



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, March 20, 2019, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**

*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*

4. Presentations
 - a. Employee Recognition (Cynthia Makowski, 10 years)
 - b. Marketing Activities (Marketing & Communications Specialist Kathy Gaydos)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 3**
 - a. Approve Minutes of the February 20, 2019 Regular Board of Trustees Meeting
- p. 11**
 - b. Receive and file Financial Report for February
- p. 18**
 - c. Approve Non-resident Library Card Participation for FY20 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
 - d. Approve Early Closure at 5 pm on Wednesday, July 3, 2019 for Warrenville Parade

8. Regular Agenda
 - p. 19 a. Approve payments for the period of February 21, 2019 – March 20, 2019
(ACTION)
 - p. 22 b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
10. New Business
 - p. 23..... a. Approve Expenditure of up to \$500 for Butterfly Garden Plants **(ACTION)**
 - p. 25 b. Consider Cancellation of Agreement for Use of Facilities as an Emergency Heating/Cooling Center, an Intergovernmental Agreement with the City of Warrentonville **(ACTION)**
- p. 29..... 11. Director's Report
- p. 34 12. Department Head Reports
- p. 40 13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
 - a. Personnel Committee – Library Director's Evaluation
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**



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

1. Call to order – Trustee Picha called the meeting to order at 7:04 p.m.
2. Roll Call
ATTENDING: Trustees Lezon, Picha, Richardson, Ruzicka, Stull, and Warren
ABSENT: Trustee DuRocher
ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Member Services Patty Dybala, Head of Public Services Leila Heath, and Head of Technical Services Lou Carlile
PUBLIC ATTENDING: Nicole Wagner, Warrenville Resident

3. Approval of the agenda

Trustee Picha moved 7.a. – Approve Minutes of the January 16, 2019 Regular Board of Trustees Meeting to Regular Agenda #8.c.

Trustee Picha removed #19 and #20 – Closed Session and Discussion from Closed Session and moved to #8.d – Review of Closed Session Minutes

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

4. Presentations

- a. Employee Recognition - Colleen Szewczyk, 5 years

Director Whitmer shared some comments about Colleen and indicated she has all the qualities to be successful in her position.

Head of Technical Services Lou Carlile stated we are very fortunate to have her.

- b. Fine Free Libraries

Member Services Manager Patty Dybala stated the Library is researching going fine free.

Ms. Dybala stated fines not only create stress for members, but also staff. It is especially difficult telling a child they cannot check out items because of

finer on their account. Fines create barriers and she demonstrated how a family of three can accumulate fines in one week totaling over \$78.

Ms. Dybala gave examples of local libraries that have gone fine free. She researched their procedures and policies. She stated these libraries want to focus on providing the materials, services and programs the community needs and wants.

Libraries that go fine free change the conversations they have with their members. The Library is trusting their members to return the materials since these are shared resources for the entire community. Due dates still apply and they still hold the member accountable. Overdue notices and bills are sent and the member is blocked from checking out materials until the billed materials are returned or paid for.

Libraries that have adopted fine free policies did not report any significant changes in the number of overdue materials and have seen an increase in the number of cardholders.

Ms. Dybala gave examples of how going fine free would affect our Library financially and how much time is spent by staff dealing with the extended use fees. She stated there are currently 321 accounts with a balance of over \$10 and these members are blocked from borrowing materials.

Director Whitmer explained fines are only 1% of the budget or approximately \$19,000. The Levy from property taxes increases each year, but those funds are usually used for increases in normal expenses such as salaries and energy costs.

Director Whitmer stated there are new developments in Warrenville in both TIF Districts and non-TIF areas that will generate new tax income. In the non-TIF areas there are two proposed developments with an estimated total value of \$119 million. When fully developed she estimates \$100,000 in annual property taxes should be generated for the Library.

The new Illinois Minimum Wage Law will also have to be considered for its potential impact on the Library's budget.

Trustee Lezon asked about the 3-day grace period. Ms. Dybala replied there is no longer a grace period because members would assume the due date was at the end of the 3-day grace period creating confusion of when the item was actually due.

Trustee Picha asked how often fines are currently waived. Ms. Dybala stated approximately 3-5 times per week.

Trustee Picha asked if any libraries regret going fine free. Ms. Dybala stated she does not know of any.

Trustee Warren stated 25% of cardholders have overdue fees.

Trustee Ruzicka asked if the member would still have to pay for damaged or lost materials. Ms. Dybala answered yes. Ms. Dybala stated accounts go to the debt collection service when the amount due is over \$50. Trustee Picha asked if the same threshold would be used if fines were removed. Ms. Dybala stated the way of notification might have to be revised. Ms. Ruzicka stated sending an account to collection creates a negative image of the Library.

Director Whitmer stated the laws have changed regarding libraries using collection agencies. The accounts can no longer be reported to credit agencies.

Director Whitmer explained how going fine free may allow members to keep items longer, which may negatively affect hold lists and increase wait times especially on popular items.

5. Public comments

Ms. Nicole Wagner stated as a Warrenville resident and professional librarian she supports fine free libraries and thinks this library will eventually succeed with it.

6. Correspondence

Director Whitmer shared the following:

a. Memo from the Library's attorney regarding the Illinois Prevailing Wage Act

Effective June 1, 2019 the Library will no longer have to adopt or publish a prevailing wage ordinance. The Library will still be obligated to pay prevailing wage and include same in any bidding documents. Any contractors working on public projects will file their certified payroll directly with the Illinois Department of Labor.

Memo from the Library Attorney regarding the April 2 Election and the timeline for seating newly elected trustees. Director Whitmer stated the May board meeting date was changed to reflect this timeline.

7. Consent Agenda

- a. Receive and file Financial Report for January

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

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

8. Regular Agenda

- a. Approve payments for the period of January 17, 2019 – February 20, 2019

MOTION: Trustee Richardson moved to approve payment of invoices in the amount of \$61,764.27 for the period of January 17, 2019 – February 20, 2019 including electronic payments and checks #6873 - #6915. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

- c. Approve Minutes of the January 16, 2019 Regular Board of Trustees Meeting

MOTION: Trustee Stull moved to approve the Minutes of the January 16, 2019 Regular Board of Trustees Meeting. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Abstain – Trustee Richardson

Absent - DuRocher

Motion carried

Minutes of the Regular Board of Trustees Meeting

February 20, 2019

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d. Review of Closed Session Minutes

Director Whitmer stated there are no minutes to be released at this time.

Director Whitmer suggested the following verbatim recordings be destroyed:

- March 15, 2017 Closed Session
- April 19, 2017 Closed Session

MOTION: Trustee Ruzicka moved to approve destruction of verbatim recordings of the March 15, 2017 and April 19, 2017 Closed Sessions. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

9. Unfinished Business

a. Approve Strategic Plan

Director Whitmer stated Sarah Keister Armstrong along with the Management Team did a great job on the Strategic Plan. The Management Team agreed a five-year period is appropriate for this plan.

The Management Team decided to concentrate on improving services to the Hispanic population rather than spreading their attention across multiple audiences. Director Whitmer stated the Library will continue to reach out to underserved populations and with the City considering a proposal for a senior housing project very close to the library, resources may need to shift to address this population in the future.

Once approved by the Board, the Management Team will develop an action plan; assign responsibilities, timelines and resources to the goals. Requests for resources required to fulfill these goals will be included in the budget process.

Trustee Lezon stated she is happy to see customer service training is included for all staff. She stated she requested a book 6 weeks ago and has still not received a call regarding the item. Head of Public Services Leila Heath will look into this.

Trustee Picha asked when the Management Team will have the timeline for the Strategic Plan. Director Whitmer stated it should be available at the May board meeting along with the budget.

Trustee Warren stated the Strategic Plan seems to be reasonable.

Trustee Picha asked Director Whitmer to include review of the Strategic Plan on the 2020 calendar.

MOTION: Trustee Stull moved to approve the Strategic Plan for July 1, 2019 through June 30, 2024. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

10. New Business

- a. Approve Expenditures for Trustee Participation in Chamber of Commerce and Illinois Library Association Events

MOTION: Trustee Stull moved to approve expenditures for Trustee Ruzicka to attend the Western DuPage Chamber of Commerce Annual Dinner; Trustee Warren to attend the ILA Legislative Meet-up; and Trustees Ruzicka, Stull and Warren to attend the ILA Trustee Forum Workshop. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

- b. Natural Gas Supply Program

Director Whitmer stated the energy broker suggested the Library switch from Nicor's Customer Selection Program to Rate 74. He estimates the Rate 74 program will save the Library approximately \$100 annually. This program allows daily meter reads from a cellular connection provided by Nicor.

MOTION: Trustee Richardson moved to authorize staff to work with Vanguard Energy to switch from the Nicor Customer Select program to Rate 74. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

- c. Electricity Supply Contract

Director Whitmer stated she met with Mr. Kalas from Vanguard Energy in January and Mr. Kalas suggested the Library lock in an additional year (May 2022-May 2023) of electricity while the supply/energy rates are low.

Trustee Warren asked if the renewable energy will remain. Director Whitmer will investigate this.

After discussion, the consensus of the Board is to review this item next year.

11. Director's Report

- Director Whitmer suggested moving the first draft budget review from April to May because of work on the Strategic Plan. A May Committee of the Whole Meeting will begin at 6 p.m. and there is a possibility of the June meeting beginning early at 6:30 p.m.
- Trustee Picha asked what the mid-year evaluation of our current year insurance levels was. Director Whitmer stated the insurance broker just makes sure things are remaining constant.
- Trustee Stull liked where the Library seal has been displayed.
- Trustee Picha asked if putting the strategic plan on poster board and hanging in the staff area would be beneficial for the staff.
- Trustee Lezon thanked the staff for handling the library closings during the inclement weather.

12. Department Head Reports

- Trustee Picha asked why eNews subscriptions had increased so much. Director Whitmer stated the Marketing Department added email addresses of survey participants.
- Trustee Picha asked Lou Carlile if the 1,383 deleted books were from different collections. Mr. Carlile responded they were primarily non-fiction and the books withdrawn depend on the areas being weeded during the month.
- Trustee Picha asked why additional barcode scanners were purchased. Ms. Heath replied each Adult Service and Youth Service staff desk has a scanner to assist when withdrawing items.

13. President's Report

- a. Trustee Picha reported the next meetings and/or events

Trustee Richardson reported the League of Women Voters has scheduled Candidates Night for the evening of the Library's March Board meeting.

14. Treasurer's Report

Trustee Lezon the balance of the Library District Developer Donations is \$8,532.90 as of December 31, 2018. Director Whitmer stated the Board previously agreed to leave the funds with the City until they are needed for a capital project.

15. Secretary's Report

Trustee Stull reported everything looks good.

16. Committee Reports – none

17. Trustee Comments

- Trustee Lezon stated she had been in Nashville and learned about the Dolly Parton Imagination Library. When you register a child they get a free book every month until they are five. Sponsors in each area pay for the books and due to no sponsors in DuPage County the program is not available.
- Trustee Ruzicka stated she attended the Western DuPage annual dinner with Director Whitmer on February 15 and met some interesting people.
- Trustee Warren stated last month he brought a book to the board meeting and someone picked it up. Whoever took the book please return it to Rick's mailbox.

18. Items for information and/or discussion

19. Adjournment

MOTION: Trustee Richardson moved to adjourn the meeting at 8:36 p.m. Trustee Lezon seconded. Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

February 28, 2019

WARRENVILLE LIBRARY INCOME	FEBRUARY 2019	FUND BALANCES										UNAUDITED CURRENT	
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC.		% RECEIVED	AUDITED FUND BAL 6/30/2018	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH		Y.T.D. EXPENSES
				CUR. MTH	Y.T.D								
LEVY													
CORPORATE	1748717	94.7048%	0	1742211	99.63%	372154	(100000)	3320	70391	129769	1261637	823119	
BLDG & MAIN	97776	5.2952%	0	97500	99.72%	95801	0	0	0	17578	58153	135148	
TOTAL TAX (LEVIED)	1846493	100.00%	0	1839711	99.63%	467955	(100000)	3320	70391	147347	1319790	958267	
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0	
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847	
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0	
SPECIAL RESERVE	0		0	0		154831	100000	0	0	1900	15861	239170	
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	0	23524	
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0	
TOTAL	1846493	100.00%	0	1839711	99.63%	872157	0	3320	70391	149247	1335451	1446808	
FORMULA =													
A+B+C+D+E=F													
												F	

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 28, 2019

CORPORATE FUND

	1 Month Ended Feb. 28, 2019	8 Months Ended Feb. 28, 2019	Budget	Balance	% Received / Expended
Income					
Taxes Levied	0.00	1,741,515.20	1,748,717.00	7,201.80	99.59%
Back Taxes	0.00	696.04	0.00	(696.04)	0.00%
Copier	538.80	4,891.79	6,000.00	1,108.21	81.53%
Extended Use Fees	1,596.47	12,763.97	19,000.00	6,236.03	67.18%
Fees	27.00	480.75	250.00	(230.75)	192.30%
Interest	982.41	15,586.09	3,000.00	(12,586.09)	519.54%
Book Sales	0.00	1,048.35	500.00	(548.35)	209.67%
Lost Books	168.00	1,947.45	3,500.00	1,552.55	55.64%
Gifts / Memorials	0.00	345.00	0.00	(345.00)	0.00%
Miscellaneous	7.00	1,284.01	3,000.00	1,715.99	42.80%
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%
	3,319.68	1,812,602.15	1,819,672.00	7,069.85	99.61%
Expenses					
Sal - Administration	15,865.72	144,888.48	212,500.00	67,611.52	68.18%
Sal - Circulation	10,078.57	92,823.30	133,000.00	40,176.70	69.79%
Sal - Maintenance	1,692.92	15,392.94	22,500.00	7,107.06	68.41%
Sal - Public Services	28,437.49	254,263.48	366,500.00	112,236.52	69.38%
Sal - IT	6,075.43	54,292.31	80,500.00	26,207.69	67.44%
Sal - Tech Services	10,147.76	93,520.74	134,000.00	40,479.26	69.79%
I.M.R.F. - Expense	10,319.49	67,751.35	92,000.00	24,248.65	73.64%
Fica - Expense	5,400.36	48,680.18	72,000.00	23,319.82	67.61%
Unemp. Comp.	0.00	527.56	1,200.00	672.44	43.96%
Op - Mat'l Processing/Tech	1,062.52	6,124.39	13,000.00	6,875.61	47.11%
Op - Mat'l Processing/Circ	310.86	776.31	2,210.00	1,433.69	35.13%
Op - Postage	406.49	2,905.35	5,165.00	2,259.65	56.25%
Op - Office Supplies	274.62	1,891.18	3,850.00	1,958.82	49.12%
Op - Bank Fee's	37.79	405.26	600.00	194.74	67.54%
Op - Automation Supplies	556.96	3,656.10	3,000.00	(656.10)	121.87%
Op - Publishing	28.75	1,275.01	1,300.00	24.99	98.08%
Equip - Purchases	558.00	5,054.99	8,700.00	3,645.01	58.10%
Equip - Maintenance	265.66	2,201.91	3,500.00	1,298.09	62.91%
Auto - Software	915.99	11,881.49	17,195.00	5,313.51	69.10%
Auto - Purchases	601.77	2,518.74	3,600.00	1,081.26	69.97%
Auto - Maintenance	2,426.64	36,486.48	44,865.00	8,378.52	81.33%
L. Ins. - Workmen's Comp	0.00	0.00	3,800.00	3,800.00	0.00%
Ins. - Multi Peril Package	0.00	12,466.00	13,250.00	784.00	94.08%
Ins. - Health / Life	3,580.90	28,460.65	70,540.00	42,079.35	40.35%
Pd - Recruiting	0.00	270.00	500.00	230.00	54.00%
Pd - Staff Appreciation	8.49	405.56	3,300.00	2,894.44	12.29%
Pd - Staff / Dues	25.00	1,735.00	2,875.00	1,140.00	60.35%
Pd - Staff / Meetings	1,045.76	4,358.60	6,950.00	2,591.40	62.71%
Pd - Staff / Transportation	80.15	590.01	1,500.00	909.99	39.33%
Pd - Trst / Mtgs	85.00	(298.43)	500.00	798.43	-59.69%
Pd - Trst / Transportation	0.00	(16.17)	250.00	266.17	-6.47%
Pd - Trustee Misc	39.94	278.40	500.00	221.60	55.68%
Cont. - Lawyer	0.00	945.00	5,000.00	4,055.00	18.90%
Cont. - Accounting	1,216.66	9,481.15	13,100.00	3,618.85	72.38%
Cont. - Collections	62.65	545.35	1,250.00	704.65	43.63%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 28, 2019

	CORPORATE FUND				
	1 Month Ended	8 Months Ended			% Received /
	Feb. 28, 2019	Feb. 28, 2019	Budget	Balance	Expended
Cont - Audit	0.00	7,810.00	7,810.00	0.00	100.00%
Cont - Consultants	0.00	10,535.97	19,700.00	9,164.03	53.48%
Lib. Mat. - Adult Books	5,892.52	37,991.93	58,000.00	20,008.07	65.50%
Lib. Mat. - Youth Books	3,056.02	22,739.09	33,000.00	10,260.91	68.91%
Lib. Mat. - Adult AV	2,086.83	14,424.93	26,000.00	11,575.07	55.48%
Lib. Mat. - Youth AV	733.78	4,981.96	7,000.00	2,018.04	71.17%
Lib. Mat. - EBooks	8,432.90	9,871.79	26,000.00	16,128.21	37.97%
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	682.48	4,249.63	6,700.00	2,450.37	63.43%
Ps - Programs Youth	332.85	2,257.61	6,500.00	4,242.39	34.73%
Ps - Hotel/Motel	500.00	8,744.06	17,205.00	8,460.94	50.82%
Ps - Refunds / Fines / Fees	25.00	64.95	500.00	435.05	12.99%
Ps - Printing	0.00	5,977.21	14,500.00	8,522.79	41.22%
Ps - PR / Publicity	16.99	1,068.38	13,125.00	12,056.62	8.14%
Ps - Misc.	(42.67)	1,122.15	1,150.00	27.85	97.58%
Gas	1,161.56	3,478.96	8,000.00	4,521.04	43.49%
B & M - Water / Sewer	148.46	603.16	800.00	196.84	75.40%
Electricity	3,599.94	27,634.48	40,000.00	12,365.52	69.09%
Telephone	1,534.27	8,938.00	13,400.00	4,462.00	66.70%
Gifts	0.00	484.09	2,000.00	1,515.91	24.20%
Contingency	0.00	563.27	10,000.00	9,436.73	5.63%
Debt Repayment	0.00	153,109.00	169,900.00	16,791.00	90.12%
	129,769.27	1,261,636.90	1,862,290.00	600,653.10	67.75%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 28, 2019

	BUILDING & MAINTENANCE FUND				
	<u>1 Month Ended</u>	<u>8 Months ...</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u>
	<u>Feb. 28, 2019</u>	<u>Feb. 28, 20...</u>			<u>Expended</u>
Income					
Taxes Levied	0.00	97,465.99	97,776.00	310.01	99.68%
Back Taxes	0.00	34.54	0.00	(34.54)	0.00%
	0.00	97,500.53	97,776.00	275.47	99.72%
Expenses					
Maintenance	1,815.00	21,861.20	74,520.00	52,658.80	29.34%
Maintenance Supplies	0.00	828.81	3,200.00	2,371.19	25.90%
Security	1,545.00	4,437.33	13,550.00	9,112.67	32.75%
Snow Removal	13,774.00	20,179.20	20,000.00	(179.20)	100.90%
Hvac	0.00	572.24	5,200.00	4,627.76	11.00%
Janitorial Supplies	166.08	2,383.30	3,000.00	616.70	79.44%
B & M - Landscape Maint	278.00	7,890.59	7,450.00	440.59	105.91%
	17,578.08	58,152.67	126,920.00	68,767.33	45.82%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 28, 2019

	SPECIAL RESERVE FUND				
	1 Month Ended Feb. 28, 2019	8 Months Ended Feb. 28, 2019	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	4,554.40	0.00	(4,554.40)	0.00%
Auto. - Purchases	1,900.00	11,107.00	16,850.00	5,743.00	65.92%
	1,900.00	15,661.40	16,850.00	1,188.60	92.95%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
February 28, 2019

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	15,529.38
Cash / Copier Change	75.00
MB Operating	162,069.24
MB Business NOW	412,133.76
MB Certificate of Deposit 7707	600,000.00
MB Business Money Market	<u>260,171.53</u>

1,450,388.91

General Fixed Assets	<u>6,337,069.00</u>
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TOTAL ASSETS	<u>\$ 7,787,457.91</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>3,578.30</u>
----------	-----------------

3,578.30

LONG-TERM LIABILITIES

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

1,820,000.00

EQUITY

Fund Balance	5,963,879.61
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,787,457.91</u>
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See Accountants Compilation Letter

CONSENT AGENDA

Approve Non-resident Library Card Participation for FY20 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

State law requires that public library boards annually "opt-in" or "opt-out" of the non-resident library card program.

By participating in the program, any non-resident cards issued by our library are required to be honored by other libraries that also participate in the non-resident program.

A non-resident card is issued by the Library to a person who does not live within a library's service area. Non-resident cards are valid for one year. A non-resident card carries the same benefits and access as a resident card, including reciprocal borrowing privileges.

The Director and Member Services Manager recommend the following:

- Continue participation in the non-resident library card program.
- Continue to utilize the tax bill method for calculation of the non-resident fee. This ensures that a non-resident is paying the fee that would be required if his or her property was located within the District's boundaries.
- Continue to utilize the 15% of monthly rent formula to calculate the non-resident fee for non-resident renters (individuals who reside in a rental property outside of the District's boundaries).

REGULAR AGENDA

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

Date	Num	Name	Amount
03/20/2019	6916	Accounting Services, Inc.	-508.00
03/20/2019	6917	Ambius	-278.00
03/20/2019	6918	AT&T	-383.97
03/20/2019	6919	Baker & Taylor	-266.23
03/20/2019	6920	Baker & Taylor	-1,721.86
03/20/2019	6921	Baker & Taylor	-2,242.57
03/20/2019	6922	Baker & Taylor	-1,402.94
03/20/2019	6923	Baker & Taylor	-636.08
03/20/2019	6924	CFB Computers	-3,325.00
03/20/2019	6925	Cintas Fire Protection	-299.56
03/20/2019	6926	Creekside Printing	-2,996.00
03/20/2019	6927	Direct Energy Business	-3,313.02
03/20/2019	6928	Findley, Daniel	-225.00
03/20/2019	6929	Grant & Power	-6,228.40
03/20/2019	6930	Jandi Enterprises, Inc.	-420.00
03/20/2019	6931	JanWay Company	-182.57
03/20/2019	6932	Kaeser & Blair Incorporated	-559.80
03/20/2019	6933	Konica Minolta Business Solutions	-172.38
03/20/2019	6934	LIMRICC Purchase of Health Insurance Prog	-4,622.36
03/20/2019	6935	Martina Mathisen	-300.00
03/20/2019	6936	Midwest Tape	-372.51
03/20/2019	6937	Midwest Tape	-1,867.88
03/20/2019	6938	Otis Elevator Company	-5,138.36
03/20/2019	6939	OverDrive	-744.44
03/20/2019	6940	Quill Corporation	-372.46
03/20/2019	6941	Sam's Club/Synchrony Bank	-21.46
03/20/2019	6942	Sarah Keister Armstrong & Associates, LLC	-6,000.00
03/20/2019	6943	Service Master Commercial Cleaning	-1,815.00
03/20/2019	6944	SYNCHRONY BANK/AMAZON	-1,304.06
03/20/2019	6945	Technology Management Revolving Fund	-450.00
03/20/2019	6946	U.S. Postmaster	-235.00
03/20/2019	6947	U.S. Postmaster	-510.00
03/20/2019	6948	Unique Management Services, Inc.	-53.70
03/20/2019	6949	Wheaton Park District	-90.00
03/20/2019	6950	Whitmer, Sandy	-96.47
03/20/2019	6951	World Book, Inc.	-450.00
03/20/2019	6952	Child's World	-94.75
03/20/2019	6953	Greenhaven Publishing LLC	-59.04
03/20/2019	6954	Ollis Book Corporation	-949.29
03/20/2019	6955	Petty Cash Fund	-23.47
03/20/2019	6956	BlueWire Communications	-354.00

03/20/2019	6957	Hashimoto, Steven	-450.00
02/26/2019	Electronic	Northern Illinois Gas	-1,161.56
02/27/2019	Electronic	AFLAC	-183.84
02/27/2019	Electronic	Call One	-150.64
02/28/2019	Electronic	Pitney Bowes, Inc.	-301.50
02/28/2019	Electronic	MegaPath	-68.81
02/28/2019	Electronic	Paylocity	-277.22
03/05/2019	Electronic	Konica Minolta Premier Finance	-391.00
03/05/2019	Electronic	Konica Minolta Premier Finance	-167.00
03/14/2019	Electronic	Paylocity	-130.44

-54,367.64

REGULAR AGENDA

Approve transfer of funds

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

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

NEW BUSINESS

Approve Expenditure of up to \$500 for Butterfly Garden Plants (ACTION)

Dorothy Deer, a representative of Warrenville in Bloom, approached Director Whitmer last fall regarding the possibility of planting a butterfly garden at the southeast corner of the building. The organization was proposing use of "remainder" funds from their Hotel Tax Grant. Warrenville in Bloom requested reallocation of funds through the Tourism and Arts Commission, but the request was denied.

The proposed plan includes 70 plants in 1 gallon pots. (See attached sketch.)

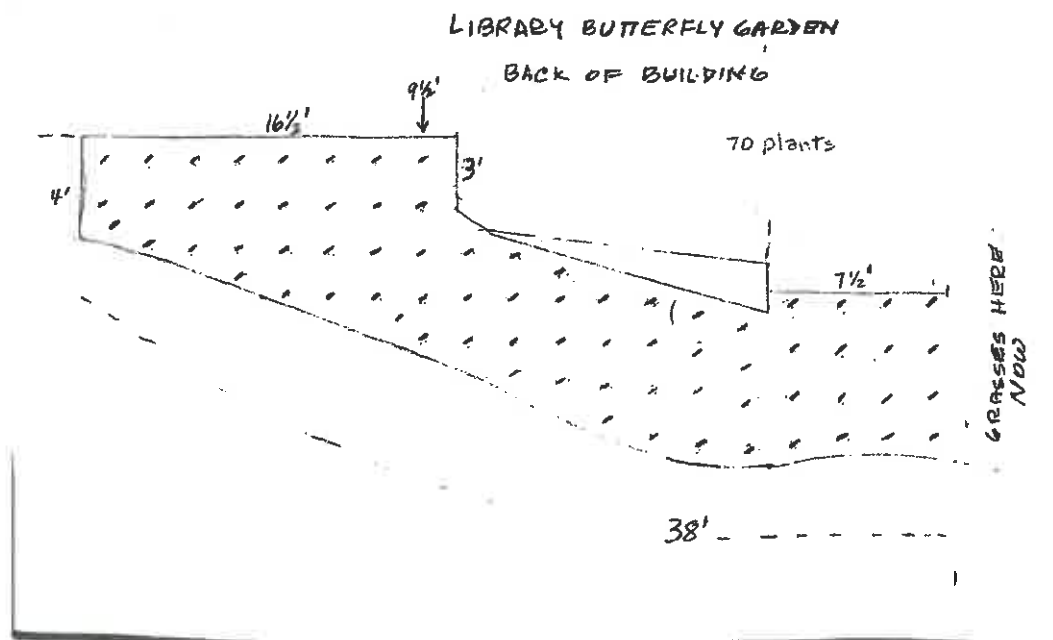
Warrenville in Bloom has indicated they would like to plant the garden if the Library is willing to contribute funds for the perennials. The Library would be responsible for maintaining the garden (weeding, watering) after it is planted.

Warrenville in Bloom has entered the 2019 America in Bloom National Awards program. This activity aligns with several of the criteria for the program including flower beds and environmental efforts.

Sufficient funds are available in the budget to accommodate this project.

If approved by the Board, Director Whitmer will work with Warrenville in Bloom to coordinate the planting activity and the reimbursement for plant costs. Warrenville in Bloom would be required to submit a plant list for approval by the Library Director prior to purchasing the plants.

SUGGESTED MOTION: Authorize the expenditure of up to \$500 for plants for a butterfly garden to be planted by Warrenville in Bloom.



NEW BUSINESS

Consider Cancellation of Agreement for Use of Facilities as an Emergency Heating/Cooling Center, an Intergovernmental Agreement with the City of Warrenville (ACTION)

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

In late January, the Library's Management Team made the decision to close the Library for the duration of a Wind Chill Warning issued by the National Weather Service. This decision was made out of an abundance of caution for the safety of our staff and to discourage people from traveling to the Library during a dangerous weather situation.

In addition to posting notices at the Library, on our website and social media channels, the Library notified the City of Warrenville regarding the Library's closure so City staff would not refer individuals to the Library as a warming center during the event.

City staff were concerned the Library's closure did not align with the intentions outlined in an agreement the City and Library entered into in 2011. The agreement (attached) states the Library "will voluntarily permit, to the extent possible, without compensation and upon request of the City, the use of the facilities by the City as an emergency heating and cooling center, during normal business hours, for the victims of a severe heat or cold event."

Prior to approving the agreement in 2011, Director Whitmer confirmed with the City's Emergency Services Coordinator Jim Burke that the agreement would not require the Library to provide space when the Library was closed nor did the agreement prevent the Library from closing in such an emergency. (See the attached backup from June 15, 2011 board packet.)

Director Whitmer spoke with the City Administrator regarding the possible termination of the agreement. The City is willing to work with the Library to revise the agreement. The City Administrator understands the Library and City have different missions and providing emergency shelter may not align with the Library's goals. Based on the conversations surrounding the most recent event and the expectations of both parties, the Library Director recommends terminating the agreement.

The cancellation of the agreement:

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

SUGGESTED MOTION: Authorize the Library Board President and Secretary to provide 30-day notification to the City of Warrenville to terminate the "Agreement for Use of Facilities as an Emergency Heating/Cooling Center" effective April 30, 2019.

**AGREEMENT FOR USE OF FACILITIES AS
AN EMERGENCY HEATING/COOLING CENTER**

THIS AGREEMENT IS MADE AND ENTERED INTO THIS 15th day of June, 2011, by and between Warrenville Public Library District (the "Provider") and the CITY OF WARRENVILLE (the "City").

WITNESSETH:

WHEREAS, the City has found and declared that it is in the best interests of the residents of the City of Warrenville to secure places of shelter where residents may stay temporarily during a heat or cold event when the temperature is so high or so low as to cause danger to those who remain in such circumstances; and

WHEREAS, the Provider has agreed to assist in the provision of emergency heating and cooling to victims of a severe heat or cold event in its facilities listed on Exhibit 1 attached hereto and made a part hereof (the "Facilities"); and

WHEREAS, 20 ILCS 3305/21 provides as follows:

(a) Any person owning or controlling real estate or other premises who voluntarily and without compensation grants a license or privilege, or otherwise permits the designation or use of the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual or impending disaster, or an exercise together with his or her successors in interest, if any, shall not be civilly liable for negligently causing the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for negligently causing loss of, or damage to, the property of such person.

(b) Any person, firm or corporation and employees and agents of such person, firm or corporation in the performance of a contract with, and under the direction of, the State, or any political subdivision of the State under the provisions of this Act shall not be civilly liable for causing the death of, or injury to, any person or damage to any property except in the event of willful misconduct.

(c) Any private person, firm or corporation and any employee or agent of such person, firm or corporation, who renders assistance or advice at the request of the State, or any political subdivision of the State under this Act during an actual or impending disaster, shall not be civilly liable for causing the death of, or injury to, any person or damage to any property except in the event of willful misconduct.

The immunities provided in this subsection (c) shall not apply to any private person, firm or corporation, or to any employee or agent of such person, firm or corporation whose act or omission caused in whole or in part such actual or impending disaster and who would otherwise be liable therefor;

and

WHEREAS, the parties find and hereby declare that it is in their mutual best interests and in the best interests of the residents of the City for the Provider to provide shelter as set forth herein;

NOW, THEREFORE, for the sum of one dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is agreed by and between the parties hereto as follows:

1. The recitals set forth hereinabove shall be and are hereby incorporated as findings in this Section One as if said recitals were fully set forth herein.

2. The Provider agrees that it will maintain the Facilities and will voluntarily permit, to the extent possible, without compensation and upon request of the City, the use of the Facilities by the City as an emergency heating and cooling center, during normal business hours, for the victims of a severe heat or cold event.

3. The term of this Agreement shall be one year with an automatic annual renewal from the date of this Agreement, subject, however, to the following: notwithstanding anything to the contrary set forth in this Agreement either party may terminate this agreement upon thirty (30) days' written notice to the other party.

4. All of the representations and obligations of the parties are contained herein.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first above written.

ATTEST: Emily J. Lanza
Village Clerk

CITY OF WARRENVILLE
[Signature]
Mayor

ATTEST: [Signature]
Secretary Pro-tem
Warrenville Public Library District

[Signature]
Chair, Board of Trustees
Warrenville Public Library District

NEW BUSINESS

Approve Agreement between the City of Warrenville and the Warrenville Public Library District for Use of Facilities as an Emergency Heating/Cooling Center **(ACTION)**

For several years, the City and Library District have had a “handshake” agreement that the Library will serve as a heating/cooling center for severe weather emergencies. The City recently forwarded the attached “Agreement For Use of Facilities as an Emergency Heating/Cooling Center” to formalize the understanding between the City and the Library District.

The Library Director recommends approval of this agreement and has confirmed with Emergency Services (ESDA) Coordinator Jim Burke that the agreement does not require the Library to provide space when the library is closed nor does it preclude the Library from closing in such an emergency. ESDA follows the lead of the National Weather Service and/or DuPage County when declaring a severe weather emergency and will notify the Library by phone in such instances.

The Library’s attorney has reviewed the agreement and stated that the form of the agreement looks fine.

June 15, 2011
Board Packet

Goodman Quilt Donation

Sharon Goodman made and donated a 23" square quilt, "Books and Pages" to the Library. The quilt will be hung in the Library in recognition of the 40th Anniversary. If at any time the Library does not wish to display the quilt, it will be returned to the donor.

2019 Tax Levy

Tentative Tax Levy figures will be available at the County Clerk's office on Monday, March 18. I will have an update on the expected levy extension at the Board Meeting.

Hotel Tax Grant Status

I have booked performers for the summer concert series through Bass Schuler Entertainment.

Sylvia has booked performers for the 2019-2020 Sunday Music Matinees.

40th Anniversary

We're looking forward to the celebration on Sunday, April 7 from 2-4 pm. Plans are set for activities, displays and refreshments. This is an "all hands on deck" event for staff. We hope you can make it.

Minimum Wage Increase

In February, Governor Pritzker signed a bill to raise the minimum wage to \$15 per hour by January 1, 2025. Over the next year, I will evaluate the impact to our budget and operations and will likely engage in discussions with the Management Team and Board regarding how the Library will address the increases. Currently, our lowest wage for current positions is \$11.21.

The implementation schedule is:

January 1, 2020	\$9.25	January 1, 2023	\$13.00
July 1, 2020	\$10.00	January 1, 2024	\$14.00
January 1, 2021	\$11.00	January 1, 2025	\$15.00
January 1, 2022	\$12.00		

Other

At the Western DuPage Chamber of Commerce, Trustee Ruzicka and I sat with Christina Rose, Admissions Director for Aperion Care in West Chicago and Fernando Ramirez, President/Founder of Mexican Cultural Center DuPage. Aperion Care is a skilled nursing facility that specializes in psychiatric care. Ms. Rose spoke highly of NAMI DuPage (National Alliance on Mental Illness) as a resource for the Library. Mexican Cultural Center DuPage is a potential partner for the Library as we move forward with our strategic plan priorities.

Trustee Warren and I attended the ILA Legislative Lunch on March 1. I sat with District Director for State Senator Laura Ellman. We discussed opportunities for collaboration and support. I've included the ILA's "palm card" that explains some of ILA's legislative priorities. A couple of highlights from speaker comments:

- Encourage federal legislators to sign on to "dear appropriator" letters urging full federal funding for libraries. (Derek Blaida, ILA Legislative Consultant)
- Get ready for Census 2020. Online participation will likely mean individuals without access to computers/wifi will head to the Library to participate.

- Net neutrality continues to be a point of discussion. Rep. Bill Foster compared the effects of the elimination of net neutrality to a frog being boiled slowly. Impact may not be felt now, but over time the lack of net neutrality will be devastating. Net neutrality is the principle that Internet service providers should treat all Internet communications equally and not discriminate or charge differently based on user, content, website, platform, application, type of equipment, or method of communication. Democrats continue to work to restore net neutrality regulations.
- Fun fact: RAILS delivered 9.4 million items last year in a 28,000 square mile area. The cost of delivery? Just 31 cents per item. (Paul Mills, RAILS Board Member)
- Economic development starts with great services (libraries, schools, parks, etc.) People don't move to a community because of the new Target or Walmart, they move to a community because of great services. (State Senator Tom Cullerton)

February Meetings/Programs/Outreach (Sandy)

February 11 – Find More Illinois / catalog overlay for discovery (Webinar)
 February 11 – Meeting with Staff re: transition to online study room reservations
 February 12, 18 – Management Team Meetings
 February 15 – Western DuPage Chamber of Commerce Annual Dinner
 February 26 – Welcomed COD students for tour of Library (Library Technical Assistant certificate students enrolled in "Introduction to Libraries" course)
 February 27 – DuPage Area Library Directors Gathering
 February 27 – Warrenville State of the City Address
 February 28 – Met with Konica Minolta representative regarding copier lease

February Meetings/Programs/Outreach (Jackie)

February 5 – completed Illinois Attorney General online FOIA training
 February 12, 18 – Management Team Meetings

Something New:

We welcomed State Rep. Grant Wehrli for Mobile Office Hours at the Library on March 1. The meeting room is available to any elected official for meeting with constituents in this format (mobile office hours) or a more formal "town hall." Here's a note from his March 11 email update:

Warrenville Mobile Office Hours a Success



On Friday I held mobile office hours at the Warrenville Public Library, and several constituents stopped by to say hello or to talk with me about issues related to state government. We had great conversations about the proposal for a graduated income tax, the new minimum wage hike that will take effect next year, the need for pension reform and the need for new business and job growth in Illinois. I want to thank everyone who came out to this event.

Future mobile office hours will be held throughout the year in the 41st District. These events will be publicized through my E-Newsletter and on my web site at <https://repwehrli.com>. No appointments are necessary at mobile office hours, so please stop by a mobile office hours event that is convenient for you.

101st Illinois General Assembly

| 2019 Spring Session |

SUPPORT LIBRARIES THROUGH FUNDED APPROPRIATIONS

Fully fund fiscal year 2020 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities.

OPPOSE ADDITIONAL UNFUNDED MANDATES

Hundreds of unfunded mandates have been imposed on units of local government. Libraries are among the smallest property tax recipients, and opportunities to raise other sources of revenue to address mandate imposition are virtually non-existent. Consequently, unfunded mandates often result in library service reductions, exacerbating the strain that has been placed on our schools, parks, and other community organizations.

OPPOSE PROPERTY TAX FREEZE

A statewide property tax freeze preempts local control. Local library trustees' primary duty is to manage local revenues and expenditures. A freeze nullifies this most basic responsibility. A freeze is especially harmful when accompanied by unfunded mandates.

PROTECT NET NEUTRALITY

Net neutrality is the principle that Internet Service Providers (ISPs) should enable access to all content and applications regardless of the source, and without favoring or blocking particular products or websites. Under this principle, ISPs should not "throttle" (restrict, impair, or degrade) network speed or traffic on the basis of content, applications, services, or mobile devices. Such interference with Internet traffic, favoring some sources and limiting others, impedes the free

flow of information and profoundly disrupts both the right of individuals to participate in public discourse, and the full functioning of a library. Illinois is one of 22 states plus the District of Columbia to have joined in a suit against the FCC over its 2017 vote to eliminate net neutrality protections. ILA affirms the importance of preservation of net neutrality and is monitoring the status of this litigation before seeking legislative action.

ILLINOIS LIBRARY ASSOCIATION INITIATIVES

Refine language and make consistent for district and municipal libraries the current qualifications for serving as a library trustee

Public Act 100-1476/HB 2222 updated trustee eligibility to those who had lived in the district for at least one year, those who are not "in arrears in the payment of a tax or other indebtedness due to the library district," and those who have not been convicted of a crime. ILA seeks first to change "payment of a tax or other indebtedness due to the library district" to "payment of a property tax," primarily over concerns about breaching patron privacy. Second, we seek to have this law also apply to the Local Library Act so that municipal libraries and district libraries are treated consistently.

Make clear libraries' eligibility for pursuing performance contracting

Currently, Chapter 50 of the Illinois Compiled Statutes, dealing with local government, includes a provision in section 515/5 about cooperative purchasing that includes articulated language stating "Unit of local government" means a county, township, municipality, or park district." Since units of local government are already defined, inclusive of library districts as "special districts," in the Illinois Constitution, ILA seeks to have the language above from 50 ILCS 515/5 stricken and replaced with "In addition to the definition prescribed to it by Article VII, Section 1 of the Illinois Constitution of 1970, a 'unit of local government' includes a school district for the purposes of this Act.



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Illinois Library Association

116th U.S. Congress

| First Session |

FUND LIBRARIES

The Museum and Library Services Act of 2018, approved in both the House and the Senate and signed by the President on December 31, 2018, is an important signal of support that will help insulate the Institute of Museum and Library Services' programs from proposed elimination or rescission in future budgets. We thank all our elected representatives who supported IMLS via this legislation. IMLS administers the Library Services and Technology Act, the only federal program that exclusively covers services and funding for libraries. The LSTA provides more than \$183 million for libraries, including \$5.5 million here in Illinois.

We ask Illinois Senators and Representatives to sign "Dear Appropriator" letters urging full funding in fiscal year 2020 for LSTA and for the Innovative Approaches to Literacy (IAL) grant program, authorized in the Every Student Succeeds Act (ESSA). Libraries and library funding generally enjoy bicameral, bipartisan support, evidenced by how many Illinois signatures we've had on such letters in recent fiscal years; please look for the 2020 versions in March.

OPPOSE TRANSFER OF HIRING AUTHORITY FROM THE LIBRARIAN OF CONGRESS TO THE PRESIDENT

S.1010, the Register of Copyrights Selection and Accountability Act, transfers hiring authority for the Register of Copyright from the Librarian of Congress to a Presidential appointment with Senate confirmation. It was sponsored in the 115th Congress by Chuck Grassley (R-IA) and had small, bipartisan support among three cosponsors. The rationale for opposing this is three-fold: 1) it is unnecessary; 2) it would politicize this position; and 3) it would slow the hiring process. ILA opposes such legislation in the 116th Congress.

SUPPORT STRENGTHENING THE FEDERAL DEPOSITORY LIBRARY PROGRAM

The FDLP Modernization Act, HR 5305, was sponsored by Gregg Harper (R-MS) in the 115th Congress and had bipartisan support among eight cosponsors. This act would update the Federal Depository Library Program (FDLP) to improve public access to government information. The act would provide greater flexibility, facilitate collaboration, streamline program requirements, and allow more libraries to participate in the FDLP, making the program's services more widely available to the public. ILA supports such legislation in the 116th Congress.

**ILLINOIS
LIBRARIES
TRANSFORM[®]**

STATISTICAL SUMMARY

February 2019

	FEB 2019	FEB 2018	% change	+/-
TOTAL CIRCULATION ***	18,513	17,764	4.2%	749
Print	9,824	8,909	10.3%	915
NonPrint	6,928	7,538	-8.1%	-610
Equipment (mobile dev., in-house laptops, etc.)	96	53	81.1%	43
Downloadables	1,665	1,264	31.7%	401
OVERDRIVE (eBooks & eAudiobooks)	990	704	40.6%	286
ZINIO (eMagazines)	131	55	138.2%	76
Hoopla	544	442	23.1%	102
Tumblebooks	-	63	-100.0%	-63
ITEM REQUESTS PROCESSED	282	237	19.0%	45
INTERLIBRARY LOANS RECEIVED	250	210	19.0%	40
MATERIALS ADDED	941	999	-5.8%	-58
MATERIALS WITHDRAWN	689	1,476	-53.3%	-787
TOTAL COLLECTION SIZE*	107,630	113,539	-5.2%	-5,909
PROGRAMS				
Number of Adult Programs	8	6	33.3%	2
Adult Program Attendance	184	143	28.7%	41
Number of Teen Programs	4	6	-33.3%	-2
Teen Program Attendance	34	26	30.8%	8
Number of Children's Programs	27	23	17.4%	4
Children's Program Attendance	793	737	7.6%	56
Book-A-Librarian	5	4	25.0%	1
Book-a-Librarian Attendance	5	4	25.0%	1
RECIPROCAL BORROWER CIRCULATION	1,142	1,458	-21.7%	-316
RESIDENT CARDS ACTIVE	5,914	5,862	0.9%	52
RECIPROCAL BORROWER CARDS ACTIVE	308	342	-9.9%	-34
VISITOR COUNT **	8,565	4,509	90.0%	4,056
COMPUTER SESSIONS	1,132	1,203	-5.9%	-71
DATABASE USAGE	216	228	-5.3%	-12
WEBSITE VISITS	68,666	66,344	3.5%	2,322
UNIQUE WEBSITE VISITORS	63,327	61,266	3.4%	2,061

*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

February 2019

Leila Heath

InterLibrary Loan

Item Requests Processed: 282 (237 LY); Materials Received: 250; Materials Lent: 40

Programming

Adult:

Warrenville Writers Connection 2/4: 10

Book Discussion 2/7: 10

Pop-Up Craft Time 2/9, 2/12: 6

Lincoln 2/14: 51

Sunday Concert (Slide Guitar) 2/17: 48

Fairy Castle 2/21: 39

Identity Theft 2/23: 12

Brown Bag Movie 2/28: 8

Book a Librarian (5): 5

Puzzles: 4

1000 piece: Vintage Games; Bookstore; Low Tide; Puzzler's Desk

Teen:

Teen Gaming Pop-Up 2/1: 4

D&D 2/6: 7

Switch Gaming 2/15: 10

Slime 2/20: 13

Youth:

Family Storytime (4): 110

Toddler Time (3): 219

Snuggle Up Storytime (4) 45

Valentine's Day Special 2/2: 26

Snap Circuits 2/7: 15

Nature-Telling 2/13: 13

Robots 2/13: 12

Science Explorers Jr 2/21: 14

PAWS 2/9: 8

Crafty Kids 2/20: 31

Art Camp 2/14: 9

Babies & Books 2/27: 11

Outreach / PR

Teen Volunteers: 9; Hours: 30

Day of Play 2/23: 150

Bower Snap Circuits (Make-Up from Snow Day) 2/9: 16

Bower Lego (Make-Up from Snow Day) 2/16: 11

Bower Robots (Make-Up from Snow Day) 2/16: 16

Johnson Lego 2/26: 37

Johnson Snap Circuits 2/27: 25

Johnson Robots 2/28: 25

Weeding/Shelf Shifts

Weeding:

Nonfiction 700's, 900's, Biographies, Spanish; J Nonfiction 500's; Picture Books

Reference

Planning Summer Reading and Summer Programming.

Interviewing PT AS Associate position.

Patty & I examined Item Request procedures in response to a personal concern mentioned during the 2/20 Board Meeting by Trustee Lezon. We determined that the item requested was ordered and received and Trustee Lezon was notified in an appropriate time frame. Upon further follow-up with Trustee Lezon and Director Whitmer, we discovered that Trustee Lezon had inadvertently blocked the Library on her phone in April 2018. We unblocked the Library from her phone and she received the book after processing the ILL again. According to our records this was the only request processed for Trustee Lezon in the past year.

Meetings / Continuing Ed

Management Team Meetings: Leila

AS Programming SIG 2/7: Jen, Sylvia

Communico Study Room Procedures 2/11: Lydia, Claire

Strategic Plan Meetings 2/12: Leila

40th Anniversary 2/18: Leila

Minimum Wage Q&A 2/19: Leila

Board Meeting & Strategic Plan 2/20: Leila

ILL Procedures 2/21: Leila

Parent Council 2/25: Diana

Communico Website Meetings: Jen, Jane

Everything's Coming Up YA Webinar: Nayeli

Using Social Media as a Tool for Diversity: Nora

Digital Resources

Beyond Dust Jackets Blog:

Views 2/1-28: 1502

Total views 2019: 3084; Total views FY: 15787

NextReads Newsletters:

Subscribers thru 2/28: 168

Newsletters sent 2/1-28: 664

Total newsletters sent 2019: 1413; Total newsletters sent FY: 5526

OverDrive eAudiobooks/eBooks:

New User accounts 2/1-28: 16

Checkouts 2/1-28: 990

Total checkouts 2019: 2053; Total checkouts FY: 7649

Zinio eMagazines:

User accounts thru 2/28: 211

Checkouts 2/1-28: 131

Total checkouts 2019: 269; Total checkouts FY: 716

Hoopla:

New User accounts 2/1-28: 31

Checkouts 2/1-28: 544

Total checkouts 2019: 1067; Total checkouts FY: 4090

MEMBER SERVICES REPORT

February 2019

Patty Dybala

Library Card Monthly Stats		
	February 2019	February 2018
# of new cards issued	59	85
# of renewed cards (expiring 2/2019) *Automatically renewed per NCOA report	105 (80% of accounts renewed)	30 (78 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	5,914	5,862
Reciprocal Borrower cards (active)	308	342

Miscellaneous Monthly Circulation Stats		
	February 2019	February 2018
Self-Checkout Station	7,550 items (44% of total circulation)	6,247 items (37% of total circulation)
Reciprocal Borrower Circulation	1,142	1,458
# of Outgoing Book Discussion ILL Requests	46 (14% of total item requests)	37 (14% of total item requests)
Mobile Device Circulation	30	29

Professional Growth/Meetings/Outreach

2/12 Management Team Meeting- Patty
 2/13 Circulation Roundtable (Naperville Library-95th St. Branch)- Patty
 2/18 40th Anniversary Open House Planning Meeting- Patty
 2/19 Meeting re: Fine Free Libraries Presentation- Patty, Sandy W.
 2/19 Minimum Wage Q&A Webinar- Patty
 2/20 Library Board Presentation: Fine Free Libraries- Patty
 2/27 Reviewed Interlibrary loan Return Procedures- Jaime, Patty

Homebound Delivery

None this month

MARKETING REPORT

February 2019

Kathy Gaydos

Spring Reading Matters—sent to printer 2/4/19; dropped at post office 2/19/19

eNews (Constant Contact)

	Sent	Open Rate	Click Rate
Spring RM (2/12)	1248	38%	24%
Feb. 2019 (2/2)	1250	38%	10%
Special Closing (1/29)	1235	44%	3%
Jan. 2019 (1/3)	1236	43%	12%
Survey Thanks (12/11)	602	72%	1%
Dec. 2018 (sent 12/1)	847	37%	12%
Winter RM (sent 11/13)	838	39%	32%

Social Media

Facebook	Sept.	Oct.	Nov.	Dec.	Jan. '19	Feb. '19
Total Page Followers	916	926	935	943	959	973
Total Page Likes	915	922	932	940	955	968
Avg. Daily Reach (includes paid)	558	502	509	444	705	554
Twitter	Sept.	Oct.	Nov.	Dec.	Jan. '19	Feb. '19
Average Daily views	163	238	236	238	274	206
Average Engagement Rate	1.0%	0.9%	1.3%	1.2%	0.9%	1.2%

Activities

Hired new Graphic Designer, Evie Opelka; trained on policies, protocols, design procedures; edited website content; prepared Go Box for Diana's Outreach-Family Day of Play 2/23.

Graphics Created

Finalized slides/flyers for all spring programs

Finalized Member Services Brochure-Spanish version—on display at all service desks

Meeting/Event Attendance

Strategic Plan Review with Management Team, Kathy 2/12

40th Anniversary Planning with Management Team, Kathy 2/18

Collection statistics for the month:

*941 items added. (656 books, 127 AV, 158 periodicals, 0 eBooks/eAudio, 0 equipment)

*689 items deleted. (405 books, 86 AV, 156 periodicals, 42 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

*Management Team meetings: (Lou Carlile)

*Board meeting (Lou Carlile)

*Strategic plan meetings: (Lou Carlile)

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

* Minimum Wage Q&A (Lou Carlile)

*Levy overview meeting with Sandy Whitmer (Lou Carlile)

Collection Maintenance:

*92 books repaired.

*292 AV cleaned / repaired.

1. Meetings, training, etc.
 - Management Team Meetings (1)
 - Tech Petting Zoo discussion
 - Webinar: Illinois Minimum Wage increase
2. Moved nightly and monthly cloud backup jobs to new server and NAS device. Began monitoring duration of backups, local and cloud storage usage.
3. Replaced failed circulating Nabi in kit #140 with the Nabi formerly reserved for staff use. Tested circulating USB DVD drive that was reported faulty.
4. Unpacked and installed a new, Windows 10-based touchscreen PC replacing the original self-check station. Worked with the vendor to make sure various settings were comparable to the old. Installed new control panel software tool on (1) IT staff computer. Moved power blocks of both self check stations below the counter.
5. Worked with Jackie to unjam coin tower that was not giving out nickels.
6. Began contacting vendors in preparation for FY20 budget.
7. Changed the admin passwords on the circulating hotspots. Worked with Patty to deactivate/reactivate service on circulating hotspot(s) that go from overdue status to lost. Reviewed hotspot/service plan inventory with Mobile Beacon to confirm which devices will be cancelled or renewed.
8. Worked on various issues with whitelisting sender domains and hosting providers in Microsoft Exchange.
9. Worked with the management team to prepare for (1) early closing due to severe weather.
10. Set up new logins, phone and PC profile for new Graphic Designer Evie Opelka.
11. Worked with TBS & Faronics to pursue issue with Faronics Anti-Virus deleting files and its folders designated as exceptions.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, February 14, 2019)

Wednesday, March 20 at 6:30 pm
Personnel Committee Meeting
Library Meeting Room

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

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

Save the Date / Reminders

Sunday, April 7 from 2-4 pm
Library District 40th Anniversary Celebration

Sunday, April 7 at 5:30pm?
Staff Appreciation Dinner
at Eddie Merlot's
RSVP to Jackie or Sandy by March 31

May 1 – Statement of Economic Interest Due
Emails were sent by the DuPage County Clerk on March 1. The email includes instructions for filing your statement online.

Library Trustee Event

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

Future Agenda Items:

April

- Closed Session: Director's Evaluation

May

- Committee of the Whole Meeting (Budget) at 6 pm
- Issue Oaths of Office to new/re-elected Trustees
- Election of Officers for next 2 years
- Approve Director's performance goals for next fiscal year



LACONI TRUSTEE BANQUET

FRIDAY, MAY 10, 2019
6:00 - 9:00 PM

HOTEL ARISTA
2139 CITY GATE LANE
NAPERVILLE, IL 60563



WITH FEATURED SPEAKER
REBECCA VNUK
EXECUTIVE DIRECTOR AT
LIBRARYREADS DISCUSSING
"LIBRARIANS AS INFLUENCERS"

TICKETS AVAILABLE
ON EVENTBRITE FOR
\$65 PER PERSON WITH A CASH BAR
MEAL OPTIONS INCLUDE:
GRILLED FLAT IRON STEAK, SALMON,
OR PARMESAN GNOCCHI

QUESTIONS? CONTACT KATE BUCKSON
KATEB@LPLIBRARY.ORG
708-352-0100

