



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, August 21, 2019, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**
*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
 - a. Staff introductions – Julie Jesernik, Youth Services Librarian and Paul Dobersztyn, Public Services Manager
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

p. 3 a. Approve Minutes of the July 17, 2019 Regular Board of Trustees Meeting

p. 8 b. Receive and file Financial Report for July

p. 15 c. Approve Annual Statement of Income & Disbursements for FY19

8. Regular Agenda

p. 16 a. Approve payments for the period of July 18 – August 21, 2019 **(ACTION)**

p. 16 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

p. 19 a. Approve Trustee Attendance at Illinois Library Association Annual Conference and Public Library Association Conference **(ACTION)**

10. New Business

- p. 20 a. Review and Approve Illinois Public Library Annual Report for FY2019
(ACTION)

p. 43 11. Director's Report

p. 45 12. Department Head Reports

13. President's Report

- p. 52..... a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Closed Session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

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

21. Adjournment **(ACTION)**



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 - a. Staff Introductions – Julie Jesernik, Youth Services Librarian and Paul Dobersztyn, Public Services Manager
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
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 - b. Receive and file Financial Report for July
 - c. Approve Annual Statement of Income & Disbursements for FY19
8. Regular Agenda
 - a. Approve payments for the period of July 18 – August 21, 2019 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
 - a. Approve Trustee Attendance at Illinois Library Association Annual Conference and Public Library Association Conference **(ACTION)**

10. New Business

- a. Review and Approve Illinois Public Library Annual Report for FY2019
(ACTION)

11. Director's Report

12. Department Head Reports

13. President's Report

- a. Next meetings or events

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

21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
WEDNESDAY, JULY 17, 2019**

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

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

ABSENT: Trustees Richardson and Stull

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

3. Approval of the agenda

Trustee Picha removed items #19 – Closed Session and #20 – Discussion/action resulting from the above closed session.

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

Roll call vote:

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

Nays – none

Absent – Trustees Stull and Richardson

Motion carried

4. Presentations - none
5. Public comments – none
6. Correspondence – Director Whitmer passed around a memo from the Library's attorney indicating the new hourly rate for services.
7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the June 19, 2019 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for June
- c. Adopt Ordinance #19-20-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2019-2020
- d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
- e. Adopt Ordinance #19-20-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2019-2020

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

Roll call vote:

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

Nays – none

Absent – Trustees Stull and Richardson

Motion carried

8. Regular Agenda

a. Approve payments for the period of June 20, 2019 – July 17, 2019

MOTION: Trustee DuRocher moved to pay invoices in the amount of \$80,511.34 for the period of June 20, 2019 – July 17, 2019 including electronic payments and checks #7119, 7120, 7128-7183. Checks #7166, 7167, 7168 and 7174 are voided. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Stull and Richardson

Motion carried

b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to transfer \$160,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Stull and Richardson

Motion carried

9. Unfinished Business - none

10. New Business

a. Appoint Two Trustees to Review Secretary's Records for FY19

Trustee Picha stated two Trustees need to review the Secretary's records for FY18-19. Trustee Ruzicka and Warren volunteered. They will meet at 6:30 pm on August 21, 2019 to review the documents.

Motion: Trustee Lezon moved to appoint Trustees Ruzicka and Warren to review the Secretary's records for fiscal year 2018-19. Trustee DuRocher seconded.

Roll call:

Ayes – all

Nays – none

Absent – Trustees Richardson and Stull

Motion carried

b. Consideration of Trustee Attendance at Illinois Library Association Annual Conference and Public Library Association Conference

Director Whitmer stated the budget includes funds for two trustees to attend Trustee Day at Illinois Library Association Annual Conference in Tinley Park on October 24. Director Whitmer stated this needs to be voted on at the August board meeting. After discussion, Trustees Ruzicka will attend and Trustee Warren will check his availability and inform Director Whitmer next month if he can attend.

Director Whitmer stated Patty Dybala, Head of Member Services, also plans to attend to hear the presentation on "going fine free." Trustee Picha stated she would like a trustee to attend the presentation on the challenges of poverty and homelessness.

Director Whitmer stated the Public Library Conference is February 25 – February 29, 2020 in Nashville. The budget includes funds for one trustee to attend. Director Whitmer stated the housing options open up in September and from her previous experience, you are most likely to get your first choice of hotel room when registration opens.

Trustee Lezon stated she would like to attend PLA. Trustee Picha stated neither Trustee Richardson or Ruzicka have attended PLA. Trustee Ruzicka is also interested and will check on her availability and report in August. Director Whitmer will reach out to Trustee Richardson to see if she would like to attend.

11. Director's Report

- Director Whitmer stated Summer Reading is going pretty well. Youth Services will definitely hit their group goal but not sure about the teens and adults. She will give an update in August.
- Three of the four June concerts were cancelled due to inclement weather. The July 10 concert had over 375 in attendance.
- Director Whitmer continues to work with Fifth Third Bank on the unanticipated hiccups because of the transition from MB Financial Bank. They are currently addressing online account functions and transitioning the collateral. She has shared the collateral options with the auditor to ensure the collateral meets internal policy and statutory requirements.

- Trustee DuRocher asked what the Trailhead Design workgroup is. Director Whitmer stated they are a group working on a re-design of the area from the gazebo to the Butterfield and Batavia Roads intersection. They plan to add plumbed restrooms, seating areas, a bike repair station and other amenities.
- Trustee DuRocher asked what the Library Director's Gathering is. Director Whitmer stated directors meet to discuss the challenges they are facing and exchange ideas.
- Two new employees Julie Jesernik, Youth Services Librarian, and Paul Doberstzyn, Public Services Manager will attend the August board meeting. They will also be working at the Library's Summer Daze and National Night Out booths.
- Trustee Picha asked why there is such a drop in adult program attendance from last year. Director Whitmer stated it is due to the cancelled concerts.

12. Department Head Reports

Trustee Picha stated self-checkout is up from 44% to 47%.

13. President's Report

Trustee Picha reported the next meetings and events.

Trustee Picha stated she has asked Director Whitmer to consider skipping the July board meeting. Director Whitmer stated this would change the Library's financial calendar. Another consideration would be to postpone items from December to January and cancel the December board meeting. The Board will discuss further when considering next year's meeting schedule.

14. Treasurer's Report – no report

15. Secretary's Report – Trustee Lezon stated everything looks good.

16. Committee Reports - none

17. Trustee Comments

- Trustee DuRocher stated she would like to know how the parade went. Director Whitmer stated Lou Carlile will be at the August board meeting to report on the parade.
- Trustee Picha thanked Gail Smith for all her efforts on the parade and Lou Carlile for organizing the parade.

18. Items and/or discussion - none

19. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 7:29 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Richardson and Stull

Respectfully submitted,

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

July 31, 2019

WARRENVILLE LIBRARY INCOME	JULY 2019	FUND BALANCES										UNAUDITED CURRENT	
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2019	TRANSFERS MONTH	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH		Y.T.D. EXPENSES
LEVY													
CORPORATE	1798112	94.5902%	886309	886309	886309	49.29%	336398	0	4119	4119	163410	163410	1063416
BLDG. & MAIN.	102837	5.4098%	49949	49949	49949	48.57%	89474	0	0	0	5181	5181	134242
TOTAL TAX (LEVIED)	1900949	100.00%	936258	936258	936258	49.25%	425872	0	4119	4119	168591	168591	1197658
DEFERRED REVENUE	0		0	0	0		0	0	0	0	0	0	0
WORKING CASH	0		0	0	0		225847	0	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0	0		0	0	0	0	0	0	0
SPECIAL RESERVE	0		0	0	0		234545	0	0	0	0	0	234545
ALBA LEMOS GIFT FUND	0		0	0	0		23524	0	0	0	0	0	23524
CAPITAL PROJECT	0		0	0	0		0	0	0	0	0	0	0
TOTAL	1900949	100.00%	936258	936258	936258	49.25%	909788	0	4119	4119	168591	168591	1681574
FORMULA = A+B+C+D+E=F				A		B	C		D		E		F

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

	CORPORATE FUND				
	1 Month Ended	1 Month Ended	Budget	Balance	% Received /
	Jul. 31, 2019	Jul. 31, 2019			Expended
Income					
Taxes Levied	886,308.77	886,308.77	1,798,112.00	911,803.23	49.29%
Copier	569.01	569.01	6,000.00	5,430.99	9.48%
Extended Use Fees	1,868.48	1,868.48	19,000.00	17,131.52	9.83%
Fees	22.00	22.00	500.00	478.00	4.40%
Interest	1,379.24	1,379.24	15,000.00	13,620.76	9.19%
Book Sales	121.00	121.00	2,500.00	2,379.00	4.84%
Lost Books	154.00	154.00	3,000.00	2,846.00	5.13%
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00%
Miscellaneous	5.00	5.00	3,000.00	2,995.00	0.17%
Hotel/Motel Tax	0.00	0.00	16,338.00	16,338.00	0.00%
Grants - Per Capita	0.00	0.00	16,900.00	16,900.00	0.00%
	<u>890,427.50</u>	<u>890,427.50</u>	<u>1,881,350.00</u>	<u>990,922.50</u>	<u>47.33%</u>
Expenses					
Sal. - Administration	12,821.55	12,821.55	169,000.00	156,178.45	7.59%
Sal. - Circulation	10,366.14	10,366.14	143,000.00	132,633.86	7.25%
Sal. - Maintenance	1,698.80	1,698.80	23,000.00	21,301.20	7.39%
Sal. - Marketing	2,013.89	2,013.89	32,000.00	29,986.11	6.29%
Sal. - Public Services	21,756.94	21,756.94	378,000.00	356,243.06	5.76%
Sal. - IT	6,262.30	6,262.30	82,000.00	75,737.70	7.64%
Sal. - Tech Services	10,199.78	10,199.78	135,500.00	125,300.22	7.53%
I.M.R.F. - Expense	5,940.00	5,940.00	91,000.00	85,060.00	6.53%
Fica - Expense	4,887.97	4,887.97	74,000.00	69,112.03	6.61%
Unemp. Comp.	254.82	254.82	1,500.00	1,245.18	16.99%
Op - Mat'l Processing/Tech	770.17	770.17	12,600.00	11,829.83	6.11%
Op - Mat'l Processing/Circ	2.99	2.99	4,900.00	4,897.01	0.06%
Op - Postage	22.70	22.70	5,490.00	5,467.30	0.41%
Op - Office Supplies	542.33	542.33	3,775.00	3,232.67	14.37%
Op - Bank Fee's	136.70	136.70	650.00	513.30	21.03%
Op - Automation Supplies	318.98	318.98	3,500.00	3,181.02	9.11%
Op - Publishing	0.00	0.00	1,200.00	1,200.00	0.00%
Equip. - Purchases	537.00	537.00	8,540.00	8,003.00	6.29%
Equip. - Maintenance	527.24	527.24	3,500.00	2,972.76	15.06%
Auto. - Software	7,664.99	7,664.99	15,285.00	7,620.01	50.15%
Auto. - Purchases	11.99	11.99	3,500.00	3,488.01	0.34%
Auto. - Maintenance	3,542.47	3,542.47	56,030.00	52,487.53	6.32%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	14,053.00	14,053.00	14,100.00	47.00	99.67%
L. Ins. - Officer / Dir	7,582.00	7,582.00	7,600.00	18.00	99.76%
Ins. - Bonds	0.00	0.00	50.00	50.00	0.00%
Ins. - Health / Life	2,616.09	2,616.09	70,930.00	68,313.91	3.69%
Pd - Recruiting	90.00	90.00	500.00	410.00	18.00%
Pd - Staff Appreciation	183.82	183.82	3,600.00	3,416.18	5.11%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	225.00	225.00	2,875.00	2,650.00	7.83%
Pd - Staff / Meetings	0.00	0.00	7,525.00	7,525.00	0.00%
Pd - Staff / Transportation	5.57	5.57	2,000.00	1,994.43	0.28%
Pd - Trst / Dues	0.00	0.00	140.00	140.00	0.00%
Pd - Trst / Mtgs	0.00	0.00	2,525.00	2,525.00	0.00%
Pd - Trst / Transportation	0.00	0.00	750.00	750.00	0.00%

See Accountants Compilation Letter

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

CORPORATE FUND					
	1 Month Ended Jul. 31, 2019	1 Month Ended Jul. 31, 2019	Budget.	Balance	% Received / Expended
Pd - Trustee Misc.	35.45	35.45	500.00	464.55	7.09%
Cont. - Lawyer	0.00	0.00	3,000.00	3,000.00	0.00%
Cont. - Accounting	909.42	909.42	11,600.00	10,690.58	7.84%
Cont. - Collections	35.80	35.80	1,250.00	1,214.20	2.86%
Cont. - Audit	0.00	0.00	7,225.00	7,225.00	0.00%
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00%
Lib. Mat. - Adult Books	3,699.97	3,699.97	56,000.00	52,300.03	6.61%
Lib. Mat. - Youth Books	1,462.35	1,462.35	32,500.00	31,037.65	4.50%
Lib. Mat. - Adult AV	1,514.98	1,514.98	22,200.00	20,685.02	6.82%
Lib. Mat. - Youth AV	435.53	435.53	6,000.00	5,564.47	7.26%
Lib. Mat. - EBooks	8,012.94	8,012.94	26,000.00	17,987.06	30.82%
Lib. Mat. - Periodicals	10,796.61	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	7,452.04	7,452.04	25,000.00	17,547.96	29.81%
Ps - Programs Adult	3.29	3.29	8,500.00	8,496.71	0.04%
Ps - Programs Youth	15.18	15.18	7,500.00	7,484.82	0.20%
Ps - Hotel/Motel	8,009.38	8,009.38	18,140.00	10,130.62	44.15%
Ps - Refunds / Fines / Fees	0.00	0.00	500.00	500.00	0.00%
Ps - Printing	0.00	0.00	14,600.00	14,600.00	0.00%
Ps - PR / Publicity	1,533.99	1,533.99	24,750.00	23,216.01	6.20%
Ps - Misc.	0.00	0.00	800.00	800.00	0.00%
Gas	183.08	183.08	7,000.00	6,816.92	2.62%
B & M - Water / Sewer	0.00	0.00	850.00	850.00	0.00%
Electricity	3,146.81	3,146.81	35,000.00	31,853.19	8.99%
Telephone	1,128.38	1,128.38	13,650.00	12,521.62	8.27%
Gifts	0.00	0.00	1,000.00	1,000.00	0.00%
Contingency	0.00	0.00	5,000.00	5,000.00	0.00%
Debt Repayment	0.00	0.00	167,200.00	167,200.00	0.00%
	163,410.43	163,410.43	1,879,830.00	1,716,419.57	8.69%

See Accountants Compilation Letter

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

	BUILDING & MAINTENANCE FUND				
	<u>1 Month Ended Jul. 31, 2019</u>	<u>1 Month Ended Jul. 31, 2019</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received / Expended</u>
Income					
Taxes Levied	<u>49,948.59</u>	<u>49,948.59</u>	<u>102,837.00</u>	<u>52,888.41</u>	<u>48.57%</u>
	49,948.59	49,948.59	102,837.00	52,888.41	48.57%
Expenses					
Maintenance	2,292.00	2,292.00	49,595.00	47,303.00	4.62%
Maintenance Supplies	0.00	0.00	2,200.00	2,200.00	0.00%
Security	2,191.47	2,191.47	13,655.00	11,463.53	16.05%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	0.00	0.00	3,800.00	3,800.00	0.00%
Janitorial Supplies	49.38	49.38	3,000.00	2,950.62	1.65%
B & M - Landscape Maint	<u>648.00</u>	<u>648.00</u>	<u>10,550.00</u>	<u>9,902.00</u>	<u>6.14%</u>
	5,180.85	5,180.85	102,800.00	97,619.15	5.04%

See Accountants Compilation Letter

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

SPECIAL RESERVE FUND					
	<u>1 Month Ended</u> <u>Jul. 31, 2019</u>	<u>1 Month Ended</u> <u>Jul. 31, 2019</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	6,000.00	6,000.00	0.00%
Auto. - Purchases	0.00	0.00	17,850.00	17,850.00	0.00%
	0.00	0.00	23,850.00	23,850.00	0.00%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	16,383.93
Cash / Copier Change	75.00
MB Operating	182,556.14
MB Business NOW	803,342.34
MB Certificate of Deposit 7707	607,412.45
MB Business Money Market	<u>111,226.52</u>

1,721,406.38

General Fixed Assets

6,337,069.00

TOTAL ASSETS

\$ 8,058,475.38

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

Deferred Revenues	36,420.17
I.M.R.F.	<u>3,409.99</u>

39,830.16

LONG-TERM LIABILITIES

Debt Certificate Payable	<u>1,820,000.00</u>
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1,820,000.00

EQUITY

Fund Balance	6,200,659.11
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Statement Out of Balance

-2,013.89

TOTAL LIABILITIES & FUND BALANCE

\$ 8,060,489.27

See Accountants Compilation Letter

PUBLIC NOTICE
WARRENVILLE PUBLIC LIBRARY DISTRICT
ANNUAL STATEMENT OF INCOME AND DISBURSEMENTS
FROM JULY 1, 2018 THROUGH JUNE 30, 2019

CASH RECEIPTS

1. Property Taxes	\$1,839,854.72
2. Photocopies	\$7,386.26
3. Fines/Fees	\$20,317.93
4. Interest	\$26,221.28
5. Hotel/Motel Tax Grant	\$16,954.75
6. Per Capital Grant	\$16,938.75
7. Grant – Miscellaneous	\$1,600.00
8. Miscellaneous	<u>\$7,687.01</u>
TOTAL INCOME	\$1,936,960.70

DISBURSEMENTS

Accounting Services \$6,096.00; Alarm Detection Systems, Inc. \$2,792.96; Ambius \$3,336.00; ASI Signage Innovations \$4,216.50; AT&T \$4,607.64; Baker & Taylor \$90,357.99; Business Card \$27,097.53; Central Technology \$3,652.96; CFB Computers \$12,850.00; Chase \$169,777.74; Cintas Fire Protection \$2,654.20; Creekside Printing \$11,960.00; Direct Energy Business \$39,909.46; EBSCO \$10,299.00; Grant & Power \$27,870.60; Illinois Municipal Retirement Fund \$93,360.03; Herbo Tree Service \$3,175.00; Internal Revenue Service \$70,188.27; Konica Minolta Business Systems \$2,985.05; Konica Minolta Premier Finance \$6,979.67; Library Furniture International \$4,554.40; LIMRICC Purchase of Health Insurance \$41,127.48; Linkedin Corporation \$2,500.00; Mango Language \$2,552.29; Midwest Tape \$34,452.55; News Bank, Inc. \$2,500.00; Northern Illinois Gas \$7,704.66; Olsson Roofing Co. \$2,825.00; Otis Elevator \$5,513.36; OverDrive \$6,673.48; Paylocity \$5,207.66. Personnel: Gross Salaries & Wages \$942,311.63; Under \$25,000 (Ali, Imaan, Baklashev, Piotr; Benitez, Brandon; Butler, Lydia; Caputo, Alexa; Cook, Stephanie; Hayes, Rebecca; Higgins, Therese; Hill, JoAnn; Hill, Thomas; Jimenez, Nora; Johnson, Lynne; Knych, Helen; Koenen, Marcia; Kozurek, Sandra; Lapp, Sarah; Murillo, Alexandria; Murphy, Alyssa; Ong, Claire; Opelka, Evelyn; O'Reilly, John; Perpich, Jaime; Rios, Nayeli; Rogers, Martha; Schlecht, Molly; Seiberlich, Ellen; Smith, Gail; Steskal, Mary; Strickland, Kathleen; Szewczyk, Colleen; Thomas, Mary; Tran, Ly; \$25,000 - \$49,999 (Abraham, Diana; Dybala, Patrycja; Jankowski, Jacqueline; Quinn, Kathleen; Thompson, Sylvia) \$50,000 - \$74,999 (Carlile, Louis; Davis, Jacqueline; Heath, Leila; Makowski, Cynthia; Moore, Jennifer) Over \$100,000 (Whitmer, Sandra); Pine Landscaping \$6,025.00; ProQuest LLC \$4,507.04; Provantage LLC \$3,657.03; Quill Corporation \$5,049.54; Reaching Across Illinois Library System \$7,500.00; Recorded Books, Inc. \$5,570.21; Rivistas, LLC \$9,899.28; Sarah Keister Armstrong & Associates, LLC \$15,000.00; Service Master Commercial Company \$22,355.64; Sikich, LLP \$7,810.00; SIRSIDYNIX \$25,135.47; Synchrony Bank/Amazon \$9,222.21 Technology Management Revolving Fund \$5,400.00; Today's Business Solutions \$6,822.54; Twin Supplies, LTD. \$11,331.60; U.S. Postmaster \$2,655.00; Value Line Publishing, Inc. \$2,850.00; Westfield Insurance \$12,466.00.

All other vendors less than \$2,500 - \$83,982.52

Approved August 21, 2019

REGULAR AGENDA

Approve payments for the period of July 18 – August 21, 2019

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

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

REGULAR AGENDA

Approve transfer of funds

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

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
July 18 - August 21, 2019

Date	Num	Name	Amount
7/18/2019	Electronic	Paylocity	-287.36
07/22/2019	7184	Westfield Insurance	-12,917.00
7/22/2019	Electronic	Megapath	-139.25
7/26/2019	Electronic	NI Gas	-183.08
8/1/2019	Electronic	AFLAC	-275.76
8/1/2019	Electronic	Konica Minolta Equipment Finance	-167.00
8/1/2019	Electronic	Paylocity	-112.02
8/5/2019	Electronic	Pitney Bowes	-94.50
8/12/2019	Electronic	City of Warrentville	-175.37
8/12/2019	Electronic	Call One	-156.92
08/21/2019	7185	Accounting Services, Inc.	-508.00
08/21/2019	7186	Ambius	-278.00
08/21/2019	7187	Apple Books	-28.95
08/21/2019	7188	AT&T	-383.97
08/21/2019	7189	Baker & Taylor	-1,302.64
08/21/2019	7190	Baker & Taylor	-715.26
08/21/2019	7191	Baker & Taylor	-1,203.00
08/21/2019	7192	Baker & Taylor	-115.27
08/21/2019	7193	Baker & Taylor	-2,369.77
08/21/2019	7194	Barcodes, Inc. LLC	-89.70
08/21/2019	7195	Cavendish Square	-177.93
08/21/2019	7196	Demco	-116.74
08/21/2019	7197	Direct Energy Business	-3,333.32
08/21/2019	7198	Fett, Angela	-1,000.00
08/21/2019	7199	IHLS-OCLC	-1,174.79
08/21/2019	7200	La Forge Family Vineyard	-100.00
08/21/2019	7201	LIMRICC Purchase of Health Insurance Prog	-5,323.44
08/21/2019	7202	Midwest Tape	-115.43
08/21/2019	7203	Midwest Tape	-1,649.97
08/21/2019	7204	OverDrive	-333.46
08/21/2019	7205	Paddock Publications	-55.20
08/21/2019	7206	Pine Landscaping	-370.00
08/21/2019	7207	ProQuest LLC	-2,814.28
08/21/2019	7208	Recorded Books, Inc.	-1,600.00
08/21/2019	7209	Service Master Commercial Cleaning	-1,815.00
08/21/2019	7210	SirsiDynix	-26,131.06
08/21/2019	7211	Sikich LLP	-1,550.00
08/21/2019	7212	Technology Management Revolving Fund	-450.00
08/21/2019	7213	Thomson Reuters - West	-257.00
08/21/2019	7214	Thornton, Christine	-325.00
08/21/2019	7215	Today's Business Solutions, Inc.	-4,429.30

08/21/2019	7216	Unique Management Services, Inc.	-44.75
08/21/2019	7217	Wheaton Park District	-45.00
08/21/2019	7218	American Library Association	-346.00
08/21/2019	7219	Davis, Jackie	-10.07
08/21/2019	7220	Konica Minolta Business Solutions	-262.89
08/21/2019	7221	Minuteman Press	-152.50
08/21/2019	7222	Whitmer, Sandy	-35.56
08/21/2019	7223	Oak Brook Mechanical Services, Inc.	-1,053.63
08/21/2019	7224	Sam's Club/Synchrony Bank	-114.28
08/21/2019	7225	Swank Movie Licensing USA	-494.00
08/21/2019	7226	SYNCHRONY BANK/AMAZON	-369.08
08/21/2019	7227	CDW Government, Inc.	-532.80

-78,085.30

UNFINISHED BUSINESS

Approve Trustee Attendance at Illinois Library Association Annual Conference and Public Library Association Conference (*discussion only*)

Trustee Day at Illinois Library Association Annual Conference

Thursday, October 24 at Tinley Park Convention Center

- Early bird registration deadline: September 16
- Board decision/authorization due: August 21 Board Meeting
- FY20 Budget includes funds for 2 trustees to attend this single day at the conference.
- History of attendance:
2018 – no trustees attended
2017 – Trustees Picha, Ruzicka and Richardson attended

At the July 17, 2019 Board Meeting the following trustees expressed an interest in attending the ILA Conference:

- Trustee Ruzicka
- Trustee Warren (if his schedule allows)

Public Library Association Conference

Wednesday, February 25 – Saturday, February 29, 2020 in Nashville

- Early bird registration deadline: December 20
- Board decision/authorization due: December 18, however, housing reservations open in September, so a decision in August will allow more choices for housing.
- FY20 Budget includes funds for 1 trustee to attend this conference.
- History of attendance:
2018 – Philadelphia – Stull, Warren
2016 – Denver – DuRocher, Arlowe
2014 – Indianapolis – Lezon, Stull, Warren
2012 – Philadelphia – none
2010 – Portland – Picha
- The next PLA Conference will be held March 20-24, 2022 in Portland

At the July 17, 2019 Board Meeting the following trustees expressed an interest in attending the PLA Conference:

- Trustee Lezon
- Trustee Ruzicka

It was noted Trustee Richardson and Trustee Ruzicka have not attended a PLA Conference. Director Whitmer was asked to reach out the Trustee Richardson to find out if she would like to attend.

SUGGESTED MOTION 1 (ILA): Authorize staff to register Trustees _____ and _____ for the 2019 ILA Annual conference and authorize staff to register Trustee _____ for the 2020 PLA Conference and to expend up to the budgeted amounts for the PLA Conference including ALA/PLA Membership, travel, lodging and meals.

NEW BUSINESS

Review and Approve Illinois Public Library Annual Report for FY2019 (ACTION)

On the following pages you will find a summary of statistics from the FY2014 through FY2019 annual reports.

The completed annual report form is included on the pages after the summary. ("-" on the report indicates not applicable.)

The Annual Report filing is due to the Illinois State Library by September 1.

Statistics from this report are forwarded to the Institute of Museum and Library Services (IMLS). IMLS maintains a national database of library statistics which can be used to compare data from multiple libraries. The most recent data sets available are from FY2017.

(http://www.imls.gov/research/public_libraries_in_the_united_states_survey.aspx)

Trustees Warren and Ruzicka were appointed to review the Secretary's Minutes for FY2019 and will report on their findings at the Board Meeting.

ANNUAL REPORT SUMMARY FY2019

	1 year change					5 year change				
	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	Diff FY18 to FY19	% change	Diff FY14 to FY19	% change
FINANCIALS										
Property Tax Income (FY12 TIF expired)	\$ 1,666,909	\$ 1,708,849	\$ 1,739,888	\$ 1,758,280	\$ 1,786,385	\$ 1,839,854	\$ 53,469	3.0%	\$ 172,945	10.4%
Other Income	\$ 70,539	\$ 82,107	\$ 86,294	\$ 167,575	\$ 66,345	\$ 97,106	\$ 30,761	46.4%	\$ 26,567	37.7%
TOTAL INCOME	\$ 1,737,448	\$ 1,790,956	\$ 1,826,182	\$ 1,925,855	\$ 1,852,730	\$ 1,936,960	\$ 84,230	4.5%	\$ 199,512	11.5%
Staff Expenditures (salaries & benefits)	\$ 931,626	\$ 943,734	\$ 976,794	\$ 1,026,628	\$ 1,082,610	\$ 1,150,441	\$ 67,831	6.3%	\$ 218,815	23.5%
Materials Expenditures	\$ 190,195	\$ 193,583	\$ 194,375	\$ 190,599	\$ 197,228	\$ 178,094	\$ (19,134)	-9.7%	\$ (12,101)	-6.4%
Other Expenditures	\$ 446,517	\$ 396,559	\$ 434,304	\$ 374,784	\$ 541,368	\$ 570,794	\$ 29,426	5.4%	\$ 124,277	27.8%
TOTAL EXPENDITURES	\$ 1,568,338	\$ 1,533,876	\$ 1,605,473	\$ 1,592,011	\$ 1,821,206	\$ 1,899,329	\$ 78,123	4.3%	\$ 330,991	21.1%
TOTAL FUND BALANCE (does not include deferred income)	\$ 688,398	\$ 945,482	\$ 1,166,190	\$ 1,176,531	\$ 872,157	\$ 909,788	\$ 37,631	4.3%	\$ 221,390	32.2%
THE STAFF										
Full Time Equivalent Employees (40 hour)	15.99	16.49	17.32	17.95	19.35	18.43	(0.92)	-4.8%	2.44	15.3%
PATRONS, VISITS & PROGRAM ATTENDANCE										
Annual Visits (gate count) (2015 changed counter location at main entry)	141,638	138,517	122,605	98,022	109,032	116,368	7,336	6.7%	(25,170)	-17.8%
Adult Programs Offered	143	79	78	60	89	107	18	20.2%	(36)	-25.2%
Adult Program Attendance	2,924	4,387	4,882	3,706	5,092	4,788	(304)	-6.0%	1,864	63.7%
Young Adult Programs Offered (included in childrens FY09, FY10)	71	71	57	33	50	44	(6)	-12.0%	(27)	-38.0%
Young Adult Program Attendance	992	587	390	652	264	293	29	11.0%	(699)	-70.5%
Children's Programs Offered	198	198	207	140	174	200	26	14.9%	2	1.0%
Children's Program Attendance	6,065	4,601	5,657	6,178	7,376	7,925	549	7.4%	1,860	30.7%
Resident Cards in force (i.e. unexpired)	6,383	6,438	6,364	6,004	5,807	6,162	355	6.1%	(221)	-3.5%
THE COLLECTION										
Books owned	99,400	99,873	82,798	79,479	78,592	73,080	(5,512)	-7.0%	(26,320)	-26.5%
Magazine/Newspaper subscriptions	205	204	201	197	180	185	5	2.8%	(20)	-9.8%
Electronic Books	9,361	10,097	10,520	14,625	15,260	15,847	587	3.8%	6,486	69.3%
Audio Recordings (music, books)	9,706	9,757	8,061	6,758	6,638	6,377	(261)	-3.9%	(3,329)	-34.3%
Audio Recordings: Downloadable titles	3,946	4,077	4,209	3,778	3,928	4,251	323	8.2%	305	7.7%
DVDs/Videos	10,992	9,459	10,402	9,667	9,426	9,120	(306)	-3.2%	(1,872)	-17.0%

ANNUAL REPORT SUMMARY FY2019 (page 2)

CIRCULATION
CIRCULATION BY TYPE OF MATERIAL

	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	1 year change		5 year change	
							Diff FY18 to FY19	% change	Diff FY14 to FY19	% change
Adult										
Fiction Books	27,698	27,319	27,683	25,385	26,243	24,645	(1,598)	-6.1%	(3,053)	-11.0%
Nonfiction Books	19,810	18,577	19,015	16,272	17,459	17,557	98	0.6%	(2,253)	-11.4%
Videos/DVDs (2015 consolidated TV Series)	73,672	65,551	66,413	61,680	62,514	53,279	(9,235)	-14.8%	(20,393)	-27.7%
Audiobooks	6,752	6,884	6,334	6,078	5,340	4,285	(1,055)	-19.5%	(2,467)	-36.5%
Music CDs	9,451	9,119	7,215	5,260	4,909	3,937	(972)	-19.8%	(5,514)	-58.3%
Magazines/Periodicals	5,323	5,281	4,865	3,998	3,818	3,884	66	1.7%	(1,439)	-27.0%
Other Formats (mobile devices)	-	536	678	575	1,025	1,379	354	34.5%	1,379	#DIV/0!
Total Adult Materials	142,706	133,267	132,203	119,248	121,308	108,966	(12,342)	-10.2%	(33,740)	-23.6%

Children

Fiction Books	48,416	54,471	54,519	50,254	59,326	60,180	854	1.4%	11,764	24.3%
Nonfiction Books	10,252	10,348	9,485	8,176	8,785	10,625	1,840	20.9%	373	3.6%
Videos/DVDs (2015 consolidated TV Series)	27,655	30,750	28,086	24,023	22,971	23,873	902	3.9%	(3,782)	-13.7%
Audiobooks	1,601	1,552	1,633	1,309	1,341	1,313	(28)	-2.1%	(288)	-18.0%
Music CDs	1,394	1,587	1,603	1,140	1,164	974	(190)	-16.3%	(420)	-30.1%
Magazines/Periodicals	218	276	209	90	108	100	(8)	-7.4%	(118)	-54.1%
Other Formats	1,169	1,232	1,251	867	985	1,788	803	81.5%	619	53.0%
Total Children's Materials	90,705	100,216	96,786	85,859	94,680	98,853	4,173	4.4%	8,148	9.0%

TOTAL CIRCULATION ALL MATERIALS

	233,411	233,483	228,989	205,107	215,988	207,819	(8,169)	-3.8%	(25,592)	-11.0%
Materials Loaned to Reciprocal Borrowers	19,298	17,673	18,812	16,072	16,169	15,713	(456)	-2.8%	(3,585)	-18.6%

DOWNLOADS (eBooks, eAudiobooks, eMagazines)

Overdrive (eBooks & eAudiobooks)	7,117	8,547	9,300	8,968	8,798	11,868	3,070	34.9%	4,751	66.8%
Zinio (eMagazines) (2013 = 4 months)	1,313	941	767	799	614	1,162	548	89.3%	(151)	-11.5%
Hoopla (eBooks, eAudiobooks, eVideo)			381	2,920	5,091	6,525	1,434	28.2%	6,525	#DIV/0!

REFERENCE SERVICES

Interlibrary Loans Borrowed from other libraries	2,411	2,326	2,642	2,499	2,754	2,586	(168)	-6.1%	175	7.3%
Interlibrary Loans sent to other libraries	664	671	954	899	865	610	(255)	-29.5%	(54)	-8.1%

TOTAL REFERENCE QUESTIONS

	12,027	13,754	10,920	13,832	14,560	11,388	(3,172)	-21.8%	(639)	-5.3%
In Library Users of Computers (session count)	26,863	24,548	20,433	17,788	16,383	15,332	(1,051)	-6.4%	(11,531)	-42.9%
Annual views of library homepage (FY17 includes catalog)	112,913	110,994	95,678	155,560	689,549	744,098	54,549	7.9%	631,185	559.0%

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2019
WARRENVILLE PUBLIC LIBRARY DISTRICT**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30685
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	1L0557
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Warrenville Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	28W751 Stafford Place
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Warrenville
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60555
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	28W751 Stafford Place
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Warrenville
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60555
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 393-1171
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 393-1688
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.warrenville.com

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Sandra Whitmer
1.15 Title	Director
1.16 Library Director's E-mail	director@warrenville.com

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a	County in which the administrative entity is located [PLSC 161]	DuPage
1.21b	If the administrative entity's county has changed, then enter the updated answer here.	
1.22a	Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b	If YES, indicate the reason for the boundary change	
1.23a	Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	13,551
1.23b	If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c	Documentation of legal population change	
1.24	If the population has changed from the prior year's answer, then indicate the reason.	
1.25a	This library is currently a member of what Illinois library system?	RAILS
1.25b	If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26	Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27	Does this library have paid staff?	Yes
1.28	Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29	Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30	Is this library supported in whole or in part with public funds?	Yes
1.31	Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2019
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Sandra Whitmer
3.5 Telephone Number of Person Preparing Report	630-393-1171
3.6 FAX Number	630-393-1688
3.7 E-Mail Address	director@warrenville.com

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
Board Action and Backdoor Referenda					
<p>If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.</p>					
4.8 District Conversion - Effective Date (mm/dd/year)					
4.9 Territory Annexation - Effective Date (mm/dd/year)					
4.10a Other Action by Backdoor Referendum (please specify)					
4.10b Other - Effective Date (mm/dd/year)					
4.11a Other Action by Backdoor Referendum (please specify)					
4.11b Other - Effective Date (mm/dd/year)					
CURRENT LIBRARY BOARD (5.1 - 5.13)					
Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.					
All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.					
Report the most current information available.					
5.1 Total number of board seats					
5.2 Total number of vacant board seats					
5.2b Please explain					
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.					
5.4 IF NO, please explain					
First Member					
5.5 Name					
5.6 Trustee Position					
5.7 Present Term Ends (mm/year)					
5.8 Telephone Number					
5.9 E-mail Address					
5.10 Home Address					
5.11 City					
5.12 State					
5.13 Zip Code					
Second member					
5.5 Name					
5.6 Trustee Position					
5.7 Present Term Ends (mm/year)					
5.8 Telephone Number					
5.9 E-mail Address					

5.10 Home Address	35560 West Avenue
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Third member

5.5 Name	Jill Richardson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	jrichardson@warrenville.com
5.10 Home Address	35563 Glen Drive
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Fourth member

5.5 Name	Heather Stull
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	hstull@warrenville.com
5.10 Home Address	30W018 Plum Court
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Fifth member

5.5 Name	Jerri L. Picha
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	jpicha@warrenville.com
5.10 Home Address	30W016 Juniper Court
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Sixth member

5.5 Name	Cindy Ruzicka
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	cruzicka@warrenville.com
5.10 Home Address	35651 Glen Drive
5.11 City	Warrenville

5.12 State	IL
5.13 Zip Code	60555
Seventh member	
5.5 Name	Sandy Lezon
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	slezon@warrenville.com
5.10 Home Address	27W554 Warrenville Road
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555
Eighth member	
5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	
Ninth member	
5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	28,500
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	1
6.3b Total number of times meeting room(s) used by the public during the fiscal year	60
6.4a Total Number of Study Rooms	6
6.4b Total number of times study room(s) used by the public during the fiscal year	3,458

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Buildings	Other Facilities - Estimate \$
General repair/remodeling	0	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$10,000	0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$20,000	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	1	\$10,000	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	0	\$0	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

TYPE OF WORK IN PROGRESS

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	0	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/Ventilation/Air conditioning	1	\$5,000	0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	0	\$0	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$5,300,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Corporate Fund (\$336,398) for general operating expenditures; Building Maintenance (\$89,474) for building

maintenance; Working Cash Fund (\$225,847) for emergency expenditures; Special Reserve Fund (\$234,545) for building maintenance/repair, automation, property acquisition, furniture as outlined in board-approved plan; interest from Alba Lemos Gift Fund (\$23,524) can be used for library materials

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$1,685,000
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	Debt Certificates, Series 2016 - \$1,685,000 Term Bond due December 1, 2029 with mandatory redemption in 2018-2028

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$1,839,854
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$1,900,949

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$16,939
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8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$16,939

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$1,507
8.14 Other receipts intended to be used for operating expenditures	\$78,660
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$80,167
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$1,936,960
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	COI Crime 7-1-19.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$900,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$942,312
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$208,129
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$1,150,441

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$99,284
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$51,068
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$27,742
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, Music CDs, Audiobooks, Puzzles, Kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$178,094

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$570,794
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$1,899,329

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$0
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	3		\$106.66	112.50
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Library Director	Library Director	\$52.94	37.50	
Librarian	Adult Services	\$25.13	37.50	
Head of Technical Services	Cataloging	\$28.59	37.50	

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] 2.81

Group A hidden group hours**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	2	2	\$50.26	75.00
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Librarian	Adult Services	Less than a Bachelor's degree with LTA	\$25.13	37.50
Librarian	Children's Services	Master's Degree: Not in library science	\$25.13	37.50

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40) 1.88
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251] 4.69

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	461.00
13.14 Minimum hourly rate actually paid	\$11.46
13.15 Maximum hourly rate actually paid	\$33.38
13.16 Total FTE Group C employees (13.13 / 40)	11.53

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	68.50
13.18 Minimum hourly rate actually paid	\$11.25
13.19 Maximum hourly rate actually paid	\$14.20
13.20 Total FTE Group D employees (13.17 / 40)	1.71

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21	Total hours worked in a typical week by all Group E employees	20.00			
13.22	Minimum hourly rate actually paid	\$21.03			
13.23	Maximum hourly rate actually paid	\$21.03			
13.24	Total FTE Group E employees (13.21 / 40)	0.50			
13.25	Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	13.74			
13.26	Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	18.43			

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary 2	2	75.00	17	\$38,247.00	\$71,770.00
13.27	Position Title	13.28	Primary Work Area	13.29	Education Level
	Librarian		Children's Services		Master's Degree (ALA accredited)
	Public Services Manager		Other Type of Librarian		Master's Degree (ALA accredited)
				13.30	Total Hours/Week
				37.50	
				13.31	Number of Weeks Vacant during report period.
				6	
				13.32	Annual Salary Range Minimum
				\$38,247.00	
				13.33	Annual Salary Range Maximum
				\$47,847.00	
					\$71,770.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary					
13.34	Position Title	13.35	Primary Work Area	13.36	Education Level
		13.37	Total Hours/Week	13.38	Current Status: Filled or Unfilled
				13.39	Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary					
13.40	Position Title	13.41	Primary Work Area	13.42	Education Level
		13.43	Total Hours/Week	13.44	Date Eliminated (mm/year)
				13.45	Last Annual Salary Paid
				13.46	Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a	Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,343
14.1b	Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c	Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,343
14.2	Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3	Total annual visits/attendance in the library [PLSC 501]	116,368

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	200	7,925	21	323
Young Adult	44	293	0	0
Other	107	4,788	26	520
Total	351	13,006	47	843
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	Library tour and socialization activities for special needs transitional students			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	6,159
16.2a Total Number of Unexpired Non-resident Users Cards	3
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$135.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	6,162
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	73,080
17.2 Current Print Serial Subscriptions [PLSC 460]	185
17.3 Total Print Materials (17.1+17.2)	73,265
17.4 E-books Held at end of the fiscal year [PLSC 451]	15,847
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	6,377
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	4,251
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	9,120
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	36
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	49

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	108,966
18.2 Number of young adult materials loaned	5,958
18.3 Number of children's materials loaned [PLSC 551]	92,895
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	207,819

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	113,007
18.6 Videos/DVDs- Physical	77,152
18.7 Audios (Include music)- Physical	10,509
18.8 Magazines/Periodicals- Physical	3,984
18.9 Other Items- Physical	3,167
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	207,819
18.11 Use of Electronic Materials [PLSC 552]	19,555
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	227,374
18.13 Successful Retrieval of Electronic Information [PLSC 554] ¹	28,732
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	48,287
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	256,106
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	610
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	2,586

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	11,388
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	63
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	81
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	31
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	-1
21.3 What is the monthly cost of the library's internet access?	\$788
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	25
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	15,332
21.6 Wireless Sessions Per Year [PLSC 652]	-1 Unknown
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	744,098

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	complicated process with insufficient return on investment of time required to complete application and reports

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$6,394
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	456.50
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Library Director	Electronic Signature	Date
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

¹, 18.13 for FY19 we were able to get detailed statistical information from more of our online resource providers. (last year we used remote patron authentication numbers to estimate sessions for several resources.) (0-2019-08-11)

Census 2020

RAILS sponsored an outstanding information webinar about how libraries can be involved in promoting participation in the upcoming Census. As trusted community institutions, public libraries can share factual information about the importance of getting an accurate count. Libraries will play an important role in providing computer access; this is the first decennial census that will be conducted online and lack of access is just one factor that may result in an undercount.

This is a great opportunity for the Library to collaborate with other community entities and organizations. I have reached out to the City to let them know we are interested in participating in any local activities. State Senator Laura Ellman has formed a Complete Count Committee and I have registered to be a part of the committee. Nora Jimenez, our Adult Services Associate, will have a role in any library activities related to the Census.

We've also posted information about Census Jobs.

Did you know?

- Illinois has lost one representative in each decennial census since 1950. Illinois is expected to lose at least one, but possibly two, in the 2020 census.
- Federal dollars are distributed based on census counts. For each person counted, Illinois is expected to receive \$1,400 per year. These funds pay for roads, business infrastructure, education and social services. Over ten years, the cost of an undercounted person is \$14,000.
- Census information is protected for 72 years. Specific information (i.e. your response) cannot be shared with any other agency.
- The Library's Per Capita Grant amount is based on the number of residents counted in the Census.

FOIA Responses

No requests/responses in July.

Banking Update

Brian LeFevre (our auditor from Sikich LLC) reviewed the Fifth Third Collateral agreement. Overall the agreement is appropriate, but a few minor changes are needed. Comments have been forwarded to Fifth Third and I am waiting for a reply.

July Meetings/Programs/Outreach (Sandy)

July 1 – Participated in Warrenville Writers Connection (re: Art on the Prairie)
July 10, 17, 24, 31 – Concerts on the Commons
July 16 – Hosted State Representative Amy Grant's Mobile Office Hours
July 18 – RAILS Member Update (online)
July 19 – Webinar: Libraries and the 2020 Census
July 25 – Library Promotion in the Digital Age

STATISTICAL SUMMARY

July 2019

	JULY 2019	JULY 2018	% change	+/-
TOTAL CIRCULATION ***	21,282	20,631	3.2%	651
Print	11,478	10,992	4.4%	486
NonPrint	7,949	8,134	-2.3%	-185
Equipment (mobile dev., in-house laptops, etc.)	79	89	-11.2%	-10
Downloadables	1,776	1,416	25.4%	360
OVERDRIVE (eBooks & eAudiobooks)	1,047	821	27.5%	226
ZINIO (eMagazines)	82	36	127.8%	46
Hoopla	647	559	15.7%	88
ITEM REQUESTS PROCESSED	271	232	16.8%	39
INTERLIBRARY LOANS RECEIVED	243	210	15.7%	33
MATERIALS ADDED	602	811	-25.8%	-209
MATERIALS WITHDRAWN	701	1,271	-44.8%	-570
TOTAL COLLECTION SIZE*	105,275	111,310	-5.4%	-6,035
PROGRAMS				
Number of Adult Programs	10	6	66.7%	4
Adult Program Attendance	1,311	1,050	24.9%	261
Number of Teen Programs	5	4	25.0%	1
Teen Program Attendance	36	13	176.9%	23
Number of Children's Programs	23	25	-8.0%	-2
Children's Program Attendance	713	433	64.7%	280
Book-A-Librarian	1	2	-50.0%	-1
Book-a-Librarian Attendance	1	2	-50.0%	-1
OUTREACH				
Adult Outreach Events	-	na		
Adult Outreach Attendance	-	na		
Youth Outreach Events	-	1	-100.0%	-1
Youth Outreach Attendance	-	110	-100.0%	-110
RECIPROCAL BORROWER CIRCULATION	1,576	1,148	37.3%	428
RESIDENT CARDS ACTIVE	6,211	5,810	6.9%	401
RECIPROCAL BORROWER CARDS ACTIVE	346	322	7.5%	24
VISITOR COUNT **	11,486	12,077	-4.9%	-591
COMPUTER SESSIONS	1,106	1,383	-20.0%	-277
DATABASE USAGE	178	247	-27.9%	-69
WEBSITE VISITS	74,556	61,382	21.5%	13,174
UNIQUE WEBSITE VISITORS	69,309	56,273	23.2%	13,036

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

Special notes for July 2019

Summer Reading Concluded July 31

Summer Reading Participants: Adults - 101; Teens - 25; Youth - 354

PUBLIC SERVICES REPORT

July 2019

prepared by Paul Dobersztyn & Jen Moore

Summer Reading Challenge

Our 2019 Summer Reading Challenge ended July 31. Youth and Adult age groups exceeded their goals. There were increases in participation and reading across all age groups.

	2019	2019 "goal"	2018
Youth participants	354		307
Youth Hours Read	5,426	4,500	4,284
Teen Participants	25		19
Teen Books Read	280	300	275
Adult Participants	101		81
Adult Books Read	995	700	690

Many of us have fond memories of participating in library summer reading programs as children. While we aim to make reading fun during the summer months, our ultimate goal is to prevent what's known as the "summer slide." Studies show that access to reading during the summer can prevent a loss in skills learned during the school year.

Professional Development

Serving Older Adults in a Changing World Webinar 7/3/2019 – Claire

Managing the Device Deluge Webinar 7/2/2019 – Claire

Leveraging Library Card Sing-Up Month in your Community Webinar 7/9/2019 – Nora

Privacy Literacy at Your Library Webinar 7/9/2019 - Claire

Innovation on a Shoe String Webinar 7/9/2019 - Claire

Technology Training Best Practices Parts I – IV Webinars - 7/11/2019 - Claire

Living in a Material World: Crafting Programs for Adults Webinar 7/15/2019 – Nora

Street Lit and Libraries Webinar 7/18/2019 – Claire

Tips and Tactics for Time Management & Organizational Skills 7/18/2019 – Claire

Tablet Slinging Librarians Webinar 7/18/2019 - Claire

Libraries and the 2020 Census Webinar 7/26/2019 - Nora

Personnel Updates

Julie Jesernik started as Youth Services Librarian on July 9, 2019.

Paul Dobersztyn started as Public Services Manager on July 29, 2019.

Program Highlights

The Harry Potter escape rooms were extremely popular in July bringing in 57 attendees. Escape rooms can help members of the community engage with each other in a unique fashion, and allow shared problem-solving and collaboration opportunities. The program has garnered high praise from our members.

The Youth Services Department continued to offer great programs that brought in over 350 attendees in July. Blast Off! & Nature Telling being the two most popular programs.

Programming / Outreach (Not entered in Communico)

Book a Librarian (1): 1

Puzzles: 3

1000 piece: Out of This World, Balloon Festival, Fishing Fun

Teen Volunteers: 5; Hours 22

InterLibrary Loan

Item Requests Processed: 271; Materials Received: 243; Materials Lent: 54

Digital Resources

Beyond Dust Jackets Blog:

Views 7/1-31: 1905

Total views 2019: 11244; Total views FY: 1905

NextReads Newsletters:

Subscribers thru 7/31: 153

Newsletters sent 7/1-31: 713

Total newsletters sent 2019: 4776; Total newsletters sent FY: 713

OverDrive eAudiobooks/eBooks:

New User accounts 7/1-31: 14

Checkouts 7/1-31: 1047

Total checkouts 2019: 7319; Total checkouts FY: 1047

Zinio eMagazines:

User accounts thru 7/31: 225

Checkouts 7/1-31: 82

Total checkouts 2019: 797; Total checkouts FY: 82

Hoopla:

New User accounts 7/1-31: 18

Checkouts 7/1-31: 647

Total checkouts 2019: 4149; Total checkouts FY: 647

MEMBER SERVICES REPORT

July 2019

Patty Dybala

Library Card Monthly Stats		
	July 2019	July 2018
# of new cards issued	80	105
# of renewed cards (expiring 7/2019) *Automatically renewed per NCOA report	126 (80% of accounts renewed)	34 (116 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	6,211	5,810
Reciprocal Borrower cards (active)	346	322

Miscellaneous Monthly Circulation Stats		
	July 2019	July 2018
Self-Checkout Station	8,823 items (45% of total circulation)	8,337 items (43% of total circulation)
Reciprocal Borrower Circulation	1,576	1,148
# of Outgoing Book Discussion ILL Requests	38 (12% of total item requests)	58 (20% of total item requests)
Mobile Device Circulation	53	62

Professional Growth/Meetings/Outreach

7/3 4th of July Parade- Mary, Jaime, Stephanie

7/16 NCOA report verification training- Mary & Patty

7/23 Summer Daze Planning Meeting- Patty & Sandy W.

7/24 Marketing Assistant scheduling meeting- Patty & Kathy

7/29 Public Services Scheduling Meeting- Patty, Paul, Sandy W.

Homebound Delivery

7/25 Mary & Patty

eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
July (7/1)	1363	43%	10%
June (6/1)	1327	37%	15%
Summer RM (5/15)	1321	40%	28%
May 2019 (5/1)	1323	35%	11%
Special 40 th (4/4)	1286	39%	6%
April 2019 (4/1)	1287	37%	7%

Social Media

Facebook	Feb. '19	Mar. '19	Apr. '19	May '19	Jun. '19	Jul. '19
Total Page Followers	973	982	988	1003	1029	1042
Total Page Likes	968	977	983	997	1022	1034
Avg. Daily Reach (includes paid)	554	633	606	511	567	564
Twitter	Feb. '19	Mar. '19	Apr. '19	May '19	Jun. '19	Jul. '19
Average Daily views	206	194	207	596	590	165
Average Engagement Rate	1.2%	1.2%	1.4%	1.0%	1.3%	2.3%
Instagram (Jul 30–Aug 5)				May '19	Jun. '19	Jul. '19
Followers				120	133	140
Impressions				574	934	648

Activities

Fall Reading Matters —edited and proofread...finalized and sent to printer July 31;
 Submitted content to freelance designer—Sunday Music Matinees (bookmark and flyer), fall program slides and fall cube display signs;
 Communico—entered text and images for September and October events;
 Member Services pamphlet updated with Paul's name;
 Pop-Up book display at Member Services Desk—created sign for Romance Month;
 Prepared marketing materials for Summer Daze and National Night Out—signage, giveaways.

Meeting Attendance

Jaime schedule/outreach materials, Kathy and Patty 7/24
 Marketing overview, winter production schedule, Sandy, Kathy & Paul 7/30
 Webinar: Library Marketing 204: Brand Expansion, Kathy 7/31

TECHNICAL SERVICES REPORT

July 2019

Lou Carlile

Collection statistics for the month:

*602 items added. (410 books, 54 AV, 138 periodicals, 0 eBooks/eAudio, 0 equipment)

*701 items deleted. (322 books, 196 AV, 128 periodicals, 55 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

*July 3, 2019 Parade: We had a great turnout of staff and volunteers who participated in the July 3, 2019 parade. Thank you to all who helped plan and to those who walked on the day of the parade.





*Yearly disc cleaning project: Each year we select sections of our AV collection to clean so the quality of playback is optimal for our members. (This year: Adult Music CD and Adult TV Series).

Collection Maintenance:

*46 books repaired.

*489 AV cleaned / repaired.

1. Meetings, training, etc.
 - Book a Librarian sessions (1) – laptop purchase advice
2. Created network and email accounts for new Public Services Manager Paul Dobersztyn. Set up phone, computer and laptop.
3. Conducted technology orientation for new Youth Services Librarian Julie Jesernik. Provided first-time PC and phone login assistance and technology orientation for Paul Dobersztyn.
4. Disabled/deleted accounts for former employee Alexa Caputo.
5. Confirmed the SmartNet maintenance contract renewal for the CISCO internet router was processed and in effect.
6. Renewed Faronics licenses for DeepFreeze and Anti-Virus for another 3-year term. Installed Faronics Anti-Virus 4.20 software on the server and pushed out to all desktop PCs. Began updating laptops in conjunction with other regular updates.
7. Renewed annual service plan for Staff wifi hotspot.
8. Sent in broken Citizen hold slip printer for repair (top cover assembly replacement); put back in service upon return.
9. Resumed testing UniFi EDU app for making announcements via the speaker-enabled UniFi wireless access points. Began discussions with Member Services department regarding additional testing and deployment.
10. Relicensed Test and Catalog PCs from Windows 10 Professional to Windows 10 Enterprise to extend Microsoft servicing life.
11. Updated GRAPHICS PC to Windows 10 1809. Began updating laptops to Windows 10 1809; continued to install Firefox ESR.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, August 14, 2019)

Wednesday, August 21 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Sunday, September 1 and Monday, September 2
Library Closed for Labor Day

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

ILA Reporter, August issue

August issue of the *ILA Reporter* is available at <https://www.ila.org/publications/ila-reporter>. The cover features a photo of Illinois State Representative Ryan Spain and his daughter participating in Peoria Public Library's StoryWalk®. August issue highlights include:

- Simple Play: Kindergarten Readiness in Illinois
- Readiness Roundup
- A Story for All Ages: The Rise of the StoryWalk®
- Censorship in Prison Libraries: Danville and Beyond

Community Event

Save the Date!

Art on the Prairie

Saturday, September 21, 10 am – 6 pm

Sunday, September 22, 10 am – 4 pm

The Library will have an information booth at this annual event. Members of the Warrenville Writers Connection will have a separate booth and will sell some of their published work.

Future Agenda Items:

September

- Public Hearing: Budget & Appropriation Ordinance
- Adopt Budget & Appropriation Ordinance
- Approve Chief Fiscal Officer's Certificate of Estimated Revenue
- Adopt Resolution to Determine Estimate of Funds needed
- Distribute First Draft of Levy Ordinance
- Approve Total Compensation Posting
- Discuss Certificate of Deposit reinvestment

CLOSED SESSION

REVIEW OF CLOSED SESSION MINUTES

A closed session for the six-month review of closed session minutes has been placed on the agenda. Director Whitmer reviewed the minutes.

- There are no minutes to be released at this time.
- There are no verbatim minutes to be destroyed at this time.

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

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

The next review of closed session minutes will take place in February 2020.

<i>SUGGESTED MOTION: --no motion needed --</i>
