



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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, January 18, 2017, 7:00 p.m.
Location: Lower Level Meeting Room

AGENDA

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

1. Call to order
2. Roll Call (Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull, Warren)
3. Approval of the agenda **(ACTION)**
*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the December 21, 2016 Regular Board of Trustees Meeting
 - b. Receive and file Financial Report for December
 - c. Apply a 1.95% Market Adjustment to the Wage Scale effective July 1, 2017 **(ACTION)**
8. Regular Agenda
 - a. Approve payments for the period of December 22, 2016 – January 18, 2017 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
 - a. Building Project Update *(discussion only)*
 - b. Used Book Sale **(ACTION)**

10. New Business
 - a. Request for Accumulated Developer Donations **(ACTION)**
 - b. Adopt Policy No. 111 – Remote Attendance and Participation **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
 - a. Meeting Room Policy Committee
17. Trustee Comments
18. Items for Information and/or Discussion (No Action)
19. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting
Of the Board of Trustees
Wednesday, December 21, 2016**

1. Call to order – Trustee Stull called the meeting to order at 7:06 p.m.
2. Roll call

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

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

3. Approval of the Agenda

Director Whitmer removed #10.h – Live and Learn Construction Grant for Accessibility. Applications are only accepted for projects that have not started.

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

Voice vote – all ayes

Motion carried

4. Presentation - None
5. Public comments – None
6. Correspondence - None
7. Consent Agenda

Trustee Warren read the consent agenda as follows:

- a. Approve Minutes of the November 16, 2016 Truth in Taxation Public Hearing
- b. Approve Minutes of the November 16, 2016 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for November
- d. Adopt Ordinance #16-17-06 Fixing Regular meetings for 2017
- e. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County

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

Roll call vote:

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

Motion carried

8. Regular Agenda

- a. Ratify November 16, 2016 payment of check #5569 in the amount of \$4,000 to Sikich, LLC and void check #5570.

MOTION: Trustee DuRocher moved to ratify November 16, 2016 payment of check #5569 in the amount of \$4,000 to Sikich, LLC and void check #5570. Trustee Warren seconded.

Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren
Motion carried

- b. Approve payments for the period of November 17 – December 21, 2016

MOTION: Trustee Picha moved to approve payment in the amount of \$133,753.19 for the period of November 17, 2016 – December 21, 2016 including electronic payments and checks #5590 - 5633. Trustee DuRocher seconded.

Roll call vote:

Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren
Motion carried

- c. Approve Transfer of Funds

MOTION: Trustee DuRocher moved to transfer \$200,000 from the Business NOW account to the Operating Account. Trustee Lezon seconded.

Roll call vote:

Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren
Motion carried

9. Unfinished Business

- a. Building Project Update

- Director Whitmer distributed pictures of renovation progress since the last board meeting.
- Hallett Movers moved the adult fiction stacks in order for electrical work to be started in that area.
- Painting has begun in the staff areas.
- Carpet is not expected to be delivered until approximately January 10.
- The construction manager is beginning work on some of the Phase 2 areas ahead of schedule.
- Director Whitmer approved some minor change orders.
- Trustee Picha thanked Director Whitmer for the weekly progress updates.

- b. Consideration of Purchase of Art
Trustees DuRocher and Warren recommended that the Library not purchase any of the original art Malvin Albright that Mr. Barton Faist had offered to the Library for purchase. These pieces had no relation to Warrenville.

Director Whitmer stated that she had received another email from Mr. Faist offering an 18" x 24" Ivan Albright piece entitled "My Studio". This piece is of his now demolished studio in Warrenville. Trustees directed Director Whitmer to inquire on the price of the artwork. Trustee DuRocher will review the information.

- c. Adopt Ordinance #16-17-07 Regulating Reimbursement of Travel, Meal and Lodging Expenses and revise Staff Development Section of the Employee Handbook

MOTION: Trustee DuRocher moved to adopt Ordinance #16-17-07 Regulating Reimbursement of Travel, Meal and Lodging Expenses and Revise Staff Development Section of the Employee Handbook. Trustee Warren seconded.

Discussion: Director Whitmer explained that these changes were in response to a new statute, The Local Government Travel Expense Control Act, which applies to local government.

Roll call:

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

Motion carried

- d. Approve Revisions to Sick Leave, Paid Time Off, Bereavement Leave and Unpaid Leave of Absence sections of the Employee Handbook.

MOTION: Trustee Arlowe moved to approve revisions to Sick Leave, Paid Time Off, Bereavement Leave and Unpaid Leave of Absence sections of the Employee Handbook. Trustee Warren seconded.

Discussion: Director Whitmer stated that the Sick Leave and Paid Time Off policies are the result of the Sick Leave Act which allows employees to use their paid time off for a broader range of family members. The Bereavement Leave was changed to include the Child Bereavement Act and to update the definition of family members to be consistent with other policies.

In response to Trustee DuRocher's question regarding the total number of days off, Director Whitmer explained that each employee may have a full week (7 consecutive days) off for bereavement. An additional full week will be granted for the death of an employee's child.

Trustee Picha suggested that Domestic Partner be included in the Sick Leave and Paid Time Off policies to be consistent with the Bereavement Leave Policy. After discussion, it was the general consensus of the Trustees to amend the Sick Leave and Paid Time Off policies to include domestic partner and add the Bereavement Leave definition of child.

Trustee Arlowe withdrew her motion.

Motion: Trustee Picha moved to approve revisions with suggested amendments to the Sick Leave, Paid Time Off, Bereavement Leave and Unpaid Leave of Absence sections of the Employee Handbook. Trustee DuRocher seconded.

Roll call vote:

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

Motion carried

e. Consider Renewal of Certificate of Deposit at MB Financial Bank

MOTION: Trustee Arlowe moved to authorize staff to renew the Certificate of Deposit at MB Financial Bank for a term not to exceed 24 months. Trustee Picha seconded.

DISCUSSION: Trustee Picha asked if MB Financial will honor rates offered at other financial institution including credit unions. Director Whitmer stated that she will inquire about that.

Roll call vote

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

Motion carried

f. Disposition of Warrenville Library Foundation Endowment Funds at DuPage Foundation

MOTION: Trustee Arlowe moved to authorize the Library Director to request the 2017 distribution from the Warrenville Public Library Designated Fund and to close the Warrenville Public Library Agency Fund and to transfer proceeds to the Library's Operating Fund until such time that the Library Board identifies a specific use for the proceeds. Trustee Picha seconded.

DISCUSSION: Trustee DuRocher asked if the Agency Funds will be deposited into the Library's Operating Fund. Director Whitmer stated that the funds will be deposited in the Operating Fund and that the former Foundation members would probably like to see these funds used for a specific purpose.

Trustee Warren asked if these funds could be used for a workstation for the book sale volunteers. Director Whitmer asked all trustees to think about how these funds could be used. The use of the funds can be discussed at a later date.

Roll call vote

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

Motion carried

- g. Appoint Committee to review and revise the Meeting Room Policy

MOTION: Trustee Arlowe moved to appoint Trustees DuRocher, Lezon and Warren to an ad hoc committee to propose a revised Meeting Room Policy. Trustee Picha seconded.

Voice vote:

Ayes – all

Motion carried

11. Director's Report – no discussion

12. Department Head Reports

- Director Whitmer stated that the textbook collection has been weeded. Leila Heath and her staff met with a School District representative.
- Tech Services and Youth Services are reclassifying the picture book collection. These items will be placed in bins and filed in order of subject headings – i.e. About Me, Tough Times, Transportation, etc. Director Whitmer stated that libraries that have organized their collections this way have seen an increase in circulation by 30-40%.
- Rebecca Herwaldt, part-time Teen Librarian, resigned to take a full time position at Messenger Library where she had been working part time. The position has been posted.
- Cindy Ruzicka's position has been filled by Nayeli Rios who is bilingual.
- Director Whitmer reported that the filing period for the trustee election in April is complete with three filings for the three open positions. Trustees Stull and Warren filed along with former employee Cindy Ruzicka. Director Whitmer invited Mrs. Ruzicka to attend future board meetings.
- Trustee Stull stated that the staff is doing a great job and loves the posters that Director Whitmer puts up.

13. President's Report

- Trustee Stull read the upcoming meetings, holidays and future board meeting topics for discussion and/or action.

14. Treasurer's Report

- Sandy Lezon had the opportunity to go visit the building that had housed the Sandwich Public Library. It is a very old brick building with columns, but very little maintenance had been done for at least 20 years. She is so grateful that this library is very well maintained.
- Trustee Lezon reported that the financials are in order.

- Trustee Lezon stated that over \$44,000 is budgeted for electric. Alternates included in the renovation bid package for LED retrofit in staff areas and exterior lighting were not approved. Retrofits would pay for themselves within a year and 3 months and the Library should consider these alternates.

She asked Director Whitmer if she has researched the Illinois Energy Now Grants. Director Whitmer stated the architect recommended waiting until the project was further along to obtain proposals from the electrician for the staff areas and parking lot LEDs. Director Whitmer stated the alternates were not approved because she wants to apply for the available grants.

Director Whitmer confirmed with the electrician the existing bulbs over the book stacks will be changed to LED bulbs and any new light fixtures being installed will be LED. One of the challenges during the project is that the lighting in the construction area is hard wired and cannot be turned off, leading to increased electricity consumption.

- Trustee Warren asked if the Library is considering a different consortium for power. Director Whitmer stated that currently the Library is with Northern Illinois Municipal Electric Cooperative (NIMEC). The contract will be up for renewal this spring at which time she believes the Library can choose whether to renew at the rates provided or another option might be to join the City of Warrenville's plan.

Director Whitmer asked for a trustee to assist her in researching power options and Trustee Warren volunteered.

Trustee Warren asked if Director Whitmer has investigated solar powered parking lot fixtures. Director Whitmer stated that she has not. Trustee Warren stated that Gail Borden Library has solar powered parking lot fixtures that are modern in design. Director Whitmer stated that the Library would need to obtain design change approvals from the City as the current fixtures conform to the City's specifications. Trustee DuRocher stated that a design allowing snow to slide off the fixture would be necessary.

15. Secretary's Report – Trustee Warren reported that everything looks good.
16. Committee Reports – None
17. Trustee Comments
18. Items for Information and/or Discussion – None

19. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 8:08 pm. Trustee Warren seconded.

Voice vote:

Ayes – all

Motion carried.

Respectfully submitted,

Richard W. Warren Jr.

Secretary

Board of Trustees

Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

December 31, 2016

WARRENVILLE LIBRARY INCOME	DECEMBER 2016	FUND BALANCES					UNAUDITED FUND BAL 8/30/2016	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED					
LEVY											
CORPORATE	1676131	95.1842%	17792	1673583	99.85%	301229	3489.36	51852.69	102557	743497	1283168
BLDG. & MAIN.	84803	4.8158%	900	84674	99.85%	53430	0	0	5416	19164	118940
TOTAL TAX (LEVIED)	1760934	100.00%	18692	1758257	99.85%	354659	3489.36	51852.69	107973	762861	1402108
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0.00
SPECIAL RESERVE	0		0	0		562160	0	0	0.00	38036	524124
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524
CAPITAL PROJECT	0		0	0		0	1929700	1929700	98446	274576	1655125
TOTAL	1760934	100.00%	18692	1758257	99.85%	1166190	1933189.4	1981552.7	206418	1075272	3830728
FORMULA = A+B+C-D=E				A		B		C		D	E

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: December 31, 2016

	CORPORATE FUND				
	1 Month Ended	6 Months Ended	Budget	Balance	% Received /
	Dec. 31, 2016	Dec. 31, 2016			Expended
Income					
Taxes Levied	17,792.19	1,673,583.46	1,676,131.00	2,547.54	99.85%
Copier	442.22	3,573.13	6,000.00	2,428.87	59.55%
Extended Use Fees	1,969.00	12,814.65	30,000.00	17,185.35	42.72%
Fees	9.00	101.25	300.00	198.75	33.75%
Interest	341.39	1,916.65	2,500.00	583.35	76.67%
Book Sales	0.00	1,304.84	5,000.00	3,695.16	26.10%
Lost Books	433.50	1,771.37	3,500.00	1,728.63	50.61%
Gifts / Memorials	100.00	12,036.17	1,000.00	(11,036.17)	1,203.62%
Miscellaneous	194.25	3,085.72	3,000.00	(85.72)	102.86%
Hotel/Motel Tax	0.00	15,248.91	18,049.00	2,800.09	84.49%
Grants - Per Capita	0.00	0.00	10,445.00	10,445.00	0.00%
	21,281.55	1,725,436.15	1,755,925.00	30,488.85	98.26%
Expenses					
Sal. - Administration	12,018.31	77,791.62	181,000.00	103,208.38	42.98%
Sal. - Circulation	9,867.29	57,973.70	117,000.00	59,026.30	49.55%
Sal. - Maintenance	1,294.09	8,490.57	26,000.00	17,509.43	32.66%
Sal. - Public Services	23,335.92	158,667.40	314,000.00	155,332.60	50.53%
Sal. - Tech Services	15,753.99	99,753.24	201,000.00	101,246.76	49.63%
I.M.R.F. - Expense	6,441.75	42,722.82	87,500.00	44,777.18	48.83%
Fica - Expense	4,613.11	29,848.16	64,500.00	34,651.84	46.28%
Unemp. Comp.	0.00	379.72	1,200.00	820.28	31.64%
Op - Mat'l Processing/Tech	514.26	3,922.25	9,170.00	5,247.75	42.77%
Op - Mat'l Processing/Circ	0.00	564.97	2,660.00	2,095.03	21.24%
Op - Postage	391.50	2,202.60	5,941.00	3,738.40	37.07%
Op - Office Supplies	539.18	1,949.59	4,000.00	2,050.41	48.74%
Op - Bank Fee's	47.25	423.78	795.00	371.22	53.31%
Op - Automation Supplies	0.00	1,005.69	3,000.00	1,994.31	33.52%
Op - Publishing	39.10	1,128.47	1,500.00	371.53	75.23%
Equip. - Purchases	3,189.00	8,440.44	6,300.00	(2,140.44)	133.98%
Equip. - Maintenance	162.09	1,866.28	3,500.00	1,633.72	53.32%
Auto. - Software	0.00	3,965.37	9,210.00	5,244.63	43.06%
Auto. - Purchases	264.35	4,039.66	9,950.00	5,910.34	40.60%
Auto. - Maintenance	221.86	36,039.50	48,295.00	12,255.50	74.62%
L. Ins. - Workmen's Comp	0.00	2,924.24	2,925.00	0.76	99.97%
Ins. - Multi Peril Package	0.00	10,530.00	10,603.00	73.00	99.31%
Ins. - Health / Life	3,474.05	18,680.52	65,780.00	47,099.48	28.40%
Pd - Recruiting	45.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	44.22	371.41	1,200.00	828.59	30.95%
Pd - Staff / Dues	0.00	899.00	2,625.00	1,726.00	34.25%
Pd - Staff / Meetings	195.00	1,389.56	5,650.00	4,260.44	24.59%
Pd - Staff / Transportation	103.63	471.02	2,500.00	2,028.98	18.84%
Pd - Trst / Migs	0.00	315.00	1,000.00	685.00	31.50%
Pd - Trst / Transportation	0.00	93.94	200.00	106.06	46.97%
Pd - Trustee Misc.	9.99	95.91	500.00	404.09	19.18%
Cont. - Lawyer	0.00	2,347.50	15,000.00	12,652.50	15.65%
Cont. - Accounting	801.04	4,898.00	9,700.00	4,802.00	50.49%
Cont. - Collections	44.75	304.30	1,000.00	695.70	30.43%
Cont. - Audit	600.00	5,900.00	6,450.00	550.00	91.47%
Cont. - Consultants	0.00	0.00	10,000.00	10,000.00	0.00%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: December 31, 2016

	CORPORATE FUND				
	1 Month Ended Dec. 31, 2016	6 Months Ended Dec. 31, 2016	Budget	Balance	% Received / Expended
Lib. Mat. - Adult Books	3,939.47	28,890.49	63,650.00	34,759.51	45.39%
Lib. Mat. - Youth Books	3,441.57	18,564.25	35,150.00	16,585.75	52.81%
Lib. Mat. - Adult AV	1,865.24	13,589.74	30,875.00	17,285.26	44.02%
Lib. Mat. - Youth AV	694.64	2,387.76	8,550.00	6,162.24	27.93%
Lib. Mat. - EBooks	585.57	2,488.09	14,250.00	11,761.91	17.46%
Lib. Mat. - Periodicals	0.00	8,969.46	11,400.00	2,430.54	78.68%
Lib. Mat. - Internet Subsc...	82.50	17,452.25	42,750.00	25,297.75	40.82%
Ps - Programs Adult	620.06	2,476.65	6,500.00	4,023.35	38.10%
Ps - Programs Youth	79.91	1,232.32	6,500.00	5,267.68	18.96%
Ps - Hotel/Motel	0.00	7,842.15	17,850.00	10,007.85	43.93%
Ps - Refunds / Fines / F...	0.00	102.97	500.00	397.03	20.59%
Ps - Printing	0.00	5,239.00	12,000.00	6,761.00	43.66%
Ps - PR / Publicity	13.16	1,745.37	5,300.00	3,554.63	32.93%
Ps - Misc.	119.85	806.22	3,000.00	2,193.78	26.87%
Gas	418.77	1,437.76	10,000.00	8,562.24	14.38%
B & M - Water / Sewer	0.00	253.92	900.00	646.08	28.21%
Electricity	3,346.07	24,177.26	44,500.00	20,322.74	54.33%
Telephone	1,730.98	8,465.01	14,000.00	5,534.99	60.46%
B & M - Landscape Maint	270.00	3,470.00	7,950.00	4,480.00	43.65%
Gifts	0.00	0.00	1,000.00	1,000.00	0.00%
Contingency	1,338.93	3,330.23	10,000.00	6,669.77	33.30%
Debt Repayment	0.00	0.00	180,000.00	180,000.00	0.00%
	102,557.44	743,497.13	1,758,779.00	1,015,281.87	42.27%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: December 31, 2016

	BUILDING & MAINTENANCE FUND				
	1 Month Ended Dec. 31, 2016	6 Months Ended Dec. 31, 2016	Budget	Balance	% Received / Expended
Income					
Taxes Levied	<u>900.19</u>	<u>84,674.18</u>	<u>84,803.00</u>	<u>128.82</u>	<u>99.85%</u>
	900.19	84,674.18	84,803.00	128.82	99.85%
Expenses					
Maintenance	2,565.76	12,407.76	39,720.00	27,312.24	31.24%
Maintenance Supplies	241.92	1,600.82	5,900.00	4,299.18	27.13%
Security	0.00	492.00	7,800.00	7,308.00	6.31%
Snow Removal	2,600.40	3,002.40	20,000.00	16,997.60	15.01%
Hvac	0.00	301.84	10,900.00	10,598.16	2.77%
Janitorial Supplies	<u>7.98</u>	<u>1,359.39</u>	<u>2,200.00</u>	<u>840.61</u>	<u>61.79%</u>
	5,416.06	19,164.21	86,520.00	67,355.79	22.15%

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: December 31, 2016

SPECIAL RESERVE FUND				
	1 Month Ended	6 Months Ended		% Received /
	Dec. 31, 2016	Dec. 31, 2016	Budget	Expended
Income				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Expenses				
Auto. - Purchases	0.00	38,036.08	37,800.00	100.62%
Maintenance	<u>0.00</u>	<u>0.00</u>	<u>17,000.00</u>	<u>0.00%</u>
	<u>0.00</u>	<u>38,036.08</u>	<u>54,800.00</u>	<u>69.41%</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: December 31, 2016

	DEVELOPER DONATIONS				
	<u>1 Month Ended Dec. 31, 2016</u>	<u>6 Months Ended Dec. 31, 2016</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received / Expended</u>
Income					
Developer Donations	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>40,000.00</u>	<u>.000%</u>
	0.00	0.00	40,000.00	40,000.00	0.00%
Expenses					
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

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WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: December 31, 2016

	CAPITAL PROJECT				
	<u>1 Month En...</u>	<u>6 Months Ended</u>	<u>Budget</u>	<u>Balance</u>	<u>% Receiv...</u>
	<u>Dec. 31, 2016</u>	<u>Dec. 31, 2016</u>			<u>Expended</u>
Income					
Debt Certificate Proce...	<u>0.00</u>	<u>1,929,700.00</u>	<u>1,900,000.00</u>	<u>(29,700.00)</u>	<u>101.56%</u>
	0.00	1,929,700.00	1,900,000.00	(29,700.00)	101.56%
Expenses					
Capital Improvement ...	<u>98,445.32</u>	<u>274,574.69</u>	<u>2,500,000.00</u>	<u>2,225,425.31</u>	<u>10.98%</u>
	98,445.32	274,574.69	2,500,000.00	2,225,425.31	10.98%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
December 31, 2016

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	11,088.72
Cash / Copier Change	75.00
MB Operating	186,465.83
MB Business NOW	2,610,456.68
MB Business Money Market	824,070.42
MB Certificate of Deposit	<u>200,749.57</u>

3,833,316.22

General Fixed Assets

4,461,551.00

TOTAL ASSETS

\$ 8,294,867.22

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>2,586.65</u>
	2,586.65

LONG-TERM LIABILITIES

0.00

EQUITY

Fund Balance	7,867,280.57
Fund Balance Special Reserve	<u>425,000.00</u>
	8,292,280.57

TOTAL LIABILITIES & FUND BALANCE

\$ 8,294,867.22

See Accountants Compilation Letter

CONSENT AGENDA

Apply a 1.95% market adjustment to the Wage Scale effective July 1, 2017

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

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

1.95% market adjustment applied to 7/1/16 pay grades
Maintains 11.8478% midpoint-to-midpoint spread
Maintains 20% difference from midpoint to minimum/maximum

Proposed 1/18/2017

REGULAR AGENDA

Approve payments for the period of December 22, 2016 –
January 18, 2017

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

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
December 22, 2016 - January 18, 2017

Date	Num	Name	Amount
01/18/2017	5634	Accounting Services, Inc.	-498.00
01/18/2017	5635	Ambius	-270.00
01/18/2017	5636	American Library Association	-95.00
01/18/2017	5637	Baker & Taylor Adult Fiction I	-2,071.37
01/18/2017	5638	Baker & Taylor Adult NonFiction	-2,169.63
01/18/2017	5639	Baker & Taylor Continuation Service	-284.04
01/18/2017	5640	Baker & Taylor Juvenile	-2,869.03
01/18/2017	5641	Bayscan Technologies	-244.00
01/18/2017	5642	BlueWire Communications	-354.00
01/18/2017	5643	Central Technology	-1,669.50
01/18/2017	5644	Constellation New Energy	-4,144.74
01/18/2017	5645	ELM USA, Inc.	-99.95
01/18/2017	5646	Forte	-5.00
01/18/2017	5647	Grant & Power	-1,358.40
01/18/2017	5648	Inderjeet Sidhu	-230.00
01/18/2017	5649	Interior Investments, LLC	-80,476.00
01/18/2017	5650	JanWay Company	-334.91
01/18/2017	5651	LIMRICC Purchase of Health Insurance Prog	-4,447.09
01/18/2017	5652	Midwest Tape	-2,716.85
01/18/2017	5653	Midwest Tape	-604.68
01/10/2017	5654	OverDrive	-457.95
01/10/2017	5655	Provantage LLC	-288.95
01/18/2017	5656	Quill Corporation	-178.16
01/18/2017	5657	Reaching Across Illinois Library System	-2,822.21
01/18/2017	5658	Service Master Commercial Cleaning	-1,600.00
01/18/2017	5659	Shales McNutt Construction	-142,509.40
01/18/2017	5660	Sikich LLP	-550.00
01/18/2017	5661	U.S. Postmaster	-400.00
01/18/2017	5662	Warrenville Ace Hardware	-147.90
01/18/2017	5663	Waterlogic East LLC	-150.00
01/18/2017	5664	Konica Minolta Business Solutions	-194.55
01/18/2017	5665	Service Master Commercial Cleaning	-183.81
01/18/2017	5666	Business Card	-4,136.62
01/18/2017	5667	Petty Cash Fund	-8.64
01/18/2017	5668	Davis, Jackie	-6.48
			-258,576.86

Thursday, Jan 12, 2017 07:47:19 AM GMT-8 - Cash Basis

REGULAR AGENDA

Approve transfer of funds

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

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

UNFINISHED BUSINESS

Building Project Update (*discussion only*)

Report as of 1/12/17

PATRON IMPACTS

- Demolition of one of the main aisle counters and the Construction Manager's request to move into some phase 2 areas has impacted the number of computers available to the public (reduced by 3). At the end of the month, the second set of counters in the main aisle will be demolished resulting in the loss of an additional 3 computers.
- Work continues and can be noisy. Our noisiest days this month were for concrete cutting and drilling. Generally, the work is complete by about 2:30 p.m.
- Whenever possible, the CM schedules work for early morning, prior to opening.
- Occasionally, pathways are blocked due to work in progress.

STAFF IMPACTS

- Staff continue to work in the temporary "office" a.k.a. the meeting room. All are looking forward to moving back into our real offices and new workspaces.

NEXT STEPS

- Phase 1 is nearing its end. We are waiting on completion of the following:
 - Carpet/Tile installation in staff areas, checkout/vending areas and the south section of the public area
 - Lighting installation
 - Dropped ceiling installation
 - Book return installation
 - Millwork installation (cabinets, shelving)
 - Installation of doors, partition windows
 - Delivery of office workstation furniture for Circulation Manager, Assistant to the Director and a new workstation in the Adult Service work area.
 - Completion of electrical installations on south wall (light, outlets)
- Once the above is complete, staff will move into their refreshed workspaces and the check out desk, holds, self check and indoor returns will re-open.
- The shelving for the Adult book collections will be moved into its final location. Youth, Teen and AV collections will be moved to temporary Phase 2 locations.
- Vending machine delivery is scheduled for the week of February 6. (We will have a cold beverage machine and a hot beverage machine on the main level.)
- **NOTE: During Phase 2, Director Whitmer has approved the closure of the main entrance. The restrooms in the lower level will be open for public use.** (Phase 2 work includes renovation of the public restrooms, addition of automatic door openers at main entrance, construction of teen room and renovation of meeting room.)

SUMMARY OF PROGRESS

- All carpet removed from Phase 1 areas
- Shelving moved into place for Phase 1 construction
- Drywall, taping, painting completed in staff areas
- Natural Gas piping for fireplace installed
- Electrical floor installations located and prepared (saw cut, drilling, etc.)
- Floors skim-coated for carpet/tile installation
- Staff Break Room tile installed
- Cooling unit installed in Server Room (not yet operational)
- Millwork for Phase 2 reviewed, revised and approved
- Some Phase 2 work begun (framing for fireplace, framing and drywall soffit for quiet reading room, framing and drywall for skylight)

CONSTRUCTION MEETING NOTES

December 28

- Confirmed LFI Shelving Deliveries –
January 30 for Phase 1
March 27 for Phase 2
- Discussion of various RFIs (Request for Information) and Submittals

January 11

- Confirmed Shade installation and operation for east wall and meeting room
- Approved millwork plans for youth and adult service desks, toddler room transaction counter, youth entry "trees," teen wall, tech lab counter
- Approve door locks for meeting room and study rooms
- Changed paint color selection for south wall to coordinate with furniture finishes

CHANGE ORDERS APPROVED (through 1/11)

(Contingency Budget for project: \$89,427)

Number	Description	Add / (Deduct)
1-3	Various (reported prior months)	\$10,573
4	Additional framing, drywall and taping (change in scope of work)	\$595
5	Additional framing, drywall	\$331
6	Credit for new fire extinguisher & cabinet called for on bid drawings	(\$298)
7	Revised floor box types and for quantity changes	\$1,926
8	Revised light fixtures	\$1,322
9	Credit for revisions and clarifications to can lights	(\$349)
10	Additional framing, drywall and taping to deck in IT room (per fire department)	\$1,942
11	Upgrade existing FDC (fire department connection) (per fire department)	\$664
	TOTAL	\$16,706

UNFINISHED BUSINESS

Used Book Sale (ACTION)

SUGGESTED MOTION (if Board wants to reinstate the used book sale):

Include the resumption of the Used Book Sale in the Strategic Priority Action Steps for Fiscal Year 2018 (ACTION)

As the Management Team begins work on the Strategic Priorities and Work Plan for Fiscal Year 2018 which will ultimately impact the FY18 Budget, staff request direction from the Board of Trustees regarding the return of the Used Book Sale.

The Director's report on this matter (as presented in the September 21, 2016 Board Packet) is included on the following pages.

There are mixed thoughts among staff, including the Director, regarding the book sale.

The primary objections stem from the following concerns:

- Even if the book sale were to be staffed by volunteers, employee hours would be needed to recruit and train volunteers and oversee general operations.
- Storage and work area for the book sale (in the room currently used as a temporary meeting room) is highly coveted for children's programs that involve "messy" activities such as "Science Explorers," painting, glue, glitter, etc.

If the Board is intent on resuming the book sale, then the Director recommends the Book Sale's mission be elevated from recycling/fundraising to job skills training for middle and high school volunteers. This would require making some physical modifications to the room and boosting the teen librarian position to full time (or adding other staff hours for oversight of this program).

NEW BUSINESS

From 9/21/16 Board Packet

Used Book Sale *(discussion only)*

The Used Book Sale was closed in July so that staff could prepare the lower level storage spaces for use during the renovation of the Library. (The large storage area will be assigned as office and workspace for Shales McNutt Construction. The smaller storage area will be used for staff and board meetings, book discussion meetings, a limited number of programs and storage of staff files, equipment, supplies, etc.)

The purpose of this discussion is to review certain aspects of the Used Book Sale to assist the Board with making a decision regarding whether or not the Used Book Sale will be restarted following completion of the Library renovation. The questions below are intended to help the Board consider different aspects of the Used Book Sale and the other methods for repurposing and recycling books.

Library staff is not asking the Board to make a decision in September, but would like to start the conversation now and get specific direction from the Board no later than January. This will allow staff to plan accordingly (budget, space use) for next fiscal year.

1. What is the purpose of a Used Book Sale?

- Income for the Library
- An outlet for library discards
- A place for the community to recycle used books and other items.
- A place for the community to purchase used books and other items.

2. Does a Used Book Sale address the Library's Strategic Priorities?

- The Library will be a **destination** in the community with programs, spaces and collections that appeal to all ages. The Library will be a **comfortable place** with areas for gathering, meeting and studying.

3. Does the Used Book Sale offer any benefit to the community?

- The community can discard any unwanted materials by donating them to the used book sale. (There are other local places that accept these donations.)
- Offers an opportunity for volunteers to support the Library.
- Offers an opportunity to purchase books and build a home library.
- Used books can be made available (for a charge or for free) to schools and teachers.

4. Is the income sufficient to offset any management, facility or other costs?

• INCOME

From June 2015 – July 2016, the income breakdown for used book sales was:

Library Used Book Sales:	\$3,470.05
Consignment:	\$1,090.67
Recycling:	\$1,993.35
Total:	\$6,554.07

- **STAFF EXPENSES**

Current:

Staff (estimated) - \$3,380 annually

Donation & cash management (collecting materials & payments)

3 hours per week @ \$15 per hour = \$45 x 52 weeks = \$2,340

Janitorial (moving materials)

1 hour per week @ \$20 per hour = \$20 x 52 = \$1,040

Future:

Ideally, the Library would hire a Volunteer Coordinator (or add hours and duties to an existing staff position). The Volunteer Coordinator would be responsible for developing volunteer job descriptions, establishing best practices for the book sale, scheduling and overseeing the work of the volunteers.

- **FACILITY EXPENSES**

Other than the work area, the book sale operates in a space that is accessible to the public during all operating hours. Facility expenses have been minimal.

The Board would need to consider whether or not available space should be used for a book sale or another purpose.

5. How many volunteer hours are needed for the sale to be successful?

- From June 2015-July 2016, volunteers recorded more than 260 hours. (Average 5 hours per week).
- Depending on a number of factors (amount of materials donated, responsibility for staffing a drop off day/time, sort process and display cycle) the Director estimates 8-10 volunteer hours per week would be ideal.

6. Are there any tax implications?

- Sales tax should be collected and remitted on any ongoing sales.
- Sales tax is not required to be collected on occasional sales (for instance a one-time sale)
- Regardless, sales tax will need to be implemented if the Library continues to sell items such as flash drives, earbuds, book bags, etc. Additional internal bookkeeping will be needed; the Library's accountant will be responsible for preparing the appropriate paperwork for remittance.

7. How is the success of the book sale determined?

- Customer finds "just the right book"
- Income for Library's Corporate Fund
- Gives the community an outlet to "recycle" their used materials
- Provides volunteer hours
- Other?

8. Where will the materials come from? How will they be collected?

In its most recent form:

- Donations were accepted at the Information Desk at any time.
- Only donated items were placed in the Used Book Sale.

If the Book Sale is restarted, the Library Director recommends one of the following for collection of donated materials:

- Setting a specific date/time each month (for instance, the second Saturday of the month from 10am-Noon) for collection of donations from the public. Volunteers would be scheduled to accept and sort the materials.
- Scheduling volunteers for specific hours on weekdays and/or Saturdays, then posting those hours as "drop off" times.
- Reassign the book drop that is on the wall of the building (adjacent to the lower level entry doors) as a donation box. Volunteers would be responsible for emptying as needed.

9. Is there another opportunity to generate income through used books and other materials?

- Conduct a once-a-year sale.
- Place books on consignment with a reseller. (Currently we have a consignment agreement with BookZone in Aurora.)
- Give books to a recycler/reseller in return for a payment per pound. (Currently we use Discover Books and are paid 4 cents per pound. The Library has been approached by a book reseller/recycler that has recently opened a warehouse in Aurora. The Library would be paid per pound (more than twice the current reseller/recycler rate).

10. Is there another outlet for used book donations/used book sales in the community?

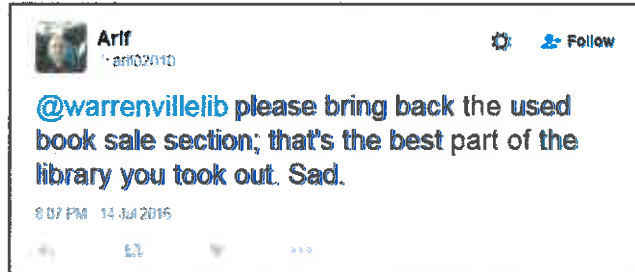
- Discoveries Resale Shop accepts books and AV materials
- St. Irene's has a recycling bin that accepts paperback books and magazines. (They receive payment per pound.)
- Savers (Naperville), Goodwill (Naperville), St. Vincent de Paul (West Chicago) also accept book, DVD and CDs.

11. What challenges did the Library experience with the Used Book Sale?

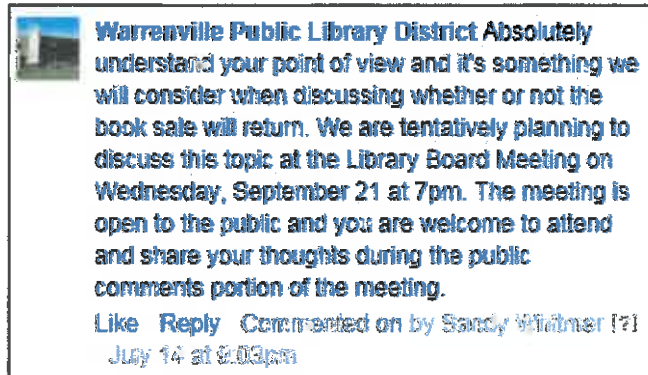
- Inconvenient and no storage area for donations dropped off at Information Desk. No staff or space to handle large donations (multiple, heavy boxes).
- YUCK! Donations. (Honestly, it's gross sometimes and none of our staff or volunteers should be subjected to some of the stuff we receive.)
- Our volunteers were GREAT! But, there needs to be more volunteers so that the work can be shared. More volunteers will also allow materials to continue to be processed if one of the volunteers is ill or out of town.
- Aesthetics – the display is not particularly pleasing and can look messy. How can we make it more appealing?
- Volunteer Workspace & Storage – There needs to be a better workspace for the book sale volunteers. It should incorporate shelving/storage, worktable and desk/computer.

12. Has there been any patron feedback?

- Four written requests for the book sale's return have been submitted to the Library's suggestion box. One person included a name/contact info and was contacted by the Library Director and invited to the September Board Meeting.
- One individual commented on Twitter and Facebook. Unfortunately, the patron deleted his comments from Facebook. I've included the tweet and our response to the Facebook post below.



(Twitter)



(Facebook)

NEW BUSINESS (ACTION)

Request for Accumulated Developer Donations (ACTION)

SUGGESTED MOTION:

Authorize Library Director to request the release of all accumulated developer donations being held by the City of Warrenville

As of 12/31/16, the City of Warrenville is holding \$55,864.31 in accumulated developer contributions for the Library District. Director Whitmer recommends requesting the release of the contributions so that the fund can be used for the renovation project.

UNFINISHED BUSINESS

Adopt Policy No. 111 - Remote Attendance and Participation (ACTION)

SUGGESTED MOTION:

Adopt Policy No. 111 – Remote Attendance and Participation

This business item was first discussed in August 2017. At that time, the Board asked that the discussion be postponed. The policy presented in August has been expanded here to address remote attendance (without participation) in addition to remote participation. The policy also addresses costs incurred by the Trustee who is not physically present. For your reference, the applicable sections of the Open Meeting Act are included on the next page.

POLICY NO. 111 - REMOTE ATTENDANCE AND PARTICIPATION

The Warrenville Public Library District Board of Trustees allows board members to participate from a remote location via audio or video conference for the following reasons:

- Personal illness or disability
- Employment purposes or the business of the public body
- A family or other emergency

A request to participate remotely should be given to the Library Director or Board President a minimum of 24 hours in advance of the meeting.

A quorum must be physically present at the meeting's location. Immediately following roll call, the Trustees physically present will vote to authorize the remote attendance. Once remote attendance is authorized, the remote attendee may participate in the meeting. For the purpose of meeting minutes, the remote participant will be counted as present by means of video or audio conference and will have full participation and voting rights.

A Trustee who is absent but does not meet one of the qualifying reasons for remote participation may attend remotely, but may not participate in the meeting. In this situation, the Trustee will not be permitted to participate in any discussions or votes.

Costs incurred by the Trustee for remote participation will not be reimbursed by the Library.

FOR REFERENCE

OPEN MEETINGS ACT LANGUAGE

(5 ILCS 120/7)

Sec. 7. Attendance by a means other than physical presence.

(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference.

(b) If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical.

(c) A majority of the public body may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the public body. The rules must conform to the requirements and restrictions of this Section, may further limit the extent to which attendance by other means is allowed, and may provide for the giving of additional notice to the public or further facilitate public access to meetings.

The ballot certification for the April 4, 2017 Consolidated Election was submitted to the DuPage County Election Commission. Three full-term seats will be elected. Three residents filed:

- Heather J. Stull
- Richard ('Rick') Warren, Jr.
- Cindy Ruzicka

At the December Board Meeting, Trustee DuRocher offered to review information about an Ivan Albright painting that was being offered for sale. Upon receiving the asking priced (\$2.5 million), we decided not to pursue the purchase.

The Certificate of Deposit at MB Financial Bank was renewed for a 24-month period at an APY of 0.85%.

A letter requesting closure of the Warrenville Public Library Agency Fund has been submitted to DuPage Foundation. Funds should be released to the Library in February.

In December, the Library approved a request for an individual to circulate petitions in accordance with the policy adopted in September. The petition in question, to annex the City of Warrenville into the City of Naperville has been the subject of many questions and concerns. The Library responded to a FOIA request from WGN-TV related to correspondence for the request to circulate petitions.

NIMEC informed us that this year's bid for electricity will take place between February 1 and March 31. We will have 3-5 days' notice once the bid date is set and will have to make a decision on bid day. In December, Trustee Warren offered to look into other opportunities. I sent him an email with some starting points. As a member of the Illinois Gas Cooperative, we use Vanguard for Natural Gas pricing. They also coordinate electricity pricing for the cooperative. I've requested a proposal from Vanguard Energy.

December Meetings/Programs/Outreach (Sandy)

December 5 – TIF#3 Joint Review Board Meeting

December 6, 13 – Management Team Meetings

December 7 – Retirement Luncheon for Warrenville Park District Executive Director Diane Dillow

December 13 – Webinar: RAILS Member Update

December 14, 28 – Construction Meetings

December 15 – Job Descriptions: Why, What and How (Management Association)

STATISTICAL SUMMARY

December 2016

	DEC 2016	DEC 2015	% change	+/-
TOTAL CIRCULATION	15,661	18,185	-13.9%	-2,524
Print	6,749	8,038	-16.0%	-1,289
NonPrint	8,007	9,294	-13.8%	-1,287
Equipment (mobile dev., in-house laptops, etc.)	33	52	-36.5%	-19
Downloadables	872	801	8.9%	71
OVERDRIVE (eBooks & eAudiobooks)	682	743	-8.2%	-61
ZINIO (eMagazines)	52	58	-10.3%	-6
Hoopla	138	n/a		
ITEM REQUESTS PROCESSED	222	185	20.0%	37
INTERLIBRARY LOANS RECEIVED	204	178	14.6%	26
MATERIALS ADDED	735	784	-6.3%	-49
MATERIALS WITHDRAWN	241	2,500	-90.4%	-2,259
TOTAL COLLECTION SIZE*	106,934	126,736	-15.6%	-19,802
PROGRAMS				
Number of Adult Programs	1	5	-80.0%	-4
Adult Program Attendance	6	63	-90.5%	-57
Number of Children's Programs	-	17	-100.0%	-17
Children's Program Attendance	-	415	-100.0%	-415
Book-A-Librarian	1	6	-83.3%	-5
Book-a-Librarian Attendance	1	6	-83.3%	-5
RECIPROCAL BORROWER CIRCULATION	1,188	1,620	-26.7%	-432
RESIDENT CARDS ACTIVE	6,190	6,399	-3.3%	-209
RECIPROCAL BORROWER CARDS ACTIVE	315	359	-12.3%	-44
VISITOR COUNT **	7,175	9,531	-24.7%	-2,356
COMPUTER SESSIONS	1,291	1,622	-20.4%	-331
DATABASE USAGE***	449	1,685	-73.4%	-1,236
WEBSITE VISITS	4,523	7,776	-41.8%	-3,253
UNIQUE WEBSITE VISITORS	2,113	3,937	-46.3%	-1,824

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

**March 2016 installed new counter at main entrance. Collects only entry through exterior doors.

Detailed statistical reports will be available at the Board Meeting

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

PUBLIC SERVICES DEPARTMENT REPORT

December 2016

Leila Heath

InterLibrary Loan

Item Requests Processed: 222 (185 LY); Materials Received: 204; Materials Lent: 67

Programming

Adult:

Book Discussion 12/1: 6

Book a Librarian (1): 1

Puzzles: 1

1000 piece: *Winter Village*

All Ages:

Wrap Up a Good Book 11/25-12/23

Outreach / PR

The Library e-newsletter, Library Matters, was mailed 12/27 to 551 (542 LY) recipients.

Shelving / Collection Shifts

YS Shelving Prep: Picture Books Classification

Condensed and shifted: YS Spanish, J Fiction, Beginning Readers, Award Nominees, YS New Books, Picture Books.

Meetings / Continuing Ed

Management Meetings: Leila

YS Programming Meeting 12/1: Leila, Diana, Jane

Touchbase Meetings 11/30-12/7: Leila, Jen, Sylvia, Guillermo, Alyssa, Diana, Jane

Kindle Selection & Purchasing Procedures 12/6: Leila, Cynthia, Jen, Jane

Tech Team Meeting 12/8: Jen, Sylvia, Diana, Jane, Nayeli

Day of Play Planning Meeting 12/13: Diana

AS Managers SIG 12/14: Leila

Readers' Advisory

NextReads eNewsletter: 147 (145 LY) subscribers

Teen Volunteers: 1; Hours: 1

Shelf Talkers: Jen put out 12 shelf talkers in the nonfiction section at the beginning of December. Each one has been adapted from Library blog postings and gives a brief description of a reviewed title and the reviewer's name.

Beyond Dust Jackets Blog: Views 12/1-31: 1103; Total views 2016: 9629

OverDrive eAudiobooks/eBooks

New User accounts 12/1-31: 11

Checkouts 12/1-31: 682

Total checkouts 2016: 9078; Total checkouts FY: 4468

Zinio eMagazines

User accounts thru 12/31: 183

Checkouts 12/1-31: 52

Total checkouts 2016: 757; Total checkouts FY: 362

Hoopla (launched 3/15)

New User accounts 12/1-31: 14

Checkouts 12/1-31: 138

Total checkouts 2016: 1220; Total checkouts FY: 839

TECHNICAL SERVICES REPORT

December 2016

Louis Carlile

Collection statistics for the month:

*735 items were added. (494 books, 108 AV, 131 periodicals, 0 eBooks/eAudio, 2 equipment)

*241 items were deleted. (93 books, 8 AV, 140 periodicals, 0 eBooks/eAudio, 0 equipment)

Other Items:

*20 books were repaired.

*190 AV were cleaned / repaired.

Activities:

*Tech Team meeting (Lou Carlile)

CIRCULATION REPORT

December 2016

Patty Dybala

Library Card Monthly Stats		
	December 2016	December 2015
# of new cards issued	41	54
# of renewed cards (expiring 12/2016)	47 (151 notices sent)	30 (110 notices sent)
Warrenville Resident cards (active)	6,190	6,399
Reciprocal Borrower cards (active)	315	359

Miscellaneous Monthly Circulation Stats		
	December 2016	December 2015
Self-Checkout Station	3,627 items (24% of total circulation)	4,111 items (23% of total circulation)
Reciprocal Borrower Circulation	1,188	1,620
# of Outgoing Book Discussion ILL Requests	17 (7% of total item requests)	49 (21% of total item requests)
Mobile Device Circulation	28	38
Mobile Device In-house Circulation	5	11

Professional Growth/Meetings:

12/6;12/13;12/20 Management Team meeting- Patty

12/8 Tech Team Meeting- Jaime

12/6 Meeting w/Sandy W re: job posting- Patty

12/13-12/16 Circulation Staff Mid-year meetings- Patty, Ellen, Jaime, Stephanie, Sarah, Sandy

Homebound Delivery

12/20-Patty & Leila

COMPUTER SERVICES REPORT

December 2016

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (2)
 - Phone conference with SirsiDynix customer relations manager Pam Arnold.
 - Tech Team meeting: BLUEcloud PAC and Hoopla connector for eRC, mobile device promotion assignments for each department
2. Continued moving/removing/storing PCs, servers and related equipment as needed due to construction.
3. Added Nayeli's user profile to a laptop to facilitate staff training at the Youth Services Desk.
4. Updated Dreamweaver Creative Cloud software on 2 PCs and 1 laptop.
5. Completed the deletion of network and/or email accounts for 4 former employees. Disabled network/email accounts for one former employee.
6. Determined that SirsiDynix BLUEcloud PAC will not have substantial future development. Waiting for quote for Enterprise PAC interface to determine whether pricing concessions will make this a viable option.
7. Acquired Color Muse paint match scanner and AAXA P3X pico projector and added to the mobile device collection.
8. Reset Krayon Kiosk iPad that was locked with a passcode due to an unexpected iOS update. Completed iOS update on all Kiosk iPads then refreshed applications from original cloud backup.
9. Worked with Leila to set up additional users in Amazon Whispercast to enable staff selection of Kindle books, and reviewed selection/documentation/syncing procedures to assist with the transition.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, January 11, 2017)

Wednesday, January 18 at 7 p.m.
Regular Library Board of Trustees Meeting
Lower Level Meeting Room

Thursday, February 2 at 7 p.m.
Meeting Room Policy Committee
Lower Level Meeting Room

Wednesday, February 15 at 7 p.m.
Regular Library Board of Trustees Meeting
Lower Level Meeting Room



Building Project Calendar

Tentative Target Dates (+/- one week)

Week of January 23

Move staff into office areas

Move shelving into Phase 2 locations

Week of January 30

Phase 1 punch list

Open Check Out and Returns area

Phase 2 construction begins

Continuing Education Opportunities

Please inform Director Whitmer by Wednesday, February 1 if you wish to attend either of the following events:

West Suburban Library Legislative Lunch, Mon., Feb. 13, 11:30 a.m. – 2:30 p.m.
Chicago Marriott Oak Brook
(Flyer included on following page)

Library Trustee Forum – Sat., Feb. 18, 8 a.m. – 3:30 p.m.
At Chicago Marriott Oakbrook
(Flyer included on following page)

Future Board Meeting Discussion/Action Items

February –

- Review of Closed Session Minutes
- Review Staff Report on FY17 Strategic Priority Action Steps; Board Input on Action Steps for FY18
- Meeting Room Policy
- Review suggested uses for Foundation funds

March –

- General Conduct Policy
- Presentation by Circulation Manager Patty Dybala regarding Fines & Fees
- Approve Strategic Priority Action Steps for FY18

COMMITTEE REPORTS

Meeting Room Policy Committee

The Meeting Room Policy Committee met on Tuesday, January 10. Prior to the meeting, the group reviewed information about public forums and the impact of First Amendment rights and various "public forum" issues related to public use of government spaces. (The information packet for the meeting is available at <http://www.warrenville.com/about/agendasandminutes.php>.)

Library staff will develop a draft policy for the committee to review at its next meeting (Thursday, February 2 at 7 p.m.)

The following points will guide the development of the draft policy:

- Meeting room to be open without restriction to content of meeting.
- Not permitted: social gatherings (birthday parties, showers, etc.), sales, solicitation, admission fees
- No fees charged to use the room
- Fees (TBD) will be charged for use of AV equipment and optional room set up. These fees will cover the cost of paying additional (new?) staff for this purpose.
- Use of the room will not be restricted to Warrenville Library cardholders. However, cardholders will have a "first dibs" on the room (after the Library).
- Meeting room will not be available for public use on Sundays.

Additional rules and guidelines will be developed by staff based on past use and experience.

A draft policy will be presented to the Board in February for review and comment.