



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 19, 2020, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

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

p. 3 a. Approve Minutes of the January 15, 2020 Regular Board of Trustees Meeting

p. 9 b. Receive and file Financial Report for January
8. Regular Agenda

p. 16 a. Approve payments for the period of January 16 – February 19, 2020
(ACTION)

p. 19 b. Approve transfer of funds **(ACTION)**
9. Unfinished Business

p. 20 a. Revisions to Drug and Alcohol Free Workplace Policy (4.16) **(ACTION)**

10. New Business

p. 21 a. Review Strategic Priorities for Next Fiscal Year (*discussion only*)

- p. 22 11. Director's Report
- p. 25 12. Department Head Reports
- p. 35 13. President's Report
 - a. Next meetings or events
- p. 36 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- p. 38 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. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**



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6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the January 15, 2020 Regular Board of Trustees Meeting
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8. Regular Agenda
 - a. Approve payments for the period of January 16 – February 19, 2020 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
 - a. Revisions to Drug and Alcohol Free Workplace Policy (4.16) **(ACTION)**
10. New Business
 - a. Review Strategic Priorities for Next Fiscal Year *(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. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JANUARY 15, 2020**

1. Call to order – Trustee Picha called the meeting to order at 7:02 pm.
2. Roll Call – Trustee Picha called roll call

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

3. Approval of the Agenda

Trustee Picha removed Items #18 – Closed Session and #19 Discussion/action resulting from the above closed session

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

Roll call vote:

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

Nays – None

Motion carried

4. Presentations – None
5. Public comments – none
6. Correspondence – Director Whitmer shared an invitation to the Warren Tavern Open House and Fundraiser on February 23, 2020.
7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the November 20, 2019 Public Hearing
- b. Approve Minutes of the November 20, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Reports for November and December

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

Roll call vote:

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

Nays – None

Motion carried

Trustee Picha complimented Assistant to the Director Jackie Davis for the November 20, 2019 minutes, especially the notes regarding the SWAN consortium.

8. Regular Agenda

- a. Ratify payments for the period of November 21, 2019 – December 18, 2019

MOTION: Trustee Stull moved to ratify payments for the period of November 21, 2019 – December 18, 2019 including electronic payments and checks #7386 – 7434. Checks #7386 – 7388 and 7429 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Approve payments for the period of December 19, 2019 – January 15, 2020

MOTION: Trustee Stull moved to approve payments for the period of December 19, 2019 – January 15, 2020 including electronic payments and checks #7435-7482. Check #7475 is voided. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Motion carried

- c. Approve transfer of funds

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

Roll call vote:

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

Nays – None

Motion carried

9. Unfinished Business -None

10. New Business

- a. Authorize Staff to Plan Staff Appreciation Event

Trustee Picha asked if a dollar amount be added to the motion. Director Whitmer stated the amount is included in the yearly budget.

MOTION: Trustee DuRocher moved to authorize staff to plan a staff appreciation luncheon on May 8, 2020. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Approve reimbursement to Trustee Stull for Travel Expenses

MOTION: Trustee DuRocher moved to approve travel reimbursement to Trustee Stull in the amount of \$50.94. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Abstain – Trustee Stull

Motion carried

- c. Approve Trustee Registration for West Suburban Library Legislative Lunch

Consensus of the Board is Trustees Warren and Ruzicka will attend this event.

MOTION: Trustee DuRocher moved to authorize staff to register Trustees Warren and Ruzicka for the 2020 West Suburban Legislative Luncheon. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Motion carried

- d. Approve Trustee Registration for Illinois Trustee Forum Workshop

Consensus of the Board is Trustee Warren will attend this event.

MOTION: Trustee DuRocher moved to authorize staff to register Trustee Warren for the 2020 Illinois Trustee Forum Workshop. Trustee Stull seconded.

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

Nays – None

Motion carried

- e. Approve Revised Drug and Alcohol Policy (4.16) and Workplace Security Policy (4.17) for Employee Handbook

MOTION: Trustee DuRocher moved to approve the revised Drug and Alcohol Policy (4.16) and Workplace Security Policy (4.17) for Employee Handbook. Trustee Richardson seconded.

Trustee Lezon questioned the policy prohibiting use of medical cannabis during work hours for staff members possessing a medical prescription.

Director Whitmer stated the law states every employer has the right to refuse use of cannabis on their property and Illinois law specifically states it cannot be on government property. Trustee Lezon asked if the law only covers recreational cannabis, but not medical cannabis.

Trustee DuRocher asked why medical cannabis is treated differently than other medical prescriptions.

Trustee Lezon asked if other medical prescriptions are banned during work hours. Director Whitmer stated they are not, however, if a drug is affecting a person's judgement or ability to perform their duties it requires a discussion. If a person needs to take prescribed cannabis, provisions could be made through the American with Disabilities Act for the person to leave the property to do so as it still could not be used on the library property.

Trustee Lezon stated a person might have to take cannabis for anxiety. Trustee DuRocher stated taking medical cannabis might improve their performance.

Trustee Stull asked if someone needs to smoke cannabis where would they smoke it. Trustee Lezon stated it comes in many different forms. Trustee Lezon stated maybe we should ban use of all prescribed drugs during work hours.

Director Whitmer stated the proposed new policy was obtained from HR Source. Their attorneys would have reviewed and approved this policy.

Director Whitmer requested the Board approve the policy as presented so the Library has a policy in place.

Director Whitmer will ask the Library's attorney about medical cannabis in the workplace. The Board can discuss this issue further at the February board meeting. Trustee Lezon would like the attorney to clarify if staff can take medical cannabis during work in a form other than smoking.

Roll call vote:

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

Nays – Trustee Lezon

Motion carried

f. Distribute 2020 Calendar of Responsibilities

Director Whitmer pointed out circulation of petitions for the 2021 Consolidated Election begins in September.

11. Director's Report

Jaime Perpich was promoted to Member Services Manager, the position vacated by Patty Dybala, effective January 13.

Lou Carlile has resigned effective January 29 to be the Director at the Belvidere Public Library. Director Whitmer is reviewing the position of Head of Technical Services to determine the future of this position.

Trustee DuRocher asked if transitioning to SWAN would decrease the Library's cost of purchasing new materials. Director Whitmer stated it may because multiple copies of items may not be necessary.

Trustee Warren asked if each library purchases their own materials. Director Whitmer stated they do, with all libraries receiving similar vendor discounts and pricing.

Trustees asked why a resident wanted to de-annex. Director Whitmer stated the individual was not happy with the service received here but no further communication has been received regarding de-annexation.

12. Department Head Reports

Trustee Picha stated she was impressed with Public Services Manager Paul Dobersztyn's choice of professional development.

Trustee Warren asked about the Starbucks storytime. Director Whitmer stated Starbucks contacted the Library with this idea.

Trustee Warren asked why teens are peeling the wrappers off crayons. Director Whitmer stated it is a project for SCARCE. Crayons are melted into molds for reuse.

13. President's Report

Trustee Picha reported the next meetings and events.

14. Treasurer's Report

Trustee Stull stated the City of Warrenville has reported the balance of the Library District's Developer Donations is \$205,416.92. Trustee DuRocher asked what these funds will be used for. Director Whitmer stated the funds were originally planned for the lower level renovation. These funds could also pay down the bonds.

Trustee Stull stated Director Whitmer responded to a tax levy objection received in November. The DuPage County Assistant State's Attorney recommended the objection be withdrawn.

The Fifth Third Bank collateral agreement is in place. Director Whitmer, Assistant to the Director Jackie Davis and Trustee Stull have access to the portal to view the level of collateral in place at any given point in time.

The Fifth Third Bank ZBA account is now closed and any additional fees associated with this account have ceased.

- 15. Secretary's Report – None
- 16. Committee Reports – None
- 17. Trustee Comments

Trustee Warren mentioned he received information from his former high school in Germany and it noted Germany is requiring all buildings be zero energy by 2050. Trustees discussed options the Library could do to become zero energy, however, Director Whitmer reminded the Board that at this time there are not enough funds for these improvements or staff to coordinate and oversee them.

Trustee Picha thanked Director Whitmer and Assistant to the Director Davis for assembling November and December into one board packet.

- 18. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:00 p.m. Trustee Stull 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

January 31, 2020

WARRENVILLE LIBRARY INCOME LEVY	JANUARY 2020	FUND BALANCES										PAGE 1		
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2019	TRANSFERS	OTHER INC. RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH		Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	1798112	94.5902%	0	1798842	99.93%	336398	0	4028	65430	168657	1135539	1063131		
BLDG. & MAIN.	102837	5.4098%	0	102574	99.74%	89474	0	0	0	7664	47701	144347		
TOTAL TAX (LEVIED)	1900949	100.00%	0	1899416	99.92%	425872	0	4028	65430	176321	1183240	1207478		
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0		
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847		
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0		
SPECIAL RESERVE	0		0	0		234545	0	0	0	0	2109	232436		
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	1900949	100.00%	0	1899416	99.92%	909788	0	4028	65430	176321	1185349	1689285		
FORMULA = A+B+C+D+E=F				A		B	C		D	E		F		

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: January 31, 2020

	CORPORATE FUND				
	1 Month Ended	7 Months Ended	Budget	Balance	% Received /
	Jan. 31, 2020	Jan. 31, 2020			Expended
Income					
Taxes Levied	0.00	1,796,842.44	1,798,112.00	1,269.56	99.93%
Copier	529.36	3,995.35	6,000.00	2,004.65	66.59%
Extended Use Fees	1,437.89	10,723.49	19,000.00	8,276.51	56.44%
Fees	34.00	156.00	500.00	344.00	31.20%
Interest	1,647.09	16,428.35	15,000.00	(1,428.35)	109.52%
Book Sales	0.00	512.50	2,500.00	1,987.50	20.50%
Lost Books	315.00	1,597.10	3,000.00	1,402.90	53.24%
Gifts / Memorials	50.00	1,125.00	1,000.00	(125.00)	112.50%
Miscellaneous	15.00	255.00	3,000.00	2,745.00	8.50%
Hotel/Motel Tax	0.00	13,198.43	16,338.00	3,139.57	80.78%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	500.00	0.00	(500.00)	0.00%
	4,028.34	1,862,272.41	1,881,350.00	19,077.59	98.99%
Expenses					
Sal. - Administration	20,422.30	104,475.11	169,000.00	64,524.89	61.82%
Sal. - Circulation	19,245.88	89,071.99	143,000.00	53,928.01	62.29%
Sal. - Maintenance	2,572.80	13,844.56	23,000.00	9,155.44	60.19%
Sal. - Marketing	3,740.74	18,627.02	32,000.00	13,372.98	58.21%
Sal. - Public Services	44,866.19	218,369.18	378,000.00	159,610.82	57.77%
Sal. - IT	10,539.36	49,617.27	82,000.00	32,382.73	60.51%
Sal. - Tech Services	16,919.04	84,607.09	135,500.00	50,892.91	62.44%
I.M.R.F. - Expense	6,826.09	47,350.27	91,000.00	43,649.73	52.03%
Fica - Expense	8,507.57	42,737.17	74,000.00	31,262.83	57.75%
Unemp. Comp.	166.21	677.93	1,500.00	822.07	45.20%
Op - Mat'l Processing/Tech	628.02	4,825.35	12,600.00	7,774.65	38.30%
Op - Mat'l Processing/Circ	47.93	424.49	4,900.00	4,475.51	8.66%
Op - Postage	94.50	1,785.04	5,490.00	3,704.96	32.51%
Op - Office Supplies	43.96	1,856.34	3,775.00	1,918.66	49.17%
Op - Bank Fee's	97.08	581.38	650.00	68.62	89.44%
Op - Automation Supplies	0.00	1,566.77	3,500.00	1,933.23	44.76%
Op - Publishing	0.00	841.80	1,200.00	358.20	70.15%
Equip. - Purchases	622.39	5,524.11	8,540.00	3,015.89	64.69%
Equip. - Maintenance	204.11	1,991.99	3,500.00	1,508.01	56.91%
Auto. - Software	20.99	10,955.72	15,285.00	4,329.28	71.68%
Auto. - Purchases	663.24	2,092.43	3,500.00	1,407.57	59.78%
Auto. - Maintenance	4,602.95	40,337.91	56,030.00	15,692.09	71.99%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	0.00	14,083.00	14,100.00	17.00	99.88%
L. Ins. - Officer / Dir	0.00	7,582.00	7,600.00	18.00	99.76%
Ins. - Bonds	0.00	30.00	50.00	20.00	60.00%
Ins. - Health / Life	4,814.77	30,735.39	70,930.00	40,194.61	43.33%
Pd - Recruiting	0.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	547.74	979.46	3,600.00	2,620.54	27.21%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	0.00	1,445.67	2,875.00	1,429.33	50.28%
Pd - Staff / Meetings	1,085.00	3,057.80	7,525.00	4,467.20	40.64%
Pd - Staff / Transportation	5.55	838.82	2,000.00	1,161.18	41.94%
Pd - Trst / Dues	0.00	151.00	140.00	(11.00)	107.86%
Pd - Trst / Mtgs	0.00	735.00	2,525.00	1,790.00	29.11%
Pd - Trst / Transportation	50.94	258.90	750.00	491.10	34.52%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: January 31, 2020

	CORPORATE FUND				
	1 Month Ended Jan. 31, 2020	7 Months Ended Jan. 31, 2020	Budget	Balance	% Received / Expended
Pd - Trustee Misc.	0.00	120.67	500.00	379.33	24.13%
Cont. - Lawyer	450.00	450.00	3,000.00	2,550.00	15.00%
Cont. - Accounting	1,008.14	6,562.36	11,600.00	5,037.64	56.57%
Cont. - Collections	17.90	455.85	1,250.00	794.15	36.47%
Cont. - Audit	2,415.00	7,225.00	7,225.00	0.00	100.00%
Cont. - Consultants	0.00	500.00	7,500.00	7,000.00	6.67%
Lib. Mat. - Adult Books	3,777.31	25,267.99	56,000.00	30,732.01	45.12%
Lib. Mat. - Youth Books	4,442.18	18,781.08	32,500.00	13,718.92	57.79%
Lib. Mat. - Adult AV	1,809.55	11,107.55	22,200.00	11,092.45	50.03%
Lib. Mat. - Youth AV	431.95	2,288.10	8,000.00	3,711.90	38.14%
Lib. Mat. - EBooks	64.99	17,686.29	26,000.00	8,313.71	68.02%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	0.00	16,886.22	25,000.00	8,113.78	67.54%
Ps - Programs Adult	835.78	4,477.32	8,500.00	4,022.68	52.67%
Ps - Programs Youth	170.40	2,802.42	7,500.00	4,697.58	37.37%
Ps - Hotel/Motel	600.00	9,411.88	18,140.00	8,728.12	51.88%
Ps - Refunds / Fines / Fees	18.00	84.10	500.00	415.90	16.82%
Ps - Printing	0.00	5,992.00	14,600.00	8,608.00	41.04%
Ps - PR / Publicity	2.96	6,825.44	24,750.00	17,924.56	27.58%
Ps - Misc.	0.00	288.60	800.00	511.40	36.08%
Gas	936.91	2,955.28	7,000.00	4,044.72	42.22%
B & M - Water / Sewer	0.00	491.88	850.00	358.12	57.87%
Electricity	3,059.42	21,732.82	35,000.00	13,267.18	62.09%
Telephone	997.98	7,779.38	13,650.00	5,870.62	56.99%
Gifts	283.00	480.85	1,000.00	519.15	48.09%
Contingency	0.00	65.96	5,000.00	4,934.04	1.32%
Debt Repayment	0.00	135,000.00	167,200.00	32,200.00	80.74%
Debt Certificate Interest	0.00	16,765.75	0.00	(16,765.75)	0.00%
	168,656.82	1,135,539.36	1,879,830.00	744,290.64	60.41%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: January 31, 2020

	BUILDING & MAINTENANCE FUND				
	<u>1 Month Ended</u> <u>Jan. 31, 2020</u>	<u>7 Months End...</u> <u>Jan. 31, 2020</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
Taxes Levied	<u>0.00</u>	<u>102,573.86</u>	<u>102,837.00</u>	<u>263.14</u>	<u>99.74%</u>
	0.00	102,573.86	102,837.00	263.14	99.74%
Expenses					
Maintenance	4,305.00	16,654.00	49,595.00	32,941.00	33.58%
Maintenance Supplies	25.15	317.82	2,200.00	1,882.18	14.45%
Security	631.47	3,814.41	13,655.00	9,840.59	27.93%
Snow Removal	2,405.15	6,945.55	20,000.00	13,054.45	34.73%
Hvac	0.00	15,331.99	3,800.00	(11,531.99)	403.47%
Janitorial Supplies	18.87	840.91	3,000.00	2,159.09	28.03%
B & M - Landscape Maint	<u>278.00</u>	<u>3,796.00</u>	<u>10,550.00</u>	<u>6,754.00</u>	<u>35.98%</u>
	7,663.64	47,700.68	102,800.00	55,099.32	46.40%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: January 31, 2020

	SPECIAL RESERVE FUND				
	<u>1 Month Ended Jan. 31, 2020</u>	<u>7 Months Ended Jan. 31, 2020</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received / Expended</u>
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	6,000.00	6,000.00	0.00%
Auto. - Purchases	0.00	2,109.00	17,850.00	15,741.00	11.82%
	0.00	2,109.00	23,850.00	21,741.00	8.84%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
January 31, 2020

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	17,538.37
Cash / Copier Change	75.00
Fifth Third 7985	174,040.44
Fifth Third 8000	725,832.68
Fifth Third 8004	<u>777,579.54</u>

1,695,476.03

General Fixed Assets	<u>6,068,633.00</u>
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TOTAL ASSETS	<u>\$ 7,764,109.03</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>6,187.39</u>
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6,187.39

LONG-TERM LIABILITIES

Debt Certificate Payable	<u>1,685,000.00</u>
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1,685,000.00

EQUITY

Fund Balance	<u>6,072,921.64</u>
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,764,109.03</u>
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See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
January 16 - February 19, 2020

Date	Num	Name	Amount
02/19/2020	7483	Abraham, Diana	-27.22
02/19/2020	7484	Accounting Services, Inc.	-508.00
02/19/2020	7485	Ambius	-278.00
02/19/2020	7486	ASI Signage Innovations	-4,529.06
02/19/2020	7487	AT&T	-383.97
02/19/2020	7488	Aurora Public Library	-9.00
02/19/2020	7489	Automated Logic Contracting Services	-235.53
02/19/2020	7490	Business Card	-4,394.76
02/19/2020	7491	Central Technology	-4,080.60
02/19/2020	7492	Davis, Jackie	-89.48
02/19/2020	7493	Direct Energy Business	-3,089.28
02/19/2020	7494	Educational Development Corporation	-333.81
02/19/2020	7495	Eichmann, Marilyn S.	-350.00
02/19/2020	7496	Hazelnuts Market, Inc.	-365.00
02/19/2020	7497	Hogan Plumbing	-1,250.00
02/19/2020	7498	Jaime Perpich	-51.49
02/19/2020	7499	Jandi Enterprises, Inc.	-420.00
02/19/2020	7500	Konica Minolta Business Solutions	-192.19
02/19/2020	7501	LACONI	-100.00
02/19/2020	7502	LIMRICC Purchase of Health Insurance Prog	-6,366.19
02/19/2020	7503	Lookout Books	-29.85
02/19/2020	7504	Lynch, Terrence	-300.00
02/19/2020	7505	Moore, Jennifer	-40.72
02/19/2020	7506	News Bank, Inc.	-2,575.00
02/19/2020	7507	Oak Brook Mechanical Services, Inc.	-1,347.00
02/19/2020	7508	Oswego Public Library	-10.00
02/19/2020	7509	Petty Cash Fund	-7.27
02/19/2020	7510	Provantage LLC	-1,691.00
02/19/2020	7511	Russell, Laurie	-100.00
02/19/2020	7512	Sam's Club/Synchrony Bank	-57.40
02/19/2020	7513	Quill Corporation	-533.95
02/19/2020	7514	Service Master Commercial Cleaning	-1,860.00
02/19/2020	7515	Technology Management Revolving Fund	-450.00
02/19/2020	7516	Today's Business Solutions, Inc.	-213.92
02/19/2020	7517	Tran, Ly	-27.74
02/19/2020	7518	Unique Management Services, Inc.	-62.65
02/19/2020	7519	Vanguard Energy Services, LLC	-725.15
02/19/2020	7520	Warrenville Historical Society	-25.00
02/19/2020	7521	Whitmer, Sandy	-44.44
02/19/2020	7522	4imprint	-248.57
02/19/2020	7523	Baker & Taylor	-90.76

02/19/2020	7524	Baker & Taylor	-893.25
02/19/2020	7525	Baker & Taylor	-1,507.23
02/19/2020	7526	Baker & Taylor	-1,915.45
02/19/2020	7527	Baker & Taylor	-2,067.64
02/19/2020	7528	Bayscan Technologies	-178.00
02/19/2020	7529	Demco	-765.01
02/19/2020	7530	ELM USA, Inc.	-377.75
02/19/2020	7531	Midwest Tape	-1,259.20
02/19/2020	7532	Midwest Tape	-263.13
02/19/2020	7533	Chem-Wise Pest Management	-595.00
02/19/2020	7534	OverDrive	-601.98
01/16/2020	Electronic	Call One	-164.01
01/16/2020	Electronic	Paylocity	-111.72
01/21/2020	Electronic	Northern Illinois Gas	-281.28
01/24/2020	Electronic	AFLAC	-310.66
01/30/2020	Electronic	Paylocity	-274.66
01/31/2020	Electronic	Pitney Bowes, Inc.	-94.50
02/03/2020	Electronic	Konica Minolta Premier Finance	-167.00
02/10/2020	Electronic	Warrenville, City of	-160.70
02/13/2020	Electronic	Paylocity	-444.93
			-49,927.10

REGULAR AGENDA

Approve payments for the period of January 16 – February 19, 2020

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

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

REGULAR AGENDA

Approve transfer of funds

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

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

UNFINISHED BUSINESS

Revisions to Drug and Alcohol Free Workplace Policy (4.16) **(ACTION)**

At the January Board meeting, a revised Drug and Alcohol Free Workplace Policy was adopted.

The Board asked Director Whitmer to reach out to the Library attorney to inquire whether or not the Library could allow employees with a medical cannabis card to possess and consume cannabis during working hours.

Director Whitmer reached out to Attorney Ritzman and one of the attorneys at HR Source.

Attorney Roger Ritzman stated the Board has the discretion to permit this use.

Attorney Jim Griffin, employment counsel at HR Source, stated the use is not recommended, but could be allowed. He shared that medical cannabis is not like a prescription medication. The medical cannabis card is an authorization to use cannabis because an individual has a qualifying condition. Medical cannabis is not prescribed or monitored by a physician.

Director Whitmer reached out to Library Directors through RAILS to ask if any libraries have a policy that permits possession and consumption of cannabis during working hours by an employee with a medical card. No libraries responded. Director Whitmer also asked the local taxing districts (City, Park, Fire and School) if their policy was permissive. None are permissive.

Director Whitmer is opposed to permitting Library District employees with medical cannabis cards to possess or consume cannabis on library premises and/or during working hours for the following reasons:

- Medical cannabis is not a prescription medication. Medical cannabis is not prescribed by a physician. Unlike a prescription medication, a physician does not work with an individual to control side effects and minimize impacts on daily living.
- Permitting consumption during working hours places liability risks on the library rather than the individual. Granted, certain liabilities exist for the library with any employee, however, Director Whitmer believes these risks are elevated when permitting the use of a drug that is self-dosed.

NEW BUSINESS

Review Strategic Priorities for Next Fiscal Year (*discussion only*)

As the Management Team begins budget planning for Fiscal Year 2021 (July 1, 2020–June 30, 2021), the following items will receive funding priority:

- SWAN Consortium
- Become a “fine free” library

Both items align with the Strategic Goal “Improve Ease of Use of the Library” within the Strategic Priority “Elevate the User Experience.”

Highlights of Strategic Plan activities for current fiscal year (July 1, 2019–June 30, 2020)

Strategic Priority: Elevate the User Experience

Goal: Improve Ease of Use of the Library

- Investigated consortium opportunities and signed letter of intention to join System Wide Automated Network (SWAN)

Strategic Priority: Increase Use of the Library

Goal: Improve Service to Hispanic Residents

- Staff have established regular communications with Warrentville Youth and Family Services. Paul Dobersztyn serves on the WYFS Community Action Council.
- Jen Moore established a partnership with People's Resource Center (PRC) in Wheaton. PRC adapted the content of their computer classes and will begin offering single-session computer classes in Spanish at the Library in February.
- Efforts to promote Census participation include an event for Spanish speaking residents that includes information presented by local immigration attorney Roccio Becerril and a representative from the US Census.
- Our “Libraries Connecting You to Coverage” grant from the Public Library Association provided funds for us to promote messages about open enrollment for health insurance available through the Affordable Care Act to Spanish-speaking residents. Nora Jimenez translated messages into Spanish.

Strategic Priority: Connect with the Community

Goal: Connect Local Organizations, Entities and Residents

- Although we have not launched regular meetings of local organizations, we have established partnerships with new organizations and representatives including the League of Women Voters.
- We hosted events for three elected representatives: State Senator Laura Ellman, State Representative Grant Wehrli and State Representative Amy Grant.
- Diana Abraham continues to work with the Wheaton Warrentville Early Childhood Collaborative.
- Julie Jesernik has expanded our outreach to schools.
- Lynne Johnson connected families to local services by inviting the fire department, police department and post office to participate in family storytimes.
- The Library is participating in the City of Warrentville's Complete Count Committee for the 2020 Census.

Census 2020

Paul and I completed the initial budget and activities plan. Both were submitted to RAILS. A Memorandum of Understanding between RAILS and the Library was signed and submitted. We participated in several subrecipient meetings. (These meetings have increased from bi-weekly to weekly and will continue through the end of July.) We also attended the City of Warrenton Complete Count Committee meeting. An informational display is located in the Stafford Place lobby. A Census jobs recruiter held two "office hours" events at the library. We shared information about these events on our Facebook page and encouraged the recruiter to submit a request to the City for an announcement on the City's electronic sign. Kathy included general information about the Census in the spring edition of *Reading Matters* which will arrive in mailboxes the week of February 17. Be sure to take a look at *Reading Matters* for information about two census events at the library.

Technical Services Department Transition

I met with Lou Carlile several times before his departure to refresh my understanding of several tasks in Technical Services (scheduling, statistical reporting, invoicing/orders, basic cataloging and special projects). I met individually with each of Lou's employees to review concerns and other matters.

After reviewing the workflows and responsibilities of Lou's staff, especially those working with acquisitions and cataloging, I have decided not to hire a Technical Services Manager at this time. An interim plan has been put in place to replace Lou's most important functions, management of staff and cataloging:

- I will serve as direct supervisor for the Technical Services employees.
- Gail Smith will serve as a sort of "triage" manager in acquisitions/cataloging. Staff can go to Gail and she will either answer the question or refer it to another person.
- Cynthia Makowski will be available to answer technical questions for the acquisitions and cataloging staff. Cynthia will also be the new "lead" for the SWAN Consortium project.
- Sarah Lapp has been promoted from Technical Services Specialist to Cataloging Assistant. 8 hours have been added to her weekly schedule. She will focus on cataloging items.
- Gail Smith and Therese Higgins will each work an additional 2 hours per week to manage physical processing tasks (labeling, etc.) and adding new items to catalog records.
- Former employee Debbie Rosenwinkel answered my call for assistance and will work up to 16 hours per week. Debbie's work will focus on cataloging, database maintenance and cleanup and being a resource for Sarah.

FOIA Requests

No FOIA Requests were received in January.

Other

- Completed annual library certification (Illinois State Library)
- A Staff Meeting was held on January 14. Topics included: A marketing overview by Kathy Gaydos, cybersecurity tips from Cynthia Makowski, and information about the proposed changes to the Drug and Alcohol Free Workplace and Workplace Security Policies.

- I continue to support Jaime Perpich in her new role as Member Services Manager. We meet to review different job responsibilities including scheduling, statistics, and other management topics. Jaime worked on revising schedules and we will post two positions in February. Jackie Davis will work with Jaime to evaluate and interview candidates.
- Dan Pohrte and Tiffany Nash from Product Architecture + Design visited us to review the signage install and do a general walkthrough of the building to see how things are holding up. I've asked them to propose something to address the "echo" in Adult Study Room 2. This room is where the skylight is located. The room has a "hard" ceiling that doesn't absorb sound as well as the drop ceilings in the other study rooms.
- A representative from the League of Women Voters of Wheaton reached out to me about hosting a multi-date film festival in March to celebrate Women's History Month and the upcoming 100th anniversary of the 19th Amendment which gave women the right to vote. She proposed three movies to be shown on Sunday afternoons. I researched the availability and public performance licensing, then proposed the library coordinate the purchase of the movies and licensing. I asked if the organization would be able to reimburse the costs (approximately \$220 for all three movies). Because the timeline was short and this was a bit more complicated than the organization expected we've agreed not to move forward this year. LWV may revisit this opportunity for 2021.
- I watched two webinars on Sexual Harassment Awareness and Training from Paylocity, our payroll provider, to evaluate their appropriateness for our organization. Effective January 1, the Library, together with all other Illinois employers, is required to provide sexual harassment training to all employees annually.

January Meetings/Programs/Outreach (Sandy)

- 1/3, 1/23 – Census subrecipient online meetings
- 1/6 – Warrenville Writers Connection
- 1/7 – Member Services Manager Second Interviews (2)
- 1/7 – Management Team Meeting
- 1/14 – Staff Meeting
- 1/16 – Webinar: RAILS Member Update
- 1/16 – M/I Homes Ribbon Cutting (townhomes on east side of Route 59, south of Butterfield Rd.)
- 1/17 – HR Source 2020 Executive Briefing
- 1/21 – RAILS Online Roundtable: Managing the Marketing Process
- 1/21 – Voter Registration Table
- 1/22 – Webinar: From Skeptic to Champion: How to Guide Staff through Change
- 1/22 – Webinars: Sexual Harassment Awareness Prevention and Training (2 sessions – 1 for supervisors, 1 for employees)
- 1/26 – Local Author Book Signing (Betsy Duda)
- 1/29 – City of Warrenville Complete Count Committee
- 1/31 – Visit from architects

STATISTICAL SUMMARY

January 2020

	JAN 2020	JAN 2019	% change	+/-
TOTAL CIRCULATION ***	16,933	19,136	-11.5%	-2,203
Print	8,977	9,385	-4.3%	-408
NonPrint	6,037	7,894	-23.5%	-1,857
Equipment (mobile dev., in-house laptops, etc.)	100	133	-24.8%	-33
Downloadables	1,819	1,724	5.5%	95
OVERDRIVE (eBooks & eAudiobooks)	1,038	1,063	-2.4%	-25
ZINIO (eMagazines)	88	138	-36.2%	-50
Hoopla	693	523	32.5%	170
ITEM REQUESTS PROCESSED	250	293	-14.7%	-43
INTERLIBRARY LOANS RECEIVED	267	260	2.7%	7
MATERIALS ADDED	919	995	-7.6%	-76
MATERIALS WITHDRAWN	1,623	2,167	-25.1%	-544
TOTAL COLLECTION SIZE*	103,977	108,067	-3.8%	-4,090
PROGRAMS				
Number of Adult Programs	10	9	11.1%	1
Adult Program Attendance	173	130	33.1%	43
Number of Teen Programs	3	3	0.0%	0
Teen Program Attendance	9	22	-59.1%	-13
Number of Children's Programs	22	18	22.2%	4
Children's Program Attendance	473	368	28.5%	105
Book-A-Librarian	12	10	20.0%	2
Book-a-Librarian Attendance	12	10	20.0%	2
OUTREACH				
Adult Outreach Events	-	na	na	-
Adult Outreach Attendance	-	na	na	-
Youth Outreach Events	3	na	na	
Youth Outreach Attendance	71	na	na	
RECIPROCAL BORROWER CIRCULATION	1,828	1,392	31.3%	436
RESIDENT CARDS ACTIVE	6,480	5,859	10.6%	621
RECIPROCAL BORROWER CARDS ACTIVE	382	303	26.1%	79
VISITOR COUNT **	8,931	8,534	4.7%	397
COMPUTER SESSIONS	1,042	1,187	-12.2%	-145
DATABASE USAGE	242	212	14.2%	30
WEBSITE VISITS	82,969	72,906	13.8%	10,063
UNIQUE WEBSITE VISITORS	74,889	67,720	10.6%	7,169

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

Special notes for January 2020

Youth Outreach includes storytimes at Weisbrook Elementary (Head Start class), Johnson Elementary (2 Head Start classes), and Hubble Middle School (special education class)

ASSISTANT TO THE DIRECTOR REPORT

January 2020

Jackie Davis

Administration

- Contacted Cantigny regarding the Annual Staff Appreciation luncheon and museum/library tour on May 8. Deposit was made.
- Filled out and posted OSHA Form 300A in staff lounge – no accidents during 2019!
- Updated Illinois and Federal employment posters in staff lounge.

Human Resources

- Changed insurance deductions in payroll for eligible employees.
- Issued Health Savings Account contributions for eligible employees.
- Planned farewell luncheon for Lou Carlile on January 24, 2020.
- Processed terminations for Patty Dybala, Marty Rogers and Lou Carlile.

Continuing Ed

- Paylocity webinar "Sexual Harassment Awareness & Prevention Training for Supervisors – January 23.
- Paylocity webinar "Fair Standard Labor Act – January 24

Meetings

- Management Team Meeting – January 7
- All-Staff meeting—January 14
- Board meeting – January 15
- Met with Sandy and Ly to review proposals for building maintenance – January 23.

Building Maintenance

- **Boiler Flue Repair**
Five bids were reviewed by Sandy, Jackie and Ly for the boiler flue repair. Oakbrook Mechanical was hired to do the repair in the amount of \$11,997.00. Oakbrook Mechanical contacted the City regarding a permit and learned we do not need a permit for this project.
- **Mop Sink Replacement**
Hogan Plumbing's proposal in the amount of \$1,250 to remove the Janitor's Closet mop sink was accepted and the sink was removed on January 30. Ly Tran removed the drywall containing some mold behind the sink flashing. Ly will be replacing drywall the first week of February. Hogan Plumbing will return when Ly is done to install the new sink/flashing. We are considering adding FRP panels (fiberglass reinforced panels that are thin, flexible plastic panels made of strong polyester resin reinforced with fiberglass) to the east wall. This would protect the drywall in the future from water damage and nicks.

- **Lawn Service Contract**

Reviewed the new contract submitted by Pine Landscaping. Signed for 2 years with the monthly cost remaining the same as 2019 and increasing by \$10 per month in 2021.

- **VAV Box Valves**

VAV box valves outside the Public Services Manager's office and the public restrooms were replaced on January 31 by Oakbrook Mechanical in the amount of \$1,347.00.

- **Fire Department Inspection**

The Fire Department conducted their annual inspection on January 31. Five exit light batteries need to be replaced. A large order of batteries had been ordered on January 30. Ly will replace as soon as the order arrives.

PUBLIC SERVICES REPORT

January 2020

Paul Dobersztyn

Highlights

- The Public Service department has begun planning for the 2020 Summer Reading Challenge. A theme has been picked. Promotional materials for the program have been ordered.
- Julie Jesernik hosted the Mo Willems Fandomonium program on 1/24/20 which hosted over 30 very enthusiastic guests. One child proclaimed, "Mom we are having the best time!"
- Nora Jimenez has submitted two content articles to the Marketing Department in January.
- Lynne Johnson arranged a Community Helper's Family Storytime event on 1/28/20. With over 40 guests in attendance, the families were treated with stories by a local police officer, crossing guard and mail carrier.
- The Public Services portion of the Reading Matter newsletter was submitted to marketing. Contributors include: Jennifer Moore, Sylvia Thompson, Julie Jesernik, Amanda Wilson, Diana Abraham, Lydia Butler, Lynne Johnson, Nora Jimenez, Tom Hill and Claire Ong.



Personnel

- Mid-year evaluations for Adult & Youth Services staff were completed in January.
- Lynne Johnson gave her resignation on 1/10/20, her last day was 1/28/20
- Amanda Wilson was administered her 90-Day evaluation on 1/15/20. She has successfully completed the initial employment period.

Professional Development

- ALA 2020 Library Programs and Partnerships in the 2020 Census Webinar - 1/4/20 (Nora)
- Issues around Domestic Violence and Sexual Assault in Libraries Webinar- 1/14/20 (Claire)
- Money Smart Week entering programs Webinar – 1/13/20 (Paul)
- Staff meeting – 1/14/20 (All staff)
- Data Analysis Kindergarten Readiness Webinar – 1/15/20 (Diana)
- Adult Programming: A Webinar Full of Ideas – 1/17/20 (Tom)
- From Skeptic to Champion: How to guide staff through change Webinar – 1/22/20 (Paul)
- Accessible to All Webinar – 1/22/20 (Tom)
- Getting Business Buy In at Your Library at the Naperville Public Library – 1/23/20 (Paul)
- Hooray for Dissent! Webinar- 1/31/20 (Mandy)

Programming / Outreach (Not entered in Communico)

Book a Librarian: 12

Puzzles: 5

1000 piece: Movie Posters, World of Words, Vintage Postage, The Bookshop,
French Marketplace

Teen Volunteers: 3; 8.5 Hours

- Tom and Claire contributed articles to the Beyond Dust Jackets Warrenville Public Library blog
- Diana attended the Parent and Family Engagement Committee at the Wheaton Public Library on 1/7/20
- Diana presented Storytime at Wiesbrook Elementary to the Head Start program on 1/10/20
- Diana attended a WVECC whole committee meeting on 1/15/20
- Diana met with Jody Martin, community organizer from the Girl Scouts on 1/20/20
- Julie met with a representative at St. Irene's for possible outreach activities with the school on 1/23/20
- Diana presented Storytime at Johnson Elementary to two Head Start classes on 1/27/20
- Paul attended a Warrenville Youth & Family Services (WYFS) Community Action Council Meeting on 1/27/20
- Diana presented Storytime to a Hubble Middle School special education class on 1/28
- Paul attended a Warrenville Census Complete Count Committee meeting on 1/29/20

InterLibrary Loan

Item Requests Processed: 250; Materials Received: 267; Materials Lent: 60

Digital Resources

Beyond Dust Jackets Blog:

Views 1/1-31: 1,792

Total views 2020: 1,792; Total views FY: 11,889

NextReads Newsletters:

Subscribers thru 1/31: 167

Newsletters sent 1/1-31: 683

Total newsletters sent 2020: 683; Total newsletters sent FY: 4,740

OverDrive eAudiobooks/eBooks:

New User accounts 1/1-31: 16

Checkouts 1/1-31: 1,038

Total checkouts 2020: 1,038; Total checkouts FY: 7,306

RB Digital eMagazines:

User accounts thru 1/31: 230

Checkouts 1/1-31: 88

Total checkouts 2020: 88; Total checkouts FY: 752

Hoopla:

New User accounts 1/1-31: 26

Checkouts 1/1-31: 693

Total checkouts 2020: 693; Total checkouts FY: 4,420

MEMBER SERVICES REPORT

January 2020

Jaime Perpich

Library Card Monthly Stats		
	January 2020	January 2019
# of new cards issued	79	65
# of renewed cards (expiring 1/2020) *Automatically renewed per NCOA report	188 (81% of accounts renewed)	104 (83% of accounts renewed)
Warrenville Resident cards (active)	6,480	5,859
Reciprocal Borrower cards (active)	382	303

Miscellaneous Monthly Circulation Stats		
	January 2020	January 2019
Self-Checkout Station	7,022 items (46% of total circulation)	7,401 items (42% of total circulation)
Reciprocal Borrower Circulation	1,828	1,392
# of Outgoing Book Discussion ILL Requests	91 (36% of total item requests)	60 (17% of total item requests)
Mobile Device Circulation	50	39
Mobile Device In-house Circulation	36	92

Professional Growth/Meetings/Outreach

1/6- Advanced Body Language Webinar- Sandy K.
 1/14- All Staff Meeting- Jaime, Kathy, Mary, Stephanie
 1/29-1/31 HR Source Evolving Manager Bootcamp- Jaime

Department Update

John O'Reilly submitted his resignation as Member Services Specialist effective February 21. John received a promotion from his current part-time position to a full-time position at Moraine Valley Community College.

MARKETING REPORT

January 2020

Kathy Gaydos

eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
January (1/5)	1459	37%	17%
System Upgrade (12/15)	1444	43%	2%
December (12/1)	1445	38%	11%
Winter RM	1402	36%	28%
November (11/2)	1432	37%	8%
System update (10/15)	1377	49%	3%

Social Media

Facebook	Aug. '19	Sept. '19	Oct. '19	Nov. '19	Dec. '19	Jan. '20
Total Page Followers	1053	1056	1069	1080	1089	1100
Total Page Likes	1045	1046	1058	1066	1072	1079
Avg. Daily Reach (w/ paid)	701	645	676	623	778	706
Twitter	Aug. '19	Sept. '19	Oct. '19	Nov. '19	Dec. '19	Jan. '20
Average Daily views	189	226	219	317	345	237
Average Engagement Rate	1.5%	1.4%	0.8%	1.0%	1.00%	1.0%
Instagram (Dec. 30-Jan. 5)	Aug. '19	Sept. '19	Oct. '19	Nov. '19	Dec. '19	Jan. '20
Followers	146	151	165	173	169	183
Impressions	960	557	982	343	292	773

Activities

- Spring Reading Matters—sent to printer 1/30; slides/flyers in process.
- January gift card winner—video recorded announcement and posted to social media.
- Member Services brochure—updated to delete Library Elf auto renew feature and staff changes.
- Community Helpers Storytime—created social media announcements and follow up posts; photographed and video recorded event; emailed photos to police, crossing guard and mail carrier.
- January All-Staff meeting presentation—gave presentation at All-Staff meeting on Content Management System, Library Lingo and Style Guide; prepped follow-up files.
- What Books Changed Your Life project—finalized/stylized and passed along for website prep.
- Census—prepped promotional materials.
- Library photography—developed plan to update library photos (interior shots of features, spaces).

Meeting Attendance

Management Team meeting—1/7/20

All-Staff meeting—1/14/20

Managing the Marketing Process, RAILS webinar—1/21/20

Blog post training meeting (Sandy, Jen)—01/30/20

Did you know? At the beginning of each month we conduct a drawing for a \$25 Target Gift Card. A random name is selected from everyone who registered for a new library card in the prior month. Kathy and our marketing committee drum up enthusiasm with creative ideas and a script, then we post a video of the announcement on Facebook. Here are a few screen shots of our recent announcements:



In December, Jaime jumped out of a gift-wrapped box – a library card is the best gift of all.

December's winner gave his approval!



In January we tooted our own horns to ring in the New Year and celebrate our newest cardholders.



In February it was all about how much we love our members.

**Don't miss out on all we share –
Like us on Facebook, follow us on Twitter and Instagram**

TECHNICAL SERVICES REPORT

January 2020

Collection statistics for the month

809 physical items added

584 books

140 periodicals

85 AV (includes DVDs, CDs, Audiobooks, Puzzles, Kits)

1623 physical items withdrawn

1,204 books

139 periodicals

280 AV (includes DVDs, CDs, Audiobooks, Puzzles, Kits)

Meetings / Continuing Ed / Events

All Staff Meeting (January 14) – Imaan, Colleen, Gail, Lou, Jo Ann, Sarah and Therese attended.

Collection Maintenance:

26 books repaired

322 discs cleaned / repaired

7 other items handled

Special Projects

The department continues to work on adding authors' full last names to spine labels in the fiction collection. The project is complete through the author Harkaway.

Cynthia

1. Meetings, training, etc.
 - Monthly all-staff meeting (performed video recording)
 - Management Team (1)
 - Public Services Manager candidate interviews (2)
 - Curt 90-day review
2. Worked with SirsiDynix to upgrade Web Services 6.0.0 and apply the fix for NoveList Select with tabbed browsing in Enterprise.
3. Delete user accounts for former employee Ellen Seiberlich. Changed passwords/deleted user accounts for former employees Marty Rogers, Lou Carlile, and Lynne Johnson. Removed old user accounts from SirsiDynix Support Center. Elevated Jaime's account privileges in Horizon, MyPC and PaperCut in conjunction with her promotion.
4. Set up Jaime's user profile on CIRCOFC computer.
5. Reassigned x102 phone/voice mail. Updated speed dial programming to reflect recent staffing changes. Removed unused button programming from phone system template.
6. Updated Test PCs to Windows 10 v1909. Began troubleshooting random "freezing" issue with Staff PCs updated to Windows 10 v1809 and Test PCs updated to v1909.
7. Updated firmware on Network Attached Storage (NAS) backup devices. Updated firmware on Network Video Recorder (NVR) and WiFi access points.
8. Turned off replication for old Horizon (virtual) servers. Deleted backups from Data Protection Manager (DPM) environment.
9. Began working with TBS to set up new B&W and Color print queues for new backup printer to be installed at Member Services desk.
10. Worked with Kent/Computers for Business (CFB) to create "guest" network within the wifi configuration to segregate library devices from wifi session counts.

Curt

- Meetings/Training:
 - 90-day review
 - Attended Illinois Department of Innovation & Technology (DoIT) and Illinois Century Network (ICN) "Tis the Season for Ransomware" webinar.
 - Met w/Cynthia to review Equipment Replacement Plan, laptop considerations, NIC performance/PC troubleshooting.
 - Met w/Kathy to discuss taking library photos for Marketing
- Registered/joined MS-ISAC (Multi-State Information Sharing & Analysis Center) as recommended in webinar.
- Wrote draft revision of the answer key for the Cassette to CD Conversion Station's Staff Training Checklist.
- Combined and edited January's All-Staff meeting video files and posted on the network. Began evaluating osTicket and Spiceworks help desk ticket systems. Set up Spiceworks WPLD Help Desk Portal for evaluation.

- Installed replacement UniFi wifi access point in staff area; adopted in controller, set name/static IP, and tested.
- Worked with Sphero support to reset Sphero BB-8 robot and update firmware.
- Book-a-Librarian sessions:
 - Set up Hoopla and Libby (OverDrive) apps on smartphone
 - VHS to DVD Conversion Station - training
 - VHS to DVD Conversion Station – finalize & test DVD
- Other user support topics:
 - Finalize audio CD on conversion station
 - Roku mobile device
 - Kindle/OverDrive
 - USB drives
 - laptop charging/boot

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, February 12, 2020)

Wednesday, February 19, 2020 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Wednesday, March 18, 2020 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Future Agenda Items:

March

- (tentative) Approve revised Drug and Alcohol Free Workplace Policy (based on February discussion)
- Non-resident Library Card Participation
- Personnel Committee distributes Director's self-evaluation and trustee forms for Director's evaluation.

TREASURER'S REPORT

Developer Donations

The City of Warrentville supplied the attached document which provides details for the expected developer donation/impact fees to be collected from the significant, "active" developments in Warrentville. The final column shows the estimated amount to be collected from each development. At Director Whitmer's request, the City added the highlighted numbers in the first column to show how much has already been collected from each development.

The Riverview West and Vanguard Apartments Developments are located in Cantera and are not located in any Tax Increment Financing District. The library will collect property taxes on these developments as soon as they are assessed. Because these developments are "new construction," the property tax extension for these properties will not be impacted by the tax cap.

All other developments listed are within either TIF 3 or TIF 4. The assessments for these properties is frozen as of the establishment date for each TIF. Any increase in property taxes for these developments will go into the TIFs. The Library will be eligible for an annual reimbursement from the TIF for these developments. The Library needs to submit a request to the City after July 1 but before September 1 each year.

Library Contribution/ "Impact Fee" Estimates for Significant "Active" Residential Development Projects (as of 1/30/20)

Project Information					Est. Cash in Lieu of Land Library Contribution	
Name	Location	Status	Residential Unit Breakdown	Estimated Population	Total Est. \$ (127/person)	
Riverview West \$ 87,936.00	Cantera Subarea C, Lot 2 (north of Ferry Road, east of DuPage River	Final PUD approved and permits issued for apartment component. Prelim. PUD Plans approved for townhome component.	Apartments <ul style="list-style-type: none"> • 201 1-bedroom • 153 2-bedroom • 10 3-bedroom Townhomes <ul style="list-style-type: none"> • 60 3-bedroom 	817	\$103,759	
Lexington Trace \$ 6,677.70	Southwest quadrant of Route 56/Route 59 Intersection	Final PUD approved, permits issued for 25 units.	Townhomes <ul style="list-style-type: none"> • 65 3-bedroom • 41 2-bedroom 	216	\$27,434	
Stafford Place \$ 6,541.80	Civic Center Redevelopment Site #1	Final PUD Approved by City in Fall of 2017. Permits issued for 22 units.	Townhomes <ul style="list-style-type: none"> • 24 3-bedroom Single Family Detached <ul style="list-style-type: none"> • 3 4-bedroom 	66	\$8,362	
Warrenville Horizon \$ 0	Northeast corner of Batavia Road and Route 56	Preliminary PUD approved. Final PUD approval and construction start anticipated in April 2020	Age Restricted Apartments <ul style="list-style-type: none"> • 56 1-bedroom • 15 2-bedroom 	75 (based on Council endorsed population projection)	\$9,525	
Everton Project \$ 40,429.20	East side of Route 59 at Duke Parkway Intersection	Final PUD Plans approved. 18 townhome permits issued. Permits for 4 apartment buildings/148 units issued.	Apartments <ul style="list-style-type: none"> • 21 studio • 113 1-bedroom • 97 2-bedroom • 28 3-bedroom Townhomes <ul style="list-style-type: none"> • 45 3 bedroom • 44 2 bedroom 	556	\$70,612	
Vanguard Apartments Covington Realty Partners \$ 56,237.72	Cantera Subarea G – west side of Cantera Regal Theater	Final PUD Plans Approved and building permit issued.	Apartments <ul style="list-style-type: none"> • 36 studio • 114 1-bedroom • 80 2-bedroom • 12 3-bedroom 	469	\$59,563	
TOTAL \$197,822.42					\$279,255	

**Note – Highlighted numbers beneath each development's name is the amount received through 1/30/2020 and being held by the City for the Library's use.

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. Director Whitmer reviewed the minutes.

- There are no minutes to be released at this time.
- The following verbatim recordings should be destroyed:
 - April 18, 2018 Closed Session (Director's Evaluation)

If the Board wishes to discuss this matter further, then the closed session can be held.

If no further discussion is needed, then the meeting agenda should be amended as follows: remove the closed session (and action item) and move the closed session agenda item to the Regular Agenda. The status of the six-month review can then be recorded in the minutes.

SUGGESTED MOTION: Approve destruction of verbatim recording of the April 18, 2018 Closed Sessions.