



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, June 19, 2019, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

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

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

4. Presentations
 - a. July 3 Parade Information (Gail Smith, Technical Services)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 3** a. Approve Minutes of the May 22, 2019 Committee of the Whole Meeting
- p. 8** b. Approve Minutes of the May 22, 2019 Regular Board of Trustees Meeting
- p. 13** c. Receive and file Financial Report for May
- p. 21** d. Authorize Board Secretary to Submit Certification of Board to County Clerk and Illinois State Librarian
- p.22** e. Approve FY20 Working Budget
- f. Authorize Preparation of Tentative Budget & Appropriation Ordinance

8. Regular Agenda

- p. 26** a. Approve payments for the period of May 23 – June 19, 2019 **(ACTION)**
- p. 29** b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

- p. 30 a. Approve Library Director's Goals for FY20 **(ACTION)**

10. New Business

- p. 33 a. Review and Approve Request from Warrenville Park District to Use Library Property for Specific Entertainment Activities on Saturday, August 3, 2019 **(ACTION)**

- p. 35 b. Discussion of Warrenville Writers Connection Art on the Prairie Booth and Review of Policy No. 260 – Library Programs (*discussion only*)

- p. 36..... 11. Director's Report

- p. 39 12. Department Head Reports

- p. 45 13. President's Report

- a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Closed Session

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

21. Adjournment **(ACTION)**



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 - b. Approve transfer of funds **(ACTION)**

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12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees Committee of the Whole Meeting
Wednesday, May 22, 2019

1. Call to Order – Trustee Picha called the meeting to order at 6:03 p.m.
2. Roll Call
ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka (arrived at 6:21 p.m.)
Stull and Warren
ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis
PUBLIC ATTENDING: Gail Smith
3. Public Comments – none
4. Review of the first draft of the FY20 Working Budget

INCOME

- Director Whitmer stated there are no significant changes to the income from prior years. She is waiting to see if interest rates on the Library's bank accounts will change now that MB Financial merged with Fifth Third Bank.
- Approximately \$1,000 City TIF Funds may be received.
- Property tax income increased approximately 3%.
- The most important column in the budget sheet is the "% change FY19 projected to FY20 budget."

EXPENDITURES

Director Whitmer reviewed the expenditure categories line by line with the following highlights:

PERSONNEL EXPENSES

- Salaries are increasing slightly due to two part time positions becoming full time in September. Because the strategic plan calls for expanded services to the Hispanic population a part time employee will be full time and work on this part of the strategic plan.

A Customer Service Specialist will be promoted to full-time with her additional hours devoted to assisting the Marketing Department. She is currently assisting with social media posts.

IMRF expense will decrease because the Public Services Manager's salary will be at a lower rate. Medicare and Social Security will increase due to the across the board salary increases.

- Health insurance costs are increased due to the new full time positions.

SUPPLIES

- Circulation will need to order library cards will increase that line item by approximately \$2,500-\$3,000. Cards are ordered every 3-4 years.

FURNITURE/EQUIPMENT PURCHASES & MAINTENANCE

- This has decreased since some major purchases were made during this fiscal year.

AUTOMATION

- This increased due to some items being budgeted from the Special Reserve Fund that are typically not included.

LIABILITY INSURANCE

- Insurance Package (Liability) assumes a 5% increase.
- Officers & Directors Policy is expiring and will renew for another three-year period assuming a 4% increase. The Library saves a considerable amount when renewing for the three-year term. Director Whitmer will be meeting with the insurance broker in June so these numbers may be adjusted.

PERSONNEL DEVELOPMENT

- The Staff Recognition Dinner and Staff In-Service Day have been included. Director Whitmer explained some libraries are going to multiple staff days, half day events multiple times or even a meeting on the same day of every month in the morning. At this time we will remain with one staff in-service day and possibly some morning staff training this year.
- The budget includes one staff person attending PLA.

TRUSTEE DEVELOPMENT

- The budget includes two trustees attending PLA. Trustee Whitmer is suggesting this be reduced to one trustee.

CONTRACTURAL

- Attorney fees were decreased based on this year's fees.

LIBRARY MATERIALS

- Library materials currently include a 3% increase over last year's budget, however, Director Whitmer is recommending some reductions to certain collections in order to balance the budget.

PROGRAMMING

- This has been increased for additional programs and the cost of concerts was increased.

Trustee Stull asked if the Library is pursuing going fine free. Director Whitmer stated she has not investigated it at this time and a study should be done in conjunction with the Strategic Plan.

PR/PUBLICITY

- The newsletter will continue to be a quarterly publication. There was discussion of discontinuing the mailed newsletter but feedback indicates it is the primary source of Library information for many residents.

BUILDING AND MAINTENANCE

- Director Whitmer explained the building and maintenance line items no longer include funds for anticipated emergency repairs, just normal maintenance.
- Trustee Stull asked if security cameras have been installed. Director Whitmer stated this project has been carried over into the FY20 budget.

UTILITIES

- Electricity is reduced due to the LED Retrofit/Replacement project.

GIFT EXPENDITURES

- Gift expenditures includes income expected to be received from the DuPage Foundation.

DEBT SERVICE

- This is the yearly debt service payment.

CONTINGENCY

- The Contingency line item was reduced from \$10,000 to \$5,000 based on actual expenditures over the last 5 years.

FUND BALANCES

Director Whitmer explained the Corporate Fund has a deficit of \$24,295. The fund balance target is within the 25% goal for the fiscal year, but continued deficit spending combined with the impact of the minimum wage legislation will result in the Library falling below the target in just 2-3 years. The Board needs to be aware of this.

SUGGESTED EXPENDITURE REDUCTIONS

Director Whitmer explained there are several ways to reduce expenditures including:

- Staffing – delay the new full time positions to be effective September 1, which will decrease salaries and benefit costs.
- Reduce library materials in areas where circulation is down.
- Trustee DuRocher asked if a patron is interested in a database, we do not currently own could they use the resources at College of DuPage or other libraries. Director Whitmer replied you cannot access other library databases. College of DuPage's licensing may stipulate you have to be a student.
- Director Whitmer is suggesting only one Trustee attend PLA next year.

DISCUSSION

- Trustee Picha asked if the Library is shopping for the best options for automation maintenance. Director Whitmer stated Systems Administrator Cynthia Makowski compares one-year subscriptions versus multiyear and researches all options available.
- Trustee Warren asked why there is a charge under Furniture/Equipment Purchases and Automation Supplies for toner cartridges. Director Whitmer explained the toners included in the Furniture/Equipment Purchases is for the copier toners and service calls. Director Whitmer explained the \$2,500 in Operating – Automation Supplies is for all the employee and department printer toner cartridges.
- Trustee Warren asked if we get a good price from Konica for the print charges. Director Whitmer replied a black and white is less than \$0.01 per print and a color print is less than \$0.10.
- Trustee Warren asked why there is a charge for shredding. He thought the local financial institutions would do it free. Director Whitmer stated they do not shred 30 boxes at one time.

5. Items for Information/Discussion

Trustee Picha stated the suggested expenditure reductions are only \$22,815 and the deficit on Page 1 is \$42,008 leaving a deficit of approximately \$19,000.

Director Whitmer stated the deficit on page 1 includes expenditures from the Special Reserve Fund. She expects adjustments to salaries for new hires may reduce the remaining deficit.

Trustee Stull asked if the budget reflects the LED retrofit project. Director Whitmer stated it does, however, it does not fully include the City taking over the streetlamps.

Trustee Picha asked if a balanced budget must be passed. Director Whitmer stated a balance budget does not have to be passed as long as the Library has fund balances, which we do.

Director Whitmer explained the Fund Balance Projections.

Trustee DuRocher stated she thinks only one trustee should go to PLA.

Trustee Lezon asked if property tax income would increase. Director Whitmer stated most of the new developments are located in TIF Districts with the only exception on Ferry Road and at the Regal Cantera parking lot. The Library would not see any taxes from those developments for at least three years. Director Whitmer stated the City/Library Task Force may need to meet to discuss reimbursement for residential development in the TIF districts.

Trustee Picha thanked Director Whitmer for the detailed budget. Director Whitmer thanked her Management Team for all their input.

Director Whitmer will revise the budget with the suggested revisions and bring the budget to the June Board Meeting for approval.

6. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 6:46 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

Heather Stull, Secretary
Board of Trustees
Warrenville Public Library District

OWARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, May 22, 2019

1. Call to order – Trustee Picha called the meeting to order at 7:04 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren
ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis
PUBLIC ATTENDING: Gail Smith

3. Approval of the Agenda

Trustee Warren removed Item #22 – Closed Session and #23 – Discussion/action resulting from the above closed session

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

Roll call:

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

4. Presentations

- a. Employee Recognition – Ly Tran 10 years

Director Whitmer gave a brief history of Ly's 10 years at the Library. He also works full time at another library. He is very talented, certified to handle the HVAC systems and if he doesn't know how to repair something he will learn.

Trustee Picha asked Director Whitmer to extend the Board's appreciation to Ly.

5. Public comments – None

6. Correspondence

Director Whitmer shared a thank you card from the two students who attended the April board meeting.

7. Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the April 17, 2019 Regular Board of Trustees Meeting
- b. Approve Minutes of the Closed Session of the April 17, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for April

- d. Receive and file Election Canvass and Abstract of Results from DuPage County Clerk for the April 2, 2019 Consolidated General Election

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

Roll call:

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

Motion carried

8. Oath of Office for Sandy Lezon and Jill Richardson

Trustee Stull administered the Oath of Office to Sandy Lezon and Jill Richardson.

9. Election of Board Officers for 2019-2021

Trustee Picha asked for nominations for Board President. Trustee Stull nominated Trustee Picha for the Office of President of the Board. There were no other nominations and Trustee Picha accepted the nomination. Trustee Picha asked for a voice vote: all ayes.

Trustee Picha asked for nominations for Office of the Vice-President of the Board. Trustee Ruzicka nominated Trustee Warren as Vice-President. There were no other nominations and Trustee Warren accepted the nomination. Trustee Picha asked for a voice vote: all ayes.

Trustee Picha asked for nominations for Office of the Secretary of the Board. Trustee Picha nominated Trustee Lezon as Secretary. Trustee DuRocher nominated Trustee Ruzicka. Trustee Ruzicka declined the nomination. Trustee Lezon accepted the nomination. Trustee Picha asked for a voice vote for Trustee Lezon as Secretary: all ayes

Trustee Picha asked for nominations for Office of the Treasurer of the Board. Trustee Ruzicka nominated Trustee DuRocher as Treasurer. Trustee DuRocher declined the nomination. Trustee Picha nominated Trustee Stull as Treasurer. Trustee Stull accepted the nomination. Trustee Picha asked for a voice vote for Trustee Stull as Treasurer: all ayes

10. Consideration of Board Committee Assignments for 2019-2021
After discussion, the agreed upon Slate of Board Committee Assignments was:

Personnel Committee:

Trustees DuRocher and Warren with Trustee Richardson as Alternate

City/Library Task Force:

Trustees Lezon and Ruzicka with Trustees DuRocher and Richardson as Alternates

Open Meetings Act Designee:

Trustees Stull and Library Director Sandra Whitmer

Freedom of Information Act Officers:

Library Director Sandra Whitmer and Assistant to the Director Jackie Davis

Ethics Advisor:

Trustee Lezon

Library System Contact:

Library Director Sandra Whitmer

11. Regular Agenda

- a. Approve payments for the period of April 18, 2019 – May 22, 2019

MOTION: Trustee DuRocher moved to pay invoices in the amount of \$61,074.22 for the period of April 18, 2019 – May 22, 2019 including electronic payments and checks #7012 – 7073. Trustee Ruzicka seconded.

Roll call:

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

Motion carried

- B. Approve transfer of funds

MOTION: Trustee Richardson moved to transfer \$150,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Warren seconded.

Roll call:

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

Motion carried

12. Unfinished Business – none

13. New Business

- a. Approve Library Director's Goals for FY20

Trustee DuRocher stated the Board asked Director Whitmer for three goals and she has given them four. Director Whitmer was asked to rank them in order of importance and if she could achieve them all. Director Whitmer stated Goal #4 - discussion of a value statement and mission statement is important and does not have a high cost to complete.

Trustee DuRocher stated Goal #1 identify local organizations and sharing information, etc. is important to the Strategic Plan.

After discussion of Goals #2 – examine employee rates, job satisfaction levels, and #3 – evaluation compensation, it was the consensus of the Board to combine these goals and have them completed over a two-year period.

Director Whitmer will revise the goals and bring to the June board meeting for discussion and approval.

b. Discussion and Provide Feedback to Personnel Committee on Director's Evaluation Process

Trustee DuRocher reviewed the Library Director Evaluation Process and thanked Trustee Warren for compiling the responses.

Trustee DuRocher asked Director Whitmer if she thought the process worked better this year than in the past. Director Whitmer stated she appreciates the trustee comments, but more importantly, she needs to know if there is an area needing improvement.

Trustee Warren stated he did not like using Google Docs for the evaluation.

Trustee DuRocher stated she found this process very easy and everyone has access to Google Docs.

Trustee Stull appreciated the addition of general comments.

Director Whitmer suggested trustees jot down their thoughts on her future goals as they think of them, or discuss at a board meeting.

Trustee Picha thanked Trustees DuRocher and Warren for their work on the Director's Evaluation.

14. Director's Report

- Director Whitmer stated the first round of interviews for Youth Services Librarian and Public Services Manager are completed. She has scheduled second interviews the week of June 3 with some staff in attendance. She stated there are some great candidates.
- Director Whitmer reported Youth Services Assistant Nayeli Rios has resigned. She is returning to graduate school and has accepted a work-study position with Sikich. Director Whitmer stated several staff from other departments have been selected to be temporarily promoted to Youth Services Assistants to help with desk coverage and programming.
- Many staff are covering programs with Ellen Seiberlich and Gail Smith assisting in Youth Services.
- Two managers are taking leaves of absence this summer. A Youth Services Assistant is also taking a leave of absence.
- Outdoor sign images were included in this report indicating their location. Director Whitmer stated this part of the sign project is on hold for now.
- The lighting contractor will be here the week of May 26 to complete the LED retrofit/replacements.
- The City of Warrenton street lamp transition was completed in mid-May.
- MB Financial is now Fifth Third Bank. We have the same contacts and representatives as before.
- A Freedom of Information response from the Better Government Association for full payroll expenditures by individual for year 2018 was fulfilled.

- Director Whitmer stated she gave a presentation at St. Irene's Career Day.
- The butterfly garden is scheduled to be planted on Saturday, May 25.
Director Whitmer will be in attendance and invited the trustees to participate.

15. Department Head Reports

Trustee Picha stated she appreciates receiving the outreach attendance numbers and is happy to report the self checkout is at 43%.

16. President's Report

Trustee Picha reviewed the upcoming meetings and events.

17. Treasurer Report – Trustee Stull stated there is nothing new.

18. Secretary's Report - Trustee Lezon reported everything looks good.

19. Committee Reports – none

20. Trustee Comments

Trustee Picha thanked Director Whitmer for the new dumpster enclosure.
The first Concert on the Commons is June 5.

21. Adjournment

MOTION: Trustee Warren moved to adjourn the board meeting at 7:53 p.m. Trustee Ruzicka seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

May 31, 2019

WARRENVILLE LIBRARY INCOME	MAY 2019	FUND BALANCES										PAGE 1		
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2018	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH		Y.T.D. EXPENSES	UNAUDITED CURRENT
LEVY		1748717	94.7048%	0	1742247	99.63%	372154	(100000)	3300	86324	132083	1648656	452069	
CORPORATE		97776	5.2952%	0	97502	99.72%	95801	0	0	0	6504	85798	107505	
BLDG. & MAIN.		1846493	100.00%	0	1839749	99.63%	467955	(100000)	3300	86324	138587	1734454	559574	
TOTAL TAX (LEVIED)														
DEFERRED REVENUE		0		0	0		0	0	36420	36420	0	0	36420	
WORKING CASH		0		0	0		225847	0	0	0	0	0	225847	
DEVELOPER DONATIONS		0		0	0		0	0	0	0	0	0	0	
SPECIAL RESERVE		0		0	0		154831	100000	0	0	408	16069	238762	
ALBA LEMOS GIFT FUND		0		0	0		23524	0	0	0	0	0	23524	
CAPITAL PROJECT		0		0	0		0	0	0	0	0	0	0	
TOTAL		1846493	100.00%	0	1839749	99.63%	872157	0	39720	122744	138995	1750523	1084127	
FORMULA = A+B+C+D-E=F					A		B	C		D	E		F	

May 31, 2019

TABLE OF CONTENTS FOR THE FINANCIAL REPORTS

- 1 Report -- Levy and Fund Balance.**
 - 2-2C Report -- Budget verses Payouts By Expense Classification.**
 - 3 Assets and Liabilities Report .. status as of May 31, 2019**
 - 4-4C Journal of Check Disbursements for the month of May.**
This is simply a list of money paid out in May.
 - 5-5F Bank Reconciliations .. these are for the financial holdings of whatever type (checking, savings, etc.), Illinois Funds, Oak Brook Payroll and Petty Cash Accounts.**
- *****
- 6-6 General Ledger May 31, 2019. This is a list of SPECIAL INCOME received in May such as fines, fees, interest and taxes.**
 - 7-7A Journal of Ledger adjustments for the month of May. This section has bookkeeping adjustments such as reclassification of bills, etc.**
 - 8-8G General Ledger for May 31, 2019. This is a listing of ALL FINANCIAL ACTIVITY and includes cash disbursements. It also includes receipts or reclassification's.**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: May 31, 2019

	CORPORATE FUND				
	1 Month Ended	11 Months Ended	Budget	Balance	% Received /
	May. 31, 2019	May. 31, 2019			Expended
Income					
Taxes Levied	0.00	1,741,515.20	1,748,717.00	7,201.80	99.59%
Back Taxes	0.00	732.14	0.00	(732.14)	0.00%
Copier	588.26	6,808.30	6,000.00	(808.30)	113.47%
Extended Use Fees	1,707.10	18,079.65	19,000.00	920.35	95.16%
Fees	84.25	600.00	250.00	(350.00)	240.00%
Interest	504.05	21,248.34	3,000.00	(18,248.34)	708.28%
Book Sales	143.50	1,659.95	500.00	(1,159.95)	331.99%
Lost Books	95.00	2,617.40	3,500.00	882.60	74.78%
Gifts / Memorials	161.84	1,506.84	0.00	(1,506.84)	0.00%
Miscellaneous	16.50	1,759.62	3,000.00	1,240.38	58.65%
Hotel/Motel Tax	0.00	13,904.75	17,205.00	3,300.25	80.82%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	1,200.00	1,600.00	400.00	75.00%
	3,300.50	1,828,570.94	1,819,672.00	(8,898.94)	100.49%
Expenses					
Sal. - Administration	16,175.20	193,271.63	212,500.00	19,228.37	90.95%
Sal. - Circulation	10,245.92	123,499.11	133,000.00	9,500.89	92.86%
Sal. - Maintenance	1,796.24	20,701.19	22,500.00	1,798.81	92.01%
Sal. - Public Services	23,103.69	340,158.74	366,500.00	26,341.26	92.81%
Sal. - IT	6,105.43	72,590.15	80,500.00	7,909.85	90.17%
Sal. - Tech Services	10,115.13	123,110.45	134,000.00	10,889.55	91.87%
I.M.R.F. - Expense	7,113.70	87,493.60	92,000.00	4,506.40	95.10%
Fica - Expense	5,064.06	65,004.92	72,000.00	6,995.08	90.28%
Unemp. Comp.	0.00	1,190.20	1,200.00	9.80	99.18%
Op - Mat'l Processing/Tech	1,523.51	8,749.20	13,000.00	4,250.80	67.30%
Op - Mat'l Processing/Circ	16.99	1,145.12	2,210.00	1,064.88	51.82%
Op - Postage	94.50	3,782.90	5,165.00	1,382.10	73.24%
Op - Office Supplies	283.37	2,942.93	3,850.00	907.07	76.44%
Op - Bank Fee's	14.90	507.87	600.00	92.13	84.65%
Op - Automation Supplies	158.99	4,640.12	3,000.00	(1,640.12)	154.67%
Op - Publishing	0.00	1,275.01	1,300.00	24.99	98.08%
Equip. - Purchases	537.00	7,503.56	8,700.00	1,196.44	86.25%
Equip. - Maintenance	116.35	2,827.47	3,500.00	672.53	80.78%
Auto. - Software	1,755.87	14,167.52	17,195.00	3,027.48	82.39%
Auto. - Purchases	447.50	3,292.13	3,600.00	307.87	91.45%
Auto. - Maintenance	1,713.80	43,050.58	44,865.00	1,814.42	95.96%
L. Ins. - Workmen's Comp	0.00	0.00	3,800.00	3,800.00	0.00%
Ins. - Multi Peril Package	0.00	12,466.00	13,250.00	784.00	94.08%
Ins. - Health / Life	2,906.09	38,528.54	70,540.00	32,011.46	54.62%
Pd - Recruiting	245.00	648.42	500.00	(148.42)	129.68%
Pd - Staff Appreciation	59.04	2,865.68	3,300.00	434.32	86.84%
Pd - Staff / Dues	1,040.00	2,995.00	2,875.00	(120.00)	104.17%
Pd - Staff / Meetings	110.00	5,167.06	6,950.00	1,782.94	74.35%
Pd - Staff / Transportation	207.76	1,192.23	1,500.00	307.77	79.48%
Pd - Trst / Mtgs	325.00	456.57	500.00	43.43	91.31%
Pd - Trst / Transportation	33.64	17.47	250.00	232.53	6.99%
Pd - Trustee Misc.	7.98	327.16	500.00	172.84	65.43%
Cont. - Lawyer	0.00	945.00	5,000.00	4,055.00	18.90%
Cont. - Accounting	901.74	12,210.73	13,100.00	889.27	93.21%
Cont. - Collections	53.70	679.60	1,250.00	570.40	54.37%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: May 31, 2019

	CORPORATE FUND				
	1 Month Ended	11 Months Ended			% Received /
	May. 31, 2019	May. 31, 2019	Budget	Balance	Expended
Cont. - Audit	0.00	7,810.00	7,810.00	0.00	100.00%
Cont. - Consultants	0.00	16,535.97	19,700.00	3,164.03	83.94%
Lib. Mat. - Adult Books	4,406.84	50,885.14	58,000.00	7,114.86	87.73%
Lib. Mat. - Youth Books	1,962.65	30,889.53	33,000.00	2,110.47	93.60%
Lib. Mat. - Adult AV	1,294.49	19,775.60	26,000.00	6,224.40	76.06%
Lib. Mat. - Youth AV	293.68	6,080.14	7,000.00	919.86	86.86%
Lib. Mat. - EBooks	3,057.25	17,643.69	26,000.00	8,356.31	67.86%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	1,400.00	22,370.33	25,000.00	2,629.67	89.48%
Ps - Programs Adult	(69.06)	6,865.09	6,700.00	(165.09)	102.46%
Ps - Programs Youth	1,268.64	4,974.67	6,500.00	1,525.33	76.53%
Ps - Hotel/Motel	4,075.00	12,819.06	17,205.00	4,385.94	74.51%
Ps - Refunds / Fines / Fees	35.00	74.95	500.00	425.05	14.99%
Ps - Printing	0.00	8,973.21	14,500.00	5,526.79	61.88%
Ps - PR / Publicity	426.46	2,652.89	13,125.00	10,472.11	20.21%
Ps - Misc.	49.88	1,192.02	1,150.00	(42.02)	103.65%
Gas	699.96	7,117.82	8,000.00	882.18	88.97%
B & M - Water / Sewer	0.00	765.60	800.00	34.40	95.70%
Electricity	2,570.79	36,702.08	40,000.00	3,297.92	91.76%
Telephone	1,068.25	12,110.76	13,400.00	1,289.24	90.38%
Gifts	602.16	2,245.44	2,000.00	(245.44)	112.27%
Contingency	0.00	563.27	10,000.00	9,436.73	5.63%
Debt Repayment	16,668.74	169,777.74	169,900.00	122.26	99.93%
	132,082.83	1,648,656.14	1,862,290.00	213,633.86	88.53%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: May 31, 2019

	BUILDING & MAINTENANCE FUND				
	1 Month Ended	11 Months ...			% Received /
	May. 31, 2019	May. 31, 20...	Budget	Balance	Expended
Income					
Taxes Levied	0.00	97,465.99	97,776.00	310.01	99.68%
Back Taxes	0.00	36.32	0.00	(36.32)	0.00%
	0.00	97,502.31	97,776.00	273.69	99.72%
Expenses					
Maintenance	2,410.00	35,386.56	74,520.00	39,133.44	47.49%
Maintenance Supplies	678.46	1,516.79	3,200.00	1,683.21	47.40%
Security	1,590.64	7,098.16	13,550.00	6,451.84	52.38%
Snow Removal	635.00	27,870.60	20,000.00	(7,870.60)	139.35%
Hvac	0.00	1,288.28	5,200.00	3,911.72	24.77%
Janitorial Supplies	542.08	3,172.68	3,000.00	(172.68)	105.76%
B & M - Landscape Maint	648.00	9,464.59	7,450.00	(2,014.59)	127.04%
	6,504.18	85,797.66	126,920.00	41,122.34	67.60%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: May 31, 2019

	SPECIAL RESERVE FUND				
	1 Month Ended May. 31, 2019	11 Months Ended May. 31, 2019	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	4,554.40	0.00	(4,554.40)	0.00%
Auto. - Purchases	408.00	11,515.00	16,850.00	5,335.00	68.34%
	408.00	16,069.40	16,850.00	780.60	95.37%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
May 31, 2019

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
III National Bank E-Pay Account	16,052.29
Cash / Copier Change	75.00
MB Operating	206,542.08
MB Business NOW	149,748.40
MB Certificate of Deposit 7707	603,654.24
MB Business Money Market	110,931.85

1,087,413.86

General Fixed Assets	6,337,069.00
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TOTAL ASSETS	<u>\$ 7,424,482.86</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

Deferred Revenues	36,420.17
I.M.R.F.	3,284.74

39,704.91

LONG-TERM LIABILITIES

Debt Certificate Payable	1,820,000.00
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1,820,000.00

EQUITY

Fund Balance	5,564,777.95
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,424,482.86</u>
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See Accountants Compilation Letter

BOARD OF TRUSTEES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT

EFFECTIVE MAY 22, 2019

NAME	ADDRESS	PHONE #	TERM EXPIRES
JERRI L. PICHA, President	30W016 Juniper Court Warrenville, IL 60555	(630) 876-0119	2021
RICHARD W. WARREN, JR., Vice-President	27W775 Parkview Avenue Warrenville, IL 60555	(630) 393-2255	2023
SANDY LEZON, Secretary	27W554 Warrenville Road Warrenville, IL 60555	(630) 999-3802	2025
HEATHER J. STULL, Treasurer	30W018 Plum Court Warrenville, IL 60555	(630) 520-0259	2023
BARBARA J. DuROCHER	3S560 West Avenue Warrenville, IL 60555	(630) 779-6160	2021
JILL RICHARDSON	3S563 Glen Drive Warrenville, IL 60555	(630) 836-0848	2025
CINDY RUZICKA	3S651 Glen Drive, Box 156 Warrenville, IL 60555	(630) 393-1504	2023

Are Trustees elected? Yes by whom? Residents of the Library District
 appointed? No by whom? N/A

Length of term: 6 years

Are meetings held monthly? Yes

Regular date? 3rd Wednesday of each month Time: 7:00 p.m.

Signed _____

Sandy Lezon, Secretary
Board of Trustees

Date _____

CONSENT AGENDA

Adopt Working Budget for Fiscal Year 2019-2020

NOTE: If any Trustee wishes to discuss these revisions or any other budget-related matter, he or she may remove this item from the Consent Agenda to the Regular Agenda.

A copy of the second draft of the FY20 working budget has been provided as a separate document.

In this second draft, both the Corporate Fund and Building Maintenance Funds are balanced budgets. The Corporate Fund has a projected surplus of \$1,520. The Building Maintenance Fund has a projected surplus of \$37.

This plan should enable the Library to maintain target fund balances through the next four fiscal years.

Special Reserve Fund expenditures in the amount of \$28,350 will not be offset by a transfer of income from the Corporate Fund.

INCOME

No changes from first draft

EXPENDITURES

Changes from first draft are outlined on the following pages.

The most significant changes are:

- The start of two proposed full-time positions will be delayed to September 1. (These are existing part-time positions that will transition to full-time.)
- The recent resignation of the Graphic Artist gives us the opportunity to try a contracted design service instead of an in-house designer. (The expense has been re-assigned from salaries to publicity)
- The Officers & Director's insurance policy was renewed for a 2-year term instead of a 3-year term.
- Several library materials expenditure lines were reduced. This is a reflection of declines in collection use and spending trends.
- The number of trustees attending PLA was reduced to one. Trustee Picha inquired if there were funds for the ILA Conference in Tinley Park. Funds were added for the ILA Conference and several other "routine" events.

The following is a summary of changes from the first draft. Comments from the Board's review of the first draft at the May 22 Committee of the Whole Meeting were taken into consideration and appropriate adjustments were made. Additional changes were made based on prior year trends and updated information. The Board may wish to discuss the highlighted item(s).

	Line Item	First draft amount	+/- change	Final proposal	Notes
	INCOME				
	No changes				Insufficient information is available at this time to make an estimate of TIF reimbursement amount for residential development.
	EXPENDITURES				
6005-01	Salaries – Public Services	384,000	-6,000	378,000	Reflects actual wages after merit increases, new hires; delayed FT start
6004-01	Salaries – Marketing	52,000	-20,000	32,000	Removed graphic artist position in favor of contracted design work (see 6311-01 PR/Publicity); delayed assist. start
6008-01	IMRF Expense	92,000	-1,000	91,000	Reflects reduced salary expenditures
6009-01	FICA Expense	75,000	-1,000	74,000	Reflects reduced salary expenditures
6010-01	Unemployment Compensation	1,500	-200	1,300	Reflects reduced salary expenditures
6090-11	Furniture/Equipment – Purchases (Special Reserve Fund)	0	+6,000	6,000	Balance of interior signage project
6096-01	Automation Software	14,285	+1,000	15,285	Additional users for Baker & Taylor Collection Development/Selection Tool (improved efficiency)
6099-01	Automation Maintenance	55,980	+50	56,030	Cisco SmartNet contract for internet router (price increase)
6100-01	Workmen's Compensation Insurance	4,000	-1,000	3,000	Based on actual insurance premium (reduced rates, reduced wages)

EXPENDITURES, Continued					
	Line Item	First draft amount	+/- change	Final proposal	Notes
6102-01	Insurance Package	13,100	+1,000	14,100	Based on actual insurance premium (includes cyber crime policy)
6103-01	Liability Insurance / Officers & Directors	12,000	-4,400	7,600	Renewed for 2-year policy term instead of 3-year term
6153-01	Trustee Dues	280	-140	140	ALA + PLA Membership for 1 trustee (was 2 trustees)
6154-01	Trustee Meetings	3,050	-525	2,525	Send 1 trustee to PLA (was 2 trustees); added funds for 2 trustees to attend each of the following: ILA Trustee Day at ILA Conference, ILA Trustee Workshop, LACONI Trustee Dinner; maintained 500 for miscellaneous meetings.
6155-01	Trustee Transportation	1,250	-500	750	Send 1 trustee to PLA (was 2 trustees)
6247-01	Library Materials – Adult Books	58,000	-2,000	56,000	Reduced adult fiction and adult nonfiction by 1,000 each
6248-01	Library Materials – Youth Books	33,000	-500	32,500	Reduced young adult fiction by 500
6250-01	Library Materials – Adult Audiovisual	26,000	-3,800	22,200	Reduced DVDs by 1,000; Audiobooks by 2,000, CDs by 800
6251-01	Library Materials – Youth Audiovisual	7,000	-1,000	6,000	Reduced DVDs and Audiobooks by 500 each
6264-01	Library Materials – Internet Subscriptions	30,000	-5,000	25,000	Will evaluate databases this fiscal year for usage/cost
6300-01	Public Services – Adult Programming	7,500	+1,000	8,500	Added 1,000 for other programming
6301-01	Public Services – Youth & Teen Programming	6,500	+1,000	7,500	Added 1,000 for other programming

EXPENDITURES, Continued						
	Line Item	First draft amount	+/- change	Final proposal	Notes	
6311-01	Public Service – PR/Publicity	7,750	+17,000	24,750	Added 15,000 for contracted design work (removed in-house graphic artist position); Added 2,000 to website development	
6400-07	Maintenance	49,195	+400	49,595	Added 400 for movable partition maintenance; Replaced LED Project (15,000 completed in FY19) with Window repair/replacement (15,000)	
6402-07	Security	12,955	+700	13,655	Added 700 for OTIS Elevator technician to oversee Cintas inspection of fire detection/alarm system in elevator pit. (Required to pass annual fire department inspection.)	
6413-07	Landscape Maintenance	11,550	-1,000	10,550	Reduced miscellaneous replacements, landscaping by 1,000	
	TOTAL EXPENDITURE REDUCTIONS FROM FIRST DRAFT		-19,715			

REGULAR AGENDA

Approve payments for the period of May 23 through June 19, 2019

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

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
May 23 - June 19, 2019

Date	Num	Name	Amount
06/19/2019	7074	Abraham, Diana	-56.14
06/19/2019	7075	Accounting Services, Inc.	-508.00
06/19/2019	7076	Ambius	-278.00
06/19/2019	7077	Apple Books	-28.95
06/19/2019	7078	ASI Signage Innovations	-4,216.50
06/19/2019	7079	AT&T	-383.97
06/19/2019	7080	Automated Logic Contracting Services	-160.00
06/19/2019	7081	Baker & Taylor	-1,059.01
06/19/2019	7082	Baker & Taylor	-1,733.51
06/19/2019	7083	Baker & Taylor	-1,612.50
06/19/2019	7084	Baker & Taylor	-105.44
06/19/2019	7085	Baker & Taylor	-3,045.13
06/19/2019	7086	Batavia Artist's Association	-150.00
06/19/2019	7087	Coppola, John M.	-1,700.00
06/19/2019	7088	Creekside Printing	-2,996.00
06/19/2019	7089	Davis, Jackie	-23.33
06/19/2019	7090	Direct Energy Business	-3,207.38
06/19/2019	7091	EBSCO	-3,938.00
06/19/2019	7092	EBSCO	-4,200.00
06/19/2019	7093	JanWay Company	-573.38
06/19/2019	7094	Konica Minolta Business Solutions	-157.58
06/19/2019	7095	LIMRICC Purchase of Health Insurance Prog	-3,359.08
06/19/2019	7096	Loar, Rob	-1,000.00
06/19/2019	7097	Midwest Tape	-271.86
06/19/2019	7098	Midwest Tape	-1,000.00
06/19/2019	7099	Morningstar	-1,916.00
06/19/2019	7100	Pine Landscaping	-370.00
06/19/2019	7101	Sam's Club/Synchrony Bank	-293.85
06/19/2019	7102	Midwest Tape	-1,544.01
06/19/2019	7103	Sandy Kozurek	-28.27
06/19/2019	7104	Service Master Commercial Cleaning	-1,815.00
06/19/2019	7105	SYNCHRONY BANK/AMAZON	-1,216.89
06/19/2019	7106	Team One Repair, Inc.	-170.60
06/19/2019	7107	Technology Management Revolving Fund	-450.00
06/19/2019	7108	The Conservation Foundation	-450.00
06/19/2019	7109	The Hartford	-2,263.00
06/19/2019	7110	The Young Rembrandts Program	-120.00
06/19/2019	7111	Today's Business Solutions, Inc.	-645.00
06/19/2019	7112	Twin Supplies, LTD.	-11,331.60
06/19/2019	7113	U.S. Postmaster	-500.00
06/19/2019	7114	Unique Management Services, Inc.	-8.95

06/19/2019	7115	Warrenville Ace Hardware	-88.01
06/19/2019	7116	Wheaton Park District	-45.00
06/19/2019	7117	Whitmer, Sandy	-30.89
06/19/2019	7118	Wild Daisy	-1,000.00
06/19/2019	7121	Provantage LLC	-39.45
06/19/2019	7123	Business Card	-3,431.33
06/19/2019	7124	Petty Cash Fund	-26.00
06/19/2019	7125	Pine Landscaping	-2,645.00
06/19/2019	7126	JanWay Company	-450.97
05/23/2019	Electronic	Paylocity	-276.48
05/23/2019	Electronic	Northern Illinois Gas	-699.96
05/23/2019	Electronic	MegaPath	-68.68
06/05/2019	Electronic	Konica Minolta Premier Finance	-167.00
06/06/2019	Electronic	Paylocity	-111.53
06/10/2019	Electronic	Warrenville, City of	-153.12
06/11/2019	Electronic	Call One	-301.26

-68,421.61

REGULAR AGENDA

Approve transfer of funds

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

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

UNFINISHED BUSINESS

Approve Library Director's Goals for FY20 (ACTION)

Last month, the Board provided Director Whitmer with some feedback for her FY20 goals. They requested the revised goals be presented in June for Board Approval. '

The Budgetary Impacts noted here are included in the Second Draft of the FY20 Working Budget.

Goal	Target Date(s)	Budgetary Impact
Identify local organizations, then invite leaders to a meeting at which the organizations can share information about their services, events and needs. First meeting to be held no later than October 31 with frequency of gatherings to be determined by the group (but no less than twice annually).	First meeting to be held by October 31, 2019. Host at least two meetings in FY20 (one fall, one spring).	Hospitality (beverages, snacks) \$25-\$30 per meeting. Mailing costs \$5 per meeting
Select staff for committee then facilitate discussions that result in the development of a values statement and a mission statement that will guide the work of library staff.	Start by: January 2020 Complete by: May 2020	Hospitality (beverages, snacks, and/or lunches) not to exceed \$300
Make recommendations to the Board to improve employee retention.		
a. Develop an exit interview to be completed by all employees who voluntarily terminate their employment	Complete by: August 31, 2019	None
b. Revise all job descriptions	Complete by: September 30, 2019	None
c. Work with a consultant to benchmark positions and create a wage scale with job classifications	Present to Board with budget impacts: March 2020 Implement new plan: July 2020	Up to \$5,000 compensation consultant

d. Conduct an employee engagement survey (measure employee engagement, motivation and satisfaction)	Conduct in Aug/Sep 2020 Present findings to Board for discussion: November 2020	\$3,000 for survey by third party (FY21 Budget)
e. Using library survey data (LACONI, HR Source), benchmark our non-salary benefits (paid time off, insurance, etc.)	Present findings to Board for discussion: March 2021 Revise benefits (if needed) to implement by: July 1, 2021	May require compensation consultant (FY21 Budget) Cost not known.

Timeline for Director's Goals (July 2019 – June 2021)

[illegible]

NEW BUSINESS

Review and Approve Request from Warrenville Park District to Use Library Property for Specific Entertainment Activities on Saturday, August 3, 2019 **(ACTION)**

See attached request from Warrenville Park District.

Director Whitmer recommends approval of the request contingent upon the Park District submitting a Certificate of Liability Insurance naming the Warrenville Public Library District as additionally insured.



June 11, 2019

Sandy Whitmer, Director
Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555

Dear Sandy,

I am writing to you to respectfully request that the Warrenville Park District be allowed to use the back grassy common area behind the library for free activities for Summer Daze on Saturday, August 3. These activities would include:

- 6:00P – Water Balloon Fight
- 6:30P – Hula Hoop Contest
- 7:00P – Sack Races

We would make sure everything is cleaned up after we are finished.

I have contacted the City of Warrenville and they have approved the use of the area for this.

If you have any further questions, please feel free to contact me.

Sincerely,

Sheri Potter
Marketing & Special Events Coordinator

3S 260 Warren Ave.
Warrenville, IL. 60555
Ph. 630-393-7279 Fax 630-393-7279
www.warrenvilleparks.org

NEW BUSINESS

Discussion of Warrenville Writers Connection Art on the Prairie Booth and Review of Policy No. 260 – Library Programs (*discussion only*)

Director Whitmer requests Board feedback regarding the appropriateness of her decision to pay for a booth at Art on the Prairie for the Warrenville Writers Connection. The group meets at the Library and receives support from the library (meeting space, publicity, administrative support).

The Warrenville Writers Connection booth will be staffed by members of the group. They will promote the group and sell their books.

The cost of the booth is \$140.

A member of the group has withdrawn from participating in the booth because "This is public tax dollars funding the tent, where private citizens (us) would be financially benefiting. I do not feel that is an appropriate use of public funds."

Individual members have the right to make the decision to participate or not participate, however, this presents an opportunity for the Board to review and reaffirm (or suggest the revision of) a section of the Library's program policy:

No individual or organization other than the Warrenville Public Library District or Warrenville Library Foundation shall use a program at the Library to recruit members or customers. Individuals, for example authors and musicians, will be permitted to sell their creative products (for example: books, CDs) only if the Library Director has agreed in advance to such an arrangement.

Director Whitmer sent the following statement to the group regarding her decision to pay for the booth:

"From my perspective, the booth cost is a marketing/programming expense to promote a library-sponsored program and invite the community to learn more about the group. Libraries have traditionally been proponents of providing resources, services and spaces without charge. There are many instances in which these "free" resources either directly or indirectly result in a financial benefit to individuals."

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

The discussion thus far has been a very cordial and enlightening exchange of ideas.

Staffing Update

Julie Jesernik will join the staff as a full-time Youth Services Librarian on Tuesday, July 9. Ms. Jesernik is currently a full-time Youth Services Librarian at the Fox River Valley Library District in Dundee. Her specialties include readers advisory, STEAM programming, Tween programming and outreach to schools. She is responsible for the development, maintenance and marketing of the Library's STEAM kit collection and is a member of the Illinois Bluestem Reading Committee.

Paul Dobersztyn will join our staff as Public Services Manager on Monday, July 29. Mr. Dobersztyn is currently the Adult/Teen Services Manager at Lemont Public Library. He has extensive experience developing and implementing adult programming that supports his current library's vision, is responsible for the Lemont Library's social media presence and provides technology instruction in group and one-on-one settings. In 2017 he collaborated on a STEM initiative called "Launch into STEM" which received a \$15,000 grant from CITGO. He has a MLIS from Wayne State University and a Bachelor's in Marketing and Business Administration. His references described him as approachable, organized, unflappable and a person who cares about the community. One described him as "the patrons' most preferred librarian."

As I noted last month, our part-time Teen Services Associate's last day is June 16. In July I will revise the associate job description and post the position. I plan to involve the new Public Services Manager in the interview/hiring process for this position.

Evie Opelka is no longer employed as the Library's Graphic Artist.

LED Retrofits/Replacements

Last month I reported we expected the LED project to carry over to next fiscal year. I am pleased to report our contractor, Twin Supplies, completed the LED project the last week of May. Final cost of the project was \$11,331.60 after a ComEd Energy Efficiency Incentive of \$2,305. This was almost \$2,000 less than the original quote. (Twin Supplies sourced a better priced component for the street lamps.) We budgeted \$20,000 from the Building Maintenance Fund for this project.

Interior Signage

I met again with one of our architect's to review locations of the overhead signs for our service desks. These signs along with other identification signs are now in the "schematics" phase of development. ASI Signage is working on drawings which I will review prior to final approval. A deposit of \$4,216.50 is included in this month's checks for approval. We have budgeted \$6,000 in next fiscal year for the completion of the project.

Concerts on the Commons

Our first concert was a success with 200 people in attendance. Our second concert was rained out. I hope you can find a Wednesday night this summer to join us.

Audit Update

Accountants from Sikich were at the Library on June 7 to complete preliminary fieldwork for our FY19 audit. Please watch your mail for your annual correspondence from Sikich and respond promptly. Final fieldwork is scheduled for September 9 and we expect the report to the Board to occur in November.

FOIA Responses

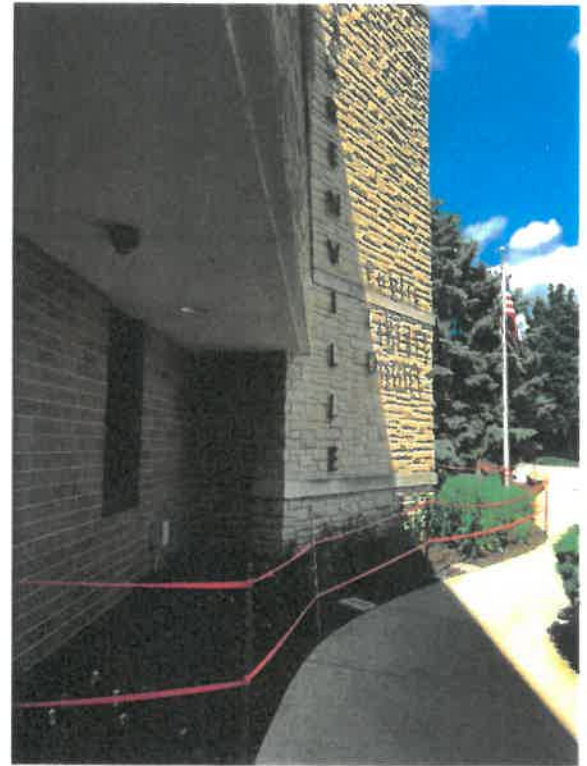
We responded to SmartProcure's quarterly response for an itemized list of expenditures.

Exterior Projects

On Saturday, May 25, volunteers from Warrenville in Bloom planted the butterfly garden at the southeast corner of the building. I planted the window boxes and planters the same day. Ly is taking good care of all of our plants, including the hanging baskets, by watering them often. (We've roped off the butterfly garden to keep the kids from running through the new plants, especially on concert nights.)

In early May, Pine Landscaping provided us with a quote for trees/shrubs to screen the HVAC units on the west side of our building. The work was completed on June 13. As a courtesy, the crew completed additional work (grading, seeding, removal of additional shrubs/stumps) at no additional cost. In my opinion, this area looks better than it has during my time at WPLD. Kudos to Pine Landscaping!

We are waiting for a run of sunny days to stain the dumpster enclosure. Ly will be cleaning the AC unit's coils soon.



May Meetings/Programs/Outreach (Sandy)

May 10 – LACONI: IT Service Models for Libraries (at Tinley Park PL)

May 25 – Warrenville in Bloom Planting Day

May 31 – LACONI: Minimum Wage Compliance (at Fountaindale PL)

Various – Interviews for Youth Services Librarian and Public Services Manager (14)

May Meetings/Programs/Outreach (Jackie)

May 31 – LACONI: Minimum Wage Compliance (at Fountaindale PL)

STATISTICAL SUMMARY

May 2019

	MAY 2019	MAY 2018	% change	+/-
TOTAL CIRCULATION ***	18,191	17,434	4.3%	757
Print	9,066	8,984	0.9%	82
NonPrint	7,266	7,065	2.8%	201
Equipment (mobile dev., in-house laptops, etc.)	99	74	33.8%	25
Downloadables	1,760	1,311	34.2%	449
OVERDRIVE (eBooks & eAudiobooks)	1,087	731	48.7%	356
ZINIO (eMagazines)	108	36	200.0%	72
Hoopla	565	464	21.8%	101
Tumblebooks	-	80	-100.0%	-80
ITEM REQUESTS PROCESSED	227	274	-17.2%	-47
INTERLIBRARY LOANS RECEIVED	177	224	-21.0%	-47
MATERIALS ADDED	906	1,020	-11.2%	-114
MATERIALS WITHDRAWN	1,475	2,016	-26.8%	-541
TOTAL COLLECTION SIZE*	106,400	113,068	-5.9%	-6,668
PROGRAMS				
Number of Adult Programs	9	5	80.0%	4
Adult Program Attendance	125	92	35.9%	33
Number of Teen Programs	2	5	-60.0%	-3
Teen Program Attendance	9	642	-98.6%	-633
Number of Children's Programs	6	1	500.0%	5
Children's Program Attendance	115	43	167.4%	72
Book-A-Librarian	4	1	300.0%	3
Book-a-Librarian Attendance	4	1	300.0%	3
OUTREACH				
Adult Outreach Events	-	na		
Adult Outreach Attendance	-	na		
Youth Outreach Events	4	4	0.0%	0
Youth Outreach Attendance	1,070	986	8.5%	84
RECIPROCAL BORROWER CIRCULATION	1,653	1,292	27.9%	361
RESIDENT CARDS ACTIVE	6,089	5,836	4.3%	253
RECIPROCAL BORROWER CARDS ACTIVE	333	342	-2.6%	-9
VISITOR COUNT **	9,032	9,381	-3.7%	-349
COMPUTER SESSIONS	1,138	1,233	-7.7%	-95
DATABASE USAGE	165	225	-26.7%	-60
WEBSITE VISITS	59,111	53,069	11.4%	6,042
UNIQUE WEBSITE VISITORS	54,462	48,194	13.0%	6,268

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

Special notes for May 2019

Outreach: Agape Preschool Visits to Library (2); Summer Reading Presentations Bower Elem.
Summer Reading Presentations Johnson Elem.

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PUBLIC SERVICES REPORT

May 2019

prepared by Jen Moore

InterLibrary Loan

Item Requests Processed: 227; Materials Received: 177; Materials Lent: 46

Programming / Outreach (Not entered in Communico)

Note: general program statistics are available on the statistical summary that accompanies the Director's report.

Book a Librarian (4): 4

Puzzles: 4

1000 piece: Star Wars, Summer House, Poristano

5000 piece: Bizarre Town

Teen Volunteers: 0

Digital Resources

Beyond Dust Jackets Blog:

Views 5/1-31: 1546

Total views 2019: 7889; Total views FY: 20592

NextReads Newsletters:

Subscribers thru 5/31: 161

Newsletters sent 5/1-31: 673

Total newsletters sent 2019: 3422; Total newsletters sent FY: 7535

OverDrive eAudiobooks/eBooks:

New User accounts 5/1-31: 10

Checkouts 5/1-31: 1087

Total checkouts 2019: 5164; Total checkouts FY: 10760

Zinio eMagazines:

User accounts thru 5/31: 219

Checkouts 5/1-31: 108

Total checkouts 2019: 610; Total checkouts FY: 1057

Hoopla:

New User accounts 5/1-31: 17

Checkouts 5/1-31: 565

Total checkouts 2019: 2901; Total checkouts FY: 5924

MEMBER SERVICES REPORT

May 2019

Patty Dybala

Library Card Monthly Stats		
	May 2019	May 2018
# of new cards issued	77	53
# of renewed cards (expiring 5/2019) *Automatically renewed per NCOA report	100 (82% of accounts renewed)	23 (83 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	6,089	5,836
Reciprocal Borrower cards (active)	333	342

Miscellaneous Monthly Circulation Stats		
	May 2019	May 2018
Self-Checkout Station	7,185 items (43% of total circulation)	6,090 items (37% of total circulation)
Reciprocal Borrower Circulation	1,653	1,292
# of Outgoing Book Discussion ILL Requests	23 (9% of total item requests)	41 (13% of total item requests)
Mobile Device Circulation	50	47

Professional Growth/Meetings/Outreach

5/3 Reaching Forward Conference- Mary

5/9 Circ Roundtable (hosted by Fountaindale Library)- Patty

5/15 Website Committee- Patty

Homebound Delivery

5/7- Jackie & Patty

5/30- Jackie & Patty

Collection statistics for the month:

*906 items added. (532 books, 93 AV, 149 periodicals, 132 eBooks/eAudio, 0 equipment)

*1475 items deleted. (960 books, 369 AV, 146 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

*Management Team meetings: (Lou Carlile)

*Website Committee meetings: (Lou Carlile)

*4th of July Parade planning meeting (Lou Carlile, Gail Smith).

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

*End of year reviews for Technical Services staff written. Next step is to schedule one on one meetings near the end of June.

Collection Maintenance:

*94 books repaired.

*274 AV cleaned / repaired.

1. Meetings, training, etc.
 - Reaching Forward Conference – Cynthia & Peter
 - Annual Self-evaluations
2. Deleted all accounts for former employees Alexandria Murillo and Rebecca Hayes. Deleted accounts and/or changed passwords for former employee Jane Jankowski.
3. Received five additional hotspots from TechSoup, replaced one defective hotspot in an existing kit and completed preparation of four new kits, then took another original hotspot out of service due to a defective SIM card, leaving twelve hotspots in circulation. Demonstrated the new Moisture Meter, Infrared Thermometer, and Water Tester mobile devices to all Member Services staff, then checked devices in to circulate. Replaced defective Power Usage Monitor keeping four in circulation.
4. Worked with CDWG to get pricing for upcoming renewal of SmartNet maintenance contract on CISCO internet router. Price increased approximately 15% due to higher equipment replacement costs.
5. Worked with TBS to configure the new ePRINTit wireless printing system. Worked with Jen and Kathy to update the wireless printing instructions on our website and plan e-newsletter and print publicity. Worked with Peter to assist with and track staff testing and get feedback in advance of the June 1st "soft launch."
6. Received the Citizen receipt printers back from TeamOne Repair with the correct rollers installed for sticky receipt printing. Installed software on CIRCWORK1 and CIRCWORK2 and connect both printers via USB. Showed Lou and other staff how to operate, change paper and clean the printers. Updated the instructions for switching back and forth between the Epson and Citizen printers on CIRCWORK2. Updated the ILL template in Publisher to format for printing with the sticky receipt paper.
7. Renewed and updated the SSL certificate on the Exchange email server.
8. Verified and cataloged all new Kindle titles from Leila's Amazon Whispercast bulk purchase. Found one duplicate purchase; worked with Whispercast to refund the order and advised Jen of the credit remaining on the account.
9. Worked with Evie & Kathy to diagnose issue with certain colored shading not appearing onscreen in InDesign and other Adobe software. Determined that the HP DisplayPort to VGA adapter was not translating the color/shading properly. Ordered and installed a 27" HP monitor to resolve the issue with a direct DisplayPort connection and provide the graphic artist with more screen space for designing complex documents.
10. Worked with Kathy to resolve an issue creating and subsequently accessing a shared calendar in Outlook.
11. Set up new network video recorder for security cameras replacing failed device and reconnected two cameras. (Also researched Windows-based and Ubiquiti Cloud Key alternative for video and/or wifi management.)
12. Purchased Office 2019, Windows 10 Enterprise and Windows Server 2019 licenses from TechSoup and Provantage.
13. Extended the virtual hard drive size of WPLDDC2, increasing the capacity of the staff-shared drive to 350GB.

14. Began rolling out Windows 10 v1809 to the Staff PCs.
15. Worked with Kent to install files needed to enable Firefox-specific setting in Domain Group Policy. Created group policies for staff and public PC groups to disable automatic updating (and constant update prompts), the built-in PDF viewer, saving of logins & passwords, the refresh prompt, and the check for default browser, and to enable the menu and bookmarks bars by default. Began testing.
16. Worked with SirsiDynix to export & upgrade the Horizon training database to match the current Horizon client.
17. Worked with Kent to set Kathy Gaydos up for VPN laptop access, and configured the MKTG PC for remote access.
18. Participated in new website testing.

MARKETING REPORT

May 2019

Kathy Gaydos

Reading Matters Summer 2019 edition—final approval to printer May 6; distributed to all WPLD staff and to City of Warrenville and Park District ad racks w/o May 20.

eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Summer RM (5/15)	1321	40%	28%
May 2019 (5/1)	1323	35%	11%
Special 40 th (4/4)	1286	39%	6%
April 2019 (4/1)	1287	37%	7%
March 2019 (3/1)	1263	40%	10%
Spring RM (2/12)	1248	38%	24%

Social Media

	Dec. '18	Jan. '19	Feb. '19	Mar. '19	Apr. '19	May '19
Facebook						
Total Page Followers	943	959	973	982	988	1003
Total Page Likes	940	955	968	977	983	997
Avg. Daily Reach (includes paid)	444	705	554	633	606	511
Twitter	Dec. '18	Jan. '19	Feb. '19	Mar. '19	Apr. '19	May '19
Average Daily views	238	274	206	194	207	596
Average Engagement Rate	1.2%	0.9%	1.2%	1.2%	1.4%	1.0%
Instagram (May 30-June 5)						May '19
Followers						120
Impressions						574

Activities

- Summer programs/events—entered text, images and slides into Communico and set up June Facebook events;
- Concerts on the Commons—completed flyer and poster, entered dates, text and images into Arts DuPage calendar, set up Facebook events;
- Summer Reading Challenge—finalized reading logs for four segments (Adult, Teen, Youth and Youth Spanish);
- Photographed staff getting ready for SRC;
- Ordered float supplies and candy for July 3rd parade;
- Self-evaluation—completed by Kathy.

Graphics Created

- Created various cube signs for Youth and Adult cubes;
- Created several Youth banners;
- Summer Reading Challenge "goal" signage;
- July 3rd parade float signs.

Meeting Attendance

- Performance Evaluation (Evie), Kathy, Evie and Jackie 5/7
- Website committee, Kathy 5/15

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, June 13 2019)

Wednesday, June 19 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

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

ILA Reporter, June 2019 issue

The latest issue of the ILA Reporter is available online at <https://www.ila.org/publications/ila-reporter>. The following articles are included:

- No Space? No Problem! Make Mini-Makerspaces
- Coretta Scott King Book Awards: 50 Years Strong!
- New Illinois Library Luminary
- 2019 ILA Annual Conference Preview

Community Events

Warrenville Parade
Wednesday, July 3

Gail Smith, Technical Services Clerk will attend the June 19 Board Meeting to provide details about our participation in the parade.

****Warrenville Friends of the 4th are looking for volunteers for the July 3 and 4 event. If you're interested in volunteering contact Sarah Warren at 202-425-7965 or Colin Wilkie at 630-791-9105.****

Summer Daze

The Library will have an information booth at the event:

Friday, August 2, 6–9 pm

Saturday, August 3, 11 am–6 pm

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

Future Agenda Items:

July

- Appoint 2 trustees to audit Secretary's records for Annual Report
- Adopt tentative Budget & Appropriation Ordinance (and public notice for B&A hearing)
- Adopt Building & Maintenance Levy Ordinance

