



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, February 15, 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 January 18, 2017 Regular Board of Trustees Meeting
  - b. Receive and file Financial Report for January
8. Regular Agenda
  - a. Approve payments for the period of January 19 – February 15, 2017 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
  - c. Approve Minutes of the February 2, 2017 Meeting Room Policy Committee Meeting **(ACTION)**
9. Unfinished Business
  - a. Building Project Update (discussion only)

10. New Business
  - a. Review Staff Report on FY17 Strategic Priority Action Steps and Provide Input and Feedback on Action Steps for FY18 (discussion only)
  - b. Review Revisions to Meeting Room Policy (discussion only)
  - c. Review Suggested Uses for Foundation Funds (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 as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."
20. Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Meeting**  
**Of the Board of Trustees**  
**Wednesday, January 18, 2017**

1. Call to order – Trustee Stull called the meeting to order at 7:01 p.m.
2. Roll call

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

ABSENT: Trustees Arlowe and Richardson

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

OTHERS ATTENDING: Trustee Candidate Cindy Ruzicka

3. Approval of the Agenda

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

*Voice vote – all ayes*

*Absent – Trustees Arlowe and Richardson*

*Motion carried*

4. Presentation – None
5. Public comments – Ms. Ruzicka said that she is looking forward to serving on the Warrenville Public Library Board.
6. Correspondence - None
7. Consent Agenda

Trustee Warren read the consent agenda as follows:

- 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.

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

*Roll call vote:*

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

*Nays - none*

*Absent – Trustees Arlowe and Richardson*

*Motion carried*

## 8. Regular Agenda

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

*MOTION: Trustee Picha moved to approve payment in the amount of \$272,777.42 for the period of December 22, 2016 – January 18, 2017 including electronic payments and checks #5634 – 5676. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays - None*

*Absent – Trustees Arlowe and Richardson*

*Motion carried*

- b. Approve Transfer of Funds

*MOTION: Trustee Picha moved to transfer \$350,000 from the Business NOW account to the Operating Account. Trustee Warren seconded*

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

*Absent – Trustees Arlowe and Richardson*

*Motion carried*

## 9. Unfinished Business

- a. Building Project Update

- Director Whitmer stated that during Phase 2 the Stafford Place entrance will be closed to allow for construction in that area. During this time, the lower level restrooms will be open to the public.
- The Adult collections will be relocated to their permanent positions on January 19.
- During the week of January 23 the Youth, Teen and AV collections will be moved to temporary Phase 2 locations.
- The staff will be moving into their newly renovated areas beginning Thursday, January 19.
- The Circulation Desk is expected to be completed the week of January 23.
- The natural gas piping is installed for the fireplace.

- b. Used Book Sale

Trustee Stull stated that the Board needs to give staff direction on how they should proceed for the Strategic Plan and budget.

Director Whitmer stated that the two objections from staff are:

1. Current staffing levels are not sufficient to manage volunteers.
2. The lower level "meeting room" would be needed for storage, sorting, and the sale itself. Library staff see this space as an ideal location for STEM and Makerspace programs and activities.

Director Whitmer also stated:

- Director Whitmer feels strongly that the book sale should be more than a place to recycle books and make a little money. The Teen Librarian position or Marketing position could be increased to a full time position to oversee the volunteers
- Director Whitmer stated that another option would be to partner with another organization to provide job skill training to students. This option would also cost the Library in staff time and operating expenses.
- Director Whitmer stated that the Library can still accept donations without the book sale. Two or three adult volunteers would sort through the materials, directing the items to the resellers or to a recycler and the Library would be paid for the recycled items.
- Director Whitmer shared her ideas on how the room could be improved to house the book sale.

Trustee Stull's comments:

- Stated she thinks it is great that the community would like the book sale, however, not many are volunteering to run it.

Trustee DuRocher's comments:

- Asked what the staff person would do if the book sale was run by volunteers. Director Whitmer stated that the staff person would recruit, oversee and train the volunteers.
- She stated that there would be push back from the community if the book sale does not resume.
- She would like to know if there is actually a need for job training. Which agencies would supply students?

Trustee Picha's comments:

- She would like to table the discussion until the end of the year after the renovation is completed.
- She feels that the lower level room would be better utilized by youth programs.
- Asked if a once a year sale is an option. Director Whitmer stated that it would take up a lot of space and volunteers.
- Stated that information should be gathered after the renovation to see how much the room would be used for programming and what the attendance is expected to be.
- Suggested funds be put in the budget to enhance the room.
- Asked Director Whitmer to obtain a ballpark estimate from Mark Zipoy from Shales McNutt Construction for improving the space.

Trustee Lezon's comments:

- She loves the book sale.

- Asked if the large storage room could be used for the book sale. Director Whitmer stated that the Library needs that space for storage.

Trustee Warren's comments:

- Stated that as a growing library the book sale would be another reason for people to visit the Library and increase the variety of items that could be for sale. He suggested that the sale could include more than books including games and audio visual.
- He suggested investigating with what sources the Library would be competing with for sales.

After considerable discussion, it was the consensus of the Board to:

1. Table the topic until after the renovation project is completed and include funds in the 2017-18 budget for renovations to the room. The earliest the book sale could be implemented is July 2019.
2. Staff will gather information on how the room would be utilized for programming and include attendance projections.
3. Trustee Picha suggested putting funds in the budget to enhance the room.

## 10. New Business

### a. Request for Accumulated Developer Donations

*MOTION: Trustee DuRocher moved to authorize Library Director to request the release of all accumulated developer donations being held by the City of Warrenville. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees Arlowe and Richardson*

*Motion carried*

### b. Adopt Policy No. 111 – Remote Attendance and Participation

*MOTION: Trustee Picha moved to adopt Policy No. 111 – Remote Attendance and Participation. Trustee Warren seconded.*

## DISCUSSION:

Trustee DuRocher asked what costs would be incurred by the Trustee. Director Whitmer stated that costs could include cell phone fees, equipment, etc. She also asked if the absence does not qualify for remote participation could the Trustee ask a question. Director Whitmer stated that the Trustee would have to speak under Public Comments at the beginning of the meeting. Director Whitmer explained what qualifies as a family emergency and that the three reasons listed in the Policy are part of the state statute.

Director Whitmer stated that the Board could change the board meeting agenda in the By-Laws to locate Public Comments later in the agenda.

*Roll call vote*

*Ayes - Trustees DuRocher, Lezon, Picha, Stull and Warren*

*Nays - none*

*Absent – Trustees Arlowe and Richardson*

*Motion carried*

## 11. Director's Report

Director Whitmer reported that the Ivan Albright painting that had been offered for sale to the Library was reduced to \$2 million. She and Trustee DuRocher do not recommend the purchase of the painting.

Director Whitmer stated the Certificate of Deposit was renewed at MB Financial at an APY of 0.85%.

Director Whitmer submitted a letter requesting closure of the Warrenville Public Library Agency Fund to DuPage Founds.

Director Whitmer stated that the Library received a request to circulate petitions for the annexation of Warrenville to Naperville. The Library responded to a Freedom of Information Act request from WGN-TV related to correspondence for the request to circulate petitions.

NIMEC notified the Library that the bid for electricity will take place between February 1 and March 31. Once the bids are received, Director Whitmer must accept or decline the bid that day. Director Whitmer stated that as a member of the Illinois Gas Cooperative the Library uses Vanguard for Natural Gas pricing. They also coordinate electricity pricing and she has asked for a proposal from Vanguard Energy.

Director Whitmer will investigate the Vanguard pricing but would like to compare the electric price against NIMEC. The Board indicated any agreement should not exceed a 12 month term.

## 12. Department Head Reports

Trustee Picha asked if Department Heads are required to submit a monthly report since they are so busy right now with the renovation project. Director Whitmer stated that they are since she uses the information in the reports for the Library's annual reports and the Department Heads' performance evaluations.

13. President's Report

- Trustee Stull shared the list of upcoming meetings, holidays and future board meeting topics for discussion and/or action.
- February 22 – Warrenville State of the City Address at City Hall from 6-8 p.m.

14. Treasurer's Report – Trustee Lezon stated that everything looks good.

15. Secretary's Report – Trustee Warren reported that everything looks good.

16. Committee Reports

a. Meeting Room Policy Committee

Director Whitmer stated that the Committee met to discuss the Meeting Room Policy. Staff will draft a policy for review at the next Committee Meeting on February 2. In March a policy will be presented to the full Board for review and comment.

17. Trustee Comments

Trustee Picha stated that she is very impressed with the great attitude of the staff during the renovation.

18. Items for Information and/or Discussion - None

19. Adjournment

*MOTION: Trustee Lezon moved to adjourn the meeting at 7:58 pm. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Absent – Trustees Arlowe and Richardson*

*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**

**January 31, 2017**

WARRENVILLE LIBRARY INCOME	JANUARY 2017	FUND BALANCES										PAGE 1	
		LEWY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED OTHER INC		Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES		UNAUDITED CURRENT
							FUND BAL 6/30/2016	MONTH					
LEVY													
CORPORATE	1676131	95.1842%	0	1673583	99.85%	301229	5816	57668	116667	860164	1172316		
BLDG. & MAIN.	84803	4.8158%	0	84674	99.85%	53430	0	0	8197	27361	110743		
TOTAL TAX (LEVIED)	1760934	100.00%	0	1758257	99.85%	354659	5816	57668	124864	887525	1283059		
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	0	1929700	230056	504631	1425069		
TOTAL	1760934	100.00%	0	1758257	99.85%	1166190	5816	1987368	354920	1430192	3481623		
FORMULA = A+B+C-D=E				A		B		C		D	E		

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: January 31, 2017

	CORPORATE FUND				
	1 Month Ended Jan. 31, 2017	7 Months Ended Jan. 31, 2017	Budget	Balance	% Received / Expended
<b>Income</b>					
Taxes Levied	0.00	1,673,583.46	1,676,131.00	2,547.54	99.86%
Copier	559.39	4,132.52	6,000.00	1,867.48	68.88%
Extended Use Fees	2,389.05	15,203.70	30,000.00	14,796.30	50.68%
Fees	22.00	123.25	300.00	176.75	41.08%
Interest	571.66	2,488.31	2,500.00	11.69	99.53%
Book Sales	343.60	1,648.44	5,000.00	3,351.56	32.97%
Lost Books	430.90	2,202.27	3,500.00	1,297.73	62.92%
Gifts / Memorials	100.00	12,136.17	1,000.00	(11,136.17)	1,213.62%
Miscellaneous	1,399.13	4,484.85	3,000.00	(1,484.85)	149.50%
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%
	5,815.73	1,731,251.88	1,755,925.00	24,673.12	98.59%
<b>Expenses</b>					
Sal. - Administration	13,995.90	91,787.52	181,000.00	89,212.48	50.71%
Sal. - Circulation	10,049.26	68,022.96	117,000.00	48,977.04	58.14%
Sal. - Maintenance	1,546.83	10,037.40	26,000.00	15,962.60	38.61%
Sal. - Public Services	26,014.48	184,681.88	314,000.00	129,318.12	58.82%
Sal. - Tech Services	17,907.26	117,660.50	201,000.00	83,339.50	58.54%
I.M.R.F. - Expense	6,415.49	49,138.31	87,500.00	38,361.69	56.16%
Fica - Expense	4,730.90	34,579.06	64,500.00	29,920.94	53.61%
Unemp. Comp.	0.00	379.72	1,200.00	820.28	31.64%
Op - Mat'l Processing/Tech	592.84	4,515.09	9,170.00	4,654.91	49.24%
Op - Mat'l Processing/Circ	0.00	564.97	2,660.00	2,095.03	21.24%
Op - Postage	400.00	2,602.60	5,941.00	3,338.40	43.81%
Op - Office Supplies	139.20	2,088.79	4,000.00	1,911.21	52.22%
Op - Bank Fee's	61.02	484.80	795.00	310.20	60.98%
Op - Automation Supplies	0.00	1,005.69	3,000.00	1,994.31	33.52%
Op - Publishing	0.00	1,128.47	1,500.00	371.53	75.23%
Equip. - Purchases	391.00	8,831.44	6,300.00	(2,531.44)	140.18%
Equip. - Maintenance	344.55	2,210.83	3,500.00	1,289.17	63.17%
Auto. - Software	420.00	4,385.37	9,210.00	4,824.63	47.62%
Auto. - Purchases	676.92	4,716.58	9,950.00	5,233.42	47.40%
Auto. - Maintenance	5,093.81	41,133.31	48,295.00	7,161.69	85.17%
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	5,588.31	24,268.83	65,780.00	41,511.17	36.89%
Pd - Recruiting	0.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	38.62	410.03	1,200.00	789.97	34.17%
Pd - Staff / Dues	530.00	1,429.00	2,625.00	1,196.00	54.44%
Pd - Staff / Meetings	148.00	1,537.56	5,650.00	4,112.44	27.21%
Pd - Staff / Transportation	15.12	486.14	2,500.00	2,013.86	19.45%
Pd - Trst / Mtgs	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.	13.99	109.90	500.00	390.10	21.98%
Cont. - Lawyer	0.00	2,347.50	15,000.00	12,652.50	16.65%
Cont. - Accounting	793.48	5,691.48	9,700.00	4,008.52	58.68%
Cont. - Collections	71.60	375.90	1,000.00	624.10	37.59%
Cont. - Audit	550.00	6,450.00	8,450.00	0.00	100.00%
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: January 31, 2017**

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended</b>	<b>7 Months Ended</b>			<b>% Received /</b>
	<b>Jan. 31, 2017</b>	<b>Jan. 31, 2017</b>	<b>Budget</b>	<b>Balance</b>	<b>Expended</b>
Lib. Mat. - Adult Books	4,478.05	33,368.54	63,850.00	30,281.46	52.43%
Lib. Mat. - Youth Books	2,775.11	21,339.36	35,150.00	13,810.64	60.71%
Lib. Mat. - Adult AV	2,716.85	16,306.69	30,875.00	14,568.41	52.81%
Lib. Mat. - Youth AV	604.68	2,992.44	8,550.00	5,557.56	35.00%
Lib. Mat. - EBooks	3,196.53	5,684.62	14,250.00	8,565.38	39.89%
Lib. Mat. - Periodicals	49.99	9,019.45	11,400.00	2,380.55	79.12%
Lib. Mat. - Internet Subsc...	0.00	17,452.25	42,750.00	25,297.75	40.82%
Ps - Programs Adult	0.00	2,476.65	6,500.00	4,023.35	38.10%
Ps - Programs Youth	334.91	1,567.23	6,500.00	4,932.77	24.11%
Ps - Hotel/Motel	230.00	8,072.15	17,850.00	9,777.85	45.22%
Ps - Refunds / Fines / Fees	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	0.00	1,745.37	5,300.00	3,554.63	32.93%
Ps - Misc.	43.42	849.64	3,000.00	2,150.36	28.32%
Gas	906.10	2,343.86	10,000.00	7,656.14	23.44%
B & M - Water / Sewer	0.00	253.92	900.00	646.08	28.21%
Electricity	4,144.74	28,322.00	44,500.00	16,178.00	63.64%
Telephone	387.64	8,852.65	14,000.00	5,147.35	63.23%
B & M - Landscape Maint	270.00	3,740.00	7,950.00	4,210.00	47.04%
Gifts	0.00	0.00	1,000.00	1,000.00	0.00%
Contingency	0.00	3,330.23	10,000.00	6,669.77	33.30%
Debt Repayment	0.00	0.00	180,000.00	180,000.00	0.00%
	<b>116,666.60</b>	<b>860,163.73</b>	<b>1,758,779.00</b>	<b>898,615.27</b>	<b>48.91%</b>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: January 31, 2017

	<b>BUILDING &amp; MAINTENANCE FUND</b>				
	<b>1 Month Ended Jan. 31, 2017</b>	<b>7 Months Ended Jan. 31, 2017</b>	<b>Budget</b>	<b>Balance</b>	<b>% Received / Expended</b>
<b>Income</b>					
Taxes Levied	0.00	84,674.18	84,803.00	128.82	99.85%
	0.00	84,674.18	84,803.00	128.82	99.85%
<b>Expenses</b>					
Maintenance	1,975.00	14,382.76	39,720.00	25,337.24	36.21%
Maintenance Supplies	3.99	1,804.81	5,900.00	4,295.19	27.20%
Security	90.00	582.00	7,800.00	7,218.00	7.46%
Snow Removal	5,926.31	8,928.71	20,000.00	11,071.29	44.64%
Hvac	0.00	301.84	10,900.00	10,598.16	2.77%
Janitorial Supplies	201.79	1,561.18	2,200.00	638.82	70.96%
	8,197.09	27,361.30	86,520.00	59,158.70	31.62%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: January 31, 2017

	SPECIAL RESERVE FUND				
	1 Month Ended Jan. 31, 2017	7 Months Ended Jan. 31, 2017	Budget	Balance	% Received / Expended
<b>Income</b>					
	0.00	0.00	0.00	0.00	0.00%
<b>Expenses</b>					
Auto. - Purchases	0.00	38,036.08	37,800.00	(236.08)	100.62%
Maintenance	0.00	0.00	17,000.00	17,000.00	0.00%
	0.00	38,036.08	54,800.00	16,763.92	69.41%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: January 31, 2017

	DEVELOPER DONATIONS				
	1 Month Ended Jan. 31, 2017	7 Months Ended Jan. 31, 2017	Budget	Balance	% Received / Expended
<b>Income</b>					
Developer Donations	0.00	0.00	40,000.00	40,000.00	0.00%
	0.00	0.00	40,000.00	40,000.00	0.00%
<b>Expenses</b>					
	0.00	0.00	0.00	0.00	0.00%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: January 31, 2017

	<b>CAPITAL PROJECT</b>				
	<u>1 Month En...</u>	<u>7 Months Ended</u>	<u>Budget</u>	<u>Balance</u>	<u>% Recel...</u>
	<u>Jan. 31, 2017</u>	<u>Jan. 31, 2017</u>			<u>Expended</u>
<b>Income</b>					
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%
<b>Expenses</b>					
Capital Improvement ...	<u>230,058.02</u>	<u>504,630.71</u>	<u>2,500,000.00</u>	<u>1,995,369.29</u>	<u>20.19%</u>
	230,058.02	504,630.71	2,500,000.00	1,995,369.29	20.19%

See Accountants Compilation Letter



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**January 31, 2017**

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	11,287.46
Cash / Copier Change	75.00
MB Operating	186,792.23
MB Business NOW	2,260,666.22
MB Business Money Market	824,175.40
MB Certificate of Deposit	<u>201,001.91</u>
	3,484,408.22

General Fixed Assets	<u>4,461,551.00</u>
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<b>TOTAL ASSETS</b>	<b><u>\$ 7,945,959.22</u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>2,782.63</u>
	2,782.63

**LONG-TERM LIABILITIES**

	<u>0.00</u>
<b>EQUITY</b>	
Fund Balance	7,518,176.59
Fund Balance Special Reserve	<u>425,000.00</u>
	7,943,176.59

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 7,945,959.22</u></b>
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See Accountants Compilation Letter

## **REGULAR AGENDA**

Approve payments for the period of January 19 – February 15, 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**  
**January 19 - February 15, 2017**

Date	Num	Name	Amount
02/15/2017	5677	Abraham, Diana	-27.96
02/15/2017	5678	Alarm Detection Systems, Inc.	-140.40
02/15/2017	5679	Ambius	-270.00
02/15/2017	5680	Baker & Taylor Adult Fiction	-2,028.26
02/15/2017	5681	Baker & Taylor Adult NonFiction	-1,293.39
02/15/2017	5682	Baker & Taylor Juvenile	-2,603.51
02/15/2017	5683	Communications Revolving Fund	-450.00
02/15/2017	5684	Constellation New Energy	-4,375.89
02/15/2017	5685	David G. Clark	-225.00
02/15/2017	5686	Davis, Jackie	-17.59
02/15/2017	5687	Demco	-403.25
02/15/2017	5688	Grant & Power	-944.40
02/15/2017	5689	Heath, Leila	-43.10
02/15/2017	5690	Interior Investments, LLC	-5,740.03
02/15/2017	5691	Kens, Tom	-250.00
02/15/2017	5692	Laura Bruzas	-350.00
02/15/2017	5693	LIMRICC Purchase of Health Insurance Prog	-4,447.09
02/15/2017	5694	LIMRICC Unemployment Compensation	-94.45
02/15/2017	5695	Midwest Tape	-441.74
02/15/2017	5696	Midwest Tape	-1,743.35
02/15/2017	5697	NADA Used Car Guide	-115.00
02/15/2017	5698	Phassen, Phil	-250.00
02/15/2017	5699	Provantage LLC	-288.95
02/15/2017	5700	Quill Corporation	-368.88
02/15/2017	5701	Service Master Commercial Cleaning	-1,955.89
02/15/2017	5702	Shales McNutt Construction	-314,733.59
02/15/2017	5703	SYNCHRONY BANK/AMAZON	-42.23
02/15/2017	5704	Unique Management Services, Inc.	-53.70
02/15/2017	5705	Whitmer, Sandy	-24.11
02/15/2017	5706	Accounting Services, Inc.	-498.00
02/15/2017	5707	Warrenville Ace Hardware	-24.00
01/19/2017	Electronic	Paylocity	-208.40
02/02/2017	Electronic	Paylocity	-87.08
			-344,539.24

Wednesday, Feb 08, 2017 10:49:51 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.

**MINUTES OF THE  
MEETING ROOM POLICY COMMITTEE  
OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Thursday, February 2, 2017**

1. Call to order – Trustee DuRocher called the meeting to order at 7:00 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon and Warren

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

3. Approval of the Agenda

*MOTION: Trustee Lezon moved to approve the agenda. Trustee Warren seconded.*

*Voice vote: All ayes*

*Motion carried*

4. Public Comments – none

5. Approve Minutes of the January 10, 2017

*MOTION: Trustee Warren moved to approve the Minutes of the Meeting Room Policy Committee of January 10, 2017. Trustee Lezon seconded.*

*Voice vote: All ayes*

*Motion carried*

6. Unfinished Business

- a. Discussion of Meeting Room Policy

- II. Priorities for Use and Prohibited Uses

- Director Whitmer pointed out the different tiers for reservations. Trustee DuRocher suggested adding "d. Warrenville Cardholders" and "e. All other organizations".

- III. Reservations & Scheduling

- Paragraph A. – Add the sentence "Fees are assessed for optional equipment and services."

VI. Room Capacities, Equipment & Amenities

- Director Whitmer stated that the room capacities and configurations will be added when the rooms are completed.
- Director Whitmer suggested an easel and whiteboard be added as included equipment for each room.

VII. Other Rules and Regulations

- Consensus of the Committee is alcoholic beverages not be permitted.
- Trustee Lezon suggested that "no red or purple drinks" be included in the food description.

OTHER:

- Trustee DuRocher suggested that all verbiage be definitive in nature.
- Trustee Warren suggested listing the revision dates as part of the body of the policy, with only the latest revision date included in the footer.

7. Adjournment

*MOTION: Trustee Warren moved to adjourn the committee meeting at 7:30 p.m.*  
*Trustee DuRocher seconded.*  
*Voice vote: All ayes*  
*Motion carried*

Respectfully submitted,

Richard W. Warren Jr.  
Secretary  
Board of Trustees

## **UNFINISHED BUSINESS**

### **Building Project Update (discussion only)**

*Report as of 2/8/17*

#### **PATRON IMPACTS**

- Main entrance and main level public restrooms closed January 31. Notices were posted the prior week.
- Transition to Phase 2 has impacted location of service desks, collections, computers, and seating areas.
- Initial Phase 2 work included lots of demolition. This work involved removing walls from the meeting room, lobby and storytime room. Additionally, the two public restrooms and family restroom were completely gutted. The restroom demolition was the noisiest – jackhammers were required to remove tile. Generally, the work is complete by about 2:30 p.m.
- With the installation of can lights in Phase 1 areas, drywall work will be completed which may impact the availability of the copy/fax area, seating along the south wall, and self-check/returns.
- Youth Services is the most heavily impacted at this time. A small youth services seating area is located behind the Adult/Youth Desk. The Krayon Kiosk (iPads) are located in the vending area.
- Read and Return Paperbacks relocated to the Lower Level lobby.
- Whenever possible, the CM schedules work for early morning, prior to opening.
- Occasionally, pathways are blocked due to work in progress.

#### **STAFF IMPACTS**

- Staff moved back into the admin/office areas.
- Some furnishings (piano, shelves, chairs, mini-fridges) joined staff in the office areas for Phase 2.
- The Check Out Desk is open. Staff are settling in and experimenting with work flow at this new point of service. Final install of lighting and drywall required some adjustments to opening and closing procedures.
- The Adult & Youth Services Desks were combined into a single service desk for Phase 2.
- Construction crews and staff continue to share the staff lounge for meal breaks. We also share the staff restrooms with the construction crews.
- Demolition of the public restrooms was very noisy for staff. These rooms are directly adjacent to our staff work areas.

#### **NEXT STEPS**

- Phase 2 is fully underway and the wall separating youth and adult services is up.
- Study Rooms, Computer Lab and Quiet Room are taking shape with some wall framing and electrical installation.
- Vending machine delivery is expected the week of February 6.

#### **CHALLENGES**

- Due to existing conditions (HVAC, sprinkler system, etc.), the ceiling in the meeting room will be lowered to +/- 8' 6" to accommodate the steel beam needed to support the partition wall.

## **SUMMARY OF PROGRESS**

- Staff office areas carpeted.
- Staff moved from meeting room to office areas January 19-20
- IT Room cooling unit operational
- Phase 1 areas carpeted
- Phase 1 millwork/cabinetry/desks substantially complete
- Adult book collections moved into "final" positions, shifted (37,000 items!!) and extra shelving removed. (New Books are still in a temporary location)
- Check Out Desk, Self Check, Returns opened to public January 25
- Main entrance and main level restrooms closed January 26. Lower level restrooms opened to public.
- The following were moved to their Phase 2 temporary positions:
  - Adult/Youth Service Desk
  - Public Computers
  - Youth collections
- Keying schedule completed
- Can lights and wall wash lights installed in check out and vending areas; Can lights installed over south and east wall seating areas.
- Carpeting removed from most Phase 2 & Phase 3 areas.
- New end panels installed on adult shelves on January 31.
- Demolition of meeting room, lobby, storytime room walls complete.
- Demolition of three public restrooms complete.
- Wall between youth and adult areas framed and drywalled.
- Electrical installation for study rooms, computer lab and quiet room started.
- Office furniture for the Circulation Manager and Assistant to the Director was installed on January 30. Installation of a workstation in the adult services work pod is incomplete.
- Site superintendent is doing his best to stay ahead of schedule and keep subcontractors on site by starting some Phase 3 work.

## **CONSTRUCTION MEETING NOTES**

### January 25

- Confirmed additional detail re: furniture delivery for phase 1 offices (week of Jan. 30 for furniture, office tack wall installed during phase 2)
- Noted several millwork corrections (printer tray "lip", replacement of laminate countertop edge with PVC in staff work room, marketing office)
- Confirmed location/operation of automatic door openers at main entrance (will work like lower level entrance with operators at similar locations)
- Phase 1 is substantially complete; waiting on can lights (ship January 31); Project moving into Phase 2 with some Phase 3 work (fireplace, quiet room) underway.
- Once collections are moved into Phase 2 positions and additional demolition is complete, crews will build the wall separating the adult and youth areas. The wall will serve as the barrier between the "active" public areas and the Phase 2 "construction zone".

### February 8

- Reviewed submittal logs, outstanding RFIs and change requests.
- Site superintendent reviewed outstanding issues/concerns with architects.
- Schedule was reviewed. Almost all demolition is complete with the exception of some ductwork in the basement and carpet on the main level. The project remains on schedule at this time.



**CHANGE ORDERS APPROVED (through 2/8/17)**

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

<b>Number</b>	<b>Description</b>	<b>Add / (Deduct)</b>
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
12	(Outstanding – Modernfold door system for meeting room)	???
13	Additional lighting controls	\$2,325
14	Electrical additions for AC unit in IT Room	\$321
15	Raise sprinkler line for light fixture in hallway	\$608
16	Field staining of new doors to match existing (staff area)	\$630
	<b>TOTAL</b>	<b>\$20,590</b>

## **NEW BUSINESS**

### **Review Staff Report on FY17 Strategic Priority Action Steps and Consider FY18 Action Steps (discussion only)**

Each year, the Library's Management Team provides an update on our progress with activities related to the Library's Strategic Priorities.

On the following pages, you will find the report on Action Steps for FY17 (July 2016-June 2017) and a separate page of proposed Action Steps for FY18. At this time, we welcome Board suggestions for FY18 Action Steps.

A complete list of FY18 Action Steps will be presented for approval at the March Board Meeting.

The Library Director recommends the Board engage the services of a consultant in FY19 (after July 2018) to develop a new strategic plan.

## Action Steps for Fiscal Year 2017 (July 2016– June 2017)

### For all priorities:

Work with architect to complete construction documents, then proceed with renovation projects. (target: Fall 2016 – Spring 2017)

**2017 Update:** Construction documents completed August 2016; project bid September 2016; Construction began November 2016; Project expected to be complete June 2017

### For Destination/Comfortable Spaces:

Refresh collections; Use CollectionHQ and other resources to prepare collections for new configuration of shelving. (ongoing from FY16)

- 2017 Update: Staff completed evaluation of collections: Lella Heath, Head of Public Services, prepared a plan for new shelving configurations; Youth Services Staff classified the picture book collection and Technical Services revised catalog records and labeled items.

Evaluate ongoing book sale. Establish goals and future allocation of space and resources. (from FY16)

**2017 Update:** Library Board discussed the Book Sale in August 2016 and again in January 2017. The Board directed staff to prepare a report on opportunities for use of lower level space during FY18 for implementation in FY19.

Clean and consolidate storage areas and files. (ongoing from FY16)

**2017 Update:** Conducted a sale of unused equipment and furnishings in July 2016; Recycled obsolete shelving; Received approval from State and completed destruction of records; Storage areas cleared and ready to use for storage of furnishings, etc. during renovation project.

Develop programming goal statements for various audiences (ex. children, teens, adults, seniors, Spanish-speaking) to guide programming beginning in FY18.

**2017 Update:** Due to Library Director by May 1, 2017.

Review staffing needs, taking into consideration renovated spaces, then develop a proposed staffing plan and budget for consideration during preparation of the FY18 budget.

**2017 Update:** Due to Library Director by March 10, 2017 for budget consideration.

### For Continuous Learning:

Provide ongoing training opportunities for employees that enable individuals to grow personally and professionally and ultimately lead to improved experiences for library patrons.

**2017 Update:** This is an ongoing commitment that is accomplished through our Tech Team, referrals to training opportunities (webinars, meetings, workshops, conferences) and ongoing communication between employees and managers.

## For Emerging Technologies:

Implement the following Sirsi/Dynix products:

- MobileCirc – Enables an extended reach into the community by enabling staff to use tablet or mobile device to checkout, renew or check in items and register users with a quick driver's license barcode scan. (from FY16)
- BlueCloud PAC – This "next generation" catalog includes cover images, best seller lists, and robust search features including relevance ranked search results. (from FY16)
- eResource Central – Users will discover eResources alongside print resources in the catalog. Users will also be able to check out and download items right from the results page, manage checkouts and holds from the "my account" pages, and more. (from FY16)

**2017 Update:** Staff are not confident that MobileCirc is ready for functional implementation at our location. BlueCloudPAC was launched on our catalog PCs. eResourceCentral was implemented for Overdrive, and after some difficulty, with Hoopla.

Upgrade the Library's wifi network.

**2017 Update:** Wifi routers were upgraded. Two networks were implemented – a public (unsecure) network and a staff (secure) network.

Consider policy for specific use of spaces and resources identified as youth, teen or adult. (from FY16, was specific to computer use)

**2017 Update:** This will be addressed as part of the Library's General Conduct Policy, tentatively scheduled for discussion at the March 2017 Board Meeting.

Evaluate media lab components (digital creation and editing) and small business technology tools (collaborative computing, display/monitor, teleconferencing) to implement as part of construction project if funding is available. (from FY16)

**2017 Update:** Basic tools will be implemented as part of the renovation project (collaborative computing including HDMI connection to monitors in study rooms and teen room). Consideration of media lab components will be carried forward to FY18.

Investigate telephone / paging system for implementation as part of remodeling project. (from FY15)

**2017 Update:** New telephone system installed October 2016. Overhead paging system will be implemented in FY18.

Evaluate options for communicating with patrons (phone, email, text messaging, instant messaging). Evaluate additional options (including texting) for patron management of accounts. (from FY16)

**2017 Update:** PATTY due 2/7 For the remainder of FY17 and moving into FY18, we will seek patron feedback regarding their preferred methods of communication for account information and questions. We will evaluate additional options and improvements based on

the feedback. In the last year, we have increased our communication with patrons by utilizing the Circulation Department email account. In addition, the Library subscribes to LibraryElf, a service that enables patrons to customize notifications via email and text messaging; there are currently 318 active LibraryElf accounts.

Refresh Hardware and other Equipment according to plan.

**2017 Update:** Ongoing commitment; completed annually.

#### **For Library Brand:**

Hire part-time marketing specialist. (from FY16)

**2017 Update:** Position posted for hire in February 2017.

Develop values, vision and mission statements. (from FY15)

**2017 Update:** This action will be carried forward to FY19.

Consider developing a new library logo. (from FY16)

**2017 Update:** This action will be carried forward to FY19.

Create style guide. (from FY16)

**2017 Update:** This action will be carried forward to FY18.

Develop and implement marketing plan. (from FY16)

**2017 Update:** This action will be carried forward to FY18.

## **FY18 PROPOSED STRATEGIC ACTION STEPS**

- Revise Job Descriptions and engage the services of consultant to complete a benchmark study and revise the pay grades and wage scale.
- Prepare a report to the Board on needs and opportunities for use of lower level “meeting” space including book sale, makerspace and youth/teen program room.
- Develop strategic partnerships to enhance community support and to expand programs and services.
- Identify and document best practices and procedures for each department.
- Review Reference Service and Circulation Policies to ensure efficient, friendly and professional service.
- Establish a style guide for Library communications.
- Develop a responsive website.

## **NEW BUSINESS**

### **Review Revisions to Meeting Room Policy (discussion only)**

The Meeting Room Policy Committee met on January 10 to discuss policy revisions and met again on February 2 to review and give feedback on a draft policy.

The draft policy is included on the following pages and the committee seeks feedback from the Library Board regarding this draft of the policy.

Summary of changes to existing 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 for use of the room
- Optional fee services include setup/cleanup and AV Equipment Package
- Use of the room is open to anyone. The Library will have first access to reservations followed by organizations of which the Library is a member, governmental entities serving the Warrenville community and Warrenville Library cardholders. Reservations for all others will be available one month later.
- Meeting room will be available from 30 minutes after Library opening to 30 minutes prior to Library closing. Meeting room will not be available for public use on Sundays.

Tentative timeline:

February/March – Staff revise policy to include feedback from Board.

April/May – Staff complete final details of the policy (room capacities, room arrangements) and forward the policy to the Library's attorney for review and approval.

May/June – Policy presented to Board for approval.

July – Policy effective July 1. Reservations open July 15 for the months of September, October and November.

## PUBLIC USE OF MEETING ROOM

### I. PURPOSE

The Library's meeting room is designed primarily to meet the operational needs of the Library and provide accommodations for educational, informational, cultural and civic functions of the Warrenville community. This policy addresses use of the large meeting room which can be divided into two smaller meeting rooms.

### II. PRIORITIES FOR USE & PROHIBITED USES

- A. Library sponsored or co-sponsored
- B. Organizations of which the Library is a member
- C. Governmental entities serving the Warrenville community
- D. Warrenville Library cardholders
- E. All other organizations

Reservations are not accepted for social or private functions. Admission fees, sales, solicitation and promotion of a specific product/service are prohibited.

### III. RESERVATIONS & SCHEDULING

- A. There is no fee for the use of the meeting room and included equipment. Fees are assessed for optional equipment and services.
- B. Reservations are accepted according to the following schedule. When the reservation opening date falls on a weekend or holiday, reservations open the next regular business day (Monday through Friday).

For organizations of which the Library is a member, governmental entities serving the Warrenville community and Warrenville Library cardholders:

<u>Reservations open</u>	<u>For meeting dates in</u>
October 15	December, January, February
January 15	March, April, May
April 15	June, July, August
July 15	September, October, November

For all other organizations:

<u>Reservations open</u>	<u>For meeting dates in</u>
November 15	December, January, February
February 15	March, April, May
May 15	June, July, August
August 15	September, October, November



## DRAFT REVISION FOR 2/15/17 BOARD REVIEW

- C. Reservations must be made by an adult (18 years or older). This individual will be the contact person for the reservation and will be the only person authorized to make changes to the reservation including cancellation. This individual will be required to present his or her library card or photo I.D. to gain entry to the room on the date of the reservation. The individual who submits the reservation application is obligated to be present throughout the reservation and to ensure that participants comply with the rules and restrictions outlined in this policy.
- D. Applications for use of the meeting room are accepted by mail, email, or in person.
- E. Reservations must be received a minimum of one week prior to an event. Reservations are considered tentative until the application is received, approved and confirmed by the Library Director or designee. Reservations will be confirmed within 5 business days.
- F. The meeting room may be reserved for the following days and times:

Monday through Thursday: 10 a.m. – 8:30 p.m.

Friday: 10 a.m. – 6:30 p.m.

Saturday: 10 a.m. – 4:30 p.m.

Reservations are scheduled in half-hour increments beginning at the top or bottom of each hour.

The duration of a reservation must include the appropriate amount of time for all activities including set up and clean up.

The meeting room is not available on days the Library is closed.

Meetings sponsored or co-sponsored by the Library, may extend beyond public service hours, given the presence of an authorized staff member.

- G. Limit one reservation per month.
- H. Reservations are not transferable.

#### IV. ENDORSEMENT

Use of the meeting room by organizations other than the Library does not constitute the Library's endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

Any publicity announcing or advertising an event or meeting in the Library's meeting room must include the following statement: "Sponsored by (name of

organization). This program/meeting is neither sponsored nor endorsed by the Warrenville Public Library District."

The Library logo may not be used on any advertisement or posting without the approval of the Library Director or designee.

V. EQUAL OPPORTUNITY & ADA ACCOMMODATIONS

Organizations must open their meetings to the general public.

Activities taking place in the meeting room must not be closed to any person due to age, gender, race, religion, national origin, sexual orientation, disabling condition or any other legally protected category.

It is the sole responsibility of the organization using the room to recognize and adhere to Americans with Disabilities Act (ADA) regulations. Costs associated with compliance are the organization's responsibility.

VI. ROOM CAPACITIES, EQUIPMENT & AMENITIES

The meeting rooms are available to groups of more than 6 people. (Groups of 6 or less must use a study room.)

EAST ROOM

Maximum capacity:

\_\_\_\_\_ auditorium style (chairs only) \_\_\_\_\_ classroom style (tables + chairs)

Included Equipment & Amenities:

\_\_\_\_ Tables

\_\_\_\_ Chairs

Easel (user supplies paper & markers)

Whiteboard, markers and eraser

Projection Screen

Wireless Internet

WEST ROOM

Maximum capacity:

\_\_\_\_\_ auditorium style (chairs only) \_\_\_\_\_ classroom style (tables + chairs)

Included Equipment & Amenities:

\_\_\_\_ Tables

\_\_\_\_ Chairs

Easel (user supplies paper & markers)

Whiteboard, markers and eraser

Projection Screen

Wireless Internet

Kitchenette with sink, small refrigerator

## DRAFT REVISION FOR 2/15/17 BOARD REVIEW

### EAST & WEST ROOM COMBINED

Maximum capacity:

\_\_\_\_\_ auditorium style (chairs only)    \_\_\_\_\_ classroom style (tables + chairs)

Included Equipment & Amenities:

\_\_\_\_\_ Tables

\_\_\_\_\_ Chairs

Easel (user supplies paper & markers)

Whiteboard, markers and eraser

Projection Screen

Wireless Internet

Kitchenette with sink, small refrigerator

### OPTIONAL EQUIPMENT & SERVICES

The following equipment and services are available for any meeting room. Request must be made at time of reservation and fees must be paid within 5 days of reservation confirmation. Subject to availability. Fees will not apply to government entities or organizations of which the Library is a member.

- Table & Chair setup and take down      Flat Fee of \$50
- Audio Visual Package  
Includes any combination of the following: Podium with microphone, Projector, DVD player, Laptop computer, plus technical support.  
Up to 3 hours - \$75      3 to 6 hours - \$150  
6 to 9 hours - \$200      More than 9 hours \$250

## VII. CANCELLATIONS & REFUNDS

- A. Cancellations will be accepted from the original applicant only. Refunds will be made only if the notice of cancellation is received no later than three business days prior to the reservation.
- B. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances such as a building or weather-related emergency. A full refund will be issued.
- C. The Library reserves the right to stop meetings that are disruptive to normal Library operations. No refunds will be issued.

## VIII. FOOD & BEVERAGES

- A. Covered beverages are permitted with the following exceptions:
  - Red or purple beverages
  - Alcohol
- B. Simple refreshments or snacks (ex. fruit, cookies, crackers) may be served in the meeting room.

- C. Simple boxed lunches or cold catered or prepared food are permitted, but not meals of a more elaborate nature.
- D. Cooking and/or use of heating elements is prohibited except for directly supervised Library programs.
- E. Food may not be taken out of the meeting rooms. Covered beverages are permitted throughout the Library.

IX. OTHER RULES & RESTRICTIONS

- A. The meeting room must be left clean and orderly.
- B. Organizations may not use the Library's mailing address, phone number, etc. for ongoing operational activities.
- C. Children (17 years and under) must be directly and continuously supervised by an adult (18 year or older) who will assume responsibility for the group's activities.
- D. Tables and chairs must be returned to their original locations unless the organization has paid in advance for setup and take down.
- E. Open flames or candles are prohibited.
- F. Use of glue, paint and glitter is prohibited except for directly supervised Library programs. Organizations must use reasonable caution, including covering table surfaces, for activities that may cause damage.
- G. Nothing may be attached to the walls, ceiling, floor, furniture, equipment or doors. No signs or posters pertaining to a non-Library-sponsored meeting may be posted on Library property other than on the Library's Community Bulletin Board.
- H. The Library is not responsible for the loss of or damage to any equipment or material owned or rented by an organization.
- I. The Library does not provide any special accommodations to groups using the meeting room such as parking, service to carry supplies or equipment, refreshments, storage space, office supplies or photocopies. All groups must provide their own support for preparation and clean-up.
- J. All use of the meeting room must be in compliance with Library policies including, but not limited to:
  - General Conduct Policy (Policy No. 320)
  - Unattended Children (Policy No. 340)

## DRAFT REVISION FOR 2/15/17 BOARD REVIEW

- K. The meeting room applicant and the group or organization shall be jointly and severally liable for any breakage, damage or theft of any Library property caused by members or guests of the group or organization. Damages and/or cleanup costs will be billed at a rate equal to the actual cost plus 20%.
- L. The Library Director or designee will notify the applicant in writing of any violations of the meeting room regulations.
- M. Permission to use the meeting room may be withheld from groups that have:
  - Damaged the room, furnishings or equipment
  - Violated a Library policy
  - Cancelled three reservations in a 12-month period (includes no-shows)
  - Failed to vacate the premises in a timely manner

### X. APPEALS PROCESS

A group or organization which has been denied permission to use the meeting room may appeal such denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least seven business days before such Board Meeting.

### XI. AMENDMENTS AND REVISIONS

The Board of Trustees of the Warrenville Public Library District will review this policy and its regulations periodically and reserves the right to amend them at any time.

#### Policy Revision Log

Revisions pending 2017

Revised 8/1/16, effective immediately

Revised 5/27/15, effective 6/1/15

Revised 3/12/12, effective 4/1/12

Amended 4/18/07

Revised and Amended 9/17/03

## NEW BUSINESS

### Review Suggested Uses for Foundation Funds (discussion only)

Director Whitmer asked the Management Team to provide suggestions for use of the recently withdrawn Foundation funds. Approximately \$30,000 will be distributed to the Library in February.

Suggestions from the Board are welcome. Feedback from the Board will assist the staff in determining which items to include in next year's budget.

<p>Replace existing drinking fountains with bottle-filling fountains - \$2,500</p> <p>(Admin)</p>	
<p>Wifi Hotspots for circulating Mobile Device Collection</p> <p>5 hotspots - \$660 annually 10 hotspots - \$1308 annually</p> <p>(IT)</p>	
<p>Literature Display Racks for Lobby - \$250-\$400</p> <p>(Public Services)</p>	
<p>Hands-on Craft Classes for 12-25 people - \$200-\$450</p> <p>Possible classes include Canvas Painting, Essential Oil Bath Bombs, Centerpieces, Upcycled Book Pages</p> <p>(Public Services)</p>	

World Globe (tabletop). - \$100  
(Public Services)



Magnetic Building Blocks - \$85  
(Public Services)




2 iPads with Apps for in-library use by Teens  
- \$1500  
(Public Services)



15 Kindle Paperwhites to replace existing  
(circulating mobile devices, pre-loaded) -  
\$1500  
(Public Services)





<p>High-power computer for patrons (to use with free design/creative software that doesn't function well on our existing patron PCs) - \$1500</p> <p>(Public Services)</p>	
<p>BookPage – 100 copy subscription - \$550</p> <p>(Public Services)</p>	
<p>100 totebags to circulate to patrons - \$500</p> <p>(Circulation/Admin)</p>	



The building project has been my primary focus over the past month.

Other activities of note:

- The request for developer donations was submitted to the City of Warrenville.
- Request for refund of municipal telecommunications tax was submitted to the City. The Library received a refund of \$397.98 for calendar year 2017.
- The Library received a \$876.65 refund from the LIMRiCC Unemployment Compensation Group account. The Library participates in this self-insured group for unemployment claims. When the account balance exceeds \$1,000,000, the excess amount is distributed to members as dividends.
- The City of Warrenville released developer donations in the amount of \$57,329.39.
- Submitted the Library's Annual Certification to the Illinois State Library.
- Director Whitmer completed the Illinois Attorney General's annual online certification for Open Meetings Act and Freedom of Information Act.
- Organized content and communicated layout of Spring Newsletter to printer. (Newsletter is scheduled to be delivered to Warrenville addresses the week of February 13.)
- Posted two part-time positions: Marketing & Communications Specialist and Graphic Artist. Will conduct interviews after February 20 with the goal of having this positions filled by mid-March.
- I've accepted an invitation from the City of Warrenville to participate as a member of the steering committee for the City's branding/regional positioning initiative.

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

January 10 – Meeting Room Policy Committee

January 11, 25 – Construction Meetings

January 12 – Webinar: Top Employment Law Issues for Libraries in 2017

January 20 – Keying Meeting (key control plan for re-keying all interior/exterior locks)

Various - Management Team Meetings

# STATISTICAL SUMMARY

January 2017

	JAN 2017	JAN 2016	% change	+/-
<b>TOTAL CIRCULATION</b>	16,617	19,183	-13.4%	-2,566
Print	7,787	8,913	-12.6%	-1,126
NonPrint	7,697	9,367	-17.8%	-1,670
Equipment (mobile dev., in-house laptops, etc.)	43	46	-6.5%	-3
Downloadables	1,090	857	27.2%	233
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	792	783	1.1%	9
<b>ZINIO (eMagazines)</b>	85	74	14.9%	11
<b>Hoopla</b>	213	n/a		
<b>ITEM REQUESTS PROCESSED</b>	275	339	-18.9%	-64
<b>INTERLIBRARY LOANS RECEIVED</b>	222	268	-17.2%	-46
<b>MATERIALS ADDED</b>	836	732	14.2%	104
<b>MATERIALS WITHDRAWN</b>	1,256	2,262	-44.5%	-1,006
<b>TOTAL COLLECTION SIZE*</b>	106,624	125,957	-15.3%	-19,333
<b>PROGRAMS</b>				
Number of Adult Programs	5	7	-28.6%	-2
Adult Program Attendance	77	167	-53.9%	-90
Number of Children's Programs	3	22	-86.4%	-19
Children's Program Attendance	62	287	-78.4%	-225
Book-A-Librarian	5	6	-16.7%	-1
Book-a-Librarian Attendance	5	6	-16.7%	-1
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,339	1,444	-7.3%	-105
<b>RESIDENT CARDS ACTIVE</b>	6,173	6,364	-3.0%	-191
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	309	347	-11.0%	-38
<b>VISITOR COUNT **</b>	9,387	11,041	-15.0%	-1,654
<b>COMPUTER SESSIONS</b>	1,398	1,622	-13.8%	-224
<b>DATABASE USAGE***</b>	568	2,851	-80.1%	-2,283
<b>WEBSITE VISITS</b>	5,089	8,933	-43.0%	-3,844
<b>UNIQUE WEBSITE VISITORS</b>	2,364	4,461	-47.0%	-2,097

\*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**

**January 2017**

**Leila Heath**

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## **InterLibrary Loan**

Item Requests Processed: 275 (339 LY); Materials Received: 222; Materials Lent: 72

## **Programming**

Adult:

Book Discussion 1/5: 8

Green Book Discussion 1/17: 7

Debating Incorporation 1/29: 47

Book a Librarian (5): 5

Youth:

Stuffed Animal Sleepover 1/20: 9

All Ages:

Winter Library Club 12/26-1/31: 24 (1 adult, 23 youth)

Guess How Many 12/26-1/31: 44 (14 adults, 30 youth); Jordana MacGaffey won the youth prize and Melissa Gish won the adult prize for a \$10 Target gift card.

## **Outreach / PR**

The Library e-newsletter, Library Matters, was mailed 1/24 to 553 (542 LY) recipients.

## **Shelving / Collection Shifts**

YS Shelving Prep: Picture Books Classification

AS Weeding: CDs, DVDs, Audiobooks

AS Shifting: Fiction, Mystery, SciFi/Fantasy, Nonfiction, Spanish, Large Print, Magazines, CDs

YS Shifting: YS DVDs, CDs, Audiobooks, Picture Books

## **Meetings / Continuing Ed**

Management Meetings: Leila

WWECC 1/11: Diana

Tech Team Meeting 1/12: Jen, Sylvia, Guillermo, Alyssa, Diana, Jane, Nayeli

Parent Council 1/16: Diana

Day of Play Planning Meeting 1/31: Diana

## **Readers' Advisory**

NextReads eNewsletter: 148 (146 LY) subscribers

Teen Volunteers: 2; Hours: 4

Shelf Talkers: Jen put out 12 new 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 1/1-31: 1072; Total views 2017: 1072

**OverDrive eAudiobooks/eBooks**

New User accounts 1/1-31: 14

Checkouts 1/1-31: 792

Total checkouts 2017: 792; Total checkouts FY: 5260

**Zinio eMagazines**

User accounts thru 1/31: 185

Checkouts 1/1-31: 85

Total checkouts 2017: 85; Total checkouts FY: 447

**Hoopla**

New User accounts 1/1-31: 16

Checkouts 1/1-31: 213

Total checkouts 2017: 213; Total checkouts FY: 1052

# TECHNICAL SERVICES REPORT

## January 2017

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Louis Carlile

### Collection statistics for the month:

\*836 items were added. (554 books, 128 AV, 154 periodicals, 0 eBooks/eAudio, 0 equipment)

\*1256 items were deleted. (235 books, 876 AV, 145 periodicals, 0 eBooks/eAudio, 0 equipment)

### Other Items:

\*50 books were repaired.

\*126 AV were cleaned / repaired.

### Activities:

\*Tech Team meeting (Lou Carlile)

\*Laconi Meeting at Naperville Public Library: Super Consumers (Lou Carlile)

\*Staff Recognition Committee (Debbie Rosenwinkel, Gail Smith)

# CIRCULATION REPORT

## January 2017

Patty Dybala

Library Card Monthly Stats		
	January 2017	January 2016
# of new cards issued	83	67
# of renewed cards (expiring 1/2017)	115 (253 notices sent)	29 (156 notices sent)
Warrenville Resident cards (active)	6,173	6,364
Reciprocal Borrower cards (active)	309	347

Miscellaneous Monthly Circulation Stats		
	January 2017	January 2016
Self-Checkout Station	4,045 items (26% of total circulation)	4,235 items (23% of total circulation)
Reciprocal Borrower Circulation	1,339	1,444
# of Outgoing Book Discussion ILL Requests	33 (9% of total item requests)	57 (14% of total item requests)
Mobile Device Circulation	36	31
Mobile Device In-house Circulation	7	9

### Professional Growth/Meetings:

Management Team meetings- Patty

1/12 Tech Team Meeting- Sarah

1/6; 1/11; 1/16 Customer Service Specialist Interviews-Patty

### Staffing

Bhargavi Lakkaraju has accepted the position of Customer Service Specialist. She began on Monday, February 6.

### Homebound Delivery

1/5- Patty & Leila

1/25- Patty & Lou

## COMPUTER SERVICES REPORT

### January 2017

Cynthia Makowski

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1. Meetings, training, etc.
  - Management Team (2)
  - Reviewed A/V equipment specifications w/Sandy
  - Tech Team meeting: Nayeli update, Sarah introduction, BC PAC/Hoopla update, Printwhere update, dual monitor demo; department updates (Krayon Kiosk apps, robots, Book-A-Librarian)
2. Moved furniture, computers, printers, phones, power strips & cables as needed due to construction.
3. Received zero dollar quote for Enterprise PAC product to replace BC PAC & HIP catalogs.
4. Renewed service subscriptions for network firewall appliance.
5. Added 17 new (free) Khan Academy/Duck Duck Moose apps to the Krayon Kiosk iPads.
6. Tested dual monitor setups to confirm viability and procedures for use at the public service desks, and demonstrated for the Tech Team.

## **PRESIDENT'S REPORT**

### **Next Meetings or Events**

(As of Wednesday, February 8, 2017)

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

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

Wednesday, April 19 at 6 p.m.  
Committee of the Whole Meeting (Budget)  
Lower Level Meeting Room

Wednesday, April 19 at 7 p.m.  
Regular Library Board of Trustees Meeting  
Lower Level Meeting Room



#### **Building Project Calendar**

The project is on schedule.

Next major project targets:

Week of March 20 – Phase 2 punch list

Week of March 27 – Move into Phase 2 space, Begin Phase 3

### **Community Event**

#### **State of the City Address at City Hall**

**Wednesday, February 22, 6 p.m.**

Each year, Mayor Brummel presents the State of the City address, which is an opportunity to learn what the City has accomplished over the last year, what is ongoing, and the goals for next year. It is a great way to engage in the community and learn about what impacts you the most. Attendees can meet other elected officials, City, and overlapping taxing district staff, community group representatives, and business owners. Light refreshments will be provided from 6:00 p.m. to 6:30 p.m. followed by the Mayor's presentation. R.S.V.P. to Alma Morgan (amorgan@warrenville.il.us or 630/393-9427)

### **Continuing Education Opportunities**

Please inform Director Whitmer by Wednesday, March 15 if you wish to attend either of the following event:

#### **2017 Follett Lecture at Dominican University**

**Wednesday, April 12, 6 p.m.**

Dr. R. David Lankes, 2016-17 Follett Chair, associate dean of the University of South Carolina's College of Information and Communications and director of the School of Library and Information Science there, will present the 2017 Follett Lecture, titled "The Social Responsibility of the Library and the Librarian in a Post-Factual World." The author of *The Atlas of New Librarianship* and *Expect More*, he is a strong advocate for innovation and excellence in twenty-first century libraries.



Respondent panelists include Nicole A. Cooke, assistant professor at the School of Information Sciences and faculty affiliate of the Center for Digital Inclusion at the University of Illinois Urbana-Champaign; Miguel Figueroa, director of the American Library Association's Center for the Future of Libraries; and Scott Walter, university librarian at DePaul University.

The lecture will take place at 6 p.m., followed by a reception; it is free and open to the public, with registration required. The Follett Lecture is generously supported by the Follett Corporation.

#### **ILA REPORTER – February Issue Available**

The February issue of the ILA Reporter is available online at <https://www.ila.org/publications/ila-reporter>.

"Libraries for All: Expanding Services to People with Disabilities"

Renee Grassi, Dakota County (Minnesota) Library System

"Going Beneath the Surface: Outreach to Latino and Other Communities"

Amanda Civitello, Waukegan Public Library

"Library Buildings 2016"

Illinois Library Association

"From Hashtags to Better Readers' Advisory"

Hannah Rapp, Glen Ellyn Public Library

#### **Future Board Meeting Discussion/Action Items**

March –

- General Conduct Policy
- Presentation by Circulation Manager Patty Dybala regarding Fines & Fees
- Approve Strategic Priority Action Steps for FY18
- Receive Director's Self-evaluation, Evaluation Forms

April –

- Committee of the Whole – review first draft of budget
- Closed session for Director's Evaluation

## **CLOSED SESSION**

### **REVIEW OF CLOSED SESSION MINUTES**

A closed session for the six-month review of closed session minutes has been placed on the agenda. Trustee Warren and Director Whitmer have reviewed the minutes and recommend the motions below. Minutes to be released include discussion of TIF Litigation, Purchase of Real Estate, Trustee Interviews, and Employee Compensation.

If the Board concurs with the recommendation, then the Board may take action without having to hold a closed session. (In this case, the meeting agenda should be amended as follows: remove the closed session and move the closed session agenda item to the Regular Agenda.)

#### **RECOMMENDED ACTION #1**

***MOTION: I move to destroy verbatim recordings for the closed session held on May 19, 2015 and closed sessions #1 and #2 held on May 27, 2015.***

#### **RECOMMENDED ACTION #2**

***MOTION: I move to release the following closed session minutes:***

- ***From 2005 - March 24***
- ***From 2006 - April 26, May 17, and July 19 Session #2***
- ***From 2007 - April 18 Session #1***
- ***From 2008 - March 19 and December 17 Session #2***
- ***From 2009 - January 21 Session #2, April 15 Session #2, May 20, and June 17***
- ***From 2010 - January 20 Session #2, February 17 Session #2, February 24, April 21 Session #1, August 18, and November 17***
- ***From 2012 - March 21 Session #1 and December 19***
- ***From 2013 - January 16, March 20, May 15 Session #1, August 21 Session #1, September 18, and October 16***

(No additional information regarding this matter is included with the Board packet.)