



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, October 18, 2017, 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. Online Classes: Lynda.com & Universal Class Library Edition (Leila Heath, Head of Public Services)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 3**.....
  - a. Approve Minutes of the September 20, 2017 Public Hearing
- p. 4** .....
  - b. Approve Minutes of the September 20, 2017 Regular Board of Trustees Meeting
- p. 11** .....
  - c. Receive and file Financial Report for September
8. Regular Agenda
- p. 18** .....
  - a. Approve payments for the period of September 21 – October 18, 2017 **(ACTION)**
- p. 21** .....
  - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
10. New Business
- P 22** .....
  - a. Approve Revisions to Policy No. 250 Public Access Computers **(ACTION)**

- p. 27 ..... b. Approve Revisions to Policy No. 320 Library Use **(ACTION)**
- p. 32 ..... c. Approve Revisions to Policy No. 120 Purchasing & Contracts **(ACTION)**
- p. 38 ..... d. Review Proposed Revisions to Policy No. 371 Study Room (discussion only)
- p. 39 ..... e. Health Insurance Renewal **(ACTION)**
- p. 40 .... 11. Director's Report
- p. 43 .... 12. Department Head Reports
- 13. President's Report
- p. 50 ..... 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)
- p. 51 ..... a. Per Capita Grant Requirement: Review Chapter 2 "Orientation for New Trustees" and Chapter 3 "Board Organization", Trustee Facts File (Trustee Ruzicka)
- 19. Adjournment **(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)
  - a. Per Capita Grant Requirement: Review Chapter 2 "Orientation for New Trustees" and Chapter 3 "Board Organization", Trustee Facts File (Trustee Ruzicka)
- 19. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
Budget & Appropriation Public Hearing  
Wednesday, September 20, 2017 – 7:00 p.m**

1. Call to order – Trustee Picha called the public hearing to order at 7:00 p.m.
2. Roll call – Trustee Picha called roll call

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

STAFF ATTENDING: Library Director Sandy Whitmer; Assistant to the Director Jackie Davis; Gail Smith, Technical Services Assistant; and Martha Rogers, Collection Support Specialist

PUBLIC ATTENDING: Denny Rogers

3. Public comments on the Budget & Appropriation Ordinance – none
4. Trustee/Staff Comments on the Budget & Appropriation Ordinance

Trustee Warren asked why the dollar amounts are different in the B&A Ordinance and Levy.

Director Whitmer explained the Library is required to appropriate funds expected to be spent during the fiscal year in the Budget & Appropriation Ordinance. These numbers exceed the working budget and allow the Library to spend money if a "windfall" is received.

Those numbers must be included in the Levy Ordinance. The first column in the Levy is the appropriation numbers from the Budget & Appropriation Ordinance. This allows us to ask the County to levy tax dollars. The second column indicates funds from other sources. The last two columns are the levy amounts. This ensures the Library receives all available funds. The County Clerk reviews and adjusts the amounts to ensure compliance with the tax cap.

5. Adjournment

*MOTION: Trustee Warren moved to adjourn the public hearing at 7:05 p.m. Trustee Lezon seconded.*

*Voice vote – all ayes*

*Motion carried*

Respectfully submitted,

Heather J. Stull, Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Board of Trustees Meeting**  
**Wednesday, September 20, 2017 – 7:00 p.m**

1. Call to Order – Trustee Picha called the meeting to order at 7:06

2. Roll call – Trustee Picha called the roll

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

STAFF ATTENDING: Library Director Sandy Whitmer; Assistant to the Director Jackie Davis; Gail Smith, Technical Services Assistant; and Martha Rogers, Collection Support Specialist

PUBLIC ATTENDING: Denny Rogers

3. Approval of the Agenda

Director Whitmer removed Item #7.b. – Approve Minutes of the September 6, 2017 Special Board of Trustees Meeting from the Consent Agenda and added this item to #8. Regular Agenda as item c.

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

*Roll call vote:*

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

*Nays – None*

*Motion carried*

4. Presentations

a. Employee Recognition – Martha Rogers for 20 years

Director Whitmer introduced Martha Rogers who has worked at the Library for 20 years in the same position and has survived the changes made to the position previously known as Library Page and currently known as Collection Support Specialist. Martha stated she obviously has enjoyed the changes.

Director Whitmer stated that Martha keeps the shelves neat and orderly and that she takes pride in a job well done and contributes in many ways to the community.

A short break was taken at 7:10 pm to enjoy refreshments

Martha and Denny Rogers left the meeting.

Returned to the meeting at 7:22 p.m.

Roll Call - Trustee Picha called the roll

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

STAFF ATTENDING: Library Director Sandy Whitmer; Assistant to the Director Jackie Davis; and Gail Smith, Technical Services Assistant

5. Public comments

Gail Smith stated she recently purchased an electric car. Since the Board discussed the possibility of installing a charging station at a past board meeting, she would be more than willing to educate the Board on how they work at a future board meeting.

Trustee Lezon asked Director Whitmer if grants are available for a station. Director Whitmer stated manufacturers were installing them at one time. This could be a topic for next fiscal year.

6. Correspondence – Director Whitmer stated she received a thank you from the City of Warrenville Police Department for the Library's participation in National Night Out.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the August 16, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for August
- c. Adopt Ordinance #17-18-03 Budget & Appropriation Ordinance for 2017-2018 Fiscal Year
- d. Adopt Resolution #212 – Resolution to Determine Estimate of Funds Needed for 2017-2018 Fiscal year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2017-2018 Fiscal Year
- f. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2018 as required by Illinois Public Act 97-0609.

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

*Roll call vote:*

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

*Nays – None*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of August 17 – September 20, 2017

*MOTION: Trustee Stull moved to approve payments in the amount of \$45,433.81 for the period of August 17, 2017 through September 20, 2017 including electronic payments and checks 6040-6081. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Warren moved to transfer \$125,000 from Business NOW Account to Operating Account. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

- c. Approve Minutes of the September 6, 2017 Special Board of Trustees Meeting

*MOTION: Trustee Stull moved to approve the Minutes of the September 6, 2017 Special Board of Trustees Meeting. Trustee DuRocher seconded.*

*Voice vote:*

*Motion carried with Trustee Richardson abstaining*

9. Unfinished Business

- a. Revisions to Meeting Room Policy

Director Whitmer pointed out the two changes to the policy:

- 1) The reservation schedule is changed to a "rolling" reservation period to coordinate with the new online booking system.

Reservations will be accepted up to 90 days in advance for:

- Organizations of which the Library is a member,
- Governmental entities serving the Warrenville community and
- Warrenville Library Cardholders



Reservations will be accepted up to 60 days in advance for all other organizations.

- 2) Permit organizations to authorize up to three individuals to sign into a meeting room on the date of a reservation

Organizations would submit a letter authorizing three individuals to sign into a meeting room on the date of a reservation along with a certificate of liability insurance. The list will be signed by the organization's President and could be updated twice in a calendar year.

*MOTION: Trustee Warren moved to approve revisions to Policy No. 370 Public Use of Meeting Room effective October 15, 2017. Trustee DuRocher seconded.*

**DISCUSSION:**

Trustee Stull asked if attendees for an organization's meeting would need to wait for entrance to the meeting room until one of the three designated persons is at the Library to sign in. Director Whitmer responded that is correct.

Trustee Picha asked if there is a timeframe for submission of the letter/certificate of insurance. Director Whitmer stated it could accompany the reservation form or be on file.

Trustee Stull asked if this is workable for the staff. Director Whitmer feels this will be easier.

*Roll call vote:*

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

*Nays – None*

*Motion carried*

**10. New Business**

- a. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Whitmer stated the good news is that the CPI cap is at 2.1%, higher than it has been in the last five years which means the Library can capture an increase of 2.1% above last year's levy extension plus any new growth. The Library should receive between \$37,000 - \$40,000 more than last year.

Director Whitmer estimated new growth to be approximately \$10,000.

There will be a Truth in Taxation Hearing on November 15, 2017.

## 11. Director's Report

- Director Whitmer stated one year ago this month the Board was approving building construction bids and authorizing issuance of debt certificates.
- Director Whitmer is waiting to hear from the engineer about the computer lab doors that won't stay closed due to air pressure in the room.
- Director Whitmer is tracking the electricity bills and will have a report at next month's board meeting for the first quarter of electricity usage with the new lighting.
- Director Whitmer is completing the Hotel/Motel Tax Grant final report for the summer concerts. She submitted grant applications to the City for both the Concerts on the Commons (June-August 2018) and the Sunday Music Matinees (September 2018 – April 2019).
- The auditors will be at the Library September 21-22. Brian LeFevre will most likely be at the November board meeting.
- Trustee Picha asked if Director Whitmer had any concerns with the three ILA bills passed by the Illinois General Assembly.
  - Director Whitmer stated House Bill 373 does not apply to a Library District, as the Library is governed by the Library District Act.
  - House Bill 547 - raises the bid advertisement dollar amount for library construction, remodeling, repairing or building improvements from \$20,000 - \$25,000. This is a definite help to the Library and a policy revision will be brought to the October's board meeting for approval.
  - House Bill 2068 – The Board can now place non-binding referendum questions on the ballot if they choose or if petitioned by residents.

The Statistical Summary was discussed. Director Whitmer stated that some of the numbers are definitely incorrect and explained why some numbers have increased. Corrections will be made for next month's report. Trustees felt that members definitely like coming here and feel one reason is due to the friendly staff.

## 12. Department Head Reports

- Director Whitmer stated the Marketing Department has completely redesigned the monthly eNewsletter and the print quarterly newsletter will have a new design beginning with the winter issue.
- Director Whitmer stated the Solar Eclipse Viewing Community Picnic was a huge success.
- Patty Dybala, Head of Member Services and her team had a successful weekend at Summer Daze.
- Cynthia Makowski configured five more hotspots.
- Lou Carlile is interviewing candidates for a vacant position following Debbie Rosenwinkel's retirement.

### 13. President's Report

- Trustee Picha reviewed the next meetings and events.
- Director Whitmer stated she has heard comments the public would like the library open during Summer Daze. Director Whitmer feels that the extended Library hours during Art on the Prairie were not necessary. The Library will definitely be a presence at both events next year; however, the Library's hours of operation may change.
- October Board Meeting:
  - Leila Heath, Head of Public Services, will give a presentation about online training resources for cardholders: Universal Class Library Edition, Lynda.com.
  - Policy revisions for Library Use and Computer Use will be presented with revisions proposed by Public Services to clarify usage based on new configurations and separation of spaces for Adults, Teens and Youth.

Trustees stated they would like to meet new staff members at board meetings and asked if the Management Team would be rotating presenting at board meetings as in the past.

Director Whitmer advised Trustees to inform her of what items they would like to learn about. Trustee DuRocher stated she would like to learn about the electronic resources that are available to members.

### 14. Treasurer's Report

Trustee Lezon stated the majority of the remaining tax money has been received from the County and will be included in next month's financial report. The financials look good.

### 15. Secretary's Report

Trustee Stull stated the minutes look good.

Trustee Stull thanked the Board for approving her reimbursement request and has enjoyed the learning opportunities.

### 16. Committee Reports – None

### 17. Trustee Comments – None

### 18. Items for information and/or discussion

- a. Per Capita Grant Requirement: Review Chapter 1 "Trustee Duties & Responsibilities", Trustee Facts File

Trustee Warren reviewed Chapter 1 and distributed a summary of the chapter. His main takeaways were:

- Trustees don't act by themselves but by consensus

- Trustees work as the employer of the Director, however, the Director is an important part of the Library. The Director has responsibilities to give accurate information to the Board and keep them informed.
- The Director provides a framework of policies for the delivery of Library services.
- A Trustee should perform duties ethically, as a representative of all individuals in the community in a transparent manner (Open Meetings Act); respect confidential information and Board decisions; support open access to information and resist censorship.

Trustee Ruzicka will review Chapters 2 and 3 in October.

Trustee Stull will review Chapter 4 in November

Trustee Richardson will review Chapter 5 in December

b. Per Capita Grant Requirement: Continuing Education

Director Whitmer stated everyone is required to complete training on library safety. She provided a list of webinars and asked the Trustees to view one, keeping in mind they are directed toward staff. Director Whitmer will email the titles with the links to trustees. The training needs to be completed by November 15 in order for Director Whitmer to prepare the Per Capita Report. Trustees should send an email to the Director with the name of the webinar completed and date.

19. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 8:24 p.m. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,

Heather J. Stull, Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**September 30, 2017**

WARRENVILLE LIBRARY INCOME	SEPTEMBER 2017	FUND BALANCES				UNAUDITED FUND BAL 6/30/2017	OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT	PAGE 1
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.						
LEVY											
CORPORATE	1698315	94.9290%	747048	1641756	96.67%	588830	2262	8953	124210	441524	1796015
BLDG. & MAIN	90722	5.0710%	39906	87701	96.67%	82381	0	0	3612	9764	160318
TOTAL TAX (LEVIED)	1789037	100.00%	786954	1729457	96.67%	669211	2262	8953	127822	451288	1956333
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		257849	0	0	335	308527	-50578
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0
TOTAL	1789037	100.00%	786954	1729457	96.67%	1176531	2262	8953	128157	759815	2155126
FORMULA = A+B+C-D=E				A		B	C	D	E		

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: September 30, 2017

	1 Month Ended Sep. 30, 2017	3 Months Ended Sep. 30, 2017	Budget	Balance	% Received / Expended
<b>CORPORATE FUND</b>					
<b>Income</b>					
Taxes Levied	746,880.95	1,641,589.29	1,698,315.00	56,725.71	96.66%
Back Taxes	167.12	167.12	0.00	(167.12)	0.00%
Copier	657.11	1,644.66	7,000.00	5,355.34	23.50%
Extended Use Fees	1,138.61	4,282.30	22,000.00	17,717.70	19.47%
Fees	18.00	61.00	250.00	189.00	24.40%
Interest	186.13	915.13	2,200.00	1,284.87	41.60%
Book Sales	0.00	16.00	2,000.00	1,984.00	0.80%
Lost Books	252.70	1,043.69	3,500.00	2,456.31	29.82%
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00%
Miscellaneous	9.00	990.21	1,000.00	9.79	99.02%
Hotel/Motel Tax	0.00	0.00	12,725.00	12,725.00	0.00%
Grants - Per Capita	0.00	0.00	10,450.00	10,450.00	0.00%
	749,309.62	1,650,709.40	1,760,440.00	109,730.60	93.77%
<b>Expenses</b>					
Sal. - Administration	15,043.75	52,548.17	196,500.00	143,951.83	26.74%
Sal. - Circulation	8,985.23	33,150.34	118,000.00	84,849.66	28.09%
Sal. - Maintenance	1,848.81	5,717.90	21,500.00	15,782.10	26.59%
Sal. - Public Services	26,102.47	89,585.27	342,000.00	252,414.73	26.19%
Sal. - Tech Services	16,091.91	55,595.50	217,500.00	161,904.50	25.56%
I.M.R.F. - Expense	11,169.80	27,229.44	98,000.00	70,770.56	27.79%
Fica - Expense	5,066.65	17,689.27	68,500.00	50,810.73	25.82%
Unemp. Comp.	0.00	223.85	1,300.00	1,076.15	17.22%
Op - Mat'l Processing/Tech	1,470.22	3,129.11	9,100.00	5,970.89	34.39%
Op - Mat'l Processing/Circ	0.00	159.60	2,300.00	2,140.40	6.94%
Op - Postage	3.61	1,331.61	5,865.00	4,533.39	22.70%
Op - Office Supplies	88.87	565.34	4,650.00	4,084.66	12.16%
Op - Bank Fee's	36.80	181.46	850.00	668.54	21.35%
Op - Automation Supplies	0.00	189.61	3,000.00	2,810.39	6.32%
Op - Publishing	0.00	295.55	1,200.00	904.45	24.63%
Equip. - Purchases	391.00	1,831.88	7,700.00	5,868.12	23.79%
Equip. - Maintenance	337.46	1,154.38	4,000.00	2,845.62	28.86%
Auto. - Software	7,500.00	9,168.20	13,475.00	4,306.80	68.04%
Auto. - Purchases	21.87	1,119.50	7,000.00	5,880.50	15.99%
Auto. - Maintenance	235.00	29,374.75	50,240.00	20,865.25	58.47%
L. Ins. - Workmen's Comp	93.94	93.94	3,000.00	2,906.06	3.13%
Ins. - Multi Peril Package	0.00	12,030.00	11,100.00	(930.00)	108.38%
Ins. - Health / Life	3,505.19	10,610.47	63,800.00	53,189.53	16.63%
Pd - Recruiting	0.00	135.00	500.00	365.00	27.00%
Pd - Staff Appreciation	136.05	229.38	1,250.00	1,020.62	18.35%
Pd - Staff / Dues	0.00	635.00	2,800.00	2,165.00	22.68%
Pd - Staff / Meetings	60.00	204.84	6,600.00	6,395.16	3.10%
Pd - Staff / Transportation	33.71	179.89	1,000.00	820.11	17.99%
Pd - Trst / Dues	270.00	270.00	270.00	0.00	100.00%
Pd - Trst / Mtgs	450.00	450.00	2,690.00	2,240.00	16.73%
Pd - Trst / Transportation	61.80	61.80	700.00	638.20	8.83%
Pd - Trustee Misc.	22.96	109.98	500.00	390.02	22.00%
Cont. - Lawyer	0.00	0.00	5,000.00	5,000.00	0.00%
Cont. - Accounting	835.68	2,610.27	10,000.00	7,389.73	26.10%
Cont. - Collections	8.95	26.85	1,000.00	973.15	2.69%

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues Expenses Cash Basis**  
**Period Ending: September 30, 2017**

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended</b>	<b>3 Months Ended</b>	<b>Budget</b>	<b>Balance</b>	<b>% Received /</b>
	<b>Sep. 30, 2017</b>	<b>Sep. 30, 2017</b>			<b>Expended</b>
Cont. - Audit	0.00	1,500.00	7,950.00	6,450.00	18.87%
Cont. - Consultants	1,105.00	1,105.00	4,700.00	3,595.00	23.51%
Lib. Mat. - Adult Books	4,006.56	12,474.10	67,000.00	54,525.90	18.62%
Lib. Mat. - Youth Books	3,297.10	7,339.10	32,000.00	24,660.90	22.93%
Lib. Mat. - Adult AV	2,680.03	6,555.32	27,000.00	20,444.68	24.28%
Lib. Mat. - Youth AV	486.72	1,129.37	7,000.00	6,870.63	16.13%
Lib. Mat. - EBooks	0.00	965.00	24,000.00	23,035.00	4.02%
Lib. Mat. - Periodicals	0.00	550.00	11,500.00	10,950.00	4.78%
Lib. Mat. - Internet Subsc...	2,607.00	15,520.29	41,000.00	25,479.71	37.85%
Ps - Programs Adult	758.78	1,786.36	6,500.00	4,713.64	27.48%
Ps - Programs Youth	204.92	646.14	6,500.00	5,853.86	9.94%
Ps - Hotel/Motel	175.00	6,575.00	18,325.00	11,750.00	35.88%
Ps - Refunds / Fines / Fees	39.99	39.99	500.00	460.01	8.00%
Ps - Printing	2,590.00	4,771.39	20,100.00	15,328.61	23.74%
Ps - PR / Publicity	99.00	1,571.62	4,550.00	2,978.38	34.54%
Ps - Misc.	73.64	752.22	1,300.00	547.78	57.86%
Maintenance	77.00	77.00	0.00	(77.00)	0.00%
Gas	119.87	590.94	9,000.00	8,409.06	6.57%
B & M - Water / Sewer	0.00	142.64	800.00	657.36	17.83%
Electricity	3,352.69	9,804.80	40,000.00	30,195.20	24.51%
Telephone	1,175.09	3,357.42	14,480.00	11,122.58	23.19%
B & M - Landscape Maint	640.00	3,840.00	10,000.00	6,160.00	38.40%
Gifts	0.00	1,262.20	2,300.00	1,037.80	54.88%
Contingency	1,050.00	1,279.99	10,000.00	8,720.01	12.80%
Debt Repayment	0.00	0.00	167,550.00	167,550.00	0.00%
	<b>124,210.12</b>	<b>441,524.04</b>	<b>1,816,945.00</b>	<b>1,375,420.96</b>	<b>24.30%</b>



WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: September 30, 2017

	<b>BUILDING &amp; MAINTENANCE FUND</b>				
	<u>1 Month Ended</u> <u>Sep. 30, 2017</u>	<u>3 Months Ended</u> <u>Sep. 30, 2017</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
Taxes Levied	39,897.54	87,691.85	90,722.00	3,030.15	96.66%
Back Taxes	8.93	8.93	0.00	(8.93)	0.00%
	<u>39,906.47</u>	<u>87,700.78</u>	<u>90,722.00</u>	<u>3,021.22</u>	<u>96.67%</u>
<b>Expenses</b>					
Maintenance	1,600.00	6,560.82	44,520.00	37,959.18	14.74%
Maintenance Supplies	676.01	1,098.38	2,200.00	1,101.62	49.93%
Security	0.00	248.34	4,750.00	4,501.66	5.23%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	674.46	674.46	10,900.00	10,225.54	6.19%
Janitorial Supplies	661.96	1,181.92	3,500.00	2,318.08	33.77%
	<u>3,612.43</u>	<u>9,763.92</u>	<u>85,870.00</u>	<u>76,106.08</u>	<u>11.37%</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: September 30, 2017

	SPECIAL RESERVE FUND				
	1 Month Ended Sep. 30, 2017	3 Months Ended Sep. 30, 2017	Budget	Balance	% Received / Expended
<b>Income</b>					
	0.00	0.00	0.00	0.00	0.00%
<b>Expenses</b>					
Equip. - Purchases	0.00	0.00	2,000.00	2,000.00	0.00%
Auto. - Purchases	0.00	0.00	21,750.00	21,750.00	0.00%
Capital Improvement ...	334.97	308,527.18	500,000.00	191,472.82	61.71%
	334.97	308,527.18	523,750.00	215,222.82	58.91%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Assets & Liabilities Cash Basis  
September 30, 2017

Page 3

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	11,922.29
Cash / Copier Change	75.00
MB Operating	178,154.07
MB Business NOW	940,756.86
MB Business Money Market	824,980.39
MB Certificate of Deposit	201,850.04
	<u>2,158,148.65</u>

General Fixed Assets

4,461,551.00

TOTAL ASSETS

\$ 6,619,699.65

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.

3,021.41

3,021.41

LONG-TERM LIABILITIES

EQUITY

0.00

Fund Balance

6,191,678.24

Fund Balance Special Reserve

425,000.00

6,616,678.24

TOTAL LIABILITIES & FUND BALANCE

\$ 6,619,699.65

See Accountants Compilation Letter

## **REGULAR AGENDA**

Approve payments for the period of September 21-October 18, 2017

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

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

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**September 21 - October 18, 2017**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
10/18/2017	6082	Accounting Services, Inc.	-498.00
10/18/2017	6083	Ambius	-278.00
10/18/2017	6084	AT&T	-383.97
10/18/2017	6085	Baker & Taylor	-2,105.72
10/18/2017	6086	Baker & Taylor	-2,354.92
10/18/2017	6087	Baker & Taylor	-2,917.31
10/18/2017	6088	BlueWire Communications	-2,244.00
10/18/2017	6089	Cavendish Square	-195.54
10/18/2017	6090	ComEd	-2,959.82
10/18/2017	6091	D.E. Mathieu Plumbing	-380.00
10/18/2017	6092	Demco	0.00
10/18/2017	6093	Demco	-117.04
10/18/2017	6094	Demco Software	-1,037.00
10/18/2017	6095	ELM USA, Inc.	-167.75
10/18/2017	6096	Goddard, Leslie	-300.00
10/18/2017	6097	Higgins, Valerie	-50.00
10/18/2017	6098	JanWay Company	-1,068.55
10/18/2017	6099	Hecksel, Julie	-450.00
10/18/2017	6100	Konica Minolta Business Solutions	-244.96
10/18/2017	6101	Level 10 Sound, Inc.	-300.00
10/18/2017	6102	LIMRICC Purchase of Health Insurance Prog	-4,452.67
10/18/2017	6103	LinkedIn Corporation	-2,500.00
10/18/2017	6104	Meredith Books	-33.91
10/18/2017	6105	Midwest Tape	-2,498.93
10/18/2017	6106	Midwest Tape	-608.69
10/18/2017	6107	Paddock Publications	-479.78
10/18/2017	6108	Lynch, Terrence	-275.00
10/18/2017	6109	National Appraisal Guides	-75.00
10/18/2017	6110	Pine Landscaping	-370.00
10/18/2017	6111	Quill Corporation	-611.66
10/18/2017	6112	Sam's Club/Synchrony Bank	-191.88
10/18/2017	6113	Service Master Commercial Cleaning	-1,600.00
10/18/2017	6114	Technology Management Revolving Fund	-450.00
10/18/2017	6115	Today's Business Solutions, Inc.	-248.64
10/18/2017	6116	U.S. Postmaster	-500.00
10/18/2017	6117	Unique Management Services, Inc.	-26.85
10/18/2017	6118	Warrenville Ace Hardware	-8.98

10/18/2017	6119	Wheaton Park District	-40.00
10/18/2017	6120	Davis, Jackie	-48.93
10/18/2017	6121	Gail Smith	-36.49
10/18/2017	6122	Jankowski, Jane	-34.57
10/18/2017	6123	Konica Minolta Business Solutions	-26.88
10/18/2017	6124	Petty Cash Fund	-8.77
10/18/2017	6125	Service Master Commercial Cleaning	-122.42
10/18/2017	6126	SirsiDynix	-1,930.00
10/18/2017	6127	Walter E. Deuchler Associates, Inc.	-765.00
10/18/2017	6128	Business Card	-1,237.18
10/18/2017	6129	Johnstone Supply	-369.84
10/18/2017	6130	LIMRICC Unemployment Compensation Group	-195.28
09/25/2017	Electronic	MegaPath	-59.68
09/26/2017	Electronic	Northern Illinois Gas	-119.87
09/28/2017	Electronic	Paylocity	-235.94
09/29/2017	Electronic	AFLAC	-135.48
10/10/2017	Electronic	Warrenville, City of	-7.00
10/11/2017	Electronic	Konica Minolta Premier Finance	-391.00
10/11/2017	Electronic	Konica Minolta Premier Finance	-167.00

**-38,915.90**

Thursday, Oct 12, 2017 09:51:02 AM GMT-7 - Cash Basis

## **REGULAR AGENDA**

Approve transfer of funds

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

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

## **NEW BUSINESS**

### **Approve Revisions to Policy No. 250 Public Access Computers (ACTION)**

The Public Access Computers policy was last revised in 2008. The proposed revisions reflect changes in practice, equipment and spaces.

Some revisions are minor edits that clarify the original intent.

There are four revisions that change or add to the policy's original intent. These are highlighted in yellow and numbered on the attached policy.

If approved by the Board, the revised policy will be effective immediately.

**1**

This statement formalizes our practice for issuance of guest passes. The Library regularly issues guest passes when an individual wishes to use the Library's computers but is not eligible for a WPLD library card or does not have a library card that is eligible for reciprocal borrowing. Typically these are visitors, residents of unincorporated areas and individuals working, but not residing in Warrenville.

**2**

The Express Station was placed into service last month.

**3**

The new Computer Lab is designated as a quiet computing area except when closed for scheduled Library programs/classes.

**4**

Library staff now provide basic assistance to individuals who have difficulty accessing the wireless network.

**SUGGESTED MOTION: Approve Revisions to Policy No. 250 Public Access Computers**



## POLICY NO. 250

### PUBLIC ACCESS COMPUTERS

#### I. PURPOSE

The Warrenville Public Library District offers public computers as an informational and recreational resource. Selected public access computers offer access to the Internet. The purpose of this policy is to set the conditions under which the Library's public access computers may be used.

Deleted: patron

Deleted: patrons may utilize

#### II. SCOPE

This policy applies to all public access computers and the Library's wireless network.

Deleted:

#### III. PROVISIONS

##### A. Public Access Catalogs

Public access catalogs are freely available.

Deleted: provided by the Library

Deleted: to all patrons

##### B. Public Access (Internet) Computers

Use of the public access computers is limited to holders of a valid WPLD Library card and to registered reciprocal borrowers. Guest passes may be issued to individuals age 18 and over upon presentation of a photo ID and proof of age.

Deleted: compute

Deleted: r workstations with Internet access

All users must accept the Library's Public Access Computers Policy when they log in.

Parents/legal guardians are required to sign the Internet User Agreement for children age 17 and under to use the public access computers. Children age 7 and under must have a parent/guardian present at all times while using the public access computers.

**Deleted:** . Children whose parents have signed the Internet User Agreement have access to all computers

**Deleted:** Parents may wish to supervise their children's Internet sessions.

**Deleted:** Internet

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

Access will be suspended if a library card is invalid as defined in Policy 210 (Library Cards).

**Deleted:** A patron whose library card is expired or is delinquent

**Deleted:** Circulation of Materials

**Deleted:** is not eligible to use a public access computer

Access to public access computers is granted in one-hour increments, which may be extended when vacant workstations are available.

**Deleted:** A patron who has registered to use public access computers will be

**Deleted:** granted one hour of computer use

2

The Express Station is limited to 20 minute increments, which may not be extended.

No more than two individuals may use a computer workstation at any time.

3

When open to the public, the Computer Lab is intended for quiet use.

**Deleted:** ¶

## C. Wireless Network

The Library offers wireless Internet access for users with wireless enabled devices. This network is open to all visitors free of charge. The network is unfiltered and unsecured, requiring no user names or passwords.

Deleted: to the Internet

Deleted: laptops

Use of the wireless network constitutes the user's agreement to abide by the Library's acceptable use policy.

The Library assumes no responsibility or liability for any damages or loss resulting from use of the wireless network.

Deleted: It is strongly recommended that patrons not use this open, unsecured network to transmit personal, financial, or legal data. Users are responsible for protecting their hardware from outside threats, including but not limited to viruses and spam.

The Library reserves the right to limit bandwidth to ensure equal and fair access to the network.

4

Library staff provides limited technical support for use of the wireless network.

Deleted: members are unable to provide technical support for users' hardware.

Wireless printing is available.

Deleted: through the Library's website

#### D. Acceptable Use

Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian.

The Library's public access computers and wireless network may be used only for legal purposes. Illegal or prohibited acts may include but are not limited to: unauthorized copyright use, viewing obscene material, violating copyright or software licenses, attempting to damage or damaging Library

Deleted: /

equipment/software/software configurations, compromising system security, libeling, slandering, misrepresentation, solicitation and harassment. Use of personal software on public access computers is not allowed.

Deleted: ,

Illegal/prohibited use of the public access computers or wireless network will result in suspension of computer privileges and may lead to loss of Library privileges. Illegal acts may be subject to prosecution by local, state or federal authorities.

Failure of any user to follow the terms of this policy will result in the loss of Library privileges, disciplinary action and/or appropriate legal action.

Deleted: ,

#### E. Disclaimer

The Internet enhances the Library's existing collections with electronic resources creating a gateway to the world of information. This resource contains material that may be inaccurate or of a controversial nature. The Library does not monitor or control Internet content.

Deleted: the content and cannot be held responsible

Adopted 4/21/04  
Amended 4/26/06  
Revised 11/19/08  
Proposed Revision 10/18/17

## **NEW BUSINESS**

### **Approve Revisions to Policy No. 320 Library Use (ACTION)**

The Library Use Policy was adopted in April 2017, effective May 2017, in anticipation of the completion of the renovation project.

Within the first four months in the newly configured areas, public services staff recommended several revisions to the Library Use Policy.

Some revisions are minor edits that clarify the original intent.

There are three revisions that change or add to the policy's original intent. These are highlighted in yellow and numbered on the attached policy.

If approved by the Board, the revised policy will be effective immediately.

**1**

Use of youth study rooms will be limited to youth (age 17 and under) and adults accompanied by youth unless otherwise directed by staff. (For example, if our adult study rooms are unavailable due to maintenance, staff may direct an adult to use a youth study room.)

Youth Restroom is intended for children and adult caregivers. There may be special circumstances when staff permit use of the youth restroom by other individuals, for example an adult needing companion assistance. The Youth Restroom is a gender inclusive restroom. It is not a handicapped accessible restroom.

**2**

Consumption of food is generally limited to the Library's lower level lobby. Staff suggest that snacks be permitted in certain areas, including the Teen Lounge. (When staff permit consumption of food in areas other than the lower level lobby and the meeting room, those areas will be monitored and cleaned by staff.)

**3**

The addition of "disrupts other users" to the statement regarding personal hygiene is intended to address fragrance sensitivities. (Results of a survey published in Air Quality, Atmosphere & Health last December indicated more than 30% of the population reported health problems, such as migraine headaches and respiratory difficulties, when exposed to fragranced products. 20% would enter a business but then leave as quickly as possible if they smell air fresheners or some fragranced product.)

**SUGGESTED MOTION: Approve Revisions to Policy No. 320 Library Use**

## POLICY NO. 320

### LIBRARY USE POLICY

The Warrenville Public Library District supports the rights of individuals to access information and use the Library without discrimination, intimidation, threat of harm or invasion of privacy. The Library is dedicated to providing friendly, courteous and respectful service.

In order to maintain a safe, clean and comfortable environment, individuals are expected to abide by the following conduct guidelines.

Deleted: an enjoyable

#### Protect Library Property

The Library is responsible for maintaining and protecting its collections, equipment and property for present and future use. Intentional damage, destruction or theft of materials, equipment or property belonging to the Library or any individual at the Library is prohibited.

#### Ensure a Safe and Secure Environment

The Library is responsible for providing a safe and secure environment for all individuals. Activities that constitute a violation of Federal, State or Local law or ordinance are prohibited. Examples of prohibited activities include but are not limited to:

Deleted: , including patrons and staff

- Occupying areas of the Library that are not age appropriate
- Prolonged or chronic sleeping
- Excessive displays of public affection
- Sexual, physical or other harassment
- Bringing unauthorized weapons on Library premises

Deleted: inappropriate

Deleted: I



- Possessing, selling, consuming or being under the influence of alcohol or drugs
- Engaging in any behavior that a reasonable person would find disruptive, harassing or threatening in nature including peeping, stalking, indecent exposure, prolonged staring at, electronic recording of or following another individual
- Engaging unwilling individuals in ongoing discussion
- Soliciting, panhandling or gambling
- Trespassing when banned from the Library
- Impeding passageways with personal property
- Leaving personal property unattended

Deleted: ,

### Children's Safety

Children seven years of age and younger must be within sight and under the direct supervision of an adult. To provide an appropriate and safe atmosphere for children, adults not accompanied by children are to use the Youth Services area of the Library only for the purposes of retrieving materials, speaking with Library staff or in specific circumstances as directed by staff. The Youth Services restroom is intended for children and their adult caregivers, except in special circumstances. Children not accompanied by adults may use the Adult Services area of the Library for the same purposes indicated above.

Deleted: (within sight)

Deleted: using a group study room if none is available in the Adult Services area of the Library.

### Provide a Comfortable and Welcoming Environment

The Library is responsible for providing a comfortable and welcoming environment for all individuals. Individuals should be respectful of each other and behave in a manner that does not disrupt other individuals or interfere with normal library operations. Examples of disruptive behaviors include but are not limited to:

- Using profane, obscene or abusive language

Deleted: , including patrons and staff

- Creating unreasonable noise and/or engaging in boisterous activity
- Speaking at a volume that disturbs others
- Using audible devices without headphones or using headphones at a volume that disturbs others
- Running, pushing, fighting or shoving
- Operating roller skates, cycles, skateboards or similar items in the Library
- Failing to comply with a reasonable staff request or failure to leave the Library during emergencies and/or at closing time
- Viewing, in plain sight, materials which are inappropriate for the surroundings, including potential passersby
- Violating the Library's rules for acceptable use of the Library's public access computers and wireless Internet (See Policy No. 250 Public Access Computers)

**Deleted:** ,

**Deleted:** and/or speaking

**Deleted:** Internet and Library computers

## **Maintain a Healthy and Clean Environment**

The Library is responsible for maintaining a healthy and clean environment for all individuals. Considerate consumption of covered beverages is permitted in all areas of the Library. Consumption of snack food is limited to the Library's lower level lobby or in spaces designated by staff.

Attire should be appropriate for a public facility. Examples of behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Using cigarettes, e-cigarettes, marijuana, chewing tobacco or other tobacco inside the Library or within 15 feet of any entrance, exit, window or ventilation intake.
- Consuming food or beverages in a manner that creates an unclean environment, attracts insects or vermin, disrupts other users or is harmful to Library resources

**Deleted:** , including patrons and staff

**Deleted:** , except while using Library-owned computers



3

- Personal hygiene that poses a health risk or disrupts other users

Deleted: <#>Improper dress, including swimw

- Bringing animals inside the Library, with the exception of service animals and those allowed during Library-sponsored programs
- Using restrooms for bathing or washing of clothes

### **Enforcement of the Library Use Policy**

Enforcement of this policy will be conducted in a fair and reasonable manner. Library staff and/or the Warrenville Police Department will intervene to stop prohibited activities and behaviors. Individuals who fail to observe this policy may be asked to leave the property, be banned from the Library for a period of time, subject to arrest or subject to other legal action.

Deleted: lawful

Approved 4/19/2017, effective May 1, 2017  
Proposed revisions October 18, 2017

## **NEW BUSINESS**

### **Approve Revisions to Policy No. 120 Purchasing & Contracts (ACTION)**

Public Act 100-0338, effective August 25, 2017, amended the Illinois Municipal Code by increasing the threshold for contracts requiring competitive bids from \$20,000 to \$25,000.

Director Whitmer recommends approval of revisions to the current Purchasing and Contracts policy to reflect this change.

This policy will be reviewed in its entirety at a later date.

***SUGGESTED MOTION: Approve Revisions to Policy No. 120  
Purchasing & Contracts***

## PURCHASING AND CONTRACTS

### I. POLICY

It is the intention of the Warrenville Public Library District, Warrenville, Illinois to employ individuals or firms on the basis of their perceived education, competence and expertise relative to the project in hand, the cost of their services, their ability to complete the work within the required time, their past record in performing similar work and their ability to work with library staff.

The Library shall enter into contracts for professional services according to the following terms. In addition to the terms shown below, contracts shall include the language which is continued under Section VII: Contract Language", and which can only be changed by Board action.

### II. DEFINITIONS

This policy applies to individuals or firms who perform services for the Warrenville Public Library District, Warrenville, IL, ("Library") on a contract (i.e. non-salaried) basis over a period of time. Those individuals or firms would include, but are not limited to, accountants, architects, engineers, planners and consultants. Nothing in this policy is intended to supersede the provisions of the Local Government Professional Service Selection Act (50 ILCS 510/0.01 et. seq.) The Library Board reserves the right to modify this policy to fit unique situations.

This policy does not apply to individuals or firms for 1) any individual project of less than one week's duration and/or costing less than \$25,000, or 2) emergencies.

This policy applies to all purchases and commitments requiring an expenditure of funds under the control of the Board of Trustees of the Warrenville Public Library District.

### III. FORMAL BIDS

- A. The Library will solicit bids from at least three individuals or firms for each project over \$25,000. The Library shall prepare a request for proposal which the individual or firm shall use as a basis for its bid. The Library reserves the right to hire an individual or firm and/or authorize payment to an individual or firm if special circumstances exist which, in the Library's sole discretion, justify a waiver of any provision(s) of this policy. Preliminary consultations with the Library Board or any authorized representative of the Library before a contract is signed, including but not limited to two library visits to solicit business shall not be billable.

- B. All purchases and commitments for contractual services, commodities and capital goods will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, demonstrated performance with libraries, quality and serviceability. In the purchasing and awarding of bid contracts, the authority for approval rests in the Board of Trustees or their designated representative. Solicitation for bids will be in conformance with accepted business practices and the method of solicitation will be as follows:
1. A call for bids will be prepared and mailed to at least three qualified suppliers. Notice of the availability of such "call for bids" to all interested persons will be published in at least one local newspaper at least one time. Qualified suppliers will be selected with consideration being given to such things as prior experiences, accessibility and general reputation. The Board may, in its discretion, select additional newspapers or other publications in which to place such advertisements as it shall from time to time deem necessary and desirable.
  2. The call for bids will describe in detail the required qualifications for bidders, specification of the goods or services, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), whether samples are required, the form in which to submit the bid, other necessary conditions, and the time and place for opening bids.
- C. Formal bidding is not required in the following five cases, unless it is otherwise required by The Public Library District Act of 1991 (75 ILCS 16/1-1).
1. Where the amount involved is under \$25,000, all purchase and commitments for contractual services, commodities and capital goods will be made on the basis of price, quality and dependability and at least three (3) informal quotations from the most qualified suppliers, all to the extent practicable in the circumstances.
  2. Where the goods or services to be procured are economically procurable from only one source, such as contracts for public utility services, books and specially designed business and research equipment and related supplies.
  3. Where the services required are for professional, technical, or artistic skills.
  4. In an emergency when there has been a local disaster or catastrophe.
  5. When immediate repairs to, or replacement of, equipment owned by the Library is necessary in order to permit the Library to function and its regular services to be performed.

#### IV. CONTRACT AND INVOICE

- A. The Library will not pay the individual or firm for any billable work until and unless a written contract has been signed by the Library and the individual or firm, under terms approved by action of the Library Board.

The individual or firm will submit, on its letterhead, a proposal giving, a detailed description of the work to be done, showing a schedule of measurable results. This will include the project budget amount and an upper limit on fees. The billing rate for each employee or class of employee will be included. Billing method, whether time and materials, a set fee, or a percentage, shall be specified.

The individual or firm shall submit a list of references and a certificate of insurance before the contract is signed. When appropriate to the project a performance bond will be required. Both must be acceptable to the Library before the contract is signed. Changes proposed by the individual or firm must be approved by the Board.

The form of contract (AIA, letter of agreement, etc.) are at the discretion of the Library. All agreements or contracts may be reviewed by the Library's legal counsel before signing. The contract shall be for a stipulated time period.

- B. The contract will specify any billable charges that are not included with the individual or firm's hourly fees, including but not limited to administrative costs, photocopying, travel time and parking.

Any invoice to be paid by the Library shall show as a minimum, the name and title of each employee or class of employee of the individual or firm's firm, the number of hours worked by that person, his or her billing rate, and a description of the work done during that billed time period which is detailed enough to suit the Library Board.

Invoices shall be sent to the Library at least monthly.

#### V. CONTRACT LANGUAGE.

- A. Cancellations. When a meeting is scheduled by the Library with the individual or firm and the Library cancels the meeting, no charges will accrue providing the Library notifies the individual or firm twenty-four (24) hours before the meeting. If the individual or firm is not notified of the cancellation and he must travel to the agreed meeting place, the Library agrees to pay a reasonable reimbursement not to exceed three hours of billable time for that person.
- B. Suspension of Services. The Library at any time by written order to the individual or firm can require the individual or firm to stop all, or any part, of the services required by the contract. Upon receipt of such an order the individual or firm shall immediately comply with its terms and take all steps to minimize the occurrence of costs to the services covered by the order. The Library will pay for costs associated with suspension provided they are deemed reasonable by the Library.
- C. Termination Without Cause. Without cause, either party may terminate a contract after giving ten (10) days written notice to the other of intent to terminate without cause. The Library and the individual or firm will deal with each other in good faith during the 10 day period after any notice of intent to terminate without cause has been given. Upon such termination, the individual or firm shall deliver to the

Library all written, photographed, automated, and other materials that have been paid for by the Library.

- D. Renewal. A contract may be renewed upon written agreement by both the individual or firm and the Library.
- E. Amendments. A contract may be supplemented, amended or revised only in writing by agreement of both the Library and the individual or firm. Costs in excess of the agreed contract price shall not be chargeable absent prior written authorization by the Library Board or authorized Library representative.
- F. Federal, State, and Local Income and Payroll Taxes. Neither Federal, nor State, nor local income or payroll taxes of any kind shall be withheld or paid by the Library on behalf of the individual or firm. The individual or firm is an independent contractor and is solely responsible for these according to law.
- G. Fringe Benefits. As an independent contractor engaged in its own independent business, the individual or firm is not eligible for, and shall not participate in, any employer pension, health or other fringe benefit plan of the Library.
- H. No Authority to Bind the Library. The individual or firm has no authority to enter into contract or agreements on behalf of the Library, nor to act for the Library in any way. The individual or firm specifically is not authorized to subcontract any additional work except with prior written permission of the Library.
- I. Severability. If any part of this contract shall be held unenforceable, the rest of this contract will nevertheless remain in full force and effect.
- J. Entire Agreement. The contract is intended to set forth all of the terms of the services offered by the individual or firm, and it supersedes any prior understandings or agreements. The contract cannot be changed or modified orally.
- K. Limitation of Claim. Both parties agree that any lawsuit arising from the performance or nonperformance of the contract, whether based upon contract, negligence, strict liability, or otherwise shall be brought within one year from the date such claim arose.
- L. Waiver of Lien. No payment shall be made pursuant to the general conditions of the contract until the contractor shall have delivered to the Library data establishing payment or satisfaction of all obligations of the contractor, such as receipts, releases and waivers of liens arising out of the contract, to the extent and in such form as may be designated by the Library. The Library will pay the invoice within 30 days after receipt provided that the contractor has completed the project and otherwise complied with the terms and provisions contained herein.
- M. Equal Opportunity Statement. A statement of the contractor's nondiscriminatory employment practices will insure that all employees are employed equally without regard to race, color, religion, sex, national origin, age, physical handicap, veteran and/or disabled status.

### XIII. SALE OR DISPOSITION OF REAL OR PERSONAL PROPERTY

Library personal property (i.e., print and non-print materials, equipment, supplies) which in the judgment of the Director is no longer necessary or useful for Library purposes may be disposed of in the following manner:

1. Books and non-print materials from the Library's collections, or gift materials, may be discarded, used for a book sale, be given to any other tax supported library or library system operating under the Library System Act.
2. Any other property having an individual current value of less than \$1,000 may, at the discretion of the Director be discarded, turned in on new equipment, or made available for sale following written notification of the Board of Trustees at a monthly meeting.
3. In the case of individual surplus items having a current value of more than \$1,000 but less than \$2,500, following prior written notification, the Board may authorize trade-in of such item on new equipment or sale of such items in accordance with the provisions of The Illinois Public Library District Act of 1991 (75 ILCS 16/30-55.32).
4. In all other cases, the Board shall publish notice of the availability and location of the real or personal property and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks in one or more newspapers published within the city, or at least once in a newspaper of general circulation in the city.
5. In no case shall members of the Board of Trustees, any Library staff member or members of their immediate families purchase any library item declared surplus except through public bidding.

Revised and Approved March 19, 2003;  
Revised and Approved March 20, 2008;  
Revisions proposed October 18, 2017

## NEW BUSINESS

### Review Policy No. 371 Study Rooms (*discussion only*)

The Study Room Policy needs revision to clarify existing policy and procedure due to:

- the increased number of study rooms,
- the separation of study rooms (three in youth services, three in adult services), and
- increased usage and demand

The Public Services Team has worked together to develop some policy statements to guide reservations and use of the rooms. They will begin a trial period on October 16 using these statements as a guide. As they work through the trial period, some adjustments may be necessary.

In November, Leila Heath will present a new Study Room policy for approval by the Board. In preparation for the November meeting, the following is a list of some of the key policy statements that are being considered. (Items in "red" are the new clarifications.)

#### A. Advance and Walk-In Reservations

- Warrenville members may reserve up to 7 days in advance
- Warrenville members and guests may place a same day advance reservation or place a walk-in reservation for immediate use.
- Limit of 1 reservation (advance or walk-in) per day
- Maximum reservation is 3 hours
- Reservations are allotted in 15 minute increments

#### B. Same-Day Return Use

- No advance reservation – first come, first serve if a room is available
- The user must vacate prior to the next reservation or within 10 minutes of the arrival of a walk-in reservation.

#### Added to Section VI, Other

Furniture may not be added or removed from the room except in special circumstances as directed by staff.

A statement regarding age-appropriate use will be added.

The current policy is available online at  
<http://www.warrenville.com/about/Policies/371StudyRoom.pdf>.



## NEW BUSINESS

### Health Insurance Renewal (ACTION)

On October 3 Jackie attended the annual renewal meeting for the insurance cooperative. Overall, the renewal is good news for the Library. We budgeted for a 10% health insurance premium increase and 5% for dental and vision.

- All carriers will remain the same in 2018
- Health Insurance has some plan revisions, but premium rates will remain the same.

	Low Deductible PPO	High Deductible PPO	HSA Compatible PPO
2017 individual deductible	\$500	\$1,500	\$2,600
2018 individual deductible	\$750	\$1,500	\$2,700
Individual Monthly Premium (no change)	\$752	\$630	\$549
# WPLD Employees currently enrolled	0	1	6

- Dental Insurance Premiums will increase:  
PPO increases from \$33.50 per month to \$34.00 (individual premium)  
HMO increases from \$19.02 per month to \$20.16 (individual premium)
- Vision Insurance Premiums will increase from \$7.62 per month to \$7.75 (individual premium)
- No changes to Life Insurance Premiums (\$3.60 per month per enrollee) or Administration Fees (\$6.00 per month per enrollee)

#### The Director and Assistant to the Director recommend the Library:

- Offer the same plans as were offered in 2017
  - Heath (3 PPO options, no HMO)
  - Dental (PPO or HMO)
  - Vision
  - Basic Life (required, not optional) and Voluntary Life
- Maintain premium contributions at the same level as 2017.
  - Library pays 70% of the Low Deductible PPO for employee (individual)
  - 80% of all other PPOs for employee (individual)
  - Library makes \$1,000 employer contribution to eligible employee Health Savings Accounts
  - 80% of Dental and Vision for employee (individual)
  - 100% of Basic Life and Administration fee.

**Action is only needed if the Board wants to change the plans offered and/or premium contributions.**

## **DIRECTOR'S REPORT**

**Sandy Whitmer**

### **Audit**

The accountants from Sikich completed their fieldwork on September 22. I am reviewing the first draft of the report and preparing the management discussion and analysis. Brian LeFevre from Sikich will present the final report at the November board meeting.

### **Update: Civic Center Redevelopment Site #1**

The City forwarded a copy of the recorded abrogation agreement for our files. At its September 18 meeting, City Council approved the preliminary and final plat of subdivision, preliminary and final planned unit development special use permit, and various planned unit development exceptions and special approvals for Airhart Development's Stafford Place redevelopment project. I will reach out to Airhart before the end of October. If any work (grading, fence removal, etc.) is expected in the fall/winter that would impact the Library, we will work to get the necessary construction easements documented.

### **Art on the Prairie**

Adult Services Librarian Sylvia Thompson and I greeted several hundred people at our information table during the 2-day Art on the Prairie & Music Festival. We focused on promoting upcoming events and inviting individuals to visit the renovated Library. Staff working in the Library reported slow traffic on both days, especially during the extended hours (5-6 pm on Saturday and 10 am-1 pm on Sunday).

### **Electricity Savings**

A report on electricity use and savings is included on a separate page after this report.



### **September Meetings/Programs/Outreach (Sandy)**

- September 7 – facilitate professional photography of renovated spaces (with architects, photographer)
- September 11, 12 – Webinar: Disaster Planning & Preparedness (with Jackie Davis, Lou Carlile)
- September 12, 19 – Management Team Meeting
- September 16, 17 – Art on the Prairie
- September 21, 22 – Auditors on site

### **September Meetings/Programs/Outreach (Jackie)**

- September 8 – LACONI: Onboarding Employees
- September 11, 12 – Webinar: Disaster Planning & Preparedness
- September 12, 19 – Management Team Meeting
- September 21, 22 – Auditors on site

## **ELECTRICITY USE AND SAVINGS**

June through September (2016, 2017)

### **total kWh use per month**

	<b>2016</b>	<b>2017</b>	<b>difference</b>	
<b>Jul</b>	44,247	37,246	-7,001	-16%
<b>Aug</b>	44,389	36,306	-8,083	-18%
<b>Sep</b>	45,769	31,512	-14,257	-31%

### **average kWh per day**

	<b>2016</b>	<b>2017</b>	<b>difference</b>	
<b>Jul</b>	1,526	1,284	-242	-16%
<b>Aug</b>	1,585	1,252	-333	-21%
<b>Sep</b>	1,476	1,017	-459	-31%

### **cost per month (includes energy costs, delivery costs, taxes and fees)**

	<b>2016</b>	<b>2017</b>	<b>difference</b>	
<b>Jul</b>	\$ 4,387	\$ 2,475	-1,912	-44%
<b>Aug</b>	\$ 4,357	\$ 3,353	-1,004	-23%
<b>Sep</b>	\$ 4,457	\$ 2,960	-1,497	-34%

Report on Fiscal Year savings after interior LED retrofit

# **STATISTICAL SUMMARY** **SEPTEMBER 2017**

	SEP 2017	SEP 2016	% change	+/-
<b>TOTAL CIRCULATION</b>	18,420	19,338	-4.7%	-918
Print	9,470	9,137	3.6%	333
NonPrint	7,740	8,281	-6.5%	-541
Equipment (mobile dev., in-house laptops, etc.)	113	45	151.1%	68
Downloadables	1,097	1,875	-41.5%	-778
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	652	771	-15.4%	-119
<b>ZINIO (eMagazines)</b>	61	77	-20.8%	-16
<b>Hoopla</b>	327	140	133.6%	187
<b>Tumblebooks</b>	57	887	-93.6%	-830
<b>ITEM REQUESTS PROCESSED</b>	312	246	26.8%	66
<b>INTERLIBRARY LOANS RECEIVED</b>	263	206	27.7%	57
<b>MATERIALS ADDED</b>	754	928	-18.8%	-174
<b>MATERIALS WITHDRAWN</b>	437	2,642	-83.5%	-2,205
<b>TOTAL COLLECTION SIZE*</b>	111,889	114,367	-2.2%	-2,478
<b>PROGRAMS</b>				
Number of Adult Programs	9	7	28.6%	2
Adult Program Attendance	158	166	-4.8%	-8
Number of Teen Programs	4	6	-33.3%	-2
Teen Program Attendance	15	33	-54.5%	-18
Number of Children's Programs	19	18	5.6%	1
Children's Program Attendance	482	635	-24.1%	-153
Book-A-Librarian	8	1	700.0%	7
Book-a-Librarian Attendance	8	1	700.0%	7
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,230	1,337	-8.0%	-107
<b>RESIDENT CARDS ACTIVE</b>	5,929	6,329	-6.3%	-400
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	333	309	7.8%	24
<b>VISITOR COUNT</b>	10,960	8,252	32.8%	2,708
<b>COMPUTER SESSIONS*</b>	1,481	1,613	-8.2%	-132
<b>DATABASE USAGE</b>	209	261	-19.9%	-52
<b>WEBSITE VISITS**</b>	44,310	5,475	709.3%	38,835
<b>UNIQUE WEBSITE VISITORS</b>	38,767	2,487	1458.8%	36,280

Detailed statistical reports will be available at the Board Meeting

\*\*includes website and computer catalog

## MARKETING REPORT

### September 2017

Kathy Gaydos

#### Collateral Creation/Re-Design

Sunday Music Matinee – two-sided cardstock bookmark at service desks  
Super Power signs/bubbles (for new Library card sign-ups to write on)  
Member Services – New multi-fold brochure for new members (in progress)  
Winter Reading Matters – new design created in-house (in progress)

#### eNewsletter (Constant Contact)

October 2017 eNews (sent September 26)

	Sent	Open Rate	Click Rate
Oct. 2017	618	33%	15%
Sept. 2017 (comparison)	619	35%	14%

#### Social Media

##### Facebook

	June	July	Aug.	Sept.
Total Page Followers	698	723	748	752
Total Page Likes	721	745	772	778

##### Twitter

	June	July	Aug.	Sept.
Avg. Daily views	69	117	151	98
Avg. Engagement Rate	0.6%	0.3%	0.3%	0.3%

Three Facebook/Twitter posts were posted in Spanish. Plan to do more.

#### Press Notices

Sunday Music Matinee press release to Daily Herald and Chicago Tribune online  
Submissions to either SpinGo (Daily Herald) or Plan It Life (Suburban Life): 5 programs

#### Graphics Created

Program or Display Slides/Flyers: 21

Overhead display signage: Youth, 2

#### Other tasks:

##### Meeting Attendance

September 12 & 19: Management Team – Kathy

September 21: Discussed ideas for Winter Library Club – Kathy, Amarelis, Leila, Sylvia & Diana

September 25: Discussed Consumer Marketing Trends at Libraries – Kathy & Patty

## **PUBLIC SERVICES DEPARTMENT REPORT**

### **September 2017**

**Leila Heath**

#### **InterLibrary Loan**

Item Requests Processed: 312 (246 LY); Materials Received: 263; Materials Lent: 61

#### **Programming**

Adult:

Book Discussion 9/7: 11

Code Club 9/13, 9/27: 12

A Lab Aloft 9/14: 18

Frank Lloyd Wright 9/19: 23

Sunday Matinee – Johnny Cash 9/24: 28

Afternoon Movie 9/26: 13

Debating Incorporation 9/26: 25

Autumn Leaves Painting Workshop 9/28: 28

Book a Librarian (8): 8

Puzzles: 4

1000 piece: *Man Cave, Garden Delights, Maple Reflections*

500 piece: *Flower Truck*

Teen:

Teen Writing Club 9/6: 3

Nintendo 9/15: 3

Making Scents 9/20: 2

Smash Tournament 9/29: 7

Youth:

Family Storytime (4): 121

Toddler Time (4): 185

Spanish Storytime (3): 33

PAWS 9/9: 10

Nature-Telling 9/13: 25

Tech Club Jr 9/14: 22

Art Camp 9/19: 9

Crafty Kids 9/20: 22

Tech Club 9/21: 9

Science Explorers 9/28: 25

Father-Kid Camp-In 9/30: 21

#### **Outreach / PR**

Completed Winter newsletter content.

Teen Volunteers: 6; Hours: 9

#### **Weeding**

DVDs, YS DVDs, E Nonfiction

#### **Meetings / Continuing Ed**

Management Meetings: Leila

Tinker Meeting 9/12: Jane

WWECC 9/13: Diana  
Teen Book Buzz Webinar 9/13: Leila  
Tech Team Meeting 9/14: Leila, Jen, Sylvia, Guillermo, Alyssa, Diana, Jane, Jeanine  
Revistas Check-In Training 9/18: Leila, Alyssa  
PC Council 9/18: Diana  
Policy Updates 9/19: Leila  
Policy Discussions 9/26, 27, 10/2: Leila, AS Staff, YS Staff  
Conversion and Express Stations 9/26: Leila  
Violence Prevention in the Library 9/30: Diana

**Readers' Advisory**

NextReads eNewsletter: 149 (144 LY) subscribers

Beyond Dust Jackets Blog: Views 9/1-30: 1361; Total views 2017: 11126

**OverDrive eAudiobooks/eBooks**

New User accounts 9/1-30: 9

Checkouts 9/1-30: 652

Total checkouts 2017: 6719; Total checkouts FY: 2219

**Zinio eMagazines**

User accounts thru 9/30: 201

Checkouts 9/1-30: 61

Total checkouts 2017: 663; Total checkouts FY: 226

**Hoopla**

New User accounts 9/1-30: 23

Checkouts 9/1-30: 327

Total checkouts 2017: 2384; Total checkouts FY: 941

## **TECHNICAL SERVICES REPORT**

### **September 2017**

**Louis Carlile**

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

\*754 items were added. (387 books, 131 AV, 185 periodicals, 51 eBooks/eAudio, 0 equipment)

\*437 items were deleted. (252 books, 27 AV, 158 periodicals, 0 eBooks/eAudio, 0 equipment)

#### **Other items:**

\*58 books were repaired.

\*162 AV were cleaned / repaired.

#### **Activities:**

\*A student from School District 200 vocational program has begun to volunteer one day a week to learn job skills. Ken comes in on Mondays for 2.5 hours with his student assistant to learn some duties performed by our Collection Support Specialists. Ken with us until mid-December.

\* Alex Murillo has accepted the position of Technical Services Specialist. Alex currently works in the library as a Collection Support Specialist. She will continue with her current position as I look to fill the position she will be vacating. Alex will then transition into the Technical Services Specialist position.

\*Webinar: "Disaster Planning". (Lou Carlile)

\*Laconi meeting at Indian Trails Public Library. "Anatomy of a MARC Record". (Therese Higgins, Gail Smith)

\*Webinar: "The challenging patron workshop". (Colleen Szewczyk)

\*Webinar: "Violence prevention in the workplace". (Marty Rogers)



# **CIRCULATION REPORT**

## **September 2017**

**Patty Dybala**

<b>Library Card Monthly Stats</b>		
	<b>September 2017</b>	<b>September 2016</b>
<b># of new cards issued</b>	<b>100</b>	<b>93</b>
<b># of renewed cards (expiring 9/2017)</b>	<b>46</b> (135 notices sent*) *email only effective 7/2017	<b>32</b> (168 notices sent)
<b>Warrenville Resident cards (active)</b>	<b>5,929</b>	<b>6,329</b>
<b>Reciprocal Borrower cards (active)</b>	<b>333</b>	<b>309</b>

<b>Miscellaneous Monthly Circulation Stats</b>		
	<b>September 2017</b>	<b>September 2016</b>
<b>Self-Checkout Station</b>	<b>6,388 items</b> (36% of total circulation)	<b>4,000 items</b> (23% of total circulation)
<b>Reciprocal Borrower Circulation</b>	<b>1,230</b>	<b>1,337</b>
<b># of Outgoing Book Discussion ILL Requests</b>	<b>33</b> (10% of total item requests)	<b>36</b> (13% of total item requests)
<b>Mobile Device Circulation</b>	<b>44</b>	<b>30</b>
<b>Mobile Device In-house Circulation</b>	<b>69</b>	<b>15</b>

### **Professional Growth/Meetings/Outreach**

Management Team Meetings- Patty  
 9/6 Horizon 360: Inventory Webinar- Patty  
 9/6 Horizon Hero: Family Card Webinar- Patty  
 9/8 BLUEcloud Staff Client SPP Webinar- Patty  
 9/9 Excel Made Easy for the Very Beginner Webinar- Stephanie  
 9/14 Tech Team Meeting- Jaime  
 9/18 Beyond the Welcome Sign: Tailoring Immigrant Services for Success Webinar - Sandy K  
 9/22 LACONI: What Libraries Can Learn from Consumer Trends Presentation- Patty  
 9/23 The Challenging Patron Workshop Webinar-Olivia

### **Homebound Delivery**

None this month.

### **National Library Card Sign-Up Month**

This year's ALA theme for National Library Card Sign-up Month included the DC Super Heroes, the Teen Titans. Members who registered for their first library card or renewed a library card received a light reflector. Our Library Superhero was displayed near the Member Services desk and proudly displayed his Warrenville Library Card. Members and guests had the opportunity tell us what superhero power they would like to possess, their responses were displayed by the Member Services Desk.



## COMPUTER SERVICES REPORT

### September 2017

Cynthia Makowski

1. Meetings, training, etc.
  - Management Team (2)
  - Hosted suburban IT Managers meeting
  - Met w/Leila to discuss Express PC and conversion station placement and availability schedule
  - Tech Team – Meeting room A/V demo with Leila
2. Upgraded several security software products on servers, PCs and laptops. Working with one vendor to resolve issues with latest version of software.
3. Changed network password for former employee Debbie Rosenwinkel; swapped locations of two technical services PCs.
4. Worked with SirsiDynix to upgrade Web Services to 2017.01.04 and resolve SSL certificate issues affecting Enterprise. Scheduled Horizon 7.5.4.1 upgrade for October 26.
5. Reconfigured one Kiosk iPad with unknown passcode set. Upgraded all Kiosk iPads to iOS 11 and worked with Youth staff and Ardan Books to identify and update apps incompatible with the new OS.
6. Adjusted weekend opening and closing times in MyPC, Faronics and the Avaya auto attendant for Art on the Prairie.
7. Worked with Sandy and BlueWire Communications to upgrade to Avaya Voice Mail Pro, enable multiple personal greetings and provide a simpler administrative interface via software.
8. Updated the EXPRESS public PC and put back in service in the Adult area. Shifted AS3 – AS5 and moved AS6 into the Computer Lab.
9. Ordered SIP license from SirsiDynix to enable patron authentication for Lynda.com

An upgrade to Sirsi Dynix Horizon will impact availability of certain library resources on October 26. The following notice will be posted on the website, in the library and on facebook.

### **Computer Services Limited October 26**

Library services will be limited until 3 pm on Thursday, October 26 while we upgrade our circulation and catalog systems.

During the upgrade:

- Your library card must be presented in order to check out materials.
- The Library's catalog will be unavailable. We will be unable to check the status of our materials or your account, renew items, or process requests.
- Electronic services that require a barcode and PIN, such as online databases, eMediaLibrary, Zinio and Hoopla, will be unavailable.
- The public-access computers, printer and copier will be in service as usual.

## PRESIDENT'S REPORT

### Next Meetings or Events

(As of Thursday, October 12, 2017)

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

Wednesday, November 15 at 7 pm  
Truth in Taxation Public Hearing  
followed immediately by:  
Regular Library Board of Trustees Meeting  
Library Meeting Room

Wednesday, November 22 – Library closes at 1 pm  
Thursday, November 23 – Library closed

Wednesday, December 20 at 7 pm  
Regular Library Board of Trustees Meeting  
Library Meeting Room

#### **Don't Forget: Per Capita Grant Training Requirement**

**Please complete an online safety training session by November 15. Once complete, email Director Whitmer the name of the session and the date you completed it. Links to the training sessions were emailed on September 21. If you did not receive the links or need them resent, please ask Director Whitmer. THANKS!**



#### **ILA Reporter**

The October issue of the Illinois Library Association's bimonthly publication is available online at

[https://www.ila.org/content/documents/reporter\\_1017.pdf](https://www.ila.org/content/documents/reporter_1017.pdf).

Articles include:

- Unsheltered, but Not Unserved by Megan Millen
- "You Are Not Alone:" Directors University (DU) Opens Its Doors by Joe Filapek, Courtney Young, and Sheryl Siebert
- Engagement Is the Word by David J. Seleb
- The Roads We've Traveled by Robert P. Doyle and the
- 2016-2017 ILA Annual Report.

#### **Future Agenda Items:**

##### November

- Presentation of FY17 Audit by Brian LeFevre, Sikich
- Transfer surplus funds from Corporate Fund to Special Reserve Fund
- Adopt Levy Ordinance for FY18
- Policy revision: Study Rooms
- FY18 Per Capita Grant Requirements:
  - Trustee Review of Chapter 4, Trustee Facts File (Trustee Stull)
  - Report on services provided by the Illinois State Library Literacy program (Director Whitmer)
  - Report on the Library's progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 (Director Whitmer)

**Items for information and/or discussion (No Action)**  
**Per Capita Grant Requirement: Review Chapter 2 "Orientation for New Trustees" and Chapter 3 Board Organization", Trustee Facts File (Trustee Ruzicka)**

Please read Chapters 2 and 3 of the Trustee Facts File prior to the meeting.  
Trustee Ruzicka will lead the discussion of these Chapters and share her "top 3" for each chapter.

November

Trustee Stull will lead the discussion of  
Chapter 4: Legal Responsibilities & Liability

December

Trustee Richardson will lead the discussion of  
Chapter 5: Policymaking

You can view the complete publication online at  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

## Chapter 2

# ORIENTATION FOR NEW TRUSTEES



This chapter has two parts. The first part, which follows immediately, is for new trustees. The second part, beginning on page 7, is for anyone responsible for new member orientation, including mentoring library board member(s) and/or the library director.

### *So, You Are a New Library Trustee*

In the following sections, you will read about types of administrative units in Illinois public libraries. Then you will read a brief history of public libraries in the United States. Your colleagues on the board or the library director will conduct your orientation to the library, its services, and resources, and will provide you with various materials you need to begin your duties as a library trustee.

#### **Illinois Public Libraries—Administrative Types**

Many public libraries in Illinois are legally established by cities, villages, and townships, according to the Illinois Local Library Act, 75 ILCS 5. In these cases, the library's service boundaries are coterminous with that of the municipality or township. District libraries, which are established within independently defined boundaries, are the alternative to municipal libraries.

In towns, villages, and townships, citizens establish public libraries by referendum. Most towns and villages elect their library trustees; in villages with the commission form of government, the village council appoints library trustees.

In cities, the city government establishes a public library, and the mayor appoints trustees. Illinois law allows mayors to appoint one city council member to the library board, among a total of nine library trustees.

District libraries are public libraries established under the Illinois Public Library District Act, 75 ILCS 16. A district may include area from more than one local governmental unit and outlying unincorporated areas. District libraries have independent corporate authority and taxing power for support of public library services. Like other library administrative units, district libraries are run by a board of trustees.

The following table gives more detailed information about boards of library trustees among the various types of local libraries.

***Trustee Service by Type of Administrative Unit***

Type	Trustees Appointed/Elected	Term of Service
City	9, appointed by mayor	3 years
Village/town/township	7, elected	4 or 6 years
Village with commission government	6, appointed by village council	6 years
District	7, elected	4 or 6 years

**A Brief History of Public Libraries**

In early colonial America, academic pursuits were largely allied with the education of clergy. The first significant library in the colonies was Harvard College Library, founded in 1636 with a gift of about 300 mostly theological books.

An important expansion of the concept and role of a civic library occurred in 1731 when Benjamin Franklin and other Philadelphians established a subscription library in Pennsylvania's chief city. In a subscription library, patrons pay a subscription, or fee, to use the pooled reading material of all the subscribers. Further distinguishing the "Library Company of Philadelphia" was the collection's emphasis on travel, philosophy, and biography, rather than religious topics.

Truly public libraries—open to all free of charge—were the creation of the United States in the new democratic age of the nineteenth century. Inspired by the founding of the new nation, the adoption of First Amendment free speech principles in the Bill of Rights, and extension of democratic expression and personal freedoms in the early years of the republic, the movement for universal public education gained momentum by the mid-1800's, creating demand for free public libraries as well. In 1854, Boston opened the first big-city public library funded by local taxes. In 1872, the Illinois General Assembly passed legislation authorizing tax-supported public libraries. Soon thereafter, public libraries were organized in the Illinois municipalities of Chicago, East St. Louis, Elgin, Moline, Oregon, Rockford, Rock Island, and Warsaw.

In step with these developments, librarian Melvil Dewey in 1876 helped establish the American Library Association (ALA), helped found the *Library Journal*, and published the Dewey Decimal classification system. In 1887, Dewey established the nation's first library school at New York's Columbia University. In 1896, the Illinois Library Association (ILA) was established.

As the twentieth century dawned, public libraries in the United States began to benefit handsomely from the philanthropy of steel tycoon Andrew Carnegie, whose

charitable foundations eventually built about 1,700 libraries. Carnegie libraries were built in communities that agreed to provide land for building a library and to contribute some funding on an ongoing basis. By the 1920s, public libraries were widespread throughout the United States, with publicly funded institutions in most towns of any size.

An important trend beginning in the mid-twentieth century has been involvement by the federal government in public libraries. Since the 1950s, Congress has allocated funding for rural library extensions, library construction, expansion of school libraries, provision of services for people with disabilities, and Internet connectivity, among other services.

In the last half-century, technology-driven developments have transformed public libraries in many ways. The new technologies have led to nearly universal computerization of card catalogs. Electronic and digital materials such as DVDs have enhanced library collections. In all but the smallest library branches, Internet access for patrons has become standard.

New services have posed new challenges. Internet connectivity offers potential access by minors to Web sites with inappropriate content, for example. Congress has responded by tying libraries' eligibility for certain federal funds to installation of filtering software. (See Chapter 6, "Intellectual Freedom," for more information on Congressional mandates codified in the Children's Internet Protection Act, or CIPA.)

Today, some 9,000 administrative units in the United States offer public library services in over 16,000 libraries, including branches. Our state of Illinois has 637 public libraries—796 if you count total branches and buildings. These public libraries endeavor to serve their changing communities in a variety of ways as they strive to maintain free and open access to information.

***Congratulations.***

You have completed your first step of orientation as a library trustee. The remainder of this chapter is primarily for your board member colleagues or the library director who are responsible for further orientation activities.



## *Planning Orientation for a New Trustee*

The preceding part of this chapter provides background material that will help new library trustees put into context the duties they are about to assume. Have inductees read the material as part of their overall orientation activities.

Your library board should have a well-defined, written orientation plan in place. If it does not, suggest that the board establish a committee to draw up such a plan.

The following sections provide guidelines for orientation of new library trustees. The first section outlines orientation activities. The second lists materials that the board or library director should provide to new trustees.

### **Orientation Activities**

The board president, or her/his designate from the board, will make the initial contact with the new trustee to schedule orientation sessions. First and foremost should be a get-acquainted tour of the library with library staff. The library director or a management level staff person should conduct the tour, providing a "big-picture" overview of collections, services, and general policies. The director should introduce available staff members, explaining their duties.

The board president or her/his designate will then schedule an appointment with the inductee for an introduction to the business of the board, including bylaws; ethics; meeting times and formats; recent decisions and accomplishments; future plans and goals; and budgets.

Orientation for the incoming trustee might well extend into the next scheduled board meeting. For example, the board president might conduct business at a slower pace, encourage experienced board members to describe accomplishments of the past year, and allow time in the meeting for the new member to ask questions (no meetings after adjournment, even if informal, if a quorum is present).

### **Orientation Activities Summarized...**

- Activities conducted by the board president:
  - ♦ initial contact with inductee to schedule orientation
  - ♦ introduction of the bylaws and other business of the board
  - ♦ review of duties of the board and of the director
  - ♦ presentation of budget and other financial information
  - ♦ planning the agenda of the next scheduled board meeting so as to accommodate the information needs of the new member (if feasible and appropriate)
- Activities conducted by the director:
  - ♦ tour of library facilities
  - ♦ introduction of library staff members

### **Orientation Materials**

Eventually, new trustees will need to master the wide range of information relevant to governing the public library. Because the volume of such information is necessarily large, it is useful to focus on a smaller subset of such materials during the initial orientation. Following is a suggested list of materials for new trustees. High-focus items for orientation appear in bold type.

#### **Orientation Materials List...**

- **Library mission statement**
- **List of board members and the director, including address, telephone number, and e-mail addresses**
  - ♦ **Indicate terms of office and identify officers.**
- **Calendar of board meetings and library holidays**
- **Organization chart of library staff**
- **Illinois Library Association *Trustee Facts File* (the publication you are reading)**
  - ♦ **Have inductee read Chapter 1 and the first part of Chapter 2 (this chapter) initially.**
  - ♦ Draw attention to subsequent sections of the *Trustee Facts File*, as appropriate.
- Board of Trustees bylaws (reference the *Trustee Facts File*, Chapter 3)
- Library policy manual (reference the *Trustee Facts File*, Chapter 5)
- Budget for current and previous year (reference the *Trustee Facts File*, Chapter 10)
- Annual report, most recent available
- Monthly reports, most recent available
  - ♦ financial report: dispersal of monies
  - ♦ statistical report: volume of circulation, etc.
- Minutes from recent board meetings (reference the *Trustee Facts File*, Chapter 3)
- *Illinois Library Laws & Regulations* (copyright 2004)
- *Serving Our Public: Standards for Illinois Public Libraries*, Revised Edition (copyright 1997 and 2001) (Go online to the Illinois State Library Administrative Ready Reference Menu [http://www.cyberdriveillinois.com/departments/library/what\\_we\\_have/readyref/index.htm](http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm): select **Serving Our Public.**)
- The latest edition of the *ILA Reporter*, which can be obtained online from [www.ila.org/pub/reporter.htm](http://www.ila.org/pub/reporter.htm)
- Information about the Illinois State Library, regional library systems, and their relationships to local libraries
- Contact information, including Web site addresses, for the American Library Association (ALA), Illinois Library Association (ILA), and Illinois State Library (See Appendix G, "Selected Resources.")



- **Local library history, if available**
  - ♦ **Append to the general history of U.S. public libraries in the first part of this chapter.**
- Promotional materials—for example, the latest issue of the library newsletter or newspaper articles about the library and its services (reference the *Trustee Facts File*, Chapter 13)

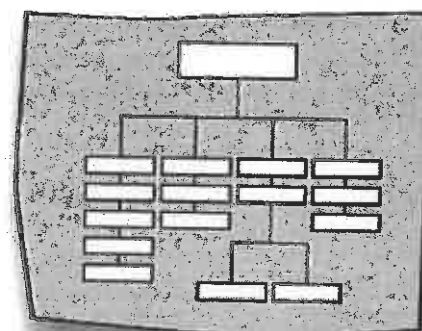
## ***Resources***

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- Hughes, Sandra R., Berit M. Lakey, and Marla J. Bobowick. *The Board Building Cycle: Nine Steps to Finding, Recruiting, and Engaging Nonprofit Board Members*. Washington, D.C.: Board Source, 2000.
- Kurtz, Daniel L. *Board Liability: Guide for Nonprofit Directors*. Mt. Kisco, N.Y.: Moyer Bell Limited, 1988.
- Short, Jack. *Library Trustee Guidelines*. Avon, Conn.: Consultant Publications, 1994.
- Sturgis, Alice. *The Standard Code of Parliamentary Procedure*, fourth ed. New York: McGraw-Hill, 2001.
- Wright, George B. *Beyond Nominating: A Guide to Gaining and Sustaining Successful Not-For-Profit Boards*. Portland, Ore.: C3 Publications, 1996.
- Young, Virginia. *The Library Trustee: A Practical Guidebook*, fifth edition. New York: Bowker, 1995.

## Chapter 3

# BOARD ORGANIZATION



In Chapter 1, you became acquainted with duties of library boards collectively as well as duties of individual trustees. This chapter focuses on the board's collective responsibilities and the organizational means available to execute those responsibilities. Before proceeding further, you might want to review in Chapter 1 the section entitled "The Board of Trustees."

### *Library Board Bylaws*

Every library board should establish *bylaws*, a set of rules that define the structure and function of the board and its operational procedures. The bylaws should be recorded in clear, unambiguous language. Board trustees should review bylaws annually and amend them as necessary. The bylaws of a public library board in Illinois must not conflict with federal or state laws.

The following list summarizes topics that the bylaws should address.

#### *Contents of Bylaws...*

- The name of the board
- The constituency served by the library and its board
- The composition of the board
- Procedure for election or appointment of board trustees
- Terms of board trustees
- Procedure for filling an unexpired trustee term
- The schedule (frequency) of board meetings
- Procedure for calling special meetings of the board
- Specification of a quorum

A quorum is the minimum number of people who must be present in order for a deliberative body to transact business. There is no set quorum for library boards; each board establishes its own definition of a quorum in its bylaws. For example, a 7-member board may specify 4 as its quorum; so the trustees may transact business at a board meeting if 4 or more members are present.

- Summary of duties and powers of board officers
- Identification and description of standing committees
- Procedure for setting up special (ad hoc) committees
- Order of business for board meetings
- Rules of conduct for board meetings, such as *Robert's Rules of Order*
- Procedure for amending the bylaws

To view a sample set of library board bylaws, go online to the Illinois State Library Administrative Ready Reference Menu,

[http://www.cyberdriveillinois.com/departments/library/what\\_we\\_have/readysref/index.htm](http://www.cyberdriveillinois.com/departments/library/what_we_have/readysref/index.htm); select **Policy Model**; select **Bylaws of the XYZ Public Library**.

## ***Board Meetings and the Open Meetings Act***

The Illinois Open Meetings Act (5 ILCS 120) specifies that public bodies in the state of Illinois exist "to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business." The law mandates that deliberations and actions of public bodies be conducted in public, and that citizens be given advance notice of and the right to attend such meetings. The law defines a "meeting" as "any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business."

Under state statutes, a library board is a "public body." Therefore, board meetings and board committee meetings must be open to the public and conducted on days convenient to the public. It would not be proper, for example, to schedule a board meeting on a federal holiday.

To conform to the requirements of the Open Meetings Act, library boards should publicize the schedule and location of regular meetings at the beginning of each calendar or fiscal year. The media may request a schedule as well. Boards should post the agenda for each meeting in a public area of the library 48 hours in advance of the meeting time.

When conducting an open meeting, make sure that library doors are unlocked. Let members of the public in!

### **Closed ("Executive") Sessions**

A library board in the state of Illinois may meet in a closed, or executive, session if such a meeting is approved by "a majority vote of a quorum present" during a meeting that is open to the public. The closed session should be listed on the meeting's agenda.

The board may schedule a closed session, for example, to consider any of the following matters: (1) negotiation for the acquisition of real estate, (2) the possible hiring of an individual, or (3) salaries of classes of employees. See the text of the law—5 ILCS 120/2 (c)—for more exceptions to open meetings. Information discussed in a closed session is to remain confidential until/unless the matter is revealed or acted upon in open session by the board.

A codicil to the Open Meetings Act that came into legal force on Jan. 1, 2004, requires library boards to make an audio or video recording of any closed meeting and to archive that recording appropriately.

To ensure the legality of all board meetings, discussions, and communications, trustees should become familiar with the requirements of the Open Meetings Act.

## ***Officers of the Board***

As stated previously, bylaws should clearly identify officer positions of the board and define the duties of each office. Most library boards require four officer positions, those of **president (chairperson)**, **vice-president**, **secretary**, and **treasurer**.

### ***President (Chairperson)***

The president, working closely with the library director, prepares agendas for board meetings for distribution to participants in advance of each meeting. The president presides at board meetings, serving as discussion leader, and appoints committee members. He or she signs official documents and may under instruction from the board represent the library at public meetings and gatherings. When the board president speaks on behalf of the library, he or she must reflect the adopted positions of the board, not personal views. As a single member of the board, he or she has one vote.

### ***Vice-President (Vice-Chairperson)***

The vice-president presides at board meetings in the absence of the president and performs such other duties as are assigned.

### ***Secretary***

The secretary records the proceedings of meetings, then prepares written minutes and issues them to trustees in advance of the next meeting. After the minutes of a past meeting are approved, the secretary prepares a permanent and correct copy for the archives of the library. The preparation of the minutes may be assigned to staff, but if delegated, the process is completed with the oversight of the board secretary. The Illinois Open Meetings Act mandates that minutes of all board meetings—including closed (or executive) sessions—must be prepared and archived. The minutes of open sessions should be kept in a secure but accessible location in the library and made available to the public upon request. Twice a year boards must consider whether to open minutes of individual closed sessions or keep them closed.

### ***Treasurer***

The treasurer's role typically depends on the size of the library. In smaller communities, the treasurer may handle funds, keep books, and prepare reports on the general finances of the library. In larger libraries, the treasurer is a legal officer named to assure that the financial operations of the library are handled properly, including oversight of annual audits. The board treasurer should prepare or assist in the preparation of annual budgets and chair the finance committee. By law the treasurer is bonded in an amount not less than 50 percent of the total funds

received by the library in the last fiscal year for all libraries except those municipalities over 500,000 in population (75 ILCS 5/4-9 and 75 ILCS 16/30-35e).

## Committees

Most library boards delegate detail work to committees to save the time of the full board. Such committees prepare recommendations for the board's decision, but do not make those decisions on their own. If lengthy or complex, committee reports should be submitted in writing in advance of a board meeting.

Standing committees generally deal with ongoing and long-range concerns of the board, such as facility maintenance, finance, personnel, public relations, and fund raising. Special or ad hoc committees are created to deal with short-term or one-time tasks.

Committees are subject to the Illinois Open Meetings Act; therefore, their meetings should be conducted in public with appropriate advance public notice, and minutes of meetings must be recorded and archived.

## Agendas

When not well planned, meetings tend to digress and waste participants' time. The board president should develop a meeting agenda and distribute it in a timely fashion before each board meeting. The following is a sample agenda.

### A Sample Agenda...

- Call to order; recording of attendance; determination of quorum
- Review of minutes from previous meeting; call for corrections or additions; motion to accept minutes
- Treasurer's report/authorization for the payment of invoices
- Library Director's report
- Board President's report
- Committee reports
- Unfinished business
- New business
- Closed Session (best to keep on the agenda permanently so the session is always in order if needed)
- Items for the next agenda
- Announcements
- Adjournment, with announcement of date, time, and place of next meeting

## Resources

- Chait, Richard P. *Board Source, Governance Series Booklets, #8: How to Help Your Board Govern More and Manage Less*, revised edition. Washington, D.C.: Board Source, 2003.
- Chait, Richard, Thomas P. Holland, and Barbara E. Taylor. *Improving the Performance of Governing Boards*. Phoenix, Ariz.: Oryx Press, 1996.
- Dambach, Charles F. *Board Source, Governance Series Booklets, #3: Structures and Practices of Nonprofit Boards*. Washington, D.C.: Board Source, 2003.
- Flynn, Outi. *Meet Smarter: A Guide to Better Nonprofit Board Meetings*. Washington, D.C.: Board Source, 2003.
- Tesdahl, D. Benson. *The Nonprofit Board's Guide to Bylaws: Creating a Framework for Effective Governance*. Washington, D.C.: Board Source, 2003.