardson

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

20. Discussion/action resulting from the above closed session

MOTION: Trustee Warren moved to restrict the Library patron discussed in closed session from entering the Library or having any contact with Library staff for a period of 5 years from March 20, 2019. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

21. Adjournment

Trustee Lezon moved to adjourn the meeting at 8:57 p.m. Trustee Ruzicka seconded

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Richardson

Motion carried

Respectfully submitted,

Heather Stull, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

March 31, 2019

WARRENVILLE LIBRARY INCOME	MARCH 2019	FUND BALANCES								
LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2018	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXI N
CORPORATE	1748717	94.7048%	0	1742211	99.63%	372154	(100000)	8927	79318	
BLDG. & MAIN.	97776	5.2952%	0	97500	99.72%	95801	0	0	0	
TOTAL TAX (LEVIED)	1846493	100.00%	0	1839711	99.63%	467955	(100000)	8927	79318	
DEFERRED REVENUE	0		0	0		0	0	0	0	
WORKING CASH	0		0	0		225847	0	0	0	
DEVELOPER DONATIONS	0		0	0		0	0	0	0	
SPECIAL RESERVE	0		0	0		154831	100000	0	0	
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	
CAPITAL PROJECT	0		0	0		0	0	0	0	
TOTAL	1846493	100.00%	0	1839711	99.63%	872157	0	8927	79318	
FORMULA = A+B+C+D-E=F				A		B	C		D	

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

	CORPORATE FUND				
	1 Month Ended	9 Months Ended	Budget	Balance	% Received /
	Mar. 31, 2019	Mar. 31, 2019			Expended
Income					
Taxes Levied	0.00	1,741,515.20	1,748,717.00	7,201.80	99.59%
Back Taxes	0.00	696.04	0.00	(696.04)	0.00%
Copier	576.50	5,468.29	6,000.00	531.71	91.14%
Extended Use Fees	1,809.12	14,573.09	19,000.00	4,426.91	76.70%
Fees	20.00	500.75	250.00	(250.75)	200.30%
Interest	4,526.12	20,112.21	3,000.00	(17,112.21)	670.41%
Book Sales	331.50	1,379.85	500.00	(879.85)	275.97%
Lost Books	219.00	2,166.45	3,500.00	1,333.55	61.90%
Gifts / Memorials	0.00	345.00	0.00	(345.00)	0.00%
Miscellaneous	1,445.11	2,729.12	3,000.00	270.88	90.97%
Hotel/Motel Tax	0.00	13,904.75	17,205.00	3,300.25	80.82%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	1,200.00	1,600.00	400.00	75.00%
	8,927.35	1,821,529.50	1,819,672.00	(1,857.50)	100.10%
Expenses					
Sal. - Administration	16,211.62	161,100.10	212,500.00	51,399.90	75.81%
Sal. - Circulation	10,190.44	103,013.74	133,000.00	29,986.26	77.45%
Sal. - Maintenance	1,703.43	17,096.37	22,500.00	5,403.63	75.98%
Sal. - Public Services	28,641.26	282,904.74	366,500.00	83,595.26	77.19%
Sal. - IT	6,184.48	60,476.79	80,500.00	20,023.21	75.13%
Sal. - Tech Services	9,918.37	103,439.11	134,000.00	30,560.89	77.19%
I.M.R.F. - Expense	6,034.32	73,785.67	92,000.00	18,214.33	80.20%
Fica - Expense	5,442.56	54,122.74	72,000.00	17,877.26	75.17%
Unemp. Comp.	0.00	527.56	1,200.00	672.44	43.96%
Op - Mat'l Processing/Tech	367.31	6,491.70	13,000.00	6,508.30	49.94%
Op - Mat'l Processing/Circ	165.84	942.15	2,210.00	1,267.85	42.63%
Op - Postage	775.70	3,681.05	5,165.00	1,483.95	71.27%
Op - Office Supplies	280.21	2,171.39	3,850.00	1,678.61	56.40%
Op - Bank Fee's	48.92	454.18	600.00	145.82	75.70%
Op - Automation Supplies	361.97	4,018.07	3,000.00	(1,018.07)	133.94%
Op - Publishing	0.00	1,275.01	1,300.00	24.99	98.08%
Equip. - Purchases	1,374.57	6,429.56	8,700.00	2,270.44	73.90%
Equip. - Maintenance	301.07	2,502.98	3,500.00	997.02	71.51%
Auto. - Software	440.99	12,322.48	17,195.00	4,872.52	71.66%
Auto. - Purchases	116.59	2,635.33	3,600.00	964.67	73.20%
Auto. - Maintenance	4,479.84	40,966.32	44,865.00	3,898.68	91.31%
L. Ins. - Workmen's Comp	0.00	0.00	3,800.00	3,800.00	0.00%
Ins. - Multi Peril Package	0.00	12,466.00	13,250.00	784.00	94.08%
Ins. - Health / Life	3,580.90	32,041.55	70,540.00	38,498.45	45.42%
Pd - Recruiting	45.00	315.00	500.00	185.00	63.00%
Pd - Staff Appreciation	90.57	496.13	3,300.00	2,803.87	15.03%
Pd - Staff / Dues	220.00	1,955.00	2,875.00	920.00	68.00%
Pd - Staff / Meetings	500.00	4,858.60	6,950.00	2,091.40	69.91%
Pd - Staff / Transportation	120.77	710.78	1,500.00	789.22	47.39%
Pd - Trst / Mtgs	430.00	131.57	500.00	368.43	26.31%
Pd - Trst / Transportation	0.00	(16.17)	250.00	266.17	-6.47%
Pd - Trustee Misc.	25.00	303.40	500.00	196.60	60.68%
Cont. - Lawyer	0.00	945.00	5,000.00	4,055.00	18.90%
Cont. - Accounting	919.53	10,400.68	13,100.00	2,699.32	79.39%
Cont. - Collections	53.70	599.05	1,250.00	650.95	47.92%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended Mar. 31, 2019	9 Months Ended Mar. 31, 2019	Budget	Balance	% Received / Expended
Cont. - Audit	0.00	7,810.00	7,810.00	0.00	100.00%
Cont. - Consultants	6,000.00	16,535.97	19,700.00	3,164.03	83.94%
Lib. Mat. - Adult Books	3,980.54	41,972.47	58,000.00	16,027.53	72.37%
Lib. Mat. - Youth Books	3,024.91	25,764.00	33,000.00	7,236.00	78.07%
Lib. Mat. - Adult AV	1,867.88	16,292.81	26,000.00	9,707.19	62.66%
Lib. Mat. - Youth AV	372.51	5,354.47	7,000.00	1,645.53	76.49%
Lib. Mat. - EBooks	744.44	10,616.23	26,000.00	15,383.77	40.83%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	450.00	18,470.33	25,000.00	6,529.67	73.88%
Ps - Programs Adult	1,175.30	5,424.93	6,700.00	1,275.07	80.97%
Ps - Programs Youth	545.18	2,802.79	6,500.00	3,697.21	43.12%
Ps - Hotel/Motel	0.00	8,744.06	17,205.00	8,460.94	50.82%
Ps - Refunds / Fines / Fees	(25.00)	39.95	500.00	460.05	7.99%
Ps - Printing	2,996.00	8,973.21	14,500.00	5,526.79	61.88%
Ps - PR / Publicity	586.80	1,655.18	13,125.00	11,469.82	12.61%
Ps - Misc.	19.99	1,142.14	1,150.00	7.86	99.32%
Gas	1,587.32	5,066.28	8,000.00	2,933.72	63.33%
B & M - Water / Sewer	0.00	603.16	800.00	196.84	75.40%
Electricity	3,313.02	30,947.50	40,000.00	9,052.50	77.37%
Telephone	1,054.13	9,992.13	13,400.00	3,407.87	74.57%
Gifts	1,049.50	1,533.59	2,000.00	466.41	76.68%
Contingency	0.00	563.27	10,000.00	9,436.73	5.63%
Debt Repayment	0.00	153,109.00	169,900.00	16,791.00	90.12%
	127,767.48	1,389,404.38	1,862,290.00	472,885.62	74.61%

See Accountants Compilation Letter

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

BUILDING & MAINTENANCE FUND

	<u>1 Month Ended</u> <u>Mar. 31, 2019</u>	<u>9 Months ...</u> <u>Mar. 31, 20...</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
Taxes Levied	0.00	97,465.99	97,776.00	310.01	99.68%
Back Taxes	<u>0.00</u>	<u>34.54</u>	<u>0.00</u>	<u>(34.54)</u>	<u>0.00%</u>
	0.00	97,500.53	97,776.00	275.47	99.72%
Expenses					
Maintenance	8,088.36	29,949.56	74,520.00	44,570.44	40.19%
Maintenance Supplies	0.00	828.81	3,200.00	2,371.19	25.90%
Security	299.56	4,736.89	13,550.00	8,813.11	34.96%
Snow Removal	7,056.40	27,235.60	20,000.00	(7,235.60)	136.18%
Hvac	716.04	1,288.28	5,200.00	3,911.72	24.77%
Janitorial Supplies	191.37	2,574.67	3,000.00	425.33	85.82%
B & M - Landscape Maint	<u>278.00</u>	<u>8,168.59</u>	<u>7,450.00</u>	<u>(718.59)</u>	<u>109.65%</u>
	16,629.73	74,782.40	126,920.00	52,137.60	58.92%

See Accountants Compilation Letter

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

	SPECIAL RESERVE FUND				
	<u>1 Month Ended</u> <u>Mar. 31, 2019</u>	<u>9 Months Ended</u> <u>Mar. 31, 2019</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	4,554.40	0.00	(4,554.40)	0.00%
Auto. - Purchases	<u>0.00</u>	<u>11,107.00</u>	<u>16,850.00</u>	<u>5,743.00</u>	<u>65.92%</u>
	0.00	15,661.40	16,850.00	1,188.60	92.95%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	15,646.78
Cash / Copier Change	75.00
MB Operating	171,990.09
MB Business NOW	262,621.48
MB Certificate of Deposit 7707	603,654.24
MB Business Money Market	<u>260,525.08</u>

1,314,922.67

General Fixed Assets	<u>6,337,069.00</u>
----------------------	---------------------

TOTAL ASSETS **\$ 7,651,991.67**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>3,581.92</u>
	3,581.92

LONG-TERM LIABILITIES

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

1,820,000.00

EQUITY

Fund Balance	5,828,409.75
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TOTAL LIABILITIES & FUND BALANCE **\$ 7,651,991.67**

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Personnel Committee Meeting
Wednesday, March 20, 2019, 6:30 p.m.
Location: Library Meeting Room

1. Call to order – Trustee DuRocher called the meeting to order at 6:32 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher and Warren

ALSO ATTENDING: Library Director Sandy Whitmer

Trustees Stull and Ruzicka joined the meeting at approximately 6:45 p.m.

3. Approval of the agenda

MOTION: Trustee Warren moved to approve the agenda. Trustee DuRocher seconded. Motion approved by voice vote.

4. Public comments – None

5. New Business

- a. Director's FY2019 Evaluation Process

The Committee reviewed the process and task list. Responsibilities were delegated to Trustees DuRocher and Warren:

Trustee DuRocher will introduce the process at the March 20 Board Meeting. She will also lead the discussion of FY20 performance goals at the May 22 Board Meeting.

Trustee Warren will distribute the online survey, check response status, send reminders, compile responses and make copies for distribution to the Board in April. Trustee Warren will also be the point of contact for trustees who have questions. He will distribute the performance goal forms in April and will compile the suggestions for the May 22 Board Meeting. Trustee DuRocher offered to be available for questions Trustee Warren may have as he works through receiving and compiling the trustees' submissions.

Director Whitmer will prepare forms needed for the April Board Meeting (personnel file form and suggested performance goals form). Director Whitmer will also have a recommendation for the staff merit increase amount.

Trustee DuRocher asked Director Whitmer about how she could get more information or background at the Board level regarding staff turnover. She would like to hear Director Whitmer's thoughts, see a cost analysis, etc. There may be monetary costs for improving retention of employees, but there is also an

organizational cost in terms of hiring/training and stability/consistency if there is consistently high turnover. Director Whitmer replied this type of analysis and report would be appropriate as a performance goal. She also stated discussion of staffing levels together with employee compensation and benefits will be necessary as we implement the strategic plan and address the minimum wage increase.

Trustee Stull shared her personal experience with wage compression when new employees were hired at her part-time employer. Trustee Ruzicka shared her experiences as a library employee. They expressed concern about instances when the minimum wage is increased, but longer-term employees don't benefit from the increase.

Director Whitmer answered questions regarding our current pay structure and indicated our lowest paid position starts at \$11.21. She indicated the Library would not be impacted by the minimum wage changes for another two years, but suggests the Library have a plan in place sooner rather than later.

6. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting. Trustee DuRocher seconded. Motion approved by voice vote. Meeting adjourned at 6:53 p.m.

Respectfully submitted,

Richard W. Warren Jr.
Personnel Committee, Library Board of Trustees
Warrenville Public Library District

CONSENT AGENDA

Approve revisions to the Wage Scale including a 1.95% Market Adjustment and Changes to Pay Grade Assignments Effective July 1, 2019

Each year, the Management Association of Illinois recommends a market-based adjustment to the Library's wage scale. This year, the recommended adjustment is a 1.95% increase.

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

Director Whitmer recommends Pay Grade 12 be eliminated and the Head of Public Services position be moved back to Pay Grade 11. This recommendation is based on a number of factors including salary survey data and job duties.

The revised wage scale and classification plan is included on the following page.

For Review & Approval
April 17, 2019

REGULAR AGENDA

Approve payments for the period of March 21 – April 17, 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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
March 21 - April 17, 2019

Date	Num	Name	Amount
04/17/2019	6966	Accounting Services, Inc.	-508.00
04/17/2019	6967	Alarm Detection Systems, Inc.	-619.71
04/17/2019	6968	Ambius	-278.00
04/17/2019	6969	AT&T	-383.97
04/17/2019	6970	Baker & Taylor	-201.87
04/17/2019	6971	Baker & Taylor	-1,466.92
04/17/2019	6972	Baker & Taylor	-2,184.66
04/17/2019	6973	Baker & Taylor	-2,449.81
04/17/2019	6974	Barto, Laura	-200.00
04/17/2019	6975	Davis, Jackie	-60.89
04/17/2019	6976	Direct Energy Business	-3,183.79
04/17/2019	6977	Baker & Taylor	-405.22
04/17/2019	6978	Dybala, Patty	-36.42
04/17/2019	6979	Esau, David	-325.00
04/17/2019	6980	Hazelnuts Market, Inc.	-325.00
04/17/2019	6981	Jaime Perpich	-41.76
04/17/2019	6982	Jankowski, Jane	-156.64
04/17/2019	6983	Konica Minolta Business Solutions	-208.14
04/17/2019	6984	Lewis, Natasha Leher	-280.00
04/17/2019	6985	LIMRICC Purchase of Health Insurance Prog	-4,622.36
04/17/2019	6986	Midwest Tape	-2,178.30
04/17/2019	6987	Midwest Tape	-431.99
04/17/2019	6988	Pine Landscaping	-370.00
04/17/2019	6989	Recorded Books, Inc.	-3,970.21
04/17/2019	6990	Service Master Commercial Cleaning	-1,815.00
04/17/2019	6991	Raleigh, Marcy Lautanen-	-150.00
04/17/2019	6992	Technology Management Revolving Fund	-450.00
04/17/2019	6993	Unique Management Services, Inc.	-26.85
04/17/2019	6994	Warrenville Ace Hardware	-9.52
04/17/2019	6995	Warrenville, City of	-77.00
04/17/2019	6996	Whitmer, Sandy	-44.38
04/17/2019	6997	Peerless Fence	-1,135.00
04/17/2019	6998	Alarm Detection Systems, Inc.	-150.92
04/17/2019	6999	Business Card	-4,675.54
04/17/2019	7000	Petty Cash Fund	-29.60
03/28/2019	Electronic	Konica Minolta Premier Finance	-346.67
03/28/2019	Electronic	Paylocity	-281.09
03/28/2019	Electronic	MegaPath	-69.38
03/28/2019	Electronic	Northern Illinois Gas	-1,587.32
03/28/2019	Electronic	AFLAC	-183.84
			-35,920.77

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.

NEW BUSINESS

Approve Trustee Mileage Reimbursements and Approve Expenditures for LACONI Trustee Banquet (ACTION)

Director Whitmer recommends Trustees Warren and Stull each be reimbursed for mileage to and from the ILA Trustee Workshop that was held in Oak Brook on March 16. Each trustee is entitled to \$16.82 (29 miles @ \$0.58 per mile).

Last month, a flyer for the LACONI Trustee Banquet was shared with the Board. The banquet will be held at Hotel Arista, Naperville, on Friday, May 10 from 6:00 – 9:00 p.m. Rebecca Vnuk, Executive Director of LibraryReads, will speak about "Librarians as Influencers." Cost is \$65 per person. Following Board approval, Director Whitmer will register anyone interested in attending the event. (Meal options: Grilled Flat Iron Steak, Salmon, or Parmesan Gnocci. A cash bar will be available at the event.)

SUGGESTED MOTION: Approve mileage reimbursement to Trustees Warren and Stull in the amount of \$16.82 each and approve expenditures for Trustees _____, _____ and _____ to attend the 2019 LACONI Trustee Banquet.

EXPENSE REIMBURSEMENT REQUEST FORM (1/1/2019)

NAME Heather Stull

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.

recommended by

Sandy Whimmer 3/16/19

Employee Signature Trustee Date

Supervisor Signature

Date

MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
3/16/19	ILA Trustee Forum	Oak Brook	29
TOTAL MILES			29
REIMBURSEMENT RATE PER MILE			.58
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			16.82

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) \$ 16.82

\$

\$

\$

\$

TOTAL REIMBURSEMENT AMOUNT \$ 16.82

EXHIBIT B - REIMBURSEMENT REQUEST FORM

ORDINANCE NO. 16-17-07

ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

EXPENSE REIMBURSEMENT REQUEST FORM (1/1/2019)

NAME Richard Warren Jr.

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.

recommended by
Sandy Whitmer 3/16/19
Supervisor Signature Date

Employee Signature Date
Trustee

MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
3/16/19	ILA Trustee Forum	Oak Brook	29
TOTAL MILES			29
REIMBURSEMENT RATE PER MILE			.58
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			16.82

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) \$ 16.82

\$

\$

\$

\$

TOTAL REIMBURSEMENT AMOUNT \$ 16.82

EXHIBIT B - REIMBURSEMENT REQUEST FORM

ORDINANCE NO. 16-17-07

ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

April Board Meeting Guests

Two students from College of DuPage's American Sign Language Interpreting program will attend the Board Meeting to practice their interpreting skills. As part of their assignment, they are required to film themselves and capture the audio of the meeting.

Early Look at Working Budget Numbers

The Management Team submitted budget requests to me for next fiscal year. We have included funds for additional staff hours to address two strategic plan goals: Improve Services to Hispanic Residents and Raise Awareness of the Library. (Additional hours will increase two part-time positions to full-time positions.)

Initial estimates show expenditures exceeding income by approximately \$55,000. We are working to close the gap by reducing expenses in some areas (collections, online databases, contingency/miscellaneous items, office supplies).

We will discuss whether or not to proceed with a few new initiatives (second scan station for photo editing, netbooks with wifi hotspots to circulate outside of the library, and "my promo" receipts software).

We expect to reduce electricity consumption next year so we will realize some energy cost savings. (See below.)

I will recommend a "tiered" system for merit increases this year – positions in grades 6 and lower on the wage scale will be eligible for a 3% merit increase. All other positions will be eligible for a 2% merit increase. This tiered system will allow us to proactively address the impact of minimum wage increases.

Interior/Exterior Signage

I continue to communicate with the architects about adding interior signage. We received an initial quote for the interior work: \$6,580.

We also asked them to design and get a quote for exterior "monument-style" signage.

One sign is to be placed closer to the parking entrance on Mount Street. The second sign will be placed near the Stafford Place entrance. The quote for these two signs came in higher than I expected: \$38,355.

The architects are reviewing my questions and comments about both quotes at this time.

LED Retrofits/Replacements

Jackie and I met with representatives from a company that is a designated ComEd Trade Ally to review our remaining LED retrofits/replacements. The estimate to address 68 interior and exterior fixtures is approximately \$12,500 after the ComEd incentives. The contractor estimates an annual energy cost savings of \$5,000 as a result of this work.

Street Lamp Transition to City of Warrenville

The City of Warrenville Public Works team has reached out to us to schedule the work needed to transition the Stafford Place street lamps from the Library's circuit to the City's circuit. We expect this work to be completed soon, weather permitting.

Last fall, we learned the new street lamps on Mount Street (from Manning Avenue to Rockwell Street) are temporarily connected to the Library's circuit. I have followed up with the City to find out if there is an estimated cutover date for these fixtures.

FOIA Responses

In March we responded to one FOIA request from SMART Local 265 for invoices for any sheet metal work completed over the past three years.

March Meetings/Programs/Outreach (Sandy)

March 1 – ILA Legislative Luncheon

March 4, 6 – Introductory meetings with Western DuPage Chamber of Commerce
Directors

March 6 – Website Committee Meeting

March 9 – ATLAS Director's Retreat

March 12 – Management Team Meeting

March 15 – Warrenville in Bloom presentation practice

March 16 – ILA Trustee Forum Workshop

March 19 – Warrenville in Bloom Informational Meeting

March 21 – Webinar: Paying Attention to Pay Equity

March 26 – Conducted emergency situations training for new staff

March 26 – Met with Lou Carlile re: Levy process

March 27 – Met with Leila Heath re: transition

March 25-29 – Individual Meetings with Public Services staff re: input on new manager

March Meetings/Programs/Outreach (Jackie)

March 12 – Management Team meeting

March 14 – HR Source HR Conference

STATISTICAL SUMMARY

March 2019

	MAR 2019	MAR 2018	% change	+/-
TOTAL CIRCULATION ***	20,167	21,398	-5.8%	-1,231
Print	10,505	10,826	-3.0%	-321
NonPrint	7,733	9,012	-14.2%	-1,279
Equipment (mobile dev., in-house laptops, etc.)	125	111	12.6%	14
Downloadables	1,804	1,449	24.5%	355
OVERDRIVE (eBooks & eAudiobooks)	1,022	803	27.3%	219
ZINIO (eMagazines)	113	49	130.6%	64
Hoopla	669	525	27.4%	144
Tumblebooks	-	72	-100.0%	-72
ITEM REQUESTS PROCESSED	260	268	-3.0%	-8
INTERLIBRARY LOANS RECEIVED	216	210	2.9%	6
MATERIALS ADDED	954	1,663	-42.6%	-709
MATERIALS WITHDRAWN	1,058	1,457	-27.4%	-399
TOTAL COLLECTION SIZE*	106,407	113,744	-6.5%	-7,337
PROGRAMS				
Number of Adult Programs	10	6	66.7%	4
Adult Program Attendance	255	102	150.0%	153
Number of Teen Programs	5	4	25.0%	1
Teen Program Attendance	37	19	94.7%	18
Number of Children's Programs	25	25	0.0%	0
Children's Program Attendance	596	505	18.0%	91
Book-A-Librarian	7	4	75.0%	3
Book-a-Librarian Attendance	7	4	75.0%	3
RECIPROCAL BORROWER CIRCULATION	1,375	1,422	-3.3%	-47
RESIDENT CARDS ACTIVE	5,990	5,867	2.1%	123
RECIPROCAL BORROWER CARDS ACTIVE	315	340	-7.4%	-25
VISITOR COUNT **	8,688	8,639	0.6%	49
COMPUTER SESSIONS	1,251	1,346	-7.1%	-95
DATABASE USAGE	196	262	-25.2%	-66
WEBSITE VISITS	71,447	56,083	27.4%	15,364
UNIQUE WEBSITE VISITORS	66,178	50,654	30.6%	15,524

*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

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

March 2019

prepared by Jen Moore

InterLibrary Loan

Item Requests Processed: 260; Materials Received: 216; Materials Lent: 48

Programming / Outreach

Note: general program statistics are available on the statistical summary that accompanies the Director's report.

Puzzles: 4

1000 piece: Road Trip USA, Fantasy Bookshop, 99 Beautiful Places on Earth, Paris Balcony

Teen Volunteers: 6; Hours: 8

Continuing Education

Diana - Reads for the Reluctant: Tips and Tools to Help Engage Every Potential Reader

Jane - Illinois Youth Services Institute (2-day conference)

"In addition to some fun inspiration for specific activities and programs (cardboard planetarium!), I got some great advice about building and strengthening relationships between youth services library professionals and outside groups, including local schools and the homeschool community"

Digital Resources

Beyond Dust Jackets Blog:

Views 3/1-31: 1574

Total views 2019: 4658; Total views FY: 17361

NextReads Newsletters:

Subscribers thru 3/31: 169

Newsletters sent 3/1-31: 685

Total newsletters sent 2019: 2098; Total newsletters sent FY: 6211

OverDrive eAudiobooks/eBooks:

New User accounts 3/1-31: 17

Checkouts 3/1-31: 1022

Total checkouts 2019: 3075; Total checkouts FY: 8671

Zinio eMagazines:

User accounts thru 3/31: 212

Checkouts 3/1-31: 113

Total checkouts 2019: 382; Total checkouts FY: 829

Hoopla:

New User accounts 3/1-31: 31

Checkouts 3/1-31: 669

Total checkouts 2019: 1736; Total checkouts FY: 4759

MEMBER SERVICES REPORT

March 2019

Patty Dybala

Library Card Monthly Stats		
	March 2019	March 2018
# of new cards issued	93	81
# of renewed cards (expiring 3/2019) *Automatically renewed per NCOA report	121 (80% of accounts renewed)	32 (90 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	5,990	5,867
Reciprocal Borrower cards (active)	315	340

Miscellaneous Monthly Circulation Stats		
	March 2019	March 2018
Self-Checkout Station	8,088 items (43% of total circulation)	8,142 items (40% of total circulation)
Reciprocal Borrower Circulation	1,375	1,422
# of Outgoing Book Discussion ILL Requests	68 (20% of total item requests)	25 (8% of total item requests)
Mobile Device Circulation	45	73

Professional Growth/Meetings/Outreach

3/5 Create new Borrower Types for Outreach Card Registration- Cynthia, Patty
 3/6 Outreach Planning Meeting w/ Sandy W. - Patty
 3/6 Website Committee Meeting- Patty
 3/12 Marketing Committee Meeting- Jaime
 3/12 Management Team Meeting- Patty
 3/15 RAILS Workshop: Successfully Dealing with Harassing Patron Behaviors - Jaime
 3/21 LACONI: Trends in Circulation Presentation- Patty
 3/19-3/30 ILL Return Processing Training- All Member Services Staff
 3/26 Emergency Situations Training- Ellen

Homebound Delivery

None this month

MARKETING REPORT

March 2019

Kathy Gaydos

eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
March 2019 (3/1)	1263	40%	10%
Spring RM (2/12)	1248	38%	24%
Feb. 2019 (2/2)	1250	38%	10%
Special Closing (1/29)	1235	44%	3%
Jan. 2019 (1/3)	1236	43%	12%
Survey Thanks (12/11)	602	72%	1%
Dec. 2018 (sent 12/1)	847	37%	12%

Social Media

Facebook	Oct.	Nov.	Dec.	Jan. '19	Feb. '19	Mar. '19
Total Page Followers	926	935	943	959	973	982
Total Page Likes	922	932	940	955	968	977
Avg. Daily Reach (includes paid)	502	509	444	705	554	633
Twitter	Oct.	Nov.	Dec.	Jan. '19	Feb. '19	Mar. '19
Average Daily views	238	236	238	274	206	194
Average Engagement Rate	0.9%	1.3%	1.2%	0.9%	1.2%	1.2%

Activities

Continued training with new Graphic Designer on design and file procedures; developed 2020 FY Marketing budget; began edit and lay out of Summer 2019 *Reading Matters*; prepared Go Box for Literacy Night Outreach (3/13); prepared library board presentation (3/20); ordered supplies for Summer Reading Challenge and July 3rd library float; developed procedures, rules and materials for 40th Anniversary Trivia contest.

Graphics Created

Newly-added youth Arts program—slide/flyer; Register for a Library Card—slide/flyer; working on updating other slides/flyers for databases.

Meeting/Event Attendance

40th Anniversary Planning with Management Team, Kathy 3/12
 Marketing Committee, Kathy and Evie 3/12
 Summer Reading Challenge and other items, Kathy and Sandy 3/18
 March Board Meeting, Kathy 3/20

TECHNICAL SERVICES REPORT

March 2019

Lou Carlile

Collection statistics for the month:

*954 items added. (460 books, 117 AV, 155 periodicals, 222 eBooks/eAudio, 0 equipment)

*1058 items deleted. (856 books, 31 AV, 171 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

*Management Team meetings: (Lou Carlile)

*Strategic plan meetings: (Lou Carlile)

*40th Anniversary Open House Planning Meeting (Lou Carlile)

Collection Maintenance:

*103 books repaired.

*374 AV cleaned / repaired.

1. Meetings, training, etc.
 - Management Team Meetings - 1
 - Book-a-librarian sessions (general) – 1
 - Media Conversion station training – 3
 - Budget proposal review w/Peter
 - Board meeting / 10-year anniversary recognition
2. Worked with Patty to create and test new borrower type in Horizon for temporary member registrations.
3. Submitted FY20 department budget requests.
4. Renewed 3 of 9 active hotspot service plans through Mobile Beacon.
5. Set up new logins, phone and PC profile for new Adult Services Associate Tom Hill and new Youth Services Assistant Lynne Johnson. Disabled accounts for former employee Alexandria Murillo.
6. Provided first-time PC and phone login assistance and technology orientation for Tom Hill.
7. Replaced DYMO label printer and upgraded the DYMO software on TSWORK2.
8. Completed upgrading Catalog PCs to Windows 10 1809 and OpenKiosk 60.3
9. Shut down the original backup server; added the larger of the two storage devices to the storage pool on the new server.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, April 11, 2019)

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

Sunday, April 21 – Library Closed

Wednesday, May 22 at 6 pm
Committee of the Whole Meeting (Budget)
Library Meeting Room

Wednesday, May 22 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

****Note, the May meeting will be held on the fourth Wednesday****

Library Trustee Event

LACONI Trustee Banquet
Friday, May 10 from 6-10 pm
at Hotel Arista, Naperville
Flyer attached. We will consider and approve trustee attendance at the April 17, 2019 Board meeting.

Future Agenda Items:

May

- Committee of the Whole Meeting (Budget) at 6 pm
- Issue Oaths of Office to new/re-elected Trustees
- Election of Officers for next 2 years (see descriptions, info next page)
- Overview of Strategic Plan Responsibilities, Timeline and Activities
- Approve Director's performance goals for next fiscal year

June

- Adopt Working Budget for next fiscal year
- Authorize preparation of Tentative Budget & Appropriation

BOARD REORGANIZATION

Several actions will be taken at the May 22 Board Meeting. (The Committee of the Whole Meeting will be conducted with the existing officers in place.)

Oath of Office

The Board Secretary (Trustee Stull) will issue the Oath of Office to re-elected trustees Sandy Lezon and Jill Richardson.

Election of Board Officers

The Board will elect officers to serve for the next two years. Director Whitmer suggests that current officers serve in their current capacities until all officers are elected by the Board. The newly elected president would preside over the meeting beginning with consideration of committee assignments. Our by-laws state that "Officers of the Board shall not serve more than two consecutive two-year terms in any one office..."

The following is a report on current officers:

- President: Trustee Picha is completing her first two-year term and is eligible for another term in this position.
- Vice President: Trustee DuRocher is completing her second two-year term and is not eligible for another term in this position.
- Treasurer: Trustee Lezon is completing her second two-year term and is not eligible for another term in this position.
- Secretary: Trustee Stull is completing her first two-year term and is eligible for another term in this position.

Here is a suggested outline that can be used to guide the Board through the election of officers (President, Vice President, Treasurer, Secretary):

Chair: The floor is open for nominations for the office of President of the Board.

Trustee(s): I nominate _____ for President.

Chair: Acknowledge the nominee(s) and confirm that he/she is willing to serve. Are there any additional nominations? If no, then the nominations are closed.

Chair: All in favor of _____ for President? Opposed?

(In the case of a single nominee, an affirmative vote is all that is necessary. In the case of multiple nominees, the Chair calls for a vote on each nominee in the order that they were nominated. The first nominee to receive a majority is elected.)

Consideration of Board Committee Assignments for 2019-2021

At this time the Board may discuss committee assignments for the next two years. Committees and their current assignments are outlined below. The Board President appoints Trustees to committees. In the past, the Board has also affirmed the appointments, though this is not entirely necessary. The Board may choose to defer this discussion to June and the Board President may take the next month to discuss committee interests with individual Trustees during that time. The Board President is an ex-officio member of each committee.

Personnel Committee (2 Trustees + 1 alternate)

2017-2019: Trustees DuRocher & Warren (alternate: Trustee Richardson)

Meets as necessary, more frequently in January – June. Number one priority is the annual Director evaluation. May also be involved with reviewing personnel policy.

City/Library Task Force (2 Trustees + 1 alternate)

2017-2019: Trustees DuRocher & Lezon (alternates: Trustees Richardson & Ruzicka)

Meets with City representatives as needed to review and discuss common issues with the City.

Open Meetings Act Designee(s) (usually 1 Trustee + the Library Director)

2017-2019: Trustee Stull, Trustee Warren & Director Whitmer

The Open Meetings Act Designee(s) must complete the OMA online training after appointment and annually thereafter. The OMA designee(s) provide guidance to the Library's officers and employees regarding compliance with the Open Meetings Act.

Freedom of Information Act Officer(s) (usually the Library Director as primary + Assistant to the Director as secondary)

2017-2019: Director Whitmer (primary) and Assistant to the Director Davis (secondary)

The Freedom of Information Act Officer(s) must complete the annual FOIA online training. The FOIA Officer must respond to all FOIA requests received by the Library District. The FOIA Officer also ensures that the Library is in compliance with all FOIA requirements.

Ethics Advisor (may be delegated to an officer or employee)

2017-2019: Trustee Lezon

Provides guidance to the Library's officers and employees concerning the interpretation of and compliance with the provisions of the Library's "Policy Regulating Political Activities and the Solicitation and Acceptance of Gifts" and State ethics laws.

Library System Contact (may be delegated to an officer or employee)

2017-2019: Director Whitmer

Serves as the main contact for communication between the Library District and the Library System. Votes on behalf of the Library in any System elections. Responds to surveys or delegates survey response to appropriate individual.