



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, May 17, 2017, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

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

- | | |
|-----------------------------|--|
| p. 3 | a. Approve Minutes of the April 19, 2017 Committee of the Whole Meeting |
| p. 7 | b. Approve Minutes of the April 19, 2017 Regular Board of Trustees Meeting |
| under separate cover | c. Approve Closed Session Minutes of the April 19, 2017 Regular Board of Trustees Meeting |
| p. 14 | d. Receive and file Financial Report for April |
| p. 23 | e. Receive and file Election Abstract from DuPage County Election commission for the April 4, 2017 Consolidated General Election |
| | 8. Oath of Office for Cindy Ruzicka, Heather Stull and Richard Warren Jr. |
| p. 28 | 9. Election of Board Officers for 2017-2019 (ACTION) |
| P. 29 | 10. Consideration of Board Committee Assignments for 2017-2019 |

11. Regular Agenda

p. 31 a. Approve payments for the period of April 20 – May 17, 2017 **(ACTION)**

p. 33 b. Approve transfer of funds **(ACTION)**

12. Unfinished Business

p. 34 a. Building Project Update (*discussion only*)

13. New Business

p. 36..... a. Approve Extended Hours for Art on the Prairie: Close at 6 p.m. on Saturday, September 16 and Open at 10 a.m. on Sunday, September 17 **(ACTION)**

p. 37 b. Approve Resolutions and Signature Authorizations for MB Financial Bank Accounts **(ACTION)**

p. 38 14. Director's Report

p. 40 15. Department Head Reports

16. President's Report

p. 49 a. Next meetings or events

17. Treasurer's Report

18. Secretary's Report

19. Committee Reports

20. Trustee Comments

21. Items for Information and/or Discussion (No Action)

22. Adjournment **(ACTION)**



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10. Consideration of Board Committee Assignments for 2017-2019

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 - b. Approve transfer of funds **(ACTION)**
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 - a. Building Project Update *(discussion only)*
13. New Business
 - a. Approve Extended Hours for Art on the Prairie: Close at 6 p.m. on Saturday, September 16 and Open at 10 a.m. on Sunday, September 17 **(ACTION)**
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14. Director's Report
15. Department Head Reports
16. President's Report
 - a. Next meetings or events
17. Treasurer's Report
18. Secretary's Report
19. Committee Reports
20. Trustee Comments
21. Items for Information and/or Discussion (No Action)
22. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Committee of the Whole
Board of Trustees
Wednesday, April 19, 2017 - 6:00 p.m.

1. Call to Order – President Stull called the meeting to order at 6:05 p.m.

2. Roll Call

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

ABSENT: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis and Technical Services Clerk Gail Smith

3. Public Comments – Gail Smith introduced herself and stated she works in Technical Services and is attending to learn about the board meetings.

4. Review of the first draft of the FY18 Working Budget

Director Whitmer explained the cover sheet is a summary of major changes happening this year.

INCOME:

- This is a broad overview of all income and expenses. The property taxes are up about 1.5% mainly due to new construction in the City. The income also includes the .7% Consumer Price Index increase. About \$3,000 of the taxes are diverted to TIF #3, but once residential development takes place in TIF #3 the Library will receive a reimbursement from the City to cover the services for those homes.
- Most items remain flat.
- Extended Use Fees are decreased to reflect the past year.
- The Per Capita Grant income was included since the award letter has been received by the Library.
- Overall, income should increase about \$13,000 from last year.
- The Consumer Price Index used for next year's tax levy allows for a 2.1% increase if the state legislature does not approve a tax freeze.

EXPENSES:

- Expenditures overall have a deficit of \$276,335 due to \$200,000 of the renovation project being carried over from the Capital Improvements expenses to FY18.
- The projected operating deficit is \$76,000 next year.
- Trustee Warren asked where the \$44,000 for gifts and memorials was received from. Director Whitmer explained this was the proceeds received from the Library Foundation.

EMPLOYEE EXPENSES

- The largest expense is for employee salaries and benefits.
- Maintenance position has increased from 15 – 20 hours per week.
- Six additional hours per week have been added for the Marketing and Graphic Artist positions. Originally, these positions were each budgeted at 10 hours a week, but have been hired for 16 hours per week.
- Additional hours were added for Public Services staff due to the two separate service desks.
- Trustee DuRocher asked about the new part time Technology Assistant position. Director Whitmer stated Systems Administrator Cynthia Makowski manages the network, hardware, software, telephone systems and anything related to the network with a typical workday from 7:30 am – 3:30 pm. This leaves the building uncovered during the evenings and weekends. This new staff person would assist Cynthia with basic operations, troubleshooting for staff and be responsible for monitoring the AV equipment in the meeting room.
- The final IMRF rate will be available by the time the final budget is prepared in June.
- Health insurance costs assume a 10% increase. Staff attended a renewal meeting this week and learned that the blended health and prescription costs are currently trending towards a 10% increase.
- Director Whitmer stated that elsewhere in the budget she has included \$5,000 for a consultant to benchmark the position descriptions and develop a revised pay grade schedule.
- Trustee Warren asked if Sikich, LLP could conduct the salary analysis. Director Whitmer stated that Sikich, LLP does provide HR services on a contractual basis, but the Library has a membership with the Management Association of Illinois. Director Whitmer will make a note to examine Sikich's HR services.

OPERATING EXPENSES

POSTAGE

- Director Whitmer explained that certain circulation procedures will be discontinued including mailing notices to 18 year olds and patrons whose library card is expiring.
- Postage was increased due to a possible 12-page newsletter.

TECHNOLOGY

- Trustee Picha asked why certain technology items were removed from the budget. Director Whitmer explained there is new software replacing the items deleted. Communico Suite will be replacing Boopsie, Evanced, website/web server, digital signage player, and READsquared.

INSURANCE

- Assumes a 10% increase for Workman's Compensation due to increased staff hours and under reporting maintenance hours from last year.

PROFESSIONAL DEVELOPMENT

- No funds have been included for staff members or trustees to attend the 2018 PLA in Philadelphia. Cost is approximately \$1,500 per person to attend including airfare, conference registration and hotels.

After discussion, the consensus of the Board is to contact Trustee Richardson to see if she would like to attend. If Trustee Richardson cannot attend, then Trustee Elect Ruzicka will have the option.

AUDIT

- The audit increased due to the renovation project being included in the audit. The auditors will review and examine the debt certificate along with invoices and pay requests. A schedule of assets for items valued over \$5,000 will be also developed.

MATERIALS

- Overall the print materials budget was reduced and the downloadable materials budget was increased to reflect increased use of Hoopla.
- A new vendor will be providing the periodicals and newspaper subscriptions with an online claims module.
- Trustee Warren asked if \$3,000 is sufficient for the Spanish Material Collection. Director Whitmer responded that this is an increase over the prior year's budget. Older Spanish materials are not circulating, so these funds are for new materials. Additional funds for Spanish materials would reduce funding for other collections. Discussion about programming for native Spanish speakers took place. Trustee Warren suggested that space in the newsletter be dedicated to promoting Spanish resources. Director Whitmer indicated that additional staff in Youth and Adult services would be needed to increase our level of services for this population. Following discussion, it was the consensus of the Board to have Director Whitmer add increasing the Spanish collection and programming to the Strategic Plan in FY19.

MAINTENANCE

- An increase in the monthly service charge for cleaning is anticipated due to the renovation and a large amount of glass. The daily cleaning schedule may be adjusted to clean staff areas fewer days.
- Maintenance supplies were decreased due to not having to purchase as many light bulbs and ballasts due to the LED retrofit.
- Trustee DuRocher asked why the security budget is so high. Director Whitmer stated that every year \$4,000 included for possible sprinkler repairs.
- An HVAC maintenance contract may be obtained to keep the new system running well.
- Electricity is decreased due to the new LED lighting. Usage has currently decreased by approximately 20% and once all the retrofitting is completed it should decrease approximately 40-50%.

CAPITAL IMPROVEMENT

- Director Whitmer stated that there is \$200,000 included in the budget for Capital Improvement to cover any carryover. Trustee DuRocher asked how much is projected to be spent. Director Whitmer stated that most likely half will be spent.

DEBT CERTIFICATE

- Director Whitmer stated that there is \$167,000 for debt certificate repayment for next year.

5. Review need for May 17 Committee of the Whole Meeting

The consensus of the Board is that a May 17, 2017 Committee of the Whole Meeting is not necessary. Director Whitmer will make minor changes and present the budget to the Board at the June board meeting for approval.

6. Items for Information/Discussion – none

7. Adjournment

MOTION: Trustee Arlowe moved to adjourn the meeting at 7:05 p.m. Trustee Warren seconded.

Voice vote:

Ayes – all

Motion carried

Respectfully submitted,

Richard W. Warren Jr.
Secretary
Board of Trustees

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting
of the Board of Trustees
Wednesday, April 19, 2017, 7:00 p.m.

1. Call to order

2. Roll Call

ATTENDING: Trustees Arlowe, DuRocher, Lezon, Picha, Stull, Warren

ABSENT: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, and Technical Services Clerk Gail Smith

ALSO ATTENDING: Trustee Elect Cindy Ruzicka

3. Approval of the agenda

MOTION: Trustee Arlowe moved to approve the agenda as presented. Trustee Picha seconded.

Ayes – All

Absent – Trustee Richardson

Motion carried

4. Presentations

- a. Resolution Honoring Amy Arlowe Upon Her Retirement from the Warrenville Public Library District Board of Trustees

Trustee Stull read and presented a Certificate of Appreciation to Trustee Arlowe for 12 years of service as a Warrenville Public Library District trustee.

A short break was taken for cake in Amy's honor.

5. Public comments

- a. Trustee Cindy Ruzicka stated she is looking forward to working with everyone on the board.

6. Correspondence

- a. FY 2017 Per Capita Grant Award Letter

Director Whitmer stated the 2017 Per Capita Grant Award Letter has been received.

7. Consent Agenda

Trustee Warren read the Consent Agenda as follows:

- a. Approve Minutes of the March 15, 2017 Regular Board of Trustees Meeting
- b. Approved Closed Session Minutes of the March 15, 2017 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for March

- d. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2017 Audit Services

MOTION: Trustee Picha moved to approve the Consent Agenda as read. Trustee Lezon seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

8. Regular Agenda

- a. Approve payments for the period of March 16 – April 19, 2017

MOTION: Trustee Picha moved to approve payments in the amount of \$1,005,718.14 for the period of March 16, 2017 – April 19, 2017 including electronic payments and checks #5766 - #5822. Checks #5778, 5779 and 5809 are voided. Trustee DuRocher seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee DuRocher moved to transfer \$1,050,000 from Business NOW Account to the MB Financial Operating Account. Trustee Picha seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

- c. Approve expenditures for trustee meetings and/or travel

Director Whitmer stated there are two opportunities for trustee meetings:

LACONI Trustee Banquet on May 12 at Oak Lawn. After discussion no trustees will be attending the LACONI Trustee Banquet.

ATLAS Annual Trustee Workshop on June 3 at Green Hills Public Library at Palos Hills. The description in the board packet is not correct. The speaker is actually going to be James Reclan, Public Finance Banker. The focus of the meeting is board etiquette and how the levy works with the budget. After discussion, it was the consensus of the Board that Trustee Elect Cindy Ruzicka and Trustee Warren will attend.

MOTION: Trustee DuRocher moved to approve \$15 each for Trustees Ruzicka and Warren to attend the ATLAS Trustee Workshop on June 3. Trustee Picha seconded.

Trustee Arlowe stated she was not sure if Trustee names should be included in the minutes of the meeting. Director Whitmer stated the registration forms can be obtained through the Freedom of Information Act. Director Whitmer will ask the library's attorney regarding this issue.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

9. Unfinished Business

a. Building Project Update

Director Whitmer stated the punch list for this project is working great. Whenever a problem is discovered, it is reported directly to the Construction Manager and is addressed at the time.

Trustee DuRocher stated most of the outlets do not have access for USB ports. Director Whitmer stated all of the tabletops do, however, the wall outlets do not. Adapters are available for checkout at the circulation desk.

Trustee DuRocher gave kudos to Director Whitmer for opening the front entrance a week before schedule. Director Whitmer stated it was due to the construction workers getting the work done ahead of time.

Additional change orders have been approved with a total expenditure of approximately \$96,000. Developer Donations in the amount of \$40,000 were included in the budget, however, the Library received \$55,000 from the City. The amount of special reserve funds used for the project may be reduced. Director Whitmer stated the staining of the building was included in this year's budget, however, it will be paid out of the construction budget.

Trustee Picha stated the building looks amazing at night from the road.

Director Whitmer mentioned Carol Doss, a regular patron, has always been concerned with the lighting in the building and she is extremely happy with the new lighting.

10. New Business

a. Consideration of Proposal to Award End-of-year Bonuses to Library Staff for Renovation Project

Trustee DuRocher stated it is a great idea.

MOTION: Trustee Warren moved to authorize Director Whitmer to award end-of-the-year bonuses to staff in a total amount not to exceed \$15,000. Trustee Lezon seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

b. Review and Approve Policy No. 320 Library Use Policy

Director Whitmer stated due to the division of Adult and Youth Areas a new policy was necessary.

The Management Team reviewed policies from at least 12 public libraries to look for well-written policy statements that address appropriate patron conduct.

The policy has a new arrangement. Highlights of the new policy include:

- Protecting of Library Property
- Ensuring a Safe and Secure Environment
- Children's safety
- Providing a Comfortable and Welcoming Environment
- Maintaining a Healthy and Clean Environment
- Enforcement of the Library Use Policy

Youth Services staff have already experienced situations where the adult leaves the child in the youth services area to go the adult area.

Trustee Lezon asked about the family restroom designated only for families. She asked if it is also intended for transgender. Director Whitmer stated if the person is an adult the answer would be "no". This restroom is intended for families and children. If a patron has a concern they can speak to the Director to discuss individual arrangements.

Trustee DuRocher questioned the statement prohibiting the use of alcohol in the Library and asked if the Library would be able to hold a special event with alcohol. Director Whitmer stated the Board could vote to amend the policy for a specific event. Trustee Warren suggested adding the word "consuming" to the statement.

Trustee DuRocher stated she did not like the sentence "taking photos or videos on Library property requires authorization by Library Administration". She stated teenagers may be taking photos of each other and a parent might want to take a picture of their child in front of the tree. Director Whitmer replied the intent is not to capture other library users in the pictures. Director Whitmer will revise the seventh bullet point under the paragraph "Ensure a Safe and Secure Environment" to read "Engaging in any behavior following another individual, taking photos of or electronic recordings of any type".

Trustee DuRocher suggested the word "slacks" should be revised to "pants" in the statement under the paragraph "Maintain a Healthy and Clean Environment". Director Whitmer will revise the wording.

Trustee Warren stated the policy includes no animals can be brought into the Library except for service animals. It does not address animals left unattended outside the building. Director Whitmer indicated City Ordinance covers animals outside of the building.

MOTION: Trustee Arlowe moved to approve Policy No. 320 Library Use Policy with proposed amendments. Trustee DuRocher seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

- c. Consideration of Request to Dispose of Surplus Property Utilizing Obenauf Auction Services

Director Whitmer explained staff would like to hold an online auction for surplus property. All property will be priced very reasonably and located at the library for inspection and pickup. Unsold items will be offered for sale or giveaway and items that remain will be discarded.

Notice of the auction will be on the Library's website and a special edition of the Library's eNewsletter will be sent.

MOTION: Trustee Arlowe moved to approve disposal of surplus property utilizing Obenauf Auction Services. Trustee DuRocher seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

11. Director's Report

a. April 4, 2017 Election Results

Director Whitmer extended congratulations to Heather Stull and Rick Warren for their re-election to the Library Board. She congratulated Cindy Ruzicka for being elected to her first term.

New board members will be sworn in at the May Board meeting. At the meeting new officers will need to be elected to serve for the next two years.

Two new employees will join the staff in the next month. Kathy Gaydos will join as part-time Marketing & Communications Specialist on April 20 and Amarelis Morales will begin in May as the new Graphic Artist.

Trustee Picha suggested new employees be introduced to the Board at a board meeting.

Director Whitmer reported the electricity contract is now with Dynegy Energy through Vanguard Energy for the next 12 months.

A developer is proposing a new development in TIF #4 called Lexington Trace. Once approved, the Library would receive annual payments from the TIF to serve this residential development.

The Planning Commission also conducted a courtesy review for the development of 28 acres in Cantera. This development is not in the TIF so the Library would be able to capture the full EAV for new construction each levy year in which construction occurred.

The City has released the draft summary of findings regarding Warrentville marketing and positioning. The Library received 72.6% as being excellent and above average for Warrentville resources. Concerts on the Commons also ranked in the top three for Warrentville events.

Trustee Picha stated Connie Schmidt was very impressed with Director Whitmer approaching her regarding the butterfly garden.

11. Department Head Reports – no questions

12. President's Report

- Director Whitmer stated trustees are able to receive free passes to the American Library Association exhibits on June 24, 25 and 26.
- Trustee Stull read the upcoming meetings and events.
- Trustee Stull reported former trustee Robert Johnston passed away in Louisiana. Director Whitmer stated Vivian Lund had attended a City Council meeting and stated she had been trying to reach Mr. Johnston's son to tell him how important his father's work on the Council had been for the City.

13. Treasurer's Report – Trustee Lezon stated everything looks great.

14. Secretary's Report – Trustee Warren stated we are moving along.

15. Committee Reports - none

16. Trustee Comments

Trustee Arlowe stated she attended a meeting at Dominican University which Director Whitmer and Trustee Stull also attended. The speaker was great and spoke about how libraries are changing and not just for books anymore.

Trustee DuRocher stated people really object to losing books in the collection but they are not using them as much.

17. Items for Information and/or Discussion

18. Closed session

MOTION: Trustee Arlowe moved to enter into 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" at 8:28 p.m. Trustee Picha seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

Sandy Whitmer, Jackie Davis, Gail Smith, and Cindy Ruzicka left the meeting at this time.

Returned to open session at 8:52 p.m.

Trustee Stull called roll call

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

ABSENT: Trustee Richardson
ALSO ATTENDING: Library Director Sandy Whitmer

19. Discussion/action resulting from the above closed session

MOTION: Trustee DuRocher moved to award Director Whitmer a 3% increase in salary and a \$2,500 end of year bonus. Trustee Arlowe seconded.

Roll call vote:

Ayes – Trustee Arlowe, DuRocher, Lezon, Picha, Stull and Warren

Absent – Trustee Richardson

Motion carried

20. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 8:53 p.m. Trustee Arlowe seconded.

Voice vote:

Ayes – all

Absent – Trustee Richardson

Motion carried

Respectfully submitted,

Richard W. Warren Jr.
Secretary
Board of Trustees

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

April 30, 2017

WARRENVILLE LIBRARY INCOME	APRIL 2017	FUND BALANCES										PAGE 1	
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC.		% RECEIVED	UNAUDITED FUND BAL 6/30/2016	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES		UNAUDITED CURRENT
				TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.								
LEW													
CORPORATE	1676131	95.1842%	2	1673586	99.85%	301229	3504	100436	108676	1208189	867082		
BLDG. & MAIN	84803	4.8158%	0	84674	99.85%	53430	0	0	5751	46353	91751		
TOTAL TAX (LEVIED)	1760934	100.00%	2	1758260	99.85%	354659	3504	100436	114427	1254542	958813		
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0		
WORKING CASH	0		0	0		225847	0	0	0	0	225847		
DEVELOPER DONATIONS	0		0	0		0	0	57329	0	0	57329.00		
SPECIAL RESERVE	0		0	0		562160	0	0	0.00	38036	524124		
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524		
CAPITAL PROJECT	0		0	0		0	0	1929700	965542	2062341	-132641		
TOTAL	1760934	100.00%	2	1758260	99.85%	1166190	3504	2087465	1079969	3354919	1656996		
FORMULA =													
A+B+C-D=E													

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

CORPORATE FUND					
	1 Month Ended Apr. 30, 2017	10 Months Ended Apr. 30, 2017	Budget	Balance	% Received / Expended
Income					
Taxes Levied	0.00	1,673,583.46	1,676,131.00	2,547.54	99.85%
Back Taxes	2.39	2.39	0.00	(2.39)	0.00%
Copier	543.63	5,624.77	6,000.00	375.23	93.75%
Extended Use Fees	2,104.95	20,606.35	30,000.00	9,393.65	68.69%
Fees	17.00	213.00	300.00	87.00	71.00%
Interest	622.13	3,619.43	2,500.00	(1,119.43)	144.78%
Book Sales	0.00	1,648.44	5,000.00	3,351.56	32.97%
Lost Books	197.00	3,061.27	3,500.00	438.73	87.46%
Gifts / Memorials	0.00	45,415.79	1,000.00	(44,415.79)	4,541.58%
Miscellaneous	19.00	4,998.34	3,000.00	(1,998.34)	166.61%
Hotel/Motel Tax	0.00	15,248.91	18,049.00	2,800.09	84.49%
Grants - Per Capita	0.00	0.00	10,445.00	10,445.00	0.00%
	3,506.10	1,774,022.15	1,755,925.00	(18,097.15)	101.03%
Expenses					
Sal. - Administration	12,189.69	133,974.42	181,000.00	47,025.58	74.02%
Sal. - Circulation	9,074.35	99,158.79	117,000.00	17,841.21	84.75%
Sal. - Maintenance	1,476.06	15,011.53	26,000.00	10,988.47	57.74%
Sal. - Public Services	23,750.67	267,084.15	314,000.00	46,915.85	85.06%
Sal. - Tech Services	15,009.82	170,954.85	201,000.00	30,045.15	85.05%
I.M.R.F. - Expense	10,071.65	72,417.87	87,500.00	15,082.13	82.76%
Fica - Expense	4,576.91	50,536.83	64,500.00	13,963.17	78.35%
Unemp. Comp.	583.19	1,057.36	1,200.00	142.64	88.11%
Op - Mat'l Processing/Tech	1,018.46	7,049.73	9,170.00	2,120.27	76.88%
Op - Mat'l Processing/Circ	106.48	705.84	2,660.00	1,954.16	26.54%
Op - Postage	600.00	4,357.17	5,941.00	1,583.83	73.34%
Op - Office Supplies	480.66	3,412.20	4,000.00	587.80	85.31%
Op - Bank Fee's	74.88	682.99	795.00	112.01	85.91%
Op - Automation Supplies	233.98	1,403.63	3,000.00	1,596.37	46.79%
Op - Publishing	0.00	1,128.47	1,500.00	371.53	75.23%
Equip. - Purchases	391.00	10,004.44	6,300.00	(3,704.44)	158.80%
Equip. - Maintenance	165.33	2,913.93	3,500.00	586.07	83.26%
Auto. - Software	1,032.45	5,417.82	9,210.00	3,792.18	58.83%
Auto. - Purchases	0.00	6,212.61	9,950.00	3,737.39	62.44%
Auto. - Maintenance	581.13	42,736.64	48,295.00	5,558.36	88.49%
L. Ins. - Workmen's Comp	0.00	2,924.24	2,925.00	0.76	99.97%
Ins. - Multi Peril Package	0.00	10,530.00	10,603.00	73.00	99.31%
Ins. - Health / Life	4,038.39	35,384.00	65,780.00	30,396.00	53.79%
Pd - Recruiting	45.00	270.00	500.00	230.00	54.00%
Pd - Staff Appreciation	317.94	984.52	1,200.00	215.48	82.04%
Pd - Staff / Dues	0.00	1,639.00	2,625.00	986.00	62.44%
Pd - Staff / Meetings	1,004.54	3,017.10	5,650.00	2,632.90	53.40%
Pd - Staff / Transportation	89.25	634.70	2,500.00	1,865.30	25.39%
Pd - Trst / Mtgs	0.00	490.00	1,000.00	510.00	49.00%
Pd - Trst / Transportation	0.00	93.94	200.00	106.06	46.97%
Pd - Trustee Misc.	44.53	173.39	500.00	326.61	34.68%
Cont. - Lawyer	0.00	2,347.50	15,000.00	12,652.50	15.65%
Cont. - Accounting	799.62	8,409.02	9,700.00	1,290.98	86.69%
Cont. - Collections	62.65	545.95	1,000.00	454.05	54.60%
Cont. - Audit	0.00	6,450.00	6,450.00	0.00	100.00%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended	10 Months Ended			% Received /
	Apr. 30, 2017	Apr. 30, 2017	Budget	Balance	Expended
Cont. - Consultants	0.00	0.00	10,000.00	10,000.00	0.00%
Lib. Mat. - Adult Books	5,212.75	47,156.19	63,650.00	16,493.81	74.09%
Lib. Mat. - Youth Books	2,777.21	29,481.59	35,150.00	5,668.41	83.87%
Lib. Mat. - Adult AV	2,037.14	21,927.25	30,875.00	8,947.75	71.02%
Lib. Mat. - Youth AV	233.86	4,035.80	8,550.00	4,514.20	47.20%
Lib. Mat. - EBooks	3,000.00	13,987.24	14,250.00	262.76	98.16%
Lib. Mat. - Periodicals	0.00	9,881.88	11,400.00	1,518.12	86.68%
Lib. Mat. - Internet Subsc...	0.00	18,545.25	42,750.00	24,204.75	43.38%
Ps - Programs Adult	370.92	3,718.51	6,500.00	2,781.49	57.21%
Ps - Programs Youth	22.24	1,794.17	6,500.00	4,705.83	27.60%
Ps - Hotel/Motel	300.00	9,347.15	17,850.00	8,502.85	52.36%
Ps - Refunds / Fines / Fees	0.00	102.97	500.00	397.03	20.59%
Ps - Printing	0.00	7,829.00	12,000.00	4,171.00	65.24%
Ps - PR / Publicity	196.39	2,101.36	5,300.00	3,198.64	39.65%
Ps - Misc.	51.92	964.33	3,000.00	2,035.67	32.14%
Gas	1,080.89	6,579.33	10,000.00	3,420.67	65.79%
B & M - Water / Sewer	124.72	512.32	900.00	387.68	56.92%
Electricity	3,147.32	39,352.18	44,500.00	5,147.82	88.43%
Telephone	911.69	11,757.48	14,000.00	2,242.52	83.98%
B & M - Landscape Maint	640.00	4,920.00	7,950.00	3,030.00	61.89%
Gifts	749.94	749.94	1,000.00	250.06	74.99%
Contingency	0.00	3,330.23	10,000.00	6,669.77	33.30%
Debt Repayment	0.00	0.00	180,000.00	180,000.00	0.00%
	108,675.62	1,208,188.80	1,758,779.00	550,590.20	68.69%

See Accountants Compilation Letter

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

BUILDING & MAINTENANCE FUND

	1 Month Ended Apr. 30, 2017	10 Months Ended Apr. 30, 2017	Budget	Balance	% Received / Expended
Income					
Taxes Levied	0.00	84,674.18	84,803.00	128.82	99.85%
Back Taxes	0.12	0.12	0.00	(0.12)	0.00%
	0.12	84,674.30	84,803.00	128.70	99.85%
Expenses					
Maintenance	2,272.00	25,667.67	39,720.00	14,052.33	64.62%
Maintenance Supplies	789.82	2,822.42	5,900.00	3,077.58	47.84%
Security	346.14	1,646.54	7,800.00	6,153.46	21.11%
Snow Removal	2,070.00	12,887.51	20,000.00	7,112.49	64.44%
Hvac	0.00	1,008.80	10,900.00	9,891.20	9.26%
Janitorial Supplies	272.80	2,320.44	2,200.00	(120.44)	105.47%
	5,750.76	46,353.38	86,520.00	40,166.62	53.58%

See Accountants Compilation Letter

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

DEVELOPER DONATIONS				
	1 Month Ended Apr. 30, 2017	10 Months Ended Apr. 30, 2017	Budget	% Received / Expended
Income				
Developer Donations	0.00	57,329.39	40,000.00	(17,329.39) 143.32%
	0.00	57,329.39	40,000.00	(17,329.39) 143.32%
Expenses				
	0.00	0.00	0.00	0.00 0.00%

See Accountants Compilation Letter

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

	SPECIAL RESERVE FUND				
	1 Month Ended Apr. 30, 2017	10 Months Ended Apr. 30, 2017	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Auto. - Purchases	0.00	38,036.08	37,800.00	(236.08)	100.62%
Maintenance	0.00	0.00	17,000.00	17,000.00	0.00%
	0.00	38,036.08	54,800.00	16,763.92	69.41%

See Accountants Compilation Letter

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

	CAPITAL PROJECT				
	1 Month En...	10 Months Ended			% Rezel...
	Apr. 30, 2017	Apr. 30, 2017	Budget	Balance	Expended
Income					
Debt Certificate Proce...	0.00	1,929,700.00	1,900,000.00	(29,700.00)	101.56%
	0.00	1,929,700.00	1,900,000.00	(29,700.00)	101.56%
Expenses					
Capital Improvement ...	965,542.52	2,062,340.65	2,500,000.00	437,659.35	82.49%
	965,542.52	2,062,340.65	2,500,000.00	437,659.35	82.49%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash in Drawer	160.00
Ill National Bank E-Pay Account	11,569.25
Cash / Copier Change	75.00
MB Operating	160,862.71
MB Business NOW	461,059.15
MB Business Money Market	824,476.87
MB Certificate of Deposit	201,423.19

1,659,876.17

General Fixed Assets

4,461,551.00

TOTAL ASSETS

\$ 6,121,427.17

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.

2,877.89

2,877.89

LONG-TERM LIABILITIES

0.00

EQUITY

Fund Balance

5,693,549.28

Fund Balance Special Reserve

425,000.00

6,118,549.28

TOTAL LIABILITIES & FUND BALANCE

\$ 6,121,427.17

See Accountants Compilation Letter



DuPage County Election Commission

Cathy Terrill
Chairperson

James S. Lowe
Vice Chair

John J. Boske
Secretary

Joseph H. Sobecki
Interim Executive Director

April 24, 2017

Dear Local Election Official:

Enclosed is a copy of the abstract and canvass of election results for your jurisdiction for the April 4, 2017 Consolidated General Election, certified today by the DuPage County Canvassing Board. No action is needed by your board.

If DuPage County is the principal county for your jurisdiction and your district overlaps into another county, the canvass does not contain the results from the other county.

If DuPage County is the secondary county for your jurisdiction, we have already forwarded this canvass information to the principal county. The official proclamation will be made by the principal county.

In accordance with 10 ILCS (5/6-11) the Election Commission will send a copy to the State Board of Elections.

If you have any questions, please feel free to call this office.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Sobecki", is written over a circular stamp that partially overlaps the signature.

Joseph H. Sobecki
Interim Executive Director

JHS:ar
Enclosures

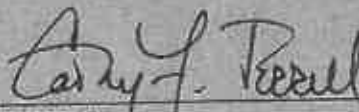
CANVASS OF VOTES FOR THE CONSOLIDATED GENERAL ELECTION


CHAPTER 10 ACT 5 / ARTICLE 22-1 OF THE ELECTION CODE

April 4, 2017

We, the undersigned members of the Canvassing Board of DuPage County, Illinois, do hereby certify that on Monday, April 24, 2017, we canvassed the returns of an election held on April 4, 2017, and we do proclaim that a total of 104,018 voters requested and received ballots and we do further certify that the following is a correct copy of votes received and herein recorded.

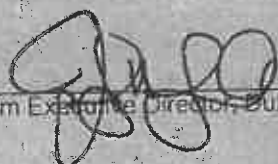
CANVASSING BOARD


Chairperson


Vice Chairman


Secretary

Attest


Interim Executive Director, DuPage County Election Commission

STATE OF ILLINOIS)
 §§
COUNTY OF DU PAGE)

I, JOSEPH H. SOBECKI, Interim Executive Director in and for said County in the State aforesaid, do hereby certify that the foregoing is a correct copy of the abstract of votes cast at the Election held in said County on Tuesday, the 4th day of April 2017, A.D., which abstract was made by the County Canvassing Board of said County and is now on file in my office.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Commission this 24th day of April 2017, A.D.


INTERIM EXECUTIVE DIRECTOR

Canvass of Votes for the Consolidated General Election

April 4, 2017

POPLAR CREEK PUBLIC LIBRARY DISTRICT

Poplar Creek Public Library District Trustee

Vote for not more than TWO	Prec Cntd 21	Rg Voters 10,824	Ballots Cntd 622	5.75 %	Votes
Ann Louise Kennedy					411 44.00 %
Bonnie J. Hulke					366 39.19 %
Asad Khan					157 16.81 %

Poplar Creek Public Library District Trustee - Unexpired 2 Year Term

Vote for ONE	Prec Cntd 21	Rg Voters 10,824	Ballots Cntd 622	5.75 %	Votes
Eva J. Porter					511 100.00 %

Poplar Creek Public Library District Trustee - Unexpired 4 Year Term

Vote for ONE	Prec Cntd 21	Rg Voters 10,824	Ballots Cntd 622	5.75 %	Votes
Sherri B. Harry					502 100.00 %

ROSELLE PUBLIC LIBRARY DISTRICT

Roselle Public Library District Trustee

Cook

Vote for not more than THREE	Prec Cntd 3	Rg Voters 1,823	Ballots Cntd 243	13.33 %	Votes
Sue Harold					187
Sue Ellen R. Eichholz					180

DuPage

Vote for not more than THREE	Prec Cntd 23	Rg Voters 13,825	Ballots Cntd 2,661	19.25 %	Votes
Sue Harold					1,708 47.88 %
Sue Ellen R. Eichholz					1,859 52.12 %

District Total

Prec Cntd 26	Rg Voters 15,648	Ballots Cntd 2,904	Total
Sue Harold			1,895
Sue Ellen R. Eichholz			2,039

ST. CHARLES PUBLIC LIBRARY DISTRICT

St. Charles Public Library District Trustee

Vote for not more than TWO	Prec Cntd 4	Rg Voters 2,842	Ballots Cntd 337	11.86 %	Votes
Karen Kaluzsa					187 40.74 %
Lee Haggas					115 25.05 %
Cynthia N. Steimle					157 34.20 %

WARRENVILLE PUBLIC LIBRARY DISTRICT

Warrenville Public Library District Trustee

Vote for not more than THREE	Prec Cntd 17	Rg Voters 9,335	Ballots Cntd 2,790	29.89 %	Votes
Heather J. Stull					1,616 32.99 %
Richard W. ('Rick') Warren, Jr.					1,559 31.83 %
Cindy Ruzicka					1,723 35.18 %

2017 Consolidated General Election

Tuesday, April 4, 2017

**WARRENVILLE PUBLIC LIBRARY
DISTRICT**

Election Abstract

DuPage County Election Commission

421 N County Farm Rd

Wheaton, IL 60187

Warrenville Public Library District Trustee

Votes for not more than THREE

Reg Vtrs: 9,335

Precincts 17

Total votes: 4,898

Ballots Counted: 2,790

	40002	40007	40010	40015	40016	40024	40025	40026	40027	40028	40029	40031	40033	40034	70022	70061	70070	Total
Heather J. Stull	181	3	189	75	135	148	70	107	137	137	110	105	137	7	0	73	2	1,616
Richard W. (Rick) Warren, Jr.	176	3	180	77	130	129	65	100	147	137	102	95	140	7	0	69	2	1,559
Cindy Ruzicka	175	4	220	93	143	129	72	115	149	151	110	99	173	7	0	82	1	1,723
Registered Voters	881	38	722	756	842	716	763	470	869	873	695	693	682	58	0	258	19	9,335
Ballots Counted	300	4	366	137	205	210	117	186	227	257	181	165	298	14	0	120	3	2,790

BOARD REORGANIZATION

Several actions will be taken at the May 17 meeting.

Oath of Office

Because the Board Secretary is one of the re-elected trustees, Assistant to the Director Davis will issue the Oath of Office to Cindy Ruzicka, Heather Stull and Rick Warren. We will have a short refreshment break following the Oath of Office.

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 revised report on current officers:

- President: Trustee Stull is in her second consecutive two-year term and is not eligible for another term in this position.
- Vice President: Trustee DuRocher is in her first two-year term and is eligible for another term in this position. (Last month's report misstated that Trustee Richardson still held this position.)
- Treasurer: Trustee Lezon is in her first two-year term and is eligible for another term in this position.
- Secretary: Trustee Warren is in his second consecutive two-year term and is not 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 2017-2019

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)

2015-2017: Trustees DuRocher & Warren (alternate: Picha)

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)

2015-2017: Trustees DuRocher & Lezon (alternates: Trustees Richardson & Arlowe)

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)

2015-2017: Trustee Arlowe & Director Whitmer

The Open Meetings Act Designee(s) must complete the OMA online training. 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)

2015-2017: 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)

2015-2017: 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)

2015-2017: 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.

REGULAR AGENDA

Approve payments for the period of April 20 – May 17, 2017

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

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
April 20 - May 17, 2017

Date	Num	Name	Amount
05/17/2017	5823	Accounting Services, Inc.	-498.00
05/17/2017	5824	Ambius	-270.00
05/17/2017	5825	ASI Signage Innovations	-2,522.00
05/17/2017	5826	Atlas	-30.00
05/17/2017	5827	Baker & Taylor	-1,470.36
05/17/2017	5828	Baker & Taylor	-2,093.80
05/17/2017	5829	Baker & Taylor	-1,939.95
05/17/2017	5830	Chase	-22,636.24
05/17/2017	5831	Communications Revolving Fund	-450.00
05/17/2017	5832	Constellation New Energy	-3,623.65
05/17/2017	5833	Coronado, Shawna	-175.00
05/17/2017	5834	Demco	-261.27
05/17/2017	5835	Grant & Power	-944.40
05/17/2017	5836	Hallett Movers	-17,337.01
05/17/2017	5837	Infogroup - Library Division	-1,500.00
05/17/2017	5838	JKM Library	-43.00
05/17/2017	5839	Konica Minolta Business Solutions	-238.09
05/17/2017	5840	Library Furniture International	-143,087.00
05/17/2017	5841	LIMRICC Purchase of Health Insurance Prog	-4,447.09
05/17/2017	5842	Management Association	-980.00
05/17/2017	5843	Mendel Plumbing	-2,215.00
05/17/2017	5844	Midwest Tape	-234.90
05/17/2017	5845	Midwest Tape	-1,388.39
05/17/2017	5846	Morningstar	-2,579.00
05/17/2017	5847	News Bank, Inc.	-4,150.00
05/17/2017	5848	Niemann, Deborah	-150.00
05/17/2017	5849	Ollis Book Corporation	-1,080.72
05/17/2017	5850	OverDrive	-3,000.00
05/17/2017	5851	Peregrine, Stime, Newman, Ritzman & Bruck	-1,890.00
05/17/2017	5852	Petty Cash Fund	-19.24
05/17/2017	5853	Pine Landscaping	-370.00
05/17/2017	5854	Quill Corporation	-1,497.03
05/17/2017	5855	RACO Industries	-89.68
05/17/2017	5856	Sam's Club	-22.69
05/17/2017	5857	Service Master Commercial Cleaning	-2,489.06
05/17/2017	5858	Southwest Solutions Group	-5,109.76
05/17/2017	5859	Today's Business Solutions, Inc.	-193.92
05/17/2017	5860	U.S. Postmaster	-500.00
05/17/2017	5861	Unique Management Services, Inc.	-53.70
05/17/2017	5862	Warrenville Ace Hardware	-31.68
05/17/2017	5863	Waterlogic East LLC	-157.88

05/17/2017	5864	Wheaton Park District	-40.00
05/17/2017	5865	Wheaton Public Library	-23.50
05/17/2017	5866	Winfield Flower Shoppe	-70.90
05/17/2017	5867	Davis, Jackie	-16.92
04/25/2017	Electronic	Northern Illinois Gas	-1,080.89
04/28/2017	Electronic	MegaPath	-66.08
05/08/2017	Electronic	Pitney Bowes, Inc.	-90.00
05/08/2017	Electronic	AFLAC	-135.48
05/10/2017	Electronic	Konica Minolta Premier Finance	-391.00
05/11/2017	Electronic	Paylocity	-95.54

-233,779.82

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 from the MB Bank Business NOW account to the MB Bank Operating account may be necessary to cover anticipated expenditures.

In May 2017, the transfer may need to be taken from the MB Bank Money Market Account.

UNFINISHED BUSINESS

Building Project Update (discussion only)

Report as of 5/11/17

PATRON IMPACTS

- Main entrance re-opened April 17.
- During exterior staining of entrance areas, the entrances were temporarily closed.
- Occasionally, pathways are blocked due to work in progress.
- Occasionally, work is noisy.
- The Study Rooms, Quiet Room and Training Lab are not open so seating is still limited. (If all furniture arrives as planned, we should be able to open most of these rooms the week of May 22.)

STAFF IMPACTS

- Staff areas are cleared of surplus furniture.
- Adult & Youth Services Desks are up and running in their new configurations.
- Electrician is installing overhead lights in staff areas which sometimes displaces staff.

NEXT STEPS

- Complete installation of glass doors/locking mechanisms for adult rooms.
- Final furniture delivery and installs.
- Counter & "tree" installation in Toddler Room.
- AV Training for Meeting Room (microphones, projectors, projection screens.)
- Move computers onto new furniture in adult services and training lab.
- Add printer station to youth services computer area.
- Complete lighting installations (staff areas, over stairwell)
- Replace flooring on stairway.
- Install monitors in Study Rooms.
- Install glass dry erase boards on Study Rooms.

SUMMARY OF PROGRESS

- Phase 3 drywall, painting complete.
- Phase 3 glass walls up.
- Phase 3 lighting substantially complete.
- Phase 3 carpeting and painting complete.
- Window shades operational.
- Exterior of building stained.
- HVAC system balanced.
- Fire and plumbing inspections complete. (Final City inspection on 5/12.)
- Key staff trained on lighting system.
- Problem with laminate on circulation desk ("wrinkling") corrected.

CONSTRUCTION MEETING NOTES

April 19

- Reviewed submittal logs, outstanding RFIs (none), and change requests.
- Approved change requests for staff lighting replacements and stair flooring replacement.
- Reviewed schedule of Phase 3 components. Aiming for completion by June 1.

May 3

- No submittals, outstanding RFIs or outstanding change requests.
- Reviewed schedule update – targeted completions May 31. Shales McNutt will begin preparing closeout documents.
- All agreed project proceeded smoothly and no additional construction meetings are needed.
- Architects will return for punch lists at end of month.
- Shales McNutt Construction treated the staff to a pizza lunch as a "thank you" for maintaining a great working relationship with the SMC team and contractors throughout the project.

CHANGE ORDERS APPROVED (through 5/3/17)

(Contingency Budget for project: \$100,000)

Number	Description	Add / (Deduct)
1-38	Various (reported prior months)	\$76,620.06
39	Reroute sprinkler lines for steel install/ductwork relocation	\$853.00
40	Acrovyn wall protection in circ work area	\$1,235.00
41	Ceiling Tile replacement (public restrooms)	\$3,659.00
42	Ceiling Removal and Replacement for ductwork relocation	\$1,239.00
43	Misc. Drywall patching (3 locations)	\$1,176.00
44	Door headers (change in scope)	(\$353.00)
45	Water Line change for coffee vending	\$246.00
46	Removal & replacement of stair flooring	\$12,068.00
47	Reroute sprinkler lines for projector	\$362.00
48	Graphic on meeting room doors/entry glass	\$1,800.00
49	Locks on Meeting room cabinets (labor only)	\$644.15
	TOTAL	\$99,549.21
	CONTINGENCY BALANCE	\$450.79

In any building project, it is expected that some contingency funds will be used to pay for modifications that come up when actual site conditions do not allow parts of the the project to be built as planned. However, we were able to pick up a couple of valuable improvements due to careful management of the budget by SMC:

- Replaced cabinetry in the Meeting room to match Maple doors/wall - \$4,981
- Additional hand dryers, changing station - \$3,660
- Replace existing fixtures in staff areas with LED fixtures - \$18,083
- Paint lower level - \$5,100
- Install wall protection in circ work area(cart storage areas) - \$1,235
- Replace ceiling tiles in public restrooms - \$3,659
- Replace stair flooring - \$12,068
- Additional graphic on glass walls (meeting room) - \$1,800

NEW BUSINESS

Approve Extended Hours for Art on the Prairie: Close at 6 p.m. on Saturday, September 16 and Open at 10 a.m. on Sunday, September 17 **(ACTION)**

Art on the Prairie will take place on Saturday, September 16 from 10 a.m. to 6 p.m. and Sunday, September 17 from 10 a.m. to 4 p.m.

Director Whitmer recommends extending library hours of operation during this event to make our facility and services available to art fair attendees and vendors.

Unlike SummerDaze when street closures limit patron access to the Library, Art on the Prairie does not block access to Manning Ave. so patrons have clear access to the Library's lower level parking lot. Only Stafford Place is closed for Art on the Prairie.

Staff will be scheduled to work inside the Library and at an informational booth at the event.

SUGGESTED MOTION: Approve Extended Hours for Art on the Prairie: Close at 6 p.m. on Saturday, September 16 and Open at 10 a.m. on Sunday, September 17

NEW BUSINESS

Approve Resolutions and Signature Authorizations for MB Financial Bank Accounts (ACTION)

Anytime there is a change in trustees, the Library is required to adopt a resolution and update the signatures for the MB Financial Bank accounts. Amy Arlowe will be removed and Cindy Ruzicka will be added.

Our accounts at Illinois National Bank and Illinois Funds limit the number of authorized individuals. If needed, resolutions for those accounts will be brought forward at a future meeting based on changes to Board Officers.

SUGGESTED MOTION: Adopt Resolution #209A and Resolution #209B and Associated Signature Authorizations for MB Financial Bank Operating, Payroll, Business NOW, Business Money Market and Certificate of Deposit Accounts

Performance Evaluations

Staff have begun the annual performance evaluation process. As part of this process, all employees complete a self-evaluation form. Managers draft a written evaluation for each employee and create an individual goal/development plan for the next fiscal year. Goals for FY18 are tied to the Strategic Action Steps approved by the Board in March. The Director reviews all evaluations and goals and provides feedback to the managers. Each manager then meets with each individual employee to discuss the past year's performance and next year's goals. Merit increases are awarded based on each individual employee's performance.

Job Description Evaluations

Employees are doing a thorough evaluation of their job descriptions in preparation for a benchmarking project by the Management Association of Illinois. The benchmarking project will result in a revised wage scale that will be effective July 1, 2018.

Debt Certificate Payment

The Library's first principal & interest payment on the \$1.929M Debt Certificates is due on June 1. The payment is included in the May bills.

Auction of Surplus Furniture & Equipment

Due to space limitations, Jackie will run two separate auctions for surplus furniture and equipment. The first auction will begin on Monday, May 15 at 8 a.m. This auction will begin closing at 10:10 a.m. on Monday, May 22. To view the auction, go to www.obenauctionsonline.com after 8 a.m. on May 15.

Renovation Celebration – July 16

We are beginning to plan for the Renovation Celebration on July 16. The day will include a ribbon cutting with Board and Staff remarks at 12:30 p.m. followed by tours, activities, refreshments and giveaways from 1-4 p.m. (The Library will be open for business after the ribbon cutting until 5 p.m.) If any trustee has a suggestion, including specific additions to the invitation list, please share with Sandy by May 24.

April Meetings/Programs/Outreach (Sandy)

April 4, 20 - Management Team Meetings
April 4 – Informational Presentation at Warrenville Lakes Homeowners Association
Annual Meeting (Sandy & Leila)
April 5, 6 – Admin Training for SirsiDynix Enterprise Catalog
April 5, 19 – Construction Meetings
April 10 – Homebound Delivery
April 12 – Dominican University Follett Lecture
April 17 – Met with Konical Minolta sales rep re: new printer for youth services computer stations
April 18 – Health Insurance Spring Meeting (viewed remotely at WPLD)
April 18 – Met with Insurance Agent for FY18 Property/Liability Renewal
April 21 – Warrenville Hospitality Meeting

April Meetings/Programs/Outreach (Jackie)

April 4, 20 - Management Team Meetings

STATISTICAL SUMMARY

April 2017

	APR 2017	APR 2016	% change	+/-
TOTAL CIRCULATION	16,351	19,582	-16.5%	-3,231
Print	7,536	9,516	-20.8%	-1,980
NonPrint	7,720	9,092	-15.1%	-1,372
Equipment (mobile dev., in-house laptops, etc.)	54	64	-15.6%	-10
Downloadables	1,041	910	14.4%	131
OVERDRIVE (eBooks & eAudiobooks)	739	738	0.1%	1
ZINIO (eMagazines)	58	77	-24.7%	-19
Hoopla	244	95	156.8%	149
ITEM REQUESTS PROCESSED	274	307	-10.7%	-33
INTERLIBRARY LOANS RECEIVED	183	243	-24.7%	-60
MATERIALS ADDED	630	919	-31.4%	-289
MATERIALS WITHDRAWN	1,240	2,675	-53.6%	-1,435
TOTAL COLLECTION SIZE*	106,737	120,860	-11.7%	-14,123
PROGRAMS				
Number of Adult Programs	4	7	-42.9%	-3
Adult Program Attendance	110	390	-71.8%	-280
Number of Children's Programs	14	28	-50.0%	-14
Children's Program Attendance	361	764	-52.7%	-403
Book-A-Librarian	3	7	-57.1%	-4
Book-a-Librarian Attendance	3	7	-57.1%	-4
RECIPROCAL BORROWER CIRCULATION	1,141	1,539	-25.9%	-398
RESIDENT CARDS ACTIVE	6,012	6,353	-5.4%	-341
RECIPROCAL BORROWER CARDS ACTIVE	304	346	-12.1%	-42
VISITOR COUNT	6,613	8,681	-23.8%	-2,068
COMPUTER SESSIONS	1,265	1,513	-16.4%	-248
DATABASE USAGE***	227	1,698	-86.6%	-1,471
WEBSITE VISITS	8,708	7,759	12.2%	949
UNIQUE WEBSITE VISITORS	6,139	3,719	65.1%	2,420

Detailed statistical reports will be available at the Board Meeting

*** December 2016 - Tumblebooks Computers removed from Youth Department for Renovation

PUBLIC SERVICES DEPARTMENT REPORT

April 2017

Leila Heath

InterLibrary Loan

Item Requests Processed: 274 (307LY); Materials Received: 183; Materials Lent: 75

Programming

Adult:

Book Discussion 4/6: 9

Sunday Concert (Spanish Guitar) 4/9: 42

Sunday Concert (Jazz Duo) 4/23: 41

Tax Free Investing 4/25: 18

Book a Librarian (3): 3

Puzzles: 3

1000 piece: *Grandpa's Shed*; *Bunny Bouquet*; *Wedding Shop*

Teen/Tween:

Teen Writing Club 4/2: 2

Escape Room Practice 4/2: 6

Escape Room 4/21: 10

Smile, Sister 4/27: 13

Youth:

Family Storytime (4): 134

Toddler Time (4): 171

Science Explorers: 4/6: 18

Saturday Storytime 4/8: 7

Outreach / PR

The Library e-newsletter, Library Matters, was mailed 4/25 to 537 (545 LY) recipients.

Adult:

Warrenville Lakes HOA 4/4

Health & Wellness Fair 4/11, 9am - Noon: 150

Library Door Prize - Library tote filled with our umbrella, our water bottle, Flower note cube, and our Lego cube banks - one filled with Hershey's chocolate miniatures, the other with assorted fruit flavored hard candies. Also included "Grandparent Talk" game and "399 Games, Puzzles & Trivia Challenges Specially Designed to Keep Your Brain Young" book. Table Giveaways: Decks of cards, stylus pens, Library pens, Hoopla and Money Smart Week bookmarks.

Inquiries: Date of renovation completion, Hoopla, Book a Librarian, upcoming adult programs, children's storytimes, summer concert start.

Feedback: renovation - all positive, people not living in Warrenville pleased that they can attend our programs and have access to our computers and materials.

Comments: "Thank you for your service." "Glad that the Library was represented today."

Youth:

Hubble School Visit 4/12

Shelving / Collection Shifts

AS Weeding: DVDs, Audiobooks, CDs

YS Weeding: YA Fiction

YS Shifting: Picture Books (to bins), J Fiction, Beginning Readers, YS Spanish, Award Winners, New Books, J Nonfiction, YS DVDs, YS CDs, YS Audiobooks, Board Books, YA Fiction, YA Graphic Novels, YA Audiobooks

AS Shifting: DVDs, CDs, Audiobooks, Teaching Company, Graphic Novels

Meetings / Continuing Ed

Management Meetings: Leila

Enterprise Training 4/5: Leila, Jen

Tinker Meeting 4/11: Jane

Enterprise End User/Tech Team 4/13: Sylvia, Guillermo, Alyssa, Diana, Jane, Nayeli

Sourcebook Spring 2017 Webinar 4/17: Diana

Sales Rep 4/19: Leila, Diana, Jane

Spring Picture Books Webinar 4/19: Leila

What's New in Children's Literature Webinar 4/19: Nayeli

Library Love for Library Reads 4/20: Leila

Parent Council behavior Mgmt for Toddlers & Siblings 4/24: Diana

Middle Grade Reading Webinar 4/25: Leila

Empowering Selection Process MWT 4/25: Leila

Selecting Debut Fiction Webinar 4/25: Leila

5 Things to Know In Top Genres 4/27: Leila

Sales Rep 4/27: Leila

Adult Programming Idea Generation 4/28: Leila

Now Hear This Audiobooks Webinar 4/28: Leila

Readers' Advisory

NextReads eNewsletter: 150 (145 LY) subscribers

Beyond Dust Jackets Blog: Views 4/1-30: 1119; Total views 2017: 4300

OverDrive eAudiobooks/eBooks

New User accounts 4/1-30: 15

Checkouts 4/1-30: 739

Total checkouts 2017: 2868; Total checkouts FY: 7336

Zinio eMagazines

User accounts thru 4/30: 188

Checkouts 4/1-30: 58

Total checkouts 2017: 311; Total checkouts FY: 673

Hoopla

New User accounts 4/1-30: 11

Checkouts 4/1-30: 244

Total checkouts 2017: 882; Total checkouts FY: 2359

TECHNICAL SERVICES REPORT

April 2017

Louis Carlile

Collection statistics for the month:

*630 items were added. (416 books, 61 AV, 153 periodicals, 0 eBooks/eAudio, 0 equipment)

*1240 items were deleted. (659 books, 433 AV, 148 periodicals, 0 eBooks/eAudio, 0 equipment)

Other items:

*80 books were repaired.

*99 AV were cleaned / repaired.

Activities:

*Tech Team meeting (Lou Carlile)

*Staff Recognition Team meeting (Debbie Rosenwinkel, Gals Smith)

* Enterprise training (Lou Carlile, Therese Higgins, Debbie Rosenwinkel, Gail Smith)

*Enterprise end user training (Lou Carlile, Debbie Rosenwinkel)

*157 withdrawn audiobooks were donated to libraries in Illinois.

*Pamela King has joined the staff as a Collection Support Specialist to replace Olivia Voegtle who transferred to the Circulation Department. Her first day will be May 3, 2017.

CIRCULATION REPORT

April 2017

Patty Dybala

Library Card Monthly Stats		
	April 2017	April 2016
# of new cards issued	54	79
# of renewed cards (expiring 4/2017)	35 (158 notices sent)	25 (129 notices sent)
Warrenville Resident cards (active)	6,012	6,353
Reciprocal Borrower cards (active)	304	346

Miscellaneous Monthly Circulation Stats		
	April 2017	April 2016
Self-Checkout Station	4,910 items (32% of total circulation)	4,006 items (21% of total circulation)
Reciprocal Borrower Circulation	1,141	1,539
# of Outgoing Book Discussion ILL Requests	29 (10% of total item requests)	48 (13% of total item requests)
Mobile Device Circulation	29	38
Mobile Device In-house Circulation	25	15

Professional Growth/Meetings:

Management Team meetings- Patty
4/4 Enterprise Overview Webinar- Stephanie
4/5-4/6 Enterprise Admin Training Webinars- Patty
4/11 Meeting re: Enterprise Setup- Patty
4/13 Tech Team Meeting- Sarah, Jaime, Olivia
4/13 Data Visualization for the Rest of Us Webinar - Patty
4/18 Civility Goes Viral Webinar- Sandy
4/22 Creating a Culture of "Yes" at your library and Community Webinar- Sandy
4/25 Whole Person Librarianship Webinar- Sandy
4/25 Department Overview Meeting w/Kathy Gaydos- Patty
4/28 Readers' Advisory Service- Sandy, Ellen

4/29 Coping with Change Webinar- Sandy
4/29 Developing Motivating Messages- Ellen, Sandy
4/30 Serving Library Users on the Autism Spectrum- Ellen

4/25 In preparation for the Fresh Start Initiative, Patty worked with Mary Schmidt of SirsiDynix to set up new waivers types and report queries.

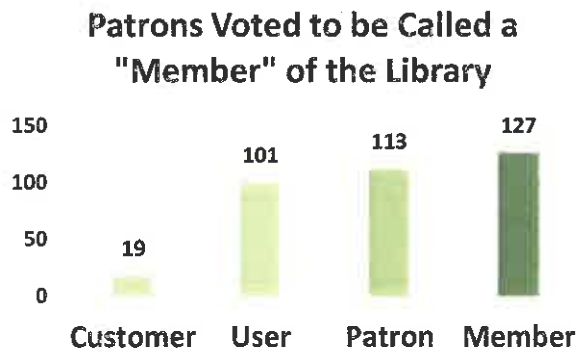
Homebound Delivery

None this month.

National Library Week (April 9-15)

As part of National Library Week's, "Libraries Transform" theme, we asked patrons to provide us feedback regarding what they like about their experience at the Circulation Desk and what aspects can be improved. A list of responses can be found on the following page.

We also asked patrons to vote on what they would like to be referred as when visiting the Library. Votes were cast by placing a chip in boxes labeled with the four choices. The results are shown on the graph below.





Interactive Survey Responses

As part of National Library Week's theme, "Libraries Transform," we asked patrons to tell us how they use the Library and what they like and what can be improved at the Circulation Desk. Below are the compiled responses for each of the four categories.

VISITING THE CIRCULATION DESK

- Very helpful are staff—has a smile for everyone—cheerful always
- You have a fantastic helpful staff. I appreciate it's help. Roger Olin
- Staff are always smiling J
- Staff members are always friendly and helpful. J
- Very good and useful
- Professional and helpful –Mary
- Happy

CIRCULATION STAFF ENGAGEMENT

- Wonderful, Knowledgeable, Helpful, Friendly!
- Great selection of materials (could use more books about music though J)
- No age Discrimination!
- No Age Discrimination
- More teen programs for a wider range of interests
- Become a participating library of SWAN
- The very best.
- Library staff is so helpful and friendly. They help me with my new e-reader. Thanks!
- Helpful! J
- We love our library staff!
- Staff is great!
- Great! Always willing to help or go the extra mile to get you what you need. Thank you!!
- More resources for teens/college (older/over?)



Interactive Survey Responses (Continued)

COMMUNICATION & NOTIFICATIONS	LIBRARY VISIT AND YOUR ROUTINE (FREQUENCY, TIME)
<ul style="list-style-type: none"> • Missing e-mails from library! • Very attentive and helpful. Good frequency of notifications • Would like to be able to renew interlibrary loans by computer at home. Update app please, apple says it can't work soon. • I'd like all the books in a series to be available so I can read the series from start to finish. Mysteries (cozy) and paranormal romance. • Would like to see the library purchase much more science fiction audiobooks—a very paltry selection now • Great communication! E-mails are so helpful (and come early enough so I can return or renew). • Love that I can renew books over the phone. Appreciate emails close to due date! 	<ul style="list-style-type: none"> • 2-3 times a week—great library! • As often as I can in my schedule • At least once a week, a lot more in the summer • 2-3x per week. Kids spend time on iPads and I get some quiet moments to look for books for myself! • 3x week staff very helpful • At least once a week (but usually 2-3 times) • 2x a week; x-1 30 minutes; x-1 15 minutes • 1x a week in evenings during the week or on a weekend day. We almost always get DVD's and usually a book or two. • 1x a week. Staff is very friendly and helpful! Also the renovations are AWESOME! • Once a week I come in for 30 min. for books • After school (2:15 pm) or on breaks. But quite frequently. • 2x a week. I use computer, books, magazines. Questions get answered and I get entertained and educated. • 2 times per week! To drink coffee! • 1-2 x week/ 2 week! • Search online catalog 2-3x/wk, reserve online and wait for notifications. So convenient! I enjoy the audiobooks and DVD collections most of all.



CUSTOMER

USER

MEMBER

PATRON

VOTE!

I want to be collected in
our library

TELL US!

How do you use the
library?
What do you like?
What do you dislike?

COMPUTER SERVICES REPORT

April 2017

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (3)
 - Tech Team – mobile hotspot intro, Enterprise End User training
 - SirsiDynix Enterprise Admin training, End User training
 - West Suburban IT Managers' meeting
 - IT orientation w/new hire Kathy Gaydos
2. Set up accounts for new hires Kathy Gaydos, Nicole Palazzo, Pamela King and Amarelis Morales. Created user profiles on MKTG, GRAPHIC and YSWORK2 computers.
3. Added secondary widescreen monitors to the Adult & Youth service desks.
4. Moved furniture, computers, printers, power strips & cables as needed due to construction.
5. Worked with SirsiDynix consultant to implement and test the staff-preferred configuration of the new Enterprise public catalog. Participated in multiple training sessions.
6. Updated and reconfigured the PAC1, PAC2 and PAC3 computers to run the Enterprise catalog in kiosk mode; did not deploy. Reimaged and reconfigured the ASWORK3 computer after operating system failure. Pulled the YS7, YS8 and YS9 computers from storage and updated them in preparation for deployment in the new computer lab.
7. Processed the order for new coin/bill tower, PaperCut license, and configuration to support the new public printer for the Youth Services area. Updated the Konica Minolta C368/C258 printer driver.
8. Acquired software licenses, created and tested new Windows Server 2016 virtual machine. Determined additional upgrades are needed before upgrading the Exchange (email) server. Upgraded test PC to Windows 10 1607 Anniversary Update; software compatibility testing is needed before rolling out to other PCs.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, May 11, 2017)

Wednesday, May 17 at 7 p.m.
Regular Library Board of Trustees Meeting
Library Meeting Room

Sunday, May 28 & Monday, May 29
Library Closed

Wednesday, June 21 at 7 p.m.
Regular Library Board of Trustees Meeting
Library Meeting Room



Building Project Calendar

Phase 3 is nearing completion

Furniture deliveries are scheduled for each of the remaining weeks of May.

We are on target for June 1 completion.

Trustee Continuing Education Opportunities

Trustees Ruzicka & Warren are registered to attend the ATLAS Trustee Workshop on Saturday, June 3.

Trustees Stull & Warren are registered for passes to the ALA Annual Exhibits at McCormick Place. The exhibits are open:

Saturday, June 24 from 9 a.m. – 5 p.m.

Sunday, June 25 from 9 a.m. – 5 p.m.

Monday, June 26 from 9 a.m. – 2 p.m.

Any other trustees interested in attending the exhibits should let Sandy know as soon as possible. Once registered, an exhibit pass will be delivered to your library email address.

Future Board Meeting Discussion/Action Items

June –

- Adopt Revised Meeting Room Policy (This is postponed because we will not be able to determine room capacities for the various setups defined in the policy until the renovation project is complete and contractors have removed their items from the meeting room.)
- Adopt FY18 Budget

