



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, January 16, 2019, 6:30 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
  - a. Overview of Technical Services (Head of Technical Services Lou Carlile)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

**p. 3** ..... a. Approve Minutes of December 19, 2018 Committee of the Whole Meeting

**p. 8** ..... b. Approve Minutes of the December 19, 2018 Regular Board of Trustees Meeting

**p. 14** ..... c. Receive and file Financial Report for December

8. Regular Agenda

**p. 21** ..... a. Approve payments for the period of December 19, 2018 – January 16, 2019 **(ACTION)**

**p. 23** ..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

**p. 24** ..... a. Strategic Plan Discussion (Sarah Keister Armstrong & Associates, LLC) **(ACTION)**

- 10. New Business
- p. 31 ..... 11. Director's Report
- p. 34 ..... 12. Department Head Reports
- p. 40 ..... 13. President's Report
  - a. Next meetings or events
- p. 44 ..... 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed Session
- 20. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**



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  - a. Approve payments for the period of December 19, 2018 – January 16, 2019 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
  - a. Strategic Plan Discussion (Sarah Keister Armstrong & Associates, LLC) **(ACTION)**

10. New Business
11. Director's Report
12. Department Head Reports
13. President's Report
  - a. Next meetings or events
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21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
DECEMBER 19, 2018**

1. Call to Order – Trustee Picha called the meeting to order at 6:12 p.m.
2. Roll Call

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

ALSO ATTENDING Ms. Sarah Keister Armstrong

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Technical Services Lou Carlile, Head of Member Services Patty Dybala, Marketing and Communications Specialist Kathy Gaydos, Head of Public Services Leila Heath

PUBLIC ATTENDING: Gail Smith and Nicole Wagner, Warrenville residents

3. Public Comments - none
4. Presentation of Community Needs Assessment Report - Sarah Keister Armstrong & Associates, LLC

#### DEMOGRAPHICS

Ms. Armstrong stated she likes to touch upon the demographic information detailing trends in the population of Warrenville as well as comparison data for DuPage County and the State of Illinois.

- The population has been stable and the mean age has increased slightly with more diversity in the residents.
- Approximately 22% of the community speak a language other than English at home, with 15% speaking English very well and 6% speaking English less than very well.
- When looking at library services for homes that do not have someone who speaks English very well, they are usually isolated from services they need and may have difficulty with the schools.

#### COMMUNITY SURVEY

- Response to the survey was excellent with 913 surveys received, not including the Teen Survey. The majority were paper surveys.
- The overall responses were positive but discussion will focus on the negatives to know where improvements can be made.
- The main reason people do not visit more often is they do not have the time. For others it does not occur to them to come here or we do not have the materials they want.

- Ms. Armstrong suggested the Library try to communicate the Library's value so they will visit.
- One item mentioned numerous times was the organization of the DVDs.
- Responses indicated more members are accessing eBooks, eAudiobooks or eMagazines. Some focus group participants stated when they tried to access the materials they were unhappy with the results, just not interested in them, or they prefer the physical materials. Some members did not know what features were available on the ematerials such as making the text larger.
- The majority of responses said they would like to receive library news by either email or newsletter. Facebook and Twitter rated much lower. Ms. Armstrong suggested using multiple channels to get the information out and to use channels appropriate to the age groups you are trying to reach.
- 85% of participants have a library card and many had cards at other libraries.
- Many respondents have high-speed internet at home. Cable televisions and streaming devices ranked equal.
- Respondents were 73% female; 26% male.
- The majority of respondents were in the 36-50 year old age range. There was a good response from the 25-35 year olds, an age group that is sometimes underrepresented in surveys.

#### TEEN SURVEY

- The questions were different for the teens and most comments were positive.
- Teens indicated they very much value the physical collection available to them and the majority visit to borrow materials, socialize, play games and study or work with others.
- They had very favorable comments about the physical space.
- Teens feel safe and welcome at the Library.
- Director Whitmer stated a teen was also part of the resident focus group.

#### FOCUS GROUPS

- Residents
  - The people who attended were generally members who use the Library on a regular basis but there were still things they did not know about the Library.
  - Ms. Armstrong reminded staff when moving forward to remember even if a member is here all the time; they may be missing something the Library has to offer.
  - Would like more programs.
  - They do not think the community knows what the Library offers.
  - Would like better vending options in the vending café.
  - The tablets in the Children's Department are located in a bad spot. Parents struggle with the kids wanting to access them immediately and not enter into the Discovery Room.

- Community Leaders
  - The theme of the day seemed to be for the Library to increase outreach to the underserved members of the community.
  - They discussed how different community organizations interact with each other and communicate with the public.
  - They would like to have a central location in the community for "a hub of information" and are interested in collaborating with the Library to help get the word out to the community.
  - One participant said the best method of communicating events is by word of mouth.
  - Possibly have Warrenville Youth and Family Services (WYFS) staff spend a few hours a week at the Library to engage the Spanish community as the residents already know these leaders and trust them.
  - A WYFS member said a member used the Library to apply for unemployment benefits and there are many families that could benefit from this service. Many are immigrants from Central America and Mexico.
  - Trustee Ruzicka stated the Library previously had a joint program with WYFS called "Quest". She asked if more outreach should be done to these groups. Ms. Armstrong feels it would be better to have a WYFS staff member at the Library as they have an established trust with the Spanish families. Once they gain trust in an organization they tend to spread word among their friends and families.
  - Director Whitmer stated she would like to encourage other organizations to use the Library spaces to hold programs. She also stated the Library is working with the Wheaton Warrenville Early Childhood Collaborative to make sure every child is ready for kindergarten. Many of these families value education and want a better life for their child than they have.
  - No negative comments were received about the new spaces.
  - Trustee Stull asked if any business leaders attended. Ms. Armstrong replied no. A Chamber of Commerce staff person cancelled.
  - An alderwoman talked about some of the resource she uses and others were surprised to learn what resources the Library does offer.
  - Trustee DuRocher asked if any representatives from the schools attended. Director Whitmer stated there were not and this was a big disappointment to her. The principals of the schools were invited and Ms. Armstrong followed up with them multiple times via email. None of the contacts responded. Director Whitmer stated the Youth Services Department does some programming at the schools.
  - Trustee Ruzicka asked Ms. Armstrong if she called and spoke to the school principals. She replied she did not.
- Staff
  - Staff identified several strengths of the library:
    - The Library has the materials members want
    - Strong community involvement in Warrenville
    - Staff is friendly and engaging
    - Staff works well as a team

- Staff noted areas that could be improved including:
  - Having craft programs for adults
  - Reorganizing the DVD collection
  - More Spanish speaking programs
  - Staff should vocalize the amenities we do offer

5. Discussion of Community Needs Assessment Report and Next Steps in the Strategic Planning Process

- Trustee Warren asked if a Spanish survey was available. Ms. Armstrong stated there was but only received 12-13 responses.
- Director Whitmer stated a renter thought they could not get a library card due to renting, not owning.
- Trustee Ruzicka stated there are currently several bilingual (Spanish-speaking) librarians on staff; however, they may not always be on desk when these families come in.
- Trustee DuRocher stated we need to increase Library visibility to Latino families and may have to think outside the box to crack through. The community needs a better understanding about the Library, what we do and that the Library is no longer a quiet place.
- Trustee DuRocher feels the Board should think outside the box for the strategic plan.
- Trustee Picha stated to start thinking about blowing our own horn and talk aggressively about the things we have and do. We should reach out to the Warrenville organizations to brainstorm and work together.
- Trustee Lezon stated she did not find any big surprises in the survey. She thinks the Library should reach out to the Spanish community and advertise the Library and programs in places they frequent. Director Whitmer added Spanish collections could be located at the apartment complexes and homeowner association clubhouses.
- Trustee Ruzicka asked about presenting library programs at the schools. Ms. Heath stated the Youth Services Department presented STEM programs at the elementary schools this year. If children could not attend, the program at the school there was one at the Library.
- Trustee Lezon stated eBooks are always coming up in discussions, but feels they are hard on the eyes and if you are trying to read to fall asleep the light keeps you awake. She feels there are many people who still want the physical book.
- Trustee Lezon feels one thing we need to do is get the word out on what we do have and offer, especially to the people we are not currently using the Library.
- Trustee Stull asked Ms. Armstrong if there were any other underserved groups than the Spanish speaking. Ms. Armstrong replied it was largely the Latino and Spanish speaking. Trustee Picha stated we should also target the low-income families.
- Ms. Armstrong suggested the Library provide access to residents to obtain a GED or apply to colleges - consider offering educational opportunities.



- Trustee DuRocher stated staff needs to know what the underserved people want and how to greet them once they are in the Library.
- Director Whitmer stated there are many educational resources Library staff does not even know about.
- Trustee DuRocher feels the goal should still be to make the Library a hub of information. Someone should be able to come to the Library and find out what each agency in the area does. She feels the Library is still a great place for that.
- Trustee Warren would like to put Library program information at churches, laundromats, grocery stores, etc.
- Trustee DuRocher stated the Board must have a mandate – to serve the population of the community.
- Ms. Armstrong suggested the Board include the community leaders in the Library's strategic plan, which may make them active participants.
- Ms. Armstrong encouraged the Board to think about what they want the outcome to be and then work on how to get there. For example, why do you want Spanish speaking families to use the Library and how are you going to get there.

#### 6. Items for Information/Discussion

The consensus of the Board is to commence the January 16, 2019 Board Meeting at 6:30 p.m. with Ms. Armstrong in attendance to continue this discussion.

Ms. Armstrong will send out a brief survey to the Trustees and Management Team to submit their ideas before the January board meeting.

Trustee Picha thanked Ms. Armstrong for all her hard work.

#### 7. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 7:31 p.m. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,

Heather Stull, Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, December 19, 2018**

1. Call to order – Trustee Picha called the meeting to order at 7:45 p.m.
2. Roll Call  
ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, and Warren  
STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, and Leila Heath, Head of Public Services  
PUBLIC ATTENDING: Nicole Wagner, Warrenville Resident

3. Approval of the agenda

Trustee Picha combined and moved items 7.a. – Approve Minutes of the November 14, 2018 Public Hearing and 7.b. – Approve Minutes of the November 14, 2018 Regular Board of Trustees Meeting to Regular Agenda, #8.c.

Trustee Picha removed Items 19. – Closed Session and #20 – Discussion/action resulting from the above closed session.

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

*Roll call vote:*

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

*Nays – none*

*Motion carried*

4. Presentations
  - a. Overview of Public Services - Head of Public Services Leila Heath
    - Ms. Heath stated her department has welcomed three new team members in the last 3-5 months.
    - Their main focus is maintaining a vibrant collection and the department tries to keep the collection to the current size or less to ensure adequate space on the shelves.
    - When ordering new items, the staff will use reviews, patron suggestions, lists from NextReads and BookPage as well as analyzing trends in the new materials and looking at turnover within our collection.
    - She has noticed the turnover rate has increased since the renovation which means the circulation is trending ahead of the collection decreases. The most dramatic example is the Picture Book collection. The collection has decreased in size since 2015, while the annual circulation increased significantly.
    - Weeding is an important part of their work. One item is weeded for every one added to the collection.

- Trustee DuRocher asked what the library does with the weeded items. Ms. Heath said most print items are recycled and the CDs, DVDs and audiobooks are donated to smaller libraries.
- Ms. Heath stated her department focuses on members having a positive experience at the Library, which includes friendly service and assistance.
- In November four jigsaw puzzles were completed and now the fireplace is a popular area.
- The Discovery Room is busy with parents and children.
- Teens are using the Teen Lounge for visiting, board games, and crafts.
- Adult Services Assistant Nora Jimenez is working on a Citizenship Corner. She applied for a free kit and Ms. Heath will be meeting with her in January to discuss further details.
- They try to offer interesting programs and attendance remains strong. A teen program to make blankets for the DuPage Animal Control drew 12 teens.

5. Public comments -- none

6. Correspondence

Director Whitmer circulated the following correspondence:

- A letter from Ehlers financial planners stating the letter received last month stating Ehlers was terminating agreements and services to the Library was sent in error. The closure of the Illinois office does not impact our relationship or existing contract with Ehlers
- Thank you and holiday greetings from the Warrenville Youth and Family Services LINK program
- Thank you from Community Unit School District 200 Student Excellence Foundation for the Library's participation in the STEM Expo
- Thank you from Robin Lavender, Client Access Coordinator, DuPage County Health Department for providing a location for Get Covered DuPage open enrollment assistance
- Thank you from the Robert Rowe Library in Sheridan for over 400 DVDs we gave them. If they cannot use them they share them with other small libraries.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Receive and file Financial Report for November
- b. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- c. Authorize Library Staff to Submit the FY19 Public Library Per Capita Grant Application and FY17 Expenditure Report to the Illinois State Library

*MOTION: Trustee Warren moved to approve the consent agenda as read. Trustee DuRocher second.*

*Roll call vote:*

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

*Nays – none*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of November 15 – December 19, 2018

*MOTION: Trustee Stull moved to approve payment of invoices in the amount of \$43,965.32 for the period of November 15, 2018 through December 19, 2018 including electronic payments and checks #6789 – 6831. Trustee Warren seconded.*

*Roll call vote:*

*Ayes: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren*

*Nays: None*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Warren moved to approve transfer of \$100,000 from Business NOW Account to Operating Account. Trustee Stull seconded.*

*Roll call vote:*

*Ayes: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren*

*Nays: None*

*Motion carried*

- c. Approve Minutes of the November 14, 2018 Public Hearing and Minutes of the November 14, 2018 Regular Board of Trustees Meeting

*MOTION: Trustee Stull moved to approve the Minutes of the November 14, 2018 Public Hearing and the Minutes of the November 14, 2018 Regular Board of Trustees Meeting. Trustee Lezon seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Richardson, Stull and Warren*

*Nays – none*

*Abstain – Trustees Picha and Ruzicka*

*Motion carried*

9. Unfinished Business

- a. Adopt Ordinance #18-19-05 Fixing Regular Meetings for 2019

Trustee Picha explained the May meeting is May 22 (instead of May 15) to accommodate activities related to the April 2 election.

*MOTION: Trustee Warren moved to adopt Ordinance #18-19-05 Fixing Regular Meetings for 2019. Trustee Lezon seconded.*

*Roll call vote:*

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

Minutes of the Regular Board of Trustees Meeting

December 19, 2019

Page 3 of 6

Nays – none  
Motion carried

10. New Business

a. Distribute 2019 Calendar of Responsibilities

Trustee Picha thanked Director Whitmer and Assistant to the Director Jackie Davis for compiling the calendar

b. Approve Revised Policy No. 230 – Collection Development Policy

Director Whitmer stated that the revisions do not significantly change the intent and underlying content of the existing policy. The changes update language and streamline the existing policy to reflect current practices.

*MOTION: Trustee DuRocher moved to Policy No. 230 – Collection Development Policy as presented. Trustee Lezon seconded.*

*Roll call vote:*

*Ayes: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren*

*Nays: None*

*Motion carried*

c. Approve Revised Policy No. 240 – Reference Service Policy

*MOTION: Trustee Stull moved to Policy No. 240 – Reference Service Policy as presented. Trustee Warren seconded.*

*Roll call vote:*

*Ayes: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren*

*Nays: None*

*Motion carried*

d. Consideration of Disposition of Certificate of Deposit at MB Financial Bank

Director Whitmer stated she reviewed cash flow projections through December 2019. If the Library invests \$600,000 in a Certificate of Deposit, the low point of available cash will occur at the end of May 2019. At that time, \$300,000 will be available.

Director Whitmer reviewed the available options and stated MB Financial Bank will match the published interest rate offered by other local brick and mortar banks.

After discussion, the consensus of the Board is to deposit \$600,000 in a new Certificate of Deposit at MB Financial at the best available current interest rate for a term not to exceed 13 months.

*MOTION: Trustee Stull moved to authorize staff to invest \$600,000 from the MB Financial Money Market Account in a new Certificate of Deposit at the best available current interest rate for a term not to exceed 13 months; then redeem the existing Certificate of*

*Deposit when it matures in January and deposit the proceeds to the MB Financial Bank Money Market Account. Trustee DuRocher seconded.*

*Roll call vote:*

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

*Nays – none*

*Motion carried*

e. Approve Contract for Cleaning Services

Assistant to the Director Jackie Davis recommended the Board approve the Contract for Cleaning Services with ServiceMaster Commercial Cleaning Services for 2019-2021.

*MOTION: Trustee Warren moved to authorize staff to execute a Contract for Cleaning Services with ServiceMaster Commercial Cleaning Services for 2019-2021. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – none*

*Motion carried*

11. Director's Report

a. Trustee Election

Director Whitmer stated three candidates have filled for the two positions up for re-election including incumbents Sandra Lezon and Jill Richardson. The third candidate is Daniel A. LeBlanc Jr.

If anyone is interested in filing objections the deadline is 5 p.m. on December 26, 2018.

12. Department Head Reports

Member Services - Director Whitmer reported Patty Dybala submitted a list of all resident and reciprocal borrower address to Unique Management to cross check against the National Change of Address database and obtained the results in November. A total of 9,261 accounts were verified and 1,401 accounts have a new address. Warrenton cardholders who still reside in Warrenton will have their library card privileges proactively renewed for three years. Warrenton cardholders who have moved to a new address outside of the Warrenton Library District will be ineligible for renewal and the accounts will be deleted in 6 months.

Marketing – Kathy Gaydos attended the Library Marketing and Communications Conference in St. Louis in November.

13. President's Report

Trustee Picha reported the next meeting and events. The January 16, 2019 Board Meeting will begin at 6:30 p.m.

14. Treasurer's Report – everything looks good

15. Secretary's Report – everything looks good

16. Committee Reports - none

17. Trustee Comments

Trustee DuRocher thanked Director Whitmer for sending a beautiful flowering plant in honor of her father's passing to her and her family.

Trustee Picha extended the Board's sympathy to Trustee DuRocher and wished everyone a Merry Christmas.

18. Items for information and/or discussion – none

19. Adjournment

*MOTION: Trustee Lezon moved to adjourn the meeting at 8:34 p.m. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*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**

**December 31, 2018**



WARRENVILLE LIBRARY INCOME	DECEMBER 2018	FUND BALANCES							PAGE 1			
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2018	OTHER INC. RECEIVED MONTH		Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES
LEVY												
CORPORATE	1748717	94.7048%	15875	1741537	99.59%	372154	(100000)	4381	62335	117582	975305	1100721
BLDG. & MAIN	97776	5.2952%	888	97467	99.68%	95801	0	0	0	8984	35541	157727
TOTAL TAX (LEVIED)	1846493	100.00%	16763	1839004	99.59%	467955	(100000)	4381	62335	126486	1010846	1258448
DEFERRED REVENUE	0		0	0	0	0	0	0	0	0	0	0
WORKING CASH	0		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	0	154831	100000	0	0	0	11485	243346
ALBA LEMOS GIFT FUND	0		0	0	0	23524	0	0	0	0	0	23524
CAPITAL PROJECT	0		0	0	0	0	0	0	0	0	0	0
TOTAL	1846493	100.00%	16763	1839004	99.59%	872157	0	4381	62335	126486	1022331	1751165
FORMULA =				A		B	C	D	E	F		
A+B+C+D-E=F												

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: December 31, 2018

	<b>CORPORATE FUND</b>				
	<u>1 Month Ended</u>	<u>6 Months Ended</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u>
	<u>Dec. 31, 2018</u>	<u>Dec. 31, 2018</u>			<u>Expended</u>
<b>Income</b>					
Taxes Levied	15,874.89	1,741,515.20	1,748,717.00	7,201.80	99.59%
Back Taxes	0.00	21.61	0.00	(21.61)	0.00%
Copier	500.20	3,718.29	6,000.00	2,281.71	61.97%
Extended Use Fees	1,471.47	9,332.10	19,000.00	9,667.90	49.12%
Fees	145.00	427.75	250.00	(177.75)	171.10%
Interest	1,612.49	12,989.48	3,000.00	(9,989.48)	432.98%
Book Sales	340.40	826.92	500.00	(326.92)	165.38%
Lost Books	73.00	1,595.45	3,500.00	1,904.55	45.58%
Gifts / Memorials	200.00	245.00	0.00	(245.00)	0.00%
Miscellaneous	38.00	1,156.07	3,000.00	1,843.93	38.54%
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%
	<u>20,255.45</u>	<u>1,803,871.37</u>	<u>1,819,672.00</u>	<u>15,800.63</u>	<u>99.13%</u>
<b>Expenses</b>					
Sal. - Administration	16,128.97	104,459.67	212,500.00	108,040.33	49.16%
Sal. - Circulation	10,282.05	66,076.02	133,000.00	66,923.98	49.68%
Sal. - Maintenance	1,766.52	11,176.42	22,500.00	11,323.58	49.67%
Sal. - Public Services	28,576.54	180,838.52	366,500.00	185,661.48	49.34%
Sal. - IT	6,041.68	39,116.86	80,500.00	41,383.14	48.59%
Sal. - Tech Services	10,073.58	66,780.99	134,000.00	67,219.01	49.84%
I.M.R.F. - Expense	7,727.56	49,674.23	92,000.00	42,325.77	53.99%
Fica - Expense	5,460.17	35,066.51	72,000.00	36,933.49	48.70%
Unemp. Comp.	0.00	403.77	1,200.00	796.23	33.65%
Op - Mat'l Processing/Tech	698.59	4,437.81	13,000.00	8,562.19	34.14%
Op - Mat'l Processing/Circ	250.58	465.45	2,210.00	1,744.55	21.06%
Op - Postage	530.10	1,711.45	5,165.00	3,453.55	33.14%
Op - Office Supplies	158.47	1,588.14	3,850.00	2,261.86	41.25%
Op - Bank Fee's	37.97	321.49	600.00	278.51	53.58%
Op - Automation Supplies	643.98	3,099.14	3,000.00	(99.14)	103.30%
Op - Publishing	46.00	1,246.26	1,300.00	53.74	95.87%
Equip. - Purchases	558.00	3,938.99	8,700.00	4,761.01	45.28%
Equip. - Maintenance	218.37	1,610.37	3,500.00	1,889.63	46.01%
Auto. - Software	20.99	10,944.51	17,195.00	6,250.49	63.65%
Auto. - Purchases	321.19	1,599.16	3,600.00	2,000.84	44.42%
Auto. - Maintenance	259.86	33,448.31	44,865.00	11,416.69	74.55%
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	3,527.30	21,176.93	70,540.00	49,363.07	30.02%
Pd - Recruiting	0.00	270.00	500.00	230.00	54.00%
Pd - Staff Appreciation	0.00	397.07	3,300.00	2,902.93	12.03%
Pd - Staff / Dues	45.00	1,710.00	2,875.00	1,165.00	59.48%
Pd - Staff / Meetings	23.98	2,734.84	6,950.00	4,215.16	39.35%
Pd - Staff / Transportation	223.84	446.55	1,500.00	1,053.45	29.77%
Pd - Trst / Mtgs	0.00	(383.43)	500.00	883.43	-76.69%
Pd - Trst / Transportation	0.00	(16.17)	250.00	266.17	-6.47%
Pd - Trustee Misc.	77.92	176.38	500.00	323.62	35.28%
Cont. - Lawyer	0.00	0.00	5,000.00	5,000.00	0.00%
Cont. - Accounting	890.91	7,261.75	13,100.00	5,838.25	55.43%
Cont. - Collections	44.75	161.10	1,250.00	1,088.90	12.89%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: December 31, 2018

	CORPORATE FUND				
	1 Month Ended Dec. 31, 2018	6 Months Ended Dec. 31, 2018	Budget	Balance	% Received / Expended
Cont. - Audit	1,910.00	7,810.00	7,810.00	0.00	100.00%
Cont. - Consultants	4,500.00	10,535.97	19,700.00	9,164.03	53.48%
Lib. Mat. - Adult Books	5,548.42	27,756.84	58,000.00	30,243.16	47.86%
Lib. Mat. - Youth Books	3,118.75	17,077.08	33,000.00	15,922.92	51.75%
Lib. Mat. - Adult AV	1,848.97	10,050.48	26,000.00	15,949.52	38.66%
Lib. Mat. - Youth AV	451.62	4,248.18	7,000.00	2,751.82	60.69%
Lib. Mat. - EBooks	0.00	1,438.89	26,000.00	24,561.11	5.53%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	0.00	18,020.33	25,000.00	6,979.67	72.08%
Ps - Programs Adult	100.90	3,354.16	6,700.00	3,345.84	50.06%
Ps - Programs Youth	282.90	1,874.76	6,500.00	4,625.24	28.84%
Ps - Hotel/Motel	0.00	7,594.06	17,205.00	9,610.94	44.14%
Ps - Refunds / Fines / Fees	0.00	39.95	500.00	460.05	7.99%
Ps - Printing	3,038.00	5,977.21	14,500.00	8,522.79	41.22%
Ps - PR / Publicity	8.00	1,045.39	13,125.00	12,079.61	7.96%
Ps - Misc.	175.91	604.90	1,150.00	545.10	52.60%
Gas	602.10	1,263.51	8,000.00	6,736.49	15.79%
B & M - Water / Sewer	148.46	454.70	800.00	345.30	56.84%
Electricity	0.00	20,670.52	40,000.00	19,329.48	51.68%
Telephone	903.97	6,499.85	13,400.00	6,900.15	48.51%
Gifts	0.00	484.09	2,000.00	1,515.91	24.20%
Contingency	308.97	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%
	<u>117,581.84</u>	<u>975,305.51</u>	<u>1,862,290.00</u>	<u>886,984.49</u>	<u>52.37%</u>

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: December 31, 2018

	<b>BUILDING &amp; MAINTENANCE FUND</b>				
	<u>1 Month Ended</u> <u>Dec. 31, 2018</u>	<u>6 Months ...</u> <u>Dec. 31, 20...</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
Taxes Levied	888.45	97,465.99	97,776.00	310.01	99.68%
Back Taxes	<u>0.00</u>	<u>1.21</u>	<u>0.00</u>	<u>(1.21)</u>	<u>0.00%</u>
	888.45	97,467.20	97,776.00	308.80	99.68%
<b>Expenses</b>					
Maintenance	2,769.21	17,856.20	74,520.00	56,663.80	23.96%
Maintenance Supplies	577.27	655.14	3,200.00	2,544.86	20.47%
Security	0.00	2,272.62	13,550.00	11,277.38	16.77%
Snow Removal	4,632.80	4,632.80	20,000.00	15,367.20	23.18%
Hvac	0.00	572.24	5,200.00	4,627.76	11.00%
Janitorial Supplies	646.37	2,217.22	3,000.00	782.78	73.91%
B & M - Landscape Maint	<u>278.00</u>	<u>7,334.59</u>	<u>7,450.00</u>	<u>115.41</u>	<u>98.45%</u>
	8,903.65	35,540.81	126,920.00	91,379.19	28.00%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: December 31, 2018

	<b>SPECIAL RESERVE FUND</b>				
	<b>1 Month Ended</b>	<b>6 Months Ended</b>	<b>Budget</b>	<b>Balance</b>	<b>% Received /</b>
	<b>Dec. 31, 2018</b>	<b>Dec. 31, 2018</b>			<b>Expended</b>
<b>Income</b>					
	0.00	0.00	0.00	0.00	0.00%
<b>Expenses</b>					
Equip. - Purchases	0.00	2,278.00	0.00	(2,278.00)	0.00%
Auto. - Purchases	0.00	9,207.00	16,850.00	7,643.00	54.64%
	0.00	11,485.00	16,850.00	5,365.00	68.16%

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**December 31, 2018**

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	15,025.67
Cash / Copier Change	75.00
MB Operating	195,172.69
MB Business NOW	684,940.20
MB Certificate of Deposit 6232	204,007.39
MB Certificate of Deposit 7707	600,000.00
MB Business Money Market	<u>55,109.18</u>

1,754,740.13

**General Fixed Assets**

6,337,069.00

**TOTAL ASSETS**

\$ 8,091,809.13

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>3,573.98</u>
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3,573.98

**LONG-TERM LIABILITIES**

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

**EQUITY**

Fund Balance	6,268,235.15
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**TOTAL LIABILITIES & FUND BALANCE**

\$ 8,091,809.13

See Accountants Compilation Letter

## **REGULAR AGENDA**

Approve payments for the period of December 20, 2018 – January 16, 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**  
**December 20, 2018 - January 16, 2019**

Date	Num	Name	Amount
01/16/2019	6832	Accounting Services, Inc.	-508.00
01/16/2019	6833	Ambius	-278.00
01/16/2019	6834	Baker & Taylor	-745.81
01/16/2019	6835	Baker & Taylor	-1,849.38
01/16/2019	6836	Baker & Taylor	-2,949.36
01/16/2019	6837	Baker & Taylor	-1,536.49
01/16/2019	6838	BlueWire Communications	-354.00
01/16/2019	6839	Cavendish Square	-177.93
01/16/2019	6840	Davis, Jackie	-43.76
01/16/2019	6841	Goddard, Leslie	-300.00
01/16/2019	6842	Hazelnuts Market, Inc.	-325.00
01/16/2019	6843	Donna Herula, LTD.	-400.00
01/16/2019	6844	J.D. Power	-137.00
01/16/2019	6845	JanWay Company	-237.82
01/16/2019	6846	Kevin J. Wood	-200.00
01/16/2019	6847	Midwest Tape	-474.48
01/16/2019	6848	Midwest Tape	-2,287.62
01/16/2019	6849	Otis Elevator Company	-375.00
01/16/2019	6850	Petty Cash Fund	-14.00
01/16/2019	6851	Provantage LLC	-185.94
01/16/2019	6852	Sam's Club	-23.96
01/16/2019	6853	Pat Smith	-250.00
01/16/2019	6854	Service Master Commercial Cleaning	-1,815.00
01/16/2019	6855	Strickland, Kathy	-41.97
01/16/2019	6856	Technology Management Revolving Fund	-450.00
01/16/2019	6857	Unique Management Services, Inc.	-71.60
01/16/2019	6858	Warrenville Ace Hardware	-20.67
01/16/2019	6859	Wheaton Park District	-45.00
01/16/2019	6860	Whitmer, Sandy	-15.70
01/16/2019	6861	AT&T	-383.97
12/20/2018	Electronic	Paylocity	-271.68
12/20/2018	Electronic	AFLAC	-142.56
12/24/2018	Electronic	MegaPath	-70.00
12/27/2018	Electronic	Northern Illinois Gas	-602.10
			-17,583.80



## **REGULAR AGENDA**

Approve transfer of funds

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

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

## **UNFINISHED BUSINESS**

### **Strategic Plan Discussion (Sarah Keister Armstrong & Associates, LLC) (ACTION)**

Sarah Keister Armstrong will attend the meeting to facilitate continued discussion about the strategic plan.

Please review the responses to the Board of Trustees Survey and Management Team Survey (included on the following pages) prior to the meeting. Sarah will talk a bit about the common themes in these surveys, then we will discuss potential goals.

Please bring your copy of the community feedback report if you want to refer to it during the discussion.

Although we expect this agenda item to be discussion only, it has been marked as an "ACTION" item in case the Board wants to take specific action on any aspect of the strategic plan.

**WARRENVILLE PUBLIC LIBRARY DISTRICT: Board of Trustees Survey**  
**January 2019**

**1. Fill in the blank:**

**The library is important to the Warrentville community because:**

- It furthers education and literacy and is a central hub for Warrentville Library members
- It is a community gathering place
- It is a place to get information, culture, and grow as a person
- It offers people a place to gather, learn, and find resources.
- It provides resources and is a gathering place.
- It serves as a resource for the community offering not only printed materials but programs and individuals who can assist several groups of citizens.
- Nowhere else in the community can anyone go without needing a specific reason for being there and where just being there isn't considered loitering.

**The library should provide:**

- A comfortable place and information
- A conducive atmosphere for members to relax and read, especially through the Winter months.
- A safe, orderly and comfortable space for intellectual inquiry with resources available and appropriate for exploration.
- An information hub
- Different areas for different needs, materials in the community languages, resources for people to access
- More information about what is happening in other organizations in Warrentville;
- Programming that brings people into the library

**The library should be a place where:**

- 1) People can have a quiet place to read/work; 2) people can meet and talk; 3) all ages and populations find it accessible and helpful.
- Individuals can interact in groups, or not; transact business or discuss ideas; teach and learn; ask questions and receive guidance; get a light refreshment along with light conversation; play games and tell stories; and grow.
- Members may relax in a warm environment especially on the winter months.
- People can gather to study, enjoy meeting with people who have shared interests, learn new things, and also find a quiet place to work.
- People of many backgrounds, cultures, socio economic groups can come for information and assistance.
- People should enjoy being
- You feel comfortable

**The library should empower:**

- A person to grow as a person
- All ages/populations to read, explore, learn and gather.
- Citizens to find answers.
- Individuals to explore their world
- People who do not have the resources at home that can be found there
- The child, the senior; the male, the female; the mainstream, the marginalized; the native, the foreigner; the group, the lonely or isolated; the conventional, the radical; and the conservative, the liberal.
- Young and old alike to be able to gain a skills and use resources to help them succeed.

**2. What outcomes would you like to achieve as a result of implementing the new strategic plan?**

*(For example, an early childhood organization may desire an outcome that shows all children entering kindergarten are prepared.)*

- --A representative cross-section of Warrenville using the library, in age and race/ethnicity --people able to find the resources about their community, their education, etc that they need. --the library as a place for creativity and community, which often means making space that is tech free. --but still providing the technology people need for their small businesses, school, and daily life
- I would like to see us more involved in the community like with Warrenville family services so that everyone is aware of the services and programs the library offers.
- Increase the value to the community by being able to reach out to underserved communities
- Meeting the community needs
- That the library is better serving our Hispanic population.
- To be organized and equipped to provide service to an increasingly diverse population. To become known as a moderating forum for the discussion of ideas to a polarized society. To be perceived as a gateway to information and services about citizenship and as an interested party in mainstreaming immigrants living in the local area.
- WPLD fosters collaboration between multiple community organizations. WPLD embraces diversity and provides assistance to all elements of the Warrenville population.

**3. What goals do you think should be included in the new strategic plan? What future accomplishments are most important to you?**

- Active promotion of getting library cards into the hands of every child over three years old in the City. Establishing remote application forms for library cards and satellite drop boxes for completed forms. Holding financial education programs for middle- and high school students teaching how-tos on saving, credit and credit-worthiness and debt-reduction. Promotion of the Library as a location where trained staff have naloxone available. Install used sharps containers in lavatories. Expansion of the tech equipment loan program. Possible funding partnership with local businesses. Pioneer electric vehicle recharging stations (similar to those credit card units at Fox Valley) in

partnership with ComEd or other commercial provider in upper and lower parking locations. Begin to explore the next phases of upgrades looking past our current renovation: thinking about the lower floor and considering the activities held/trending in the new meeting spaces made available.

- Collaboration with other local organizations that also work with the Hispanic population.
- Getting the community to know what the library has to offer.
- Improved communication to the community about the library and the services the library can provide. Establish more personal connections with those who use the library.
- More outreach programs on Friday evenings for youth and teens. Possibly stay open later on Fridays and create more of a youth Center, especially for those more economically disadvantaged.
- Not sure how those differ from the above?
- To increase our membership across all segments of the community

**4. Please provide any additional comments:**

- As the unwilling political structure becomes forced, either by election or outside intervention, into dealing with the economic state of the State of Illinois, what will the impact of a citizenry having less disposable income mean to the Library? What is the possibility of having a remote book drop located in a public building off IL-59, similar to Wheaton's in the Danada area fitness center (high-traffic, secure, weatherproof).
- We have a great library with exceptional staff. We need to need to create Friday evening programs for teens and families from all economic and socially diverse populations. We need more outreach for families.

**WARRENVILLE PUBLIC LIBRARY DISTRICT: Management Team Survey**  
**January 2019**

**1. Did anything surprise you about the data collected through the community survey and focus groups, and if so, what surprised you?**

- I was pleased that the overall response was so positive. I was surprised by the overall disconnect of the city businesses in knowing about events/happenings (ie. Need for a city hub).
- Issues with DVDs, location of iPads, lack of participation from business leaders/school administrators,
- No surprises
- People asking for upgraded café / vending options because it does not seem like it is used a lot. (Would usage go up if it were upgraded?)
- The disparity between those responders who seem to be keenly aware of library resources and policies, and those who seem to be unaware of the most basic offerings.
- The significant increase in diversity of the community. People are not aware of the some core Library resources and services.

**2. Fill in the blank:**

**The library is important to the Warrentville community because:**

- it is a "free" resource that is available to every resident regardless of age, race, gender, etc. We can play a critical role in improving quality of life which in turn benefits the residents and makes the community a desirable place to live, work and play.
- It is a place to have freedom to seek, receive and share information
- It is a welcoming place that is not intimidating like other libraries.
- It offers education and entertainment in comfortable, safe surroundings with much flexibility and many conveniences.
- it provides community members a connection to each other, to resources they may not be able to afford or know about and it is a safe, inviting place to be.
- it provides information, entertainment and socialization
- of the opportunity it offers for access to resources for education, leisure or personal research

**The library should provide:**

- A variety of materials/services/programs for all ages, as well as spaces to gather and for independent or quiet study
- a warm and safe environment with access for all
- Access to materials that go beyond the physical walls of the library.
- Connections to information and resources that empower individuals to live their best lives.
- More customer service-focused training to all public-facing staff members.
- more ESL opportunities
- resources that reflect the community's needs

**The library should be a place where:**

- All are welcome; Ideas are abundant and shared freely; exploration and experimentation are encouraged.
- All users can relax, study, meet, learn, browse in a comfortable quiet environment.
- Everyone feels welcome. Everyone has the potential for equal access if they want to utilize it.
- learning, curiosity and creativity are fostered
- people find what they want/need and return often
- the community can discover and explore information in different types of format
- the community gathers to learn, innovate, relax, and explore.

**The library should empower:**

- community members to accomplish their goals.
- everyone in the community
- everyone no matter what stage they are in their life
- Everyone!
- members to handle more of their business themselves (Holds / requests / reservations on studyrooms, etc.)
- people to learn new things and share their knowledge with others.
- Staff to make suggestions about products and services. Ex, if someone brings a book in to be renewed, staff should say "Do you know about Library Elf?"

**3. What outcomes would you like to achieve as a result of implementing the new strategic plan?**

*(For example, an early childhood organization may desire an outcome that shows all children entering kindergarten are prepared.)*

- All library users understand their options for obtaining free materials and services; convert non-users to users.
- Become a hub where community resources are matched with community needs
- Members can more easily access materials (consortia vs. ILL, shelving, signage, revised website). Members are more aware of Library offerings. We increase the number of cardholders in Warrenton.
- Organize more of a core volunteer group that can help with library functions (event assistance, shelving, event preparation such as cutting out things for staff).
- The community is aware of the services and resources the Library has to offer. Remove barriers so all members of the community have equal access to the Library. The library should reflect the diversity of the community. The community embraces life long learning. The Library provides efficient, flexible and personalized service. Residents are aware of what resources are available to them in the community.
- The Library is the first resource people consider when faced with a question or a challenge; Library is a "connector" to resources (materials, information sources, community organizations, people); Every child ready for kindergarten; Users, staff and services reflect the diversity of the community; Provide user experiences that make people want to return again and again (at every level)

**4. What goals do you think should be included in the new strategic plan? What future accomplishments are most important to you?**

- -host ESL conversation group(s) -increase active cardholder base -business partnerships/funding - closer integration with schools
- Create partnerships with local organization and businesses. All staff members, regardless of their position should have customer service training to be able to assist a member. Staff should make eye contact with the members if possible to indicate they are approachable by the member.
- Effectively reaching our Hispanic population; Ensuring collections reflect trends and are easily accessible; Expanding programs as demand increases; Removing barriers to access (fines, DVD shelving, join consortia)
- Empower staff to create memorable user experiences that result in the library being thought of as an invaluable community resource; create collaborative partnerships, then leverage those partnerships to reach more residents through new and expanded services; expand access to materials via library consortium membership; create a formal volunteer program to expand our capacity for new programs and services (consider starting with a teen volunteer program that includes development of transferable job skills)
- Increase library awareness in general and increase awareness of all materials and resources. Increase number of outreach events for librarians and member services staff. Increase library card registrations and renewals.
- Set goals of changes to be made to physical upgrades by renovation based on survey feedback (e.g. DVD shelves.)
- The library should be a hub for the community. Create strong connections with other community organizations. The library should encourage innovation and creativity in the community. The library should be known for a welcoming, friendly atmosphere and providing excellent customer service. Seek consistent input from users regarding their needs and expectations when designing library services.

**5. Please provide any additional comments:**

- In developing new strategic plans, some staff members may need coaching in order to be more open to new ideas and procedures.
- We should look at current funding levels of things such as materials and decide if funding levels need to be changed based on things that have to be weeded to maintain desired collection size.



**Trustee Election (April 2, 2019)**

I've submitted the certification of ballot to the County. Sandy Lezon and Jill Richardson will be running unopposed. A third candidate, Daniel A. LeBlanc Jr. withdrew his candidacy.

**Strategic Plan**

All Management Team members participated in a special survey. We met to discuss the survey results in preparation for the discussion at the January 16 Board Meeting. We look forward to seeing the results of the Trustee survey and to sharing our thoughts about possible "outcomes" and "goals."

**Save the Date: Library District 40<sup>th</sup> Anniversary Celebration**

On February 28, 1979 a special election for the establishment of a public library district was held. By a vote of 483 in favor and 118 against, the community supported the establishment of a tax-supported library. On March 1, 1979, Judge Edwin Douglas ordered that the Warrenville Public Library District be established.

We will celebrate the Library District's 40<sup>th</sup> Anniversary with a special event on Sunday, April 7 from 2-4 pm. Staff are working on plans for the event (refreshments, activities and displays) which will kick off National Library Week. A trivia contest will continue through the week and our social media pages will feature fun facts and photos from library history.

This special event will be promoted in the Spring edition of *Reading Matters*.

**Save the Date #2: Staff Appreciation Dinner**

We've tentatively selected the evening of Sunday, April 7 for our Staff Appreciation Dinner. This date was selected for the convenience of the staff, all of whom will be at the Library for the afternoon anniversary celebration. We anticipate a start time of 5:00/5:30 pm. Jackie has secured a space at Eddie Merlot's. Invitations, details and menu will be provided at a later date.

**Other**

In December we responded to three FOIA requests:

- From Kaza Rhan, Manager, LocalLabs – Election Data
- From Kaza Rhan, Manager, LocalLabs – Elected Boards & Officials
- From Anthony Drabik – Electricity Supplier Contract & Electricity invoice

A new parcel ID was assigned to our property after we dedicated an easement for streetlamps on Stafford Place to the City. We received a notice of assessment from Winfield Township for this new parcel ID. Attorney Mark Ritzman received confirmation from the DuPage County Supervisor of Assessments Office that the tax exemption for the old parcel ID will carry over to the new parcel ID.

Mid-year evaluations for all staff were completed in December.

In December a small leak was discovered in a 4" lead pipe for the sprinkler system in the mechanical room. We secured two proposals and the work has been scheduled.

The search for a Graphic Designer continues. Kathy and I are reviewing resumes and interviewing applicants as resumes are received.

The December issue of ILA Reporter is available online at [https://www.ila.org/content/documents/reporter\\_1218.pdf](https://www.ila.org/content/documents/reporter_1218.pdf). Articles include:

- "'Non-Traditional' Library Services: Expanding the Library's Offerings While Increasing Community Engagement"  
Eric A. Edwards, State Library of Illinois
- "Teen Parents: Strategies for Library Interventions"  
Claire Bartlett, Mount Prospect Public Library; Rachael Bild, Oak Park Public Library; and Elizabeth Lynch, Addison Public Library
- "Reaching Forward: Thirty Years Strong... and Counting!"  
Heidi Knuth, Bloomingdale Public Library/Reaching Forward Forum
- "Book Box: How a Cardboard Box Became our Trendiest Teen Program"  
Ridgeway Burns, Melisa Martinez, and Karen Keefe, Hinsdale Public Library

Two members of Warrenville Writers Connection submitted unpublished manuscripts to the Soon To Be Famous Illinois Author Manuscript Project. The first of three rounds of judging is underway. Semi-finalists will be announced in mid-February. A winner will be announced in April. The winning author will receive assistance from a professional line editor, a professionally designed cover, self-publishing guidance from past STBF winners and committee members, and the finished book will be automatically entered in the STBF Illinois Author Project contest. Sponsors of the project include ILA, RAILS, IHLS, PLA, ALA's Digital Content Working Group and Chicago Public Library.

I will be out of the office beginning Saturday, January 26. I will return on Monday, February 11.

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

Various – Mid-year evaluations for Management Team

December 5, 19 – Website Committee Meeting

December 12 – Webinar: Compensation Conversations (RAILS/HR Source)

December 18 – Interviews for Graphic Designer (2)

#### **December Meetings/Programs/Outreach (Jackie)**

December 12 – Webinar: Compensation Conversations (RAILS/HR Source)

Mid-year evaluation for Ly Tran

# STATISTICAL SUMMARY

December 2018

	DEC 2018	DEC 2017	% change	+/-
<b>TOTAL CIRCULATION ***</b>	17,120	17,099	0.1%	21
Print	8,312	7,560	9.9%	752
NonPrint	7,136	8,249	-13.5%	-1,113
Equipment (mobile dev., in-house laptops, etc.)	114	55	107.3%	59
Downloadables	1,558	1,235	26.2%	323
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	968	707	36.9%	261
<b>ZINIO (eMagazines)</b>	114	43	165.1%	71
<b>Hoopla</b>	476	433	9.9%	43
<b>Tumblebooks</b>	-	52	-100.0%	-52
<b>ITEM REQUESTS PROCESSED</b>	236	184	28.3%	52
<b>INTERLIBRARY LOANS RECEIVED</b>	192	179	7.3%	13
<b>MATERIALS ADDED</b>	941	870	8.2%	71
<b>MATERIALS WITHDRAWN</b>	1,778	383	364.2%	1,395
<b>TOTAL COLLECTION SIZE*</b>	109,742	113,117	-3.0%	-3,375
<b>PROGRAMS</b>				
Number of Adult Programs	4	5	-20.0%	-1
Adult Program Attendance	102	92	10.9%	10
Number of Teen Programs	3	4	-25.0%	-1
Teen Program Attendance	22	6	266.7%	16
Number of Children's Programs	7	3	133.3%	4
Children's Program Attendance	175	89	96.6%	86
Book-A-Librarian	4	7	-42.9%	-3
Book-a-Librarian Attendance	4	7	-42.9%	-3
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,285	1,117	15.0%	168
<b>RESIDENT CARDS ACTIVE</b>	5,791	5,883	-1.6%	-92
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	309	329	-6.1%	-20
<b>VISITOR COUNT **</b>	8,144	6,452	26.2%	1,692
<b>COMPUTER SESSIONS</b>	1,207	1,045	15.5%	162
<b>DATABASE USAGE</b>	254	245	3.7%	9
<b>WEBSITE VISITS</b>	62,576	56,397	11.0%	6,179
<b>UNIQUE WEBSITE VISITORS</b>	58,465	51,952	12.5%	6,513

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

Detailed statistical reports will be available at the Board Meeting

## **PUBLIC SERVICES REPORT**

### **December 2018**

**Leila Heath**

#### **InterLibrary Loan**

Item Requests Processed: 236 (184 LY); Materials Received: 192; Materials Lent: 33

#### **Programming**

Adult:

Warrenville Writers Connection 12/3: 9

Book Discussion 12/6: 8

Sunday Concert (Holiday Music) 12/9: 40

Essential Christmas Carol 12/13: 45

Book a Librarian (4): 4

Puzzles: 1

1000 piece: Christmas House

Teen:

D&D 12/5: 6

Escape Room 12/7: 8

Switch Gaming 12/14: 8

Youth:

Escape Room 12/11: 11

Nature-Telling 12/12: 29

Toddler Bubble Bash: 12/13: 61

Gingerbread Houses 12/15: 11

Crafty Kids 12/19: 28

Lego 12/27: 17

#### **Outreach / PR**

Teen Volunteers: 5; Hours: 6

WYFS 12/12: 18

#### **Weeding/Shelf Shifts**

Weeding:

Nonfiction 000's, 300's, 600's, 900's; J Fiction, J Nonfiction 400's; Picture Books, YA Fiction, DVDs

#### **Reference**

Finalized Spring Programming.

Implemented new Collection Development Policy and Reference Service Policy.

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

Management Team Meetings: Leila

Community Survey Staff Focus Group Meetings 12/3: Sylvia, Claire, Diana, Lydia, Nayeli

Sales Rep Meetings 12/4, 12/13: Diana, Jane

AS Mgr SIG (hosted) 12/5: Leila

Website Committee 12/5, 12/19: Jen, Jane

Mid-Year Reviews 12/6-13: Leila, Jen, Sylvia, Nora, Diana, Jane, Lydia, Nayeli

Marketing Committee 12/11: Sylvia, Lydia

Video Production Committee 12/12: Leila, Patty, Jane, Jaime

Cross Training with Member Services 12/11-12/19: Nora, Alexa, Lydia, Mary

Communico Website Training 12/18: Jen  
Community Needs Assessment Summary 12/19: Leila  
Board Meeting 12/19: Leila

**Digital Resources**

Beyond Dust Jackets Blog:

Views 12/1-31: 1846

Total views 2018: 23716; Total views FY: 12703

NextReads Newsletters:

Subscribers thru 12/31: 167

Newsletters sent 12/1-31: 658

Total newsletters sent 2018: 7987; Total newsletters sent FY: 4113

OverDrive eAudiobooks/eBooks:

New User accounts 12/1-31: 18

Checkouts 12/1-31: 968

Total checkouts 2018: 10135; Total checkouts FY: 5596

Zinio eMagazines:

User accounts thru 12/31: 209

Checkouts 12/1-31: 114

Total checkouts 2018: 685; Total checkouts FY: 447

Hoopla:

New User accounts 12/1-31: 17

Checkouts 12/1-31: 476

Total checkouts 2018: 5976; Total checkouts FY: 3023

# MEMBER SERVICES REPORT

## December 2018

Patty Dybala

Library Card Monthly Stats		
	December 2018	December 2017
# of new cards issued	60	63
# of renewed cards (expiring 12/2018) *Automatically renewed per NCOA report	85 (77% of accounts renewed)	26 (79 notices sent*) *email only
Warrenville Resident cards (active)	5,791	5,883
Reciprocal Borrower cards (active)	309	329

Miscellaneous Monthly Circulation Stats		
	December 2018	December 2017
Self-Checkout Station	6,492 items (41% of total circulation)	5,164 items (32% of total circulation)
Reciprocal Borrower Circulation	1,285	1,117
# of Outgoing Book Discussion ILL Requests	30 (11% of total item requests)	40 (18% of total item requests)
Mobile Device Circulation	38	42

### Professional Growth/Meetings/Outreach

12/3 Staff Focus Groups- Jaime, Mary, Kathy, John, Stephanie, Ellen  
 12/4 Mid-year Review – Patty  
 12/5; 12/19 Website Committee Meeting- Patty  
 12/7 ATLAS Multilibrary Staff Day with the Disability Awareness Players- Jaime, Kathy, Stephanie  
 12/11 Marketing Committee Meeting- Jaime  
 12/12 Instructional Video Script Review- Jaime, Jane, Leila, Patty  
 12/5-12/17 Mid-year Reviews- Patty, Jaime, Kathy, Ellen, Stephanie, Sandy, Mary  
 12/13 90-day evaluation- John  
 12/19 Committee of the Whole Meeting: Community Assessment Needs Report- Patty

### Homebound Delivery

None this month.

## MARKETING REPORT

### December 2018

Kathy Gaydos

#### eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Survey Thanks (12/11)	602	72%	1%
Dec. 2018 (sent 12/1)	847	37%	12%
Winter RM (sent 11/13)	838	39%	32%
Nov. 2018 (sent 10/30)	837	37%	20%
Special Survey (10/12)	814	42%	51%
October 2018	819	38%	10%
September 2018	788	37%	11%

#### Social Media\*

Facebook	July	Aug.	Sept.	Oct.	Nov.	Dec.
Total Page Followers	883	906	916	926	935	943
Total Page Likes	884	905	915	922	932	940
Avg. Daily Reach (includes paid)	630	749	558	502	509	444
Twitter	July	Aug.	Sept.	Oct.	Nov.	Dec.
Average Daily views	295	278	163	238	236	238
Average Engagement Rate	1.2%	1.2%	1.0%	0.9%	1.3%	1.2%

## Activities

#### Graphics Created:

Six slides/flyers for library services (e.g. OverDrive, Hoopla)  
 Sleigh Bells Ring at MSD Pop-up Display  
 Member Services pamphlet (revised)

#### Other:

Holiday cube display and other decor  
 Review of survey results  
 Spring 2019 Reading Matters, in progress  
 Member Services pamphlet in Spanish, in progress  
 Sandwich Boards generic display, in progress  
 Templates with logos and footers for each department, in progress

#### Meeting/Event Attendance

Mid-year Evaluation with Sandy, Kathy 12/5  
 Website Committee, Kathy 12/5 & 12/19  
 Board meeting, Kathy 12/19  
 Interviews for Graphic Designer, Kathy 12/18 & 12/20

# **TECHNICAL SERVICES REPORT**

## **December 2018**

**Lou Carlile**

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

\*941 items added. (592 books, 140 AV, 142 periodicals, 67 eBooks/eAudio, 0 equipment)

\*1778 items deleted. (1318 books, 327 AV, 133 periodicals, 0 eBooks/eAudio, 0 equipment)

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

\*Website Committee: Lou Carlile

\*Community Survey Staff Focus Group Meetings: Marty Rogers, Gail Smith

\*Community Survey summary at December 2018 Board Meeting: Lou Carlile

\*Mid-year Reviews completed

\*448 withdrawn DVDs were donated to the Robert W. Rowe Public Library District (Sheridan, IL).

### **Collection Maintenance:**

\*59 books repaired.

\*254 AV cleaned / repaired.



## COMPUTER SERVICES REPORT

### December 2018

Cynthia Makowski

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1. Meetings, training, etc.
  - Mid-year reviews with Sandy Whitmer and Peter Baklashev
2. Completed moving virtual servers to new Windows Server 2016 hosts and removed the original two host servers from service.
3. Resumed configuring new VM for DPM 2016 (Data Protection Manager backup software) and troubleshooting cumulative update failures on Windows Server 2016 servers through WSUS (Windows Server Update Services).
4. Worked with SirsiDynix to upgrade Horizon Web Services to the latest version (2018.09)
5. Removed old UniFi access points from management console.
6. Completed initial testing of https versions of Research Database links.
7. Worked with Kent/CFB to update the firmware on the SonicWall firewall device, and configure two of three new switches. Determined third switch was defective; contacted manufacturer and packaged for RMA return shipment.
8. Updated firmware on the three NAS backup storage devices.
9. Purchased new 3-in-1 memory card reader for the mobile device collection. Relabeled the item case and in Horizon.
10. Determined that a mobile hotspot was not charging due to device failure, not battery issue.
11. Finalized library advertisement video. Discussed future focus of videos w/Jane.
12. Assisted (2) members with use of the Cassette to CD media conversion station.
13. Researched air-gap browsers for possible library use.  
([https://en.wikipedia.org/wiki/Air\\_gap\\_\(networking\)](https://en.wikipedia.org/wiki/Air_gap_(networking)))
14. Coordinated pickup of electronics for recycling and received confirmation from Russ at E-Scrap that hard drives were shredded.
15. Disabled scheduled task that transmits catalog data to Boopsie, due to non-renewal of mobile app contract.

## **PRESIDENT'S REPORT**

### **Next Meetings or Events**

(As of Thursday, January 10, 2019)

Wednesday, January 16 at 6:30 pm (Note: Early start time)  
Regular Library Board of Trustees Meeting  
Library Meeting Room

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

### **Save the Date**

Sunday, April 7 from 2-4 pm  
Library District 40<sup>th</sup> Anniversary Celebration

Sunday, April 7 at 5/5:30pm?  
Staff Appreciation Dinner  
at Eddie Merlot's  
Details to come

### **Meetings, Etc.**

See next page for information about the following upcoming meetings/events, please RSVP to Sandy W.

- Western DuPage Chamber of Commerce "Sweet Success" Annual Dinner & Spirit Awards – Friday, February 15, 6-10 pm at NIU Conference Center, Naperville (\$85)
- West Suburban Library Legislative Lunch – Friday, March 1, 11:30 am – 2 pm (\$45)
- ILA Trustee Forum Trustee Workshop – Saturday, March 16 at Chicago Marriott Oak Brook (\$135)

### **Future Agenda Items:**

#### February

- Staff Informational Presentation and Discussion of Fine Free Libraries (Patty Dybala, Member Services Manager)
- Review Closed Session Minutes
- (Tentative) Discussion of Strategic Plan

#### March

- Staff Informational Presentation (Kathy Gaydos, Marketing & Communications Specialist)
- Receive Director's Self-evaluation and instructions/forms to begin Director's Evaluation
- Non-resident library card participation (adopt tax bill method or general mathematical fee method)

Western DuPage Chamber of Commerce

Sweet Success Annual Dinner & Spirit Awards



Come out for an incredible evening of networking, excellent food, and incredible awards! Be a part of an exciting evening at the Northern Illinois University Conference Center; located in Naperville. There will be an opportunity to stand out even more during this anticipated event, by becoming a sponsor! Get the recognition you deserve by becoming a sponsor today!

You are cordially invited to attend The Western DuPage Chamber of Commerce Annual Dinner

## Sweet Success

Friday, February 15, 2019

**NIU Conference Center**  
1120 E. Diehl Rd, Naperville

**Tickets \$85**

- 6:00 pm Cocktails
- 7:00 pm Welcome
- 7:15 pm Dinner
- 8:30 pm Program & Spirit of Success Awards Presentation

**Open Bar 6:00 - 10:00 pm** ☆ **Choice of Plated Entrée** ☆ **Raffles**

Reservations: [team@westerndupagechamber.com](mailto:team@westerndupagechamber.com) or [WesternDuPageChamber.com](http://WesternDuPageChamber.com)



### **2019 Legislative Meet-Ups**

This year our regional advocacy efforts expand with eight legislative events providing an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library. [Make the most of your Meet-up with these tips from the ILA Advocacy Committee.](https://illinoislibrariesmatter.wordpress.com/2018/01/29/making-the-most-of-your-legislative-meet-up/) (<https://illinoislibrariesmatter.wordpress.com/2018/01/29/making-the-most-of-your-legislative-meet-up/>)

*Your registration fee includes breakfast or lunch, legislative materials, and program featuring state and federal legislative briefing and library-related priorities and speakers.*

**Make your voice heard!**

**Friday, 1 March 2019 *new date***

**West Suburban Library Legislative Lunch**

Chicago Marriott Oak Brook

1401 W. 22nd St.

Oak Brook, IL 60523

11:30 a.m. doors open and lunch is available

12:30 noon program begins

2:00 p.m. program concludes

Price: \$45

West Suburban Legislators (<https://www.ila.org/events/legislative-meet-ups/2019-west-suburban-legislators>)

## Illinois Library Trustee Forum Workshop

Saturday, March 16, 2019

Chicago Marriott Oak Brook, 1401 West 22nd St., Oak Brook



**Library Trustee Forum**  
Illinois Library Association

### Registration Fees - ILA Member: \$135

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

## Agenda

8:00 a.m. Continental Breakfast and Networking

9:00 a.m. Welcome and Introductions

9:10 a.m. Succession Planning for Trustees

Gail Johnson & Pam Parr

Face to Face Communications & Training, Inc.

As elected officials we do a lot of planning. Planning for the future of the library can fall apart with a simple change in leadership at the staff or board level. This workshop will discuss the process of building leaders at all levels of your organization. Succession planning has success at its root for a reason. Without planning for the future of your library leadership, success will be difficult to achieve.

Gail and Pam will give you strategic steps to follow, sprinkled with humor (of course), as you create an effective succession plan for your library. By the way—this includes your board. Yes, you can influence the future of your board, as well. We'll show you how.

10:30 a.m. Break

10:45 a.m. Attorneys from Klein, Thorpe & Jenkins will present a mock board meeting, focusing on FOIA, OMA, trustee emails, board conflicts, and state statutes that impact trustees.

Noon -  
1:15 p.m. Luncheon and Forum Business Meeting

1:30 p.m. Legislative Update  
Derek Blaida, ILA Legislative Consultant  
Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.

2:15 p.m. Break

2:30 -  
3:30 p.m. Legal Q&A  
Lawyers from Ancel Glink will answer your questions about legal issues impacting your library.

## **TREASURER'S REPORT**

### **Certificate of Deposit Update**

As per the Board's direction, a new CD in the amount of \$600,000 was opened at MB Financial Bank. The rate on this CD is 2.47%. The CD will mature on September 20, 2019 and will earn \$11,125.15 interest.

The CD that matured on January 6 was redeemed and deposited in the Library's money market account. This was a 24 month CD with an interest rate of 0.85%. The interest earned was \$3,442.56. The redemption amount was \$204,444.47.

### **2019 Endowment Fund Distribution**

DuPage Foundation will distribute \$1,000 to the Library at the end of February. The distribution will come from the Warrenville Public Library Designated Fund. Each year, the DuPage Foundation Board approves a spending policy which is used to calculate our distribution which is approximately 4.4% of the 12-month quarter rolling average fund balance. As of November 30, 2018 the fund balance was \$23,390.96. (The balance one year prior was \$24,223.90.)

### **End of Year Gifts / Donations**

The Library received three cash gifts at the end of 2019. Two donations totaling \$300 were directed to the Library. One donation of \$500 was directed to the WPL Designated Fund at DuPage Foundation. Acknowledgements have been sent to the donors.

December 20, 2018

Ms. Sandy Whitmer  
Director  
Warrenville Public Library  
28W751 Stafford Pl.  
Warrenville, IL 60555

Dear Ms. Whitmer,

Thank you for establishing your endowment fund(s) at the DuPage Foundation. We appreciate your confidence in the Foundation's ability to steward these charitable dollars on your behalf.

To determine the distribution budget for your fund(s), the Foundation has adopted a 12-quarter rolling average spending policy based on September 30, 2018 fund balances.

This year the Board approved a 4.4% spending policy to calculate the following distribution budget for your organization:

**Warrenville Public Library Designated Fund**

**\$1,000**

An automatic distribution will be generated from your fund(s) listed above on February 20 and a check will be sent to you shortly thereafter.

If you have questions regarding this process or if you would like to schedule an in-person presentation on your fund(s) to your senior staff, finance committee, development committee or board of directors, please contact David Weisz, Vice President for Finance, at 630-598-5310 or [david@dupagefoundation.org](mailto:david@dupagefoundation.org).

Sincerely,



Barb Szczepaniak  
Vice President for Programs

**Fund ID: WLFE**

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