



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, July 17, 2019, 7:00 p.m.**  
Location: Library Meeting Room

**AGENDA**

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

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

- p. 3** ..... a. Approve Minutes of the June 19, 2019 Regular Board of Trustees Meeting
- p. 9** ..... b. Receive and file Financial Report for June
- p. 16** ..... c. Adopt Ordinance #19-20-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2019-2020
- p. 21** ..... d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
- p. 22** ..... e. Adopt Ordinance #19-20-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2019-2020
8. Regular Agenda
- p. 26** ..... a. Approve payments for the period of June 20 – July 17, 2019 **(ACTION)**
- p. 26** ..... b. Approve transfer of funds **(ACTION)**
9. Unfinished Business

10. New Business

- a. Appoint Two Trustees to Review Secretary's Records for FY19 **(ACTION)**
  - p. 29 .....

b. Consideration of Trustee Attendance at Illinois Library Association Annual Conference and Public Library Association Conference (*discussion only*)

p. 32 .....

11. Director's Report

p. 34.....

12. Department Head Reports

13. President's Report

- p. 38 .....

  - a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

18. Items for information and/or discussion (No Action)

19. Closed Session

20. Discussion/action resulting from the above closed session **(ACTION)**

21. Adjournment **(ACTION)**



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  - d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
  - e. Adopt Ordinance #19-20-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2019-2020
8. Regular Agenda
  - a. Approve payments for the period of June 20 – July 17, 2019 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business

10. New Business
  - a. Appoint Two Trustees to Review Secretary's Records for FY19 **(ACTION)**
  - b. Consideration of Trustee Attendance at Illinois Library Association Annual Conference and Public Library Association Conference (*discussion only*)
11. Director's Report
12. Department Head Reports
13. President's Report
  - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
WEDNESDAY, JUNE 19, 2019**

1. Call to order – Trustee Picha called the meeting to order at 7:01 p.m.

2. Trustee Picha called roll call

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

ABSENT: Trustee Ruzicka

ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Technical Services Lou Carlile and Technical Services Assistant Gail Smith

3. Approval of the agenda

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

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Ruzicka*

*Motion carried*

4. Presentations

a. July 3 Parade Information

Gail Smith, Technical Services Assistant, stated she and Member Services Specialist Jaime Perpich are spearheading the July 3 float.

The theme of the parade is "Let Freedom Ring". The Library is adding the theme of "Get a Library Card" to the float as well. The float's theme is based on the summer reading theme "Universe of Stories." There will be large cutouts of a rocket and Neil Armstrong holding a sign with the slogan "one small step for man, one big step for Warrenton". Space themed music will also be playing from the float.

Ms. Smith asked if any trustees would like to participate. Trustee Picha volunteered to ride in the truck and Trustees Lezon and Stull will participate.

Lou Carlile, Head of Technical Services, indicated he will be the main point of contact for any questions related to the parade. He will send an email with more details before the end of the month.

5. Public comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the May 22, 2019 Committee of the Whole Meeting
- b. Approve Minutes of the May 22, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for May
- d. Authorize Board Secretary to Submit Certification of Board to County Clerk and Illinois State Librarian
- e. Approve FY20 Working Budget
- f. Authorize Preparation of Tentative Budget & Appropriation Ordinance

*MOTION: Trustee Stull moved to approve the consent agenda as read. Trustee DuRocher seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Ruzicka*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of May 23 – June 19, 2019

*MOTION: Trustee DuRocher moved to pay invoices in the amount of \$69,455.45 for the period of May 23, 2019 – June 19, 2019 including electronic payments and checks #7074-7118 and 7121-7128. Check #7122 is voided. Trustee Richardson seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Ruzicka*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Warren moved to transfer \$125,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Ruzicka*

*Motion carried*

9. Unfinished Business

- a. Approve Library Director's Goals for FY20

Trustee Picha stated the Board requested the Director revise her goals based on feedback shared at the May meeting. Director Whitmer shared the revised goals which indicate start and completion dates plus budgetary impacts. The budget was revised to include any budgetary impact from these goals. She also included a visual timeline for the goals. The goals are:

- Host a meeting at which local organizations can share information about their services, events, and needs.
- Develop a values statement and a mission statement.
- Make recommendations to the Board to improve employee retention.

Trustee DuRocher stated she likes how the employee retention goal has been divided into different items.

Trustee DuRocher stated she loved the timeline Director Whitmer created for the goals.

Director Whitmer stated she and Trustee Picha have talked about succession planning and this item may be added to the employee retention goal.

*MOTION: Trustee DuRocher moved to approve the Library Director's Goals for FY20. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Ruzicka*

*Motion carried*

#### 10. New Business

- a. Review and Approve Request from Warrenville Park District to Use Library Property for Specific Entertainment Activities on Saturday, August 3, 2019

Director Whitmer stated she has no objections to allowing the Park District to use the area. A certificate of liability insurance will be required.

*MOTION: Trustee DuRocher moved to approve the request from Warrenville Park District to Use Library Property for Specific Entertainment Activities on Saturday, August 3, 2019. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Ruzicka*

*Motion carried*

- b. Discussion of Warrenville Writers Connection Art on the Prairie Booth and Review of Policy No. 260 – Library Programs

Director Whitmer explained the Warrenton Writers Connection (WWC) is a library-sponsored group with monthly meetings held at the Library. They receive support from the Library in the form of meeting space, publicity and administrative support.

The group expressed their interest in having a booth at Art on the Prairie.

The Library paid the \$140 participation fee for the group as a thank you for the WWC members bringing this group to the Library. Art on the Prairie is an opportunity for the community to learn more about the group and allow published members to sell their books.

Director Whitmer stated since this group is library sponsored this expense will come out of programming. Director Whitmer will request the WWC and Library booths be located next to each other.

One member withdrew from participating in the booth because she did not feel it was appropriate to benefit financially from public funds.

Trustee Picha asked how many members are in the group. Director Whitmer stated there are approximately 20 members with 10-15 attending monthly.

The Board consensus was this is an appropriate program expense and Trustee Picha stated this is actually part of the Library's strategic plan.

Director Whitmer will attend the WWC July 1 meeting to share the Board's thoughts and learn if other members are also concerned about profiting from a booth paid for by the Library.

#### 11. Director's Report

- Director Whitmer shared information about group goals, a new aspect to the Summer Reading Challenge.
- Director Whitmer reported the following staff changes:
  - Julie Jesernik will join the staff as full-time Youth Services Librarian on July 9.
  - Paul Dobersztyn will join the staff as full-time Public Services Manager on July 29.
  - The part time Teen Services Associate's last day was June 16.
  - The Library's graphic artist is no longer with the library. This position will become a contract position.
  - Two managers and one youth services staff member will be on leave during the summer.
- The LED retrofit/replacement project is complete and was \$2,000 less than quoted because the lighting company found lower cost fixtures.
- Director Whitmer met with the architect to review locations of the signage. ASI Signage is currently working on the drawings that she will review prior to final approval.



Trustee DuRocher asked why the signs are so expensive. Director Whitmer explained the signs over the service desks account for approximately two-thirds of the cost as they are very large (5' long) acrylic signs.

- The first concert was a huge success with over 200 in attendance. The second concert was cancelled due to rain.
- The auditors were here to complete preliminary fieldwork on June 7.
- Administration responded to one FOIA request for Smart Procurement.
- Volunteers from Warrenton in Bloom planted the butterfly garden on May 25. Director Whitmer planted the window boxes and planters. Ly Tran, maintenance man, has roped off the butterfly garden for protection, especially on concert nights.
- Pine Landscaping completed planting of trees and bushes to screen the HVAC units on the west side of the building.

## 12. Department Head Reports

- Trustee Picha reported self checkout was 43% in May.
- Trustee Picha asked how the website development is progressing. Director stated she met with Sikich regarding the website graphics.

## 13. President's Report

Trustee Picha reported the next meetings and events.

## 14. Treasurer's Report

Trustee Stull reported the DuPage County real estate tax amounts received to date, just over 50%, and that everything else looks good.

## 15. Secretary's Report

Trustee Lezon reported everything looks good.

## 16. Committee Reports - none

## 17. Trustee Comments

Trustee Picha stated there is not a line item in the budget for TIF Fund income. Director Whitmer will add this.

## 18. Items for information and/or discussion - none

## 19. Adjournment

*MOTION: Trustee DuRocher moved to adjourn the meeting at 8:02 p.m. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*  
*Nays – none*  
*Absent – Trustee Ruzicka*

Respectfully submitted,

Sandy Lezon, Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**June 30, 2019**

WARRENVILLE LIBRARY INCOME	JUNE 2019	FUND BALANCES										PAGE 1			
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC.		TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2018	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME		EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
				CUR. MTH	RECEIVED										
LEVY															
CORPORATE	1748717	94.7048%	100	1742347	99.64%	372154	(100000)	10782	97106	126552	1775209	336398			
BLDG. & MAIN.	97776	5.2952%	5	97507	99.72%	95801	0	0	0	18036	103834	89474			
TOTAL TAX (LEVIED)	1846493	100.00%	105	1839854	99.64%	467955	(100000)	10782	97106	144588	1879043	425872			
DEFERRED REVENUE	0		0	0		0	0	959719	959719	0	0	959719			
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	4216	20286	234545			
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	0	23524			
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0			
TOTAL	1846493	100.00%	105	1839854	99.64%	872157	0	970501	1056825	148804	1899329	1869507			
FORMULA =				A		B	C		D		E	F			
A+B+C+D-E=F															

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: June 30, 2019

	CORPORATE FUND				
	1 Month Ended	12 Months Ended	Budget	Balance	% Received /
	Jun. 30, 2019	Jun. 30, 2019			Expended
<b>Income</b>					
Taxes Levied	100.13	1,741,615.33	1,748,717.00	7,101.67	99.59%
Back Taxes	0.00	732.14	0.00	(732.14)	0.00%
Copier	577.96	7,386.26	6,000.00	(1,386.26)	123.10%
Extended Use Fees	1,614.28	19,693.93	19,000.00	(693.93)	103.65%
Fees	24.00	624.00	250.00	(374.00)	249.60%
Interest	4,972.94	26,221.28	3,000.00	(23,221.28)	874.04%
Book Sales	22.00	1,681.95	500.00	(1,181.95)	336.39%
Lost Books	118.00	2,735.40	3,500.00	764.60	78.15%
Gifts / Memorials	0.00	1,506.84	0.00	(1,506.84)	0.00%
Miscellaneous	3.20	1,762.82	3,000.00	1,237.18	58.76%
Hotel/Motel Tax	3,050.00	16,954.75	17,205.00	250.25	98.55%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	400.00	1,600.00	1,600.00	0.00	100.00%
	10,882.51	1,839,453.45	1,819,672.00	(19,781.45)	101.09%
<b>Expenses</b>					
Sal. - Administration	16,444.55	209,716.18	212,500.00	2,783.82	98.69%
Sal. - Circulation	11,167.47	134,666.58	133,000.00	(1,666.58)	101.25%
Sal. - Maintenance	1,682.41	22,383.60	22,500.00	116.40	99.48%
Sal. - Public Services	23,557.25	363,715.99	366,500.00	2,784.01	99.24%
Sal. - IT	6,064.18	78,654.33	80,500.00	1,845.67	97.71%
Sal. - Tech Services	10,064.50	133,174.95	134,000.00	825.05	99.38%
I.M.R.F. - Expense	5,866.43	93,360.03	92,000.00	(1,360.03)	101.48%
Fica - Expense	5,183.35	70,188.27	72,000.00	1,811.73	97.48%
Unemp. Comp.	0.00	1,190.20	1,200.00	9.80	99.18%
Op - Mat'l Processing/Tech	512.06	9,261.26	13,000.00	3,738.74	71.24%
Op - Mat'l Processing/Circ	170.60	1,315.72	2,210.00	894.28	59.53%
Op - Postage	500.00	4,282.90	5,165.00	882.10	82.92%
Op - Office Supplies	48.39	2,991.32	3,850.00	858.68	77.70%
Op - Bank Fee's	106.53	614.40	600.00	-14.40	102.40%
Op - Automation Supplies	0.00	4,640.12	3,000.00	(1,640.12)	154.67%
Op - Publishing	0.00	1,275.01	1,300.00	24.99	98.08%
Equip. - Purchases	1,019.84	8,523.40	8,700.00	176.60	97.97%
Equip. - Maintenance	157.58	2,985.05	3,500.00	514.95	85.29%
Auto. - Software	2,417.99	16,585.51	17,195.00	609.49	96.46%
Auto. - Purchases	681.39	3,973.52	3,600.00	(373.52)	110.38%
Auto. - Maintenance	383.20	43,433.78	44,865.00	1,431.22	96.81%
L. Ins. - Workmen's Comp	2,263.00	2,263.00	3,800.00	1,537.00	59.55%
Ins. - Multi Peril Package	0.00	12,466.00	13,250.00	784.00	94.08%
Ins. - Health / Life	2,598.94	41,127.48	70,540.00	29,412.52	58.30%
Pd - Recruiting	0.00	648.42	500.00	(148.42)	129.68%
Pd - Staff Appreciation	142.33	3,008.01	3,300.00	291.99	91.15%
Pd - Staff / Dues	0.00	2,995.00	2,875.00	(120.00)	104.17%
Pd - Staff / Meetings	0.00	5,167.06	6,950.00	1,782.94	74.35%
Pd - Staff / Transportation	34.88	1,227.11	1,500.00	272.89	81.81%
Pd - Trst / Mtgs	7.96	464.53	500.00	35.47	92.91%
Pd - Trst / Transportation	0.00	17.47	250.00	232.53	6.99%
Pd - Trustee Misc.	210.30	537.46	500.00	(37.46)	107.49%
Cont. - Lawyer	0.00	945.00	5,000.00	4,055.00	18.90%
Cont. - Accounting	892.93	13,103.66	13,100.00	(3.66)	100.03%
Cont. - Collections	8.95	688.55	1,250.00	561.45	55.08%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: June 30, 2019

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended</b>	<b>12 Months Ended</b>			<b>% Received /</b>
	<b>Jun. 30, 2019</b>	<b>Jun. 30, 2019</b>	<b>Budget</b>	<b>Balance</b>	<b>Expended</b>
Cont. - Audit	0.00	7,810.00	7,810.00	0.00	100.00%
Cont. - Consultants	0.00	16,535.97	19,700.00	3,164.03	83.94%
Lib. Mat. - Adult Books	4,545.41	55,430.55	58,000.00	2,569.45	95.57%
Lib. Mat. - Youth Books	2,537.07	33,426.60	33,000.00	(426.60)	101.29%
Lib. Mat. - Adult AV	1,544.01	21,319.61	26,000.00	4,680.39	82.00%
Lib. Mat. - Youth AV	342.21	6,422.35	7,000.00	577.65	91.75%
Lib. Mat. - EBooks	1,000.00	18,643.69	26,000.00	7,356.31	71.71%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	10,054.00	32,424.33	25,000.00	(7,424.33)	129.70%
Ps - Programs Adult	140.00	7,005.09	6,700.00	(305.09)	104.55%
Ps - Programs Youth	1,217.72	6,192.39	6,500.00	307.61	95.27%
Ps - Hotel/Motel	3,750.07	16,569.13	17,205.00	635.87	96.30%
Ps - Refunds / Fines / Fees	0.00	74.95	500.00	425.05	14.99%
Ps - Printing	2,996.00	11,969.21	14,500.00	2,530.79	82.55%
Ps - PR / Publicity	1,156.43	3,809.32	13,125.00	9,315.68	29.02%
Ps - Misc.	0.00	1,192.02	1,150.00	(42.02)	103.65%
Gas	586.84	7,704.66	8,000.00	295.34	96.31%
B & M - Water / Sewer	153.12	918.72	800.00	(118.72)	114.84%
Electricity	3,207.38	39,909.46	40,000.00	90.54	99.77%
Telephone	1,135.23	13,245.99	13,400.00	154.01	98.85%
Gifts	0.00	2,245.44	2,000.00	(245.44)	112.27%
Contingency	0.00	563.27	10,000.00	9,436.73	5.63%
Debt Repayment	0.00	169,777.74	169,900.00	122.26	99.93%
	<u>126,552.50</u>	<u>1,775,208.64</u>	<u>1,862,290.00</u>	<u>87,081.36</u>	<u>95.32%</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: June 30, 2019

**BUILDING & MAINTENANCE FUND**

	<u>1 Month Ended</u> <u>Jun. 30, 2019</u>	<u>12 Months En...</u> <u>Jun. 30, 2019</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
Taxes Levied	4.94	97,470.93	97,776.00	305.07	99.69%
Back Taxes	0.00	36.32	0.00	(36.32)	0.00%
	4.94	97,507.25	97,776.00	268.75	99.73%
<b>Expenses</b>					
Maintenance	13,996.60	49,383.16	74,520.00	25,136.84	66.27%
Maintenance Supplies	0.00	1,516.79	3,200.00	1,683.21	47.40%
Security	0.00	7,098.16	13,550.00	6,451.84	52.38%
Snow Removal	0.00	27,870.60	20,000.00	(7,870.60)	139.35%
Hvac	160.00	1,448.28	5,200.00	3,751.72	27.85%
Janitorial Supplies	16.00	3,188.68	3,000.00	(188.68)	106.29%
B & M - Landscape Maint	3,863.39	13,327.98	7,450.00	(5,877.98)	178.90%
	18,035.99	103,833.65	126,920.00	23,086.35	81.81%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: June 30, 2019

SPECIAL RESERVE FUND				
	1 Month Ended Jun. 30, 2019	12 Months Ended Jun. 30, 2019	Budget	% Received / Expended
<b>Income</b>				
	0.00	0.00	0.00	0.00%
<b>Expenses</b>				
Equip. - Purchases	4,216.50	8,770.90	0.00	0.00%
Auto. - Purchases	0.00	11,515.00	16,850.00	68.34%
	4,216.50	20,285.90	16,850.00	120.39%

See Accountants Compilation Letter



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**June 30, 2019**

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	16,248.28
Cash / Copier Change	75.00
MB Operating	188,541.79
MB Business NOW	949,146.12
MB Certificate of Deposit 7707	607,412.45
MB Business Money Market	<u>111,076.67</u>

1,872,910.31

General Fixed Assets	<u>6,337,069.00</u>
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<b>TOTAL ASSETS</b>	<b><u>\$ 8,209,979.31</u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

Deferred Revenues	959,718.57
I.M.R.F.	<u>3,400.33</u>

963,118.90

**LONG-TERM LIABILITIES**

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

**EQUITY**

Fund Balance	5,426,860.41
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 8,209,979.31</u></b>
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See Accountants Compilation Letter

**ORDINANCE #19-20-01**  
**TENTATIVE**  
**BUDGET AND APPROPRIATION ORDINANCE**

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

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

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

1. GENERAL

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

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

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

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

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

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

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

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

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

ADOPTED this 17th day of July 2019, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

ATTEST:

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

(SEAL)

STATE OF ILLINOIS        )

) SS

COUNTY OF DU PAGE        )

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

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

I do further certify that the attached is a true and correct copy of the Tentative Budget and Appropriation Ordinance adopting an annual budget and appropriating such sums of money for said Library District for the fiscal year beginning July 1, 2019 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on July 17, 2019.

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

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 17th day of September 2019.

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

(SEAL)

**NOTICE OF PUBLIC HEARING ON  
BUDGET AND APPROPRIATION ORDINANCE  
OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT  
DUPAGE COUNTY, ILLINOIS**

NOTICE is hereby given that the Warrenville Public Library District has prepared in tentative form a combined annual Budget and Appropriation Ordinance. A public hearing shall be held as to such Budget and Appropriation Ordinance on Wednesday, September 18, 2019 at the hour of 7 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois. Copies of the Tentative Budget and Appropriation Ordinance are available for public inspection from 9:30 a.m. to 9 p.m. Monday through Thursday; from 9:30 a.m. to 7 p.m. Friday; from 9:30 a.m. to 5 p.m. Saturday; and from 1 p.m. to 5 p.m. Sunday at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Dated this 17th day of July 2019.

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

ATTEST:

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

**ORDINANCE 19-20-02**

**ORDINANCE DETERMINING TO LEVY AN  
ADDITIONAL TAX OF .02%  
FOR THE 2019-2020 FISCAL YEAR**

WHEREAS, the Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy such said special tax for the 2019-2020 fiscal year for the purposes hereinbefore set forth;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Warrenville Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District as equalized or assessed, shall be levied for the fiscal year 2019-2020.

FURTHER, a copy of this Ordinance shall be published in the *THE DAILY HERALD* within fifteen (15) days after the date of adoption of this Ordinance in the form provided by law.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.



ADOPTED this 17<sup>th</sup> day of July 2019, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

ATTEST:

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

STATE OF ILLINOIS       )  
                                      ) SS  
COUNTY OF DU PAGE     )

**CERTIFICATION**

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

I do further certify that the attached is a true and correct copy of an ordinance adopted on the 17<sup>th</sup> day of July 2019, at a Meeting of the Board of Trustees of the Warrenville Public Library District. I further certify that the Ordinance was published on July 25, 2019, in *THE DAILY HERALD*.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 17th day of July 2019.

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

(SEAL)

## **PUBLIC NOTICE**

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 17th day of July 2019, the Board of Trustees of the Warrenville Public Library District resolved to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and for maintenance, repairs, and alterations of library buildings and equipment, said tax levy to be effective for the fiscal year beginning July 1, 2019 and ending June 30, 2020. The text of said Ordinance is set forth below.

The question of levying a .02% tax shall be submitted to the electors of the District if a petition is filed with the District signed by 990 registered voters in the District asking that the question of levying said .02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Notice. The date of the prospective referendum is March 17, 2020.

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

## **REGULAR AGENDA**

Approve payments for the period of June 20 through July 17, 2019

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

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

## **REGULAR AGENDA**

Approve transfer of funds

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

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

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
June 20 - July 17, 2019

Date	Num	Name	Amount
07/01/2019	7119	Lundstrom Insurance Agency	-1,136.00
07/01/2019	7120	Lundstrom Insurance Agency	-7,582.00
07/17/2019	7128	Accounting Services, Inc.	-508.00
07/17/2019	7129	Alarm Detection Systems, Inc.	-631.47
07/17/2019	7130	Ambius	-278.00
07/17/2019	7131	Anderson, Trent	-1,000.00
07/17/2019	7132	AT&T	-383.97
07/17/2019	7133	Baker & Taylor	-1,583.75
07/17/2019	7134	Baker & Taylor	-119.77
07/17/2019	7135	Baker & Taylor	-2,272.78
07/17/2019	7136	Baker & Taylor	-909.35
07/17/2019	7137	Baker & Taylor	-650.76
07/17/2019	7138	Bayscan Technologies	-268.50
07/17/2019	7139	BlueWire Communications	-354.00
07/17/2019	7140	BookPage	-576.00
07/17/2019	7141	Cintas Fire Protection	-1,560.00
07/17/2019	7142	Demco	-127.58
07/17/2019	7143	Direct Energy Business	-3,146.81
07/17/2019	7144	Dymaxion Research Ltd.	-144.00
07/17/2019	7145	Faronics Technologies USA Inc.	-2,826.93
07/17/2019	7146	Folding Partition Services	-400.00
07/17/2019	7147	Konica Minolta Business Solutions	-527.24
07/17/2019	7148	LFC Entertainment, Inc.	-1,500.00
07/17/2019	7149	LIMRICC Purchase of Health Insurance Prog	-3,359.08
07/17/2019	7150	Maggie Speaks, Inc.	-1,200.00
07/17/2019	7151	Midwest Tape	-7,000.00
07/17/2019	7152	Midwest Tape	-1,514.98
07/17/2019	7153	Midwest Tape	-435.53
07/17/2019	7154	OverDrive	-1,012.94
07/17/2019	7155	Pine Landscaping	-370.00
07/17/2019	7156	ProQuest LLC	-1,873.04
07/17/2019	7157	Quill Corporation	-669.39
07/17/2019	7158	Reaching Across Illinois Library System	-7,500.00
07/17/2019	7159	Sam's Club/Synchrony Bank	-59.32
07/17/2019	7160	SYNCHRONY BANK/AMAZON	-128.46
07/17/2019	7161	Technology Management Revolving Fund	-450.00
07/17/2019	7162	Unique Management Services, Inc.	-35.80
07/17/2019	7163	United States Treasury	-17.15
07/17/2019	7164	Value Line Publishing, LLC	-2,900.00
07/17/2019	7165	Warrenville, City of	-77.00
07/17/2019	7166	Voided check	0.00

07/17/2019	7167	Voided check	0.00
07/17/2019	7168	Voided check	0.00
07/17/2019	7169	R Gang	-1,100.00
07/17/2019	7170	Rivistas, LLC	-6,474.02
07/17/2019	7171	Rivistas, LLC	-3,746.59
07/11/2019	7172	Service Master Commercial Cleaning	-1,815.00
07/17/2019	7173	Tan, James	-1,500.00
06/25/2019	Electronic	Northern Illinois Gas	-586.84
06/26/2019	Electronic	Konica Minolta Premier Finance	-370.00

**-72,682.05**

## **NEW BUSINESS**

Consideration of Trustee Attendance at Illinois Library Association Annual Conference and Public Library Association Conference  
(discussion only)

### **Trustee Day at Illinois Library Association Annual Conference**

Thursday, October 24 at Tinley Park Convention Center

- Early bird registration deadline: September 16
- Board decision/authorization due: August 21 Board Meeting
- FY20 Budget includes funds for 2 trustees to attend this single day at the conference.
- History of attendance:
  - 2018 – no trustees attended
  - 2017 – Trustees Picha, Ruzicka and Richardson attended

#### ***From the ILA Conference website***

Trustee Day at the ILA Annual Conference is designed to support library trustee education by providing programming and networking opportunities. Registration includes a full day of programming, continental breakfast, and a luncheon. Breakout sessions offer a variety of programming throughout the day, with time reserved in the schedule to allow trustees to visit the exhibit hall to see the latest in library products and services.

#### ***Trustee Day Schedule***

**8:00 - 9:00 a.m.**

##### **Trustee Continental Breakfast**

Library Trustees begin their day with a light breakfast. The breakfast will be held in the same room as the 9:00 a.m. program.

**9:00- 10:00 a.m.**

##### **Not All Shifts are Seismic: Thoughtful Advocacy for Cumulative Impact and Success**

Upping your advocacy game doesn't require seismic shifts—but it does entail sustained focus and a few key actions. This interactive session will leave you with actionable steps to strengthen your advocacy individually and as a member of the library ecosystem.

Speaker: Megan Cusick, American Library Association

**10:00 – 11:00 a.m.**

##### **Trustee Exhibits Break**

Visit the exhibit hall to explore the latest in library products and services.

**11:00 a.m. - 12:00 p.m.**

##### **Tips for Advocating to Legislators from Legislators**

The best way to learn about political advocacy is straight from a politician. Join the ILA Advocacy Committee as they host a panel presentation and discussion with State legislators. You will learn about the importance of establishing a relationship before it comes time for a specific request and you will learn that your government representatives are real people with normal likes and dislikes. Committee members will introduce the participating lawmakers, describe the efforts of ILA Advocacy, moderate a panel discussion, and then open the floor to questions from the

audience.

Moderator: Jim Deiters, Oak Lawn Public Library; legislators to be announced

### **Addressing the Challenges of Poverty and Homelessness Through Library Services and Partnerships**

When patrons face issues of poverty, homelessness, mental illness, and addiction, how can libraries address their needs and challenges while maintaining a welcoming environment and a full range of services for our entire communities? Presenters will discuss community and university partnerships, social workers, emergency funds, cards for homeless individuals, warming centers, policies, resource brochures, expanding community awareness, and more -- solutions large and small for all library sizes and types.

Speakers: Leander Spearman, Belleville Public Library; Diana Brawley Sussman, Carbondale Public Library

**12:15 – 1:30 p.m.**

### **Trustee Day Luncheon**

All Trustee Day attendees are registered for the networking luncheon.

*The Trustee Day Luncheon is made possible by the generous support of Klein Thorpe & Jenkins*

**1:45 - 2:45 p.m.**

### **Mythbusters: Clearing the Misconceptions Trustees Might Have About Going Fine Free**

As a trustee, if your library isn't currently fine free, you might have some serious reservations about even entertaining the idea of going fine free. Would library books ever get returned? Shouldn't we be teaching personal responsibility by charging overdue fines? How can we justify going fine free when costs are rising and our revenues sources are threatened? Well, what if we told you the concerns you have about going fine free are actually myths? Allow trustees and staff from three Illinois libraries that have gone fine free to bust the myths you might believe about going fine free.

Speakers: Ryan Livergood, Warren-Newport Public Library; Jo Beckwith, Warren-Newport Public Library District; Meg Schmaus, Warren-Newport Public Library District; Cynthia Fuerst, Vernon Area Public Library District; Jay Kasten, Vernon Area Public Library District; Matt Womack, Elmhurst Area Public Library District

### **Your Library Director Just Resigned – What Now?**

Your library director just informed the board she has found another position and will be leaving in one month. What now? Who is going to run the library? How do we find someone to replace them? The library director is responsible for the day to day operations of the library and hiring a qualified director is one of the most important jobs a library board does. Learn how the board must act to ensure the the library running day to day, while preparing for a search for a new director.

Speaker: Kathy Parker, kathyparker consulting

**3:00 - 4:00 p.m.**

### **Governance of Illinois Municipal Libraries: Who Does What?**

There are different kinds of municipal libraries in Illinois: village, city, town, home-rule, non-home-rule, departments of their corporate authority or component units. Local practices can be pretty varied. How does the tax levy process work? Can the (insert corporate authority) really cut our budget? What can be done? Where can I find answers? A guest panel of experts and municipal library administrators will share their expertise and experience. Information about where to find answers and who can help will be provided as well as time for Q&A. Come find another library like yours and join the conversation!



Speakers: Heidi Smith, Park Ridge Public Library; Julie Tappendorf, Ancel Glink; James Rachlin, Meristem Advisors LLC

### **A Mock Board Meeting of the Kleintown Public Library**

This program will present a mock library board meeting, comprised of attorneys from KTJ, staff from Illinois libraries, and ILA members, focusing on the following subjects: board vacancy/residency issues, FOIA, OMA, fundraising/impermissible activities, suspension of patron privileges, bidding/contract awarding, technology-related uses, lending and purchasing, closed session/voting and final action issues, and real estate purchases.

Speakers: Carmen Forte Jr., Klein, Thorpe & Jenkins, Ltd.; Jim Deiters, Oak Lawn Public Library; Cynthia Fuerst, Vernon Area Public Library District; Alex Todd, Prospect Heights Public Library District; Kathy Parker, kathyparker consulting

### **Public Library Association Conference**

Wednesday, February 25 – Saturday, February 29, 2020 in Nashville

- Early bird registration deadline: December 20
- Board decision/authorization due: December 18, however, housing reservations open in September, so a decision in August will allow more choices for housing.
- FY20 Budget includes funds for 1 trustees to attend this conference.
- History of attendance:
  - 2018 – Philadelphia – Stull, Warren
  - 2016 – Denver – DuRocher, Arlowe
  - 2014 – Indianapolis – Lezon, Stull, Warren
  - 2012 – Philadelphia – none
  - 2010 – Portland – Picha
- The next PLA Conference will be held March 20-24, 2022 in Portland

**Summer Reading Challenge**

Here's a statistical update on participation through July 11:

Participants:

Adults – 50

Teens – 12

Youth – 272

Group Challenge Goals:

Adults – 395 books read (goal: 700 books)

Teens – 115 books read (goal: 300 books)

Youth – 3,500 hours of reading (goal: 4,500 hours)

We will have a final update for you in August.

**Concerts on the Commons**

Three of the four concerts in June were cancelled because of inclement weather. The July 10 concert featuring The Four C Notes (singing Frankie Valli and the Four Seasons) was attended by 375 people. Concerts continue through August 28, weather permitting.

On July 11, Sylvia Thompson and I attended the City's workshop for the next round of Hotel Tax grants. Applications for the next cycle are due September 6.

**FOIA Responses**

We responded to a request from Heat & Frost Insulators Local 17 for the verification of the most updated email address of the library's FOIA officer.

**Banking Update**

We continue to work with Fifth Third Bank to work out some unanticipated hiccups as a result of the transition from MB Financial Bank. We are currently addressing online account functions and transitioning the collateral. I will discuss collateral options with the auditor to ensure the collateral meets internal policy and statutory requirements.

**June Meetings/Programs/Outreach (Sandy)**

June 1 – Hosted Literacy DuPage workshop and managed AV systems

June 3, – Met with Sikich staff regarding proposal to provide graphic design services for library website

June 4,6 – Second Interviews for Public Services Manager (3)

June 7 – Met with Insurance broker re: renewal

June 7 – Auditors on site for preliminary fieldwork

June 11 – Webinar: SirsiDynix Connections Summit, Directors Edition

June 11 – Hosted Literacy DuPage workshop and managed AV systems

June 20 – City of Warrenville Trailhead Design workgroup meeting

June 27 – Library Director's Gathering at Elmhurst Library

Various – Performance Evaluation meetings (9)

**June Meetings/Programs/Outreach (Jackie)**

June 4,6 – Second Interviews for Public Services Manager (3)

June 7 – Auditors on site for preliminary fieldwork

# STATISTICAL SUMMARY

June 2019

	JUNE 2019	JUNE 2018	% change	+/-
<b>TOTAL CIRCULATION ***</b>	20,052	20,955	-4.3%	-903
Print	10,744	11,277	-4.7%	-533
NonPrint	7,406	8,195	-9.6%	-789
Equipment (mobile dev., in-house laptops, etc.)	88	88	0.0%	0
Downloadables	1,814	1,395	30.0%	419
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	1,108	791	40.1%	317
<b>ZINIO (eMagazines)</b>	105	34	208.8%	71
<b>Hoopla</b>	601	560	7.3%	41
<b>Tumblebooks</b>	-	10	-100.0%	-10
<b>ITEM REQUESTS PROCESSED</b>	264	282	-6.4%	-18
<b>INTERLIBRARY LOANS RECEIVED</b>	217	22	886.4%	195
<b>MATERIALS ADDED</b>	676	1,065	-36.5%	-389
<b>MATERIALS WITHDRAWN</b>	1,361	1,418	-4.0%	-57
<b>TOTAL COLLECTION SIZE*</b>	106,126	112,415	-5.6%	-6,289
<b>PROGRAMS</b>				
Number of Adult Programs	8	9	-11.1%	-1
Adult Program Attendance	319	1,193	-73.3%	-874
Number of Teen Programs	3	4	-25.0%	-1
Teen Program Attendance	11	15	-26.7%	-4
Number of Children's Programs	23	25	-8.0%	-2
Children's Program Attendance	452	609	-25.8%	-157
Book-A-Librarian	6	5	20.0%	1
Book-a-Librarian Attendance	6	5	20.0%	1
<b>OUTREACH</b>				
Adult Outreach Events	-	na		
Adult Outreach Attendance	-	na		
Youth Outreach Events	1	2	-50.0%	-1
Youth Outreach Attendance	44	93	-52.7%	-49
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,241	1,306	-5.0%	-65
<b>RESIDENT CARDS ACTIVE</b>	6,162	5,807	6.1%	355
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	337	332	1.5%	5
<b>VISITOR COUNT **</b>	10,785	11,777	-8.4%	-992
<b>COMPUTER SESSIONS</b>	1,090	1,201	-9.2%	-111
<b>DATABASE USAGE</b>	172	213	-19.2%	-41
<b>WEBSITE VISITS</b>	63,139	59,183	6.7%	3,956
<b>UNIQUE WEBSITE VISITORS</b>	57,965	53,647	8.0%	4,318

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

## Special notes for June 2019

Outreach: Summer Reading Presentation at St. Irene School

Concerts: 4 concerts scheduled, 3 cancelled (cancellations not included in program count)

# **PUBLIC SERVICES REPORT**

**June 2019**

**prepared by Jen Moore**

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## **InterLibrary Loan**

Item Requests Processed: 264; Materials Received: 217; Materials Lent: 39

## **Programming / Outreach (Not entered in Communico)**

Book a Librarian (6): 6

Puzzles: 3

1000 piece: Grandpa's Shed, Apollo 11

3D: Solar System

Teen Volunteers: 6; Hours 11

## **Digital Resources**

Beyond Dust Jackets Blog:

Views 6/1-30: 1450

Total views 2019: 9339; Total views FY: 22042

NextReads Newsletters:

Subscribers thru 6/30: 153

Newsletters sent 6/1-30: 641

Total newsletters sent 2019: 4063; Total newsletters sent FY: 8176

OverDrive eAudiobooks/eBooks:

New User accounts 6/1-30: 10

Checkouts 6/1-30: 1108

Total checkouts 2019: 6272; Total checkouts FY: 11868

Zinio eMagazines:

User accounts thru 6/30: 256

Checkouts 6/1-30: 105

Total checkouts 2019: 715; Total checkouts FY: 1162

Hoopla:

New User accounts 6/1-30: 29

Checkouts 6/1-30: 601

Total checkouts 2019: 3502; Total checkouts FY: 6525

## MEMBER SERVICES REPORT

June 2019

Patty Dybala

Library Card Monthly Stats		
	June 2019	June 2018
# of new cards issued	111	102
# of renewed cards (expiring 6/2019) *Automatically renewed per NCOA report	184 (86% of accounts renewed)	51 (214 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	6,162	5,807
Reciprocal Borrower cards (active)	337	332

Miscellaneous Monthly Circulation Stats		
	June 2019	June 2018
Self-Checkout Station	8,736 items (47% of total circulation)	8,636 items (44% of total circulation)
Reciprocal Borrower Circulation	1,241	1,306
# of Outgoing Book Discussion ILL Requests	60 (18% of total item requests)	58 (17% of total item requests)
Mobile Device Circulation	65	63

### Professional Growth/Meetings/Outreach

6/4 Meeting re: Jaime's schedule- Patty, Sandy, Kathy G.

6/5 Website Committee Meeting- Patty

6/6; 6/10 Public Services Manager Interviews- Patty

6/11 Marketing Committee Meeting- Jaime

6/17 Library Card Promotion Planning Meeting- Patty, Kathy G.

Week of 6/24- Member Services Staff Performance Evaluations

6/24 Performance Evaluation- Patty

### Homebound Delivery

6/28 Jackie & Patty

# MARKETING REPORT

June 2019

Kathy Gaydos

## eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
June (6/1)	1327	37%	15%
Summer RM (5/15)	1321	40%	28%
May 2019 (5/1)	1323	35%	11%
Special 40 <sup>th</sup> (4/4)	1286	39%	6%
April 2019 (4/1)	1287	37%	7%
March 2019 (3/1)	1263	40%	10%

## Social Media

Facebook	Jan.'19	Feb.'19	Mar.'19	Apr.'19	May '19	Jun.'19
Total Page Followers	959	973	982	988	1003	1029
Total Page Likes	955	968	977	983	997	1022
Avg. Daily Reach (includes paid)	705	554	633	606	511	567
Twitter	Jan.'19	Feb.'19	Mar.'19	Apr.'19	May '19	Jun.'19
Average Daily views	274	206	194	207	596	590
Average Engagement Rate	0.9%	1.2%	1.2%	1.4%	1.0%	1.3%
Instagram (Jul 1–Jul 7)					May '19	Jun.'19
Followers					120	133
Impressions					574	934

## Activities

Summer Reading Challenge—completed "Goal" signage for all three age segments;  
July 3<sup>rd</sup> Parade—completed float signs, decoration plans, logistics;  
July and August events—created FB events;  
Member Services pamphlet—minor updates;  
Fall RM—reviewed, edited and processed all content;  
Coordinated with freelance designer for upcoming Fall RM and related design tasks  
(schedule, budget)  
Sunday Matinees (Sept-May, 2020)—edited all content, started on bookmark

## Graphics Created

Created two Adult cube signs for July and August.

## Meeting Attendance

Marketing Assistant position, Sandy, Kathy and Patty 6/4  
Website committee, Kathy 6/5  
Marketing committee, Kathy 6/11  
Parade meeting, Kathy, Sandy, Lou and Gail 6/11  
Library Card/Target gift card promotion status, Kathy and Patty 6/17  
Performance Evaluation, Kathy and Sandy 6/24

# TECHNICAL SERVICES REPORT

## June 2019

Lou Carlile

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

\*676 items added. (450 books, 88 AV, 138 periodicals, 0 eBooks/eAudio, 0 equipment)

\*1361 items deleted. (869 books, 307 AV, 164 periodicals, 21 eBooks/eAudio, 0 equipment)

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

\*Website Committee meetings. (Lou Carlile)

\*Warrenville parade planning meeting. (Lou Carlile, Gail Smith)

\*Board meeting presentation: Plans for the Warrenville parade. (Gail Smith)

\*Staff Recognition Committee meetings. (Therese Higgins, Marty Rogers)

\*End of year Technical Services department evaluations performed.

\*Marketing Committee meeting. (Gail Smith)

### **Collection Maintenance:**

\*78 books repaired.

\*140 AV cleaned / repaired.

## **PRESIDENT'S REPORT**

### **Next Meetings or Events**

(As of Thursday, July 11, 2019)

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

Wednesday, August 21 at 7 pm  
Regular Library Board of Trustees Meeting  
Library Meeting Room

### **Community Event**

Summer Daze

The Library will have an information booth at the event:

Friday, August 2, 6–9 pm

Saturday, August 3, 11 am–6 pm

The Library will be open normal business hours during the event.

**\*\*Warrenville Park District is looking for Summer Daze volunteers. Any amount of time is appreciated from as little as one hour to several hours. All volunteers receive a FREE t-shirt. Those who share over four hours of their time receive a \$5 food voucher to be used during designated times at the festival. Sign up to volunteer at <https://bit.ly/2W4JcJ6>.\*\***

### **Continuing Education Opportunity**

**(please let Sandy know if you wish to attend so she can register you)**

Trustee Workshop: Keys to Running a More Successful Board Meeting  
Saturday, August 10, 9:30 am – 12:30 pm at River Forest Public Library  
Cost: Free

Description: Successful library boards provide organizational oversight, hire and evaluate leadership, and advocate for the organization. This workshop is designed to help those new to the trustee role navigate their responsibilities as a library board member. Attendees will learn board fundamentals, board governing documents, fiduciary duty, and the parameters of the board/staff relationship.

Led by the nationally-recognized trainer and triple-certified parliamentarian Nancy Sylvester, this program will also address how to run efficient and effective board meetings and cover quorum, agenda, the basic characteristics of a motion, and the processing, precedence, and scripting of motions.

This program is open to new trustees as well as current trustees and library directors who would like a review of board essentials and parliamentary procedure.

About the Presenter:

Nancy Sylvester has been a practicing professional parliamentarian since 1980. As a Professional Registered Parliamentarian, a Certified Professional Parliamentarian and a Certified Teacher of Parliamentary Procedure, she is one of only approximately 20 people in the country with her level of designations. Nancy has twice served as the



National Parliamentarian for the National Association of Parliamentarians, thus serving as the parliamentarians' parliamentarian. She is the first person to have been selected for this position two times.

Since 1995, Nancy has been conducting Board Training to various organizations throughout the country. She is the author of the books *The Complete Idiot's Guide to Robert's Rules* and *The Guerilla's Guide to Robert's Rules*.

Nancy has a Master's Degree in Communication from the University of Michigan and is Professor Emeritus of Speech at Rock Valley College where she taught for 31 years.

### **Future Agenda Items:**

#### August

- Approve Annual Report to State Library
- Approve Annual Statement of Receipts & Disbursements
- Closed Session: Review Closed Session Minutes

