



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, November 20, 2019, 7:00 p.m.
(immediately following public hearing)
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

p. 4 a. Informational Presentation about SWAN Library Consortium (Aaron Skog, Executive Director of SWAN) and Staff Recommendation (Lou Carlile, Head of Technical Services)

b. Presentation of the FY2019 Audit (Brian LeFevre, Sikich LLC)

5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

p. 10 a. Approve Minutes of the October 16, 2019 Regular Board of Trustees Meeting

p. 17 b. Receive and file Financial Report for October

p. 24 c. Certify Compliance with the Truth in Taxation Act

P. 25 d. Adopt Ordinance #19-20-04 Levy Ordinance for Fiscal Year 2019-2020

p. 31 e. Approve Notice of Availability of Audit Report for Publication

p. 32 f. Adopt Ordinance #19-20-05 Fixing Regular Meetings for 2020

- p. 33 g. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- p. 34 h. Cancel December 18, 2019 Regular Board of Trustees Meeting and Authorize Treasurer to Submit Payments for the Period November 21 – December 18, 2019
- p. 34 i. Authorize Library Staff to Submit the FY20 Public Library Per Capita Grant Application and FY18 Expenditure Report to the Illinois State Library
8. Regular Agenda
- p. 41 a. Approve payments for the period of October 17 – November 20, 2019
(ACTION)
- p. 41 b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
10. New Business
- p. 43 a. Authorize Staff to Issue a Letter of Intent to join SWAN **(ACTION)**
- p. 43 b. Authorize Staff to Close Fifth Third Bank Zero Balance Account **(ACTION)**
- p. 44 11. Director's Report
- p.48 12. Department Head Reports
13. President's Report
- p. 57 a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**



28 W 751 Stafford Place • Warrenville, IL 60555 • 630/393-1171 • Fax 630/393-1688

WARRENVILLE PUBLIC LIBRARY DISTRICT
Truth in Taxation Public Hearing
Wednesday, November 20, 2019, 7:00 p.m.
AGENDA

Location: Library Meeting Room

1. Call to Order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Public Comments on the Proposed Property Tax Increase (Truth in Taxation)
4. Trustee Comments on the Proposed Property Tax Increase (Truth in Taxation)
5. Adjournment

**NOTICE OF PROPOSED PROPERTY TAX INCREASE
FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT**

- I. A public hearing to approve a proposed property tax levy increase for the Warrenville Public Library District for 2019 (2019-2020 fiscal year) will be held on November 20, 2019 at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sandra Whitmer, Director, 28W751 Stafford Place, Warrenville, Illinois, (630) 393-1171.

- II. The corporate and special purpose property taxes extended or abated for 2018 were \$1,900,949.

The proposed corporate and special purpose property taxes to be levied for 2019 are \$2,027,000. This represents a 6.63% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2018 were \$0.00.

The estimated property taxes to be levied for debt service and public building commission leases for 2019 are \$0.00. This represents no change over the previous year.

- IV. The total property taxes extended or abated for 2018 were \$1,900,949. The estimated total property taxes to be levied for 2019 are \$2,027,000. This represents a 6.63% increase over the previous year.



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, November 20, 2019, 7:00 p.m.
(immediately following public hearing)
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. Informational Presentation about SWAN Library Consortium (Aaron Skog, Executive Director of SWAN) and Staff Recommendation (Lou Carlile, Head of Technical Services)
 - b. Presentation of the FY2019 Audit (Brian LeFevre, Sikich LLC)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the October 16, 2019 Regular Board of Trustees Meeting
 - b. Receive and file Financial Report for October
 - c. Certify Compliance with the Truth in Taxation Act
 - d. Adopt Ordinance #19-20-04 Levy Ordinance for Fiscal Year 2019-2020
 - e. Approve Notice of Availability of Audit Report for Publication
 - f. Adopt Ordinance #19-20-05 Fixing Regular Meetings for 2020

- g. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
 - h. Cancel December 18, 2019 Regular Board of Trustees Meeting and Authorize Treasurer to Submit Payments for the Period November 21 – December 18, 2019
 - i. Authorize Library Staff to Submit the FY20 Public Library Per Capita Grant Application and FY18 Expenditure Report to the Illinois State Library
- 8. Regular Agenda
 - a. Approve payments for the period of October 17 – November 20, 2019 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
- 10. New Business
 - a. Authorize Staff to Issue a Letter of Intent to join SWAN **(ACTION)**
 - b. Authorize Staff to Close Fifth Third Bank Zero Balance Account **(ACTION)**
- 11. Director's Report
- 12. Department Head Reports
- 13. President's Report
 - a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed Session
- 20. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**

Warrenville Library SWAN Committee Report

November 2019

The Library's SWAN Committee met in November to discuss the possibility of joining SWAN. (Lou Carlile, Patty Dybala, Cynthia Makowski).

The committee discussed the information we gathered regarding SWAN membership for our library. Paul Dobersztyn was unable to attend but he supplied information from discussions with his staff. Meetings between committee members and their staff resulted in meaningful feedback and additional questions for SWAN. SWAN provided a frequently asked questions document that answered many of our questions.

We also took the opportunity to speak with several SWAN members. Lou Carlile spoke with the Head of Technical Services at LaGrange and Tinley Park about pros and cons of SWAN membership. Patty Dybala visited the Messenger Library in North Aurora and received an overview of how a SWAN library circulation department functioned.

Our discussions resulted in the following lists of notable benefits and challenges.

Notable benefits

Additional access to materials: 1.5 million unique materials with 8 million copies

More seamless service: There are 1.2 million registered cardholders across all of SWAN's libraries. Our patrons would be part of that database. If our patrons go to another SWAN library they will already be in the system when using that library.

Access to SWAN provided marketing and instruction materials: Guide to signing up for text notifications, how to manage holds and checkouts in the app, etc.

Familiarity: Our member-facing catalog will have some minor changes, but will continue to use the Enterprise platform. This will make the transition less challenging for members.

Same vendor: Although our staff software will change from Horizon to Symphony, SirsiDynix is the vendor for both. This will make the migration of data less problematic than moving to a new vendor.

Freeing up staff time: The staff would be free from several processes we currently perform.

Public Services would not have to process as many interlibrary loan requests because patrons can place holds directly.

Technical Services would not have to download as many records and the time spent editing would be significantly reduced.

Member Services would no longer process notifications because SWAN generates all notifications for holds, overdue material and billing.

Maintenance of technology would be streamlined. Some of the software and license purchases we are currently responsible for would be included in our SWAN Membership. We would not need to maintain and purchase as much hardware.

Additional functionality: Additional services will be included with membership. These include phone and text notification options, statistical reporting and article search.

Notable challenges

Some loss of autonomy: SWAN is composed of nearly 100 libraries. Guidelines have been developed to ensure the group functions well. We may have to change some of our procedures in order to comply with SWAN's guidelines.

New software to learn: The software staff uses will change from Horizon to Symphony. This will require training which is included with our membership. SWAN offers ongoing technical support and continuing education options.

Increased staff time to manage incoming and outgoing materials: We anticipate a significant increase in the number of items requested by and sent to SWAN members as well as items requested by and received by WPLD members.

Budget Considerations (prepared by Sandy Whitmer)

The proposed fee estimate for SWAN membership is \$30,288, including a state grant discount of \$5,523.

In addition to the annual SWAN membership fee, the Library would install a secondary internet connection as a backup in order to maintain access to the catalog at all times. The cost for this connection is not expected to exceed \$5,000 annually.

The Library's annual payment to SirsiDynix for our current ILS software and licensing is just over \$26,000. Server hardware is replaced every 5-6 years at an annualized cost of \$2,000 (includes hardware, migration costs and consulting services).

The Library currently pays \$1,100 annually to OCLC. The Library would no longer pay this fee as a member of SWAN.

The Library incurs postage and supply costs of approximately \$1,500 each year to mail notifications to members. This cost is included in SWAN membership.

As noted in the benefits section above, a number of processes would be delegated to SWAN staff or would otherwise save the time of Library staff. This staff time could be reallocated to other projects and services or the Board could consider a reduction in staff hours.

Because there would be some overlap between our existing system and joining SWAN, the library would need to set the budget higher for this line item in the transition year (July 1, 2020 – June 30, 2021). There may also be an initial membership fee. The Library will apply for a grant to offset this fee. Some hardware may need to be replaced as part of the transition to SWAN.

The ongoing, annual cost for SWAN membership is expected to be almost equal to our current costs. The additional expense for a backup internet connection is not included in this calculation.

Conclusion

After comparing the benefits and challenges, the committee has concluded that joining SWAN would be beneficial for the library and its members. The committee recommends the library pursue SWAN membership.



Aaron Skog
Executive Director
SWAN Library Services
800 Quail Ridge Drive
Westmont, IL 60559

September 12, 2019

Sandy Whitmer, Library Director
Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555-3002

Dear Sandy,

I am writing on behalf of the SWAN consortium of libraries to provide you a quote for your library's annual membership fee for participation.

SWAN's fee calculation is based on the upcoming fiscal year. Currently, public libraries in SWAN receive an award grant provided through a program supported by the Illinois Secretary of State Office via the Illinois State Library and Reaching Across Illinois Library System (RAILS). Your membership fee estimate and discount are estimated below.

SWAN Membership Fee Estimate	\$35,811
State LLSAP Grant Discount Estimate	(\$5,523)
SWAN Membership Fee Estimate Total	\$30,288

Through the joint library cooperation that creates SWAN, the libraries within our consortium make it possible to provide your community access to nearly 8 million physical resources. Participation in SWAN reduces the cost of services for all participating libraries.

Membership in SWAN provides you access to the following resources:

- Single patron database of 1.2 million registered cardholders from 97 libraries
- Catalog database of 1.5 million unique titles, with 8 million copies
- Integrated library system ("Symphony") with unlimited staff licensing & SIP2 connections
- Library Catalog ("Enterprise")

- Mobile application for patron (“BLUEcloud Mobile”)
- Article Search (“EBSCO Discovery Service”)
- Proxy System for accessing remote online resources (“OpenAthens” subscription)
- E-Book Integration (“eResource Central”)
- Tablet based tools for staff (“MobileCirc”)
- Automated Phone Notification Service (licensing & equipment)
- Text Notification (requires licensing & ongoing support)
- Email & Print Notification (equipment, paper, labor)
- Statistical Reporting for library usage (“BLUEcloud Analytics”)
- Firewall maintenance licenses through group purchase arrangement
- ILS Equipment in a Software-as-a-Service/Hosting arrangement
- Enhanced catalog services (cover art from Syndetic Solutions)
- Additional enhanced catalog content (dynamic reading suggestions through Novelist Select)
- Debt Collect Services with the vendor Unique Management
- OCLC annual costs (100% of the Illinois State Library contract for Group Services)

SWAN is a membership-driven organization, and as such, the libraries in SWAN approve all prospective libraries for admission to the library consortium. We recently completed a strategic plan and based on the tactical plan for the organization the earliest I can advise you that SWAN will resume discussion of considering additional libraries for membership is November 2019. If approved, the migration project would take place in the second half of 2020.

Additionally, there is a grant opportunity through RAILS called “Catalog Membership Grants” that in the past has aided in covering the one-time costs for a library joining the SWAN consortium. Details on this grant and what costs it will cover can be answered by RAILS Director of Technology Services, Anne Slaughter. Please contact Anne Slaughter for additional information. I have assisted 2 libraries with this grant and completed the grant which funded the addition of 19 libraries to the SWAN consortium. Based on this work, I can provide additional information on one-time costs should you require it.

The SWAN organization may assess a one-time joining fee for your library; the exact amount would be based on the membership fee of 25% of the quoted SWAN Membership Fee.

The steps for joining SWAN are determined by the SWAN organization’s by-laws. I have included the steps to join below, with some estimate of the duration.

1. Provide cost estimate to interested library
2. Answer the library’s questions about features, membership, etc.
3. Inform the SWAN Board
4. Inform the SWAN Membership
5. Provide interested library the SWAN agreement, set date for library trustee approval
6. Write recommendation & profile on library, discuss at membership meeting

7. SWAN Membership votes for admission (1 month)
8. SWAN staff profile library data, extract and import data, provide library training, and design marketing material (6-8 months)
9. Library circulation & catalog go-live on SWAN

This letter with cost estimate is the first step in this process. I would be happy to meet with you, your staff and trustees to help answer questions.

Sincerely,



Aaron Skog
Executive Director, SWAN Library Services
aaron@swanlibraries.net (630) 326-7022

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
Wednesday, October 16, 2019**

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

Trustee Picha appointed Trustee DuRocher as Secretary Pro-Tem in Trustee Lezon's absence.

2. Roll Call

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

ABSENT: Trustees Lezon

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Technical Services Lou Carlile, Technical Services Assistant Therese Higgins and Teen Services Associate Mandy Wilson

ALSO ATTENDING: Resident Gail Smith

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 Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Lezon

Motion carried

4. Presentations

- a. Employee Recognition – Therese Higgins

Head of Technical Services Lou Carlile introduced Therese Higgins, Technical Services Assistant. Therese was originally hired by Patty Dybala as a Page and then transitioned to the Technical Services Assistant position.

Therese also serves on the Staff Recognition Committee and helps plan staff luncheons.

Therese stated she loves working at the Library.

Director Whitmer presented Therese with a 5-year certificate.

Trustee Picha thanked Therese for all her hard work at the Library.

b. Employee Introduction – Mandy Wilson

Director Whitmer introduced Mandy Wilson, Teen Services Associate. Mandy began employment on October 9, 2019. Mandy stated she enjoys planning events for the teen members.

Trustee Picha asked why she was interested in working for a library. Mandy replied her experience has been in retail and customer service. When she read the job posting, she thought the job would enable her to help people in a very enriching way.

Therese Higgins left the meeting at this time.

5. Public Comments

Gail Smith said "hi" and hoped everyone has a fantastic evening.

6. Correspondence – none

7. Consent Agenda

Trustee DuRocher read the consent agenda as follows:

- a. Approve Minutes of the September 18, 2019 Budget & Appropriation Public Hearing
- b. Approve Minutes of the September 18, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for September

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

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

8. Regular Agenda

- a. Approve payments for the period of September 19 – October 16, 2019

MOTION: Trustee Stull moved to pay invoices in the amount of \$41,642.15 for the period of September 19, 2019 – October 16, 2019 including electronic payments and checks #7278 - #7331. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

b. Approve transfer of funds

MOTION: Trustee DuRocher moved to transfer \$110,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

9. Approve Trustee Attendance at Illinois Library Association Conference

Director Whitmer stated Trustee Warren is unable to attend the ILA Conference. Trustee Stull will attend in his place.

MOTION: Trustee Ruzicka moved to authorize Trustee Stull to attend the Illinois Library Association Conference in place of Trustee Warren. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Abstain – Trustee Stull

Absent – Trustee Lezon

Motion carried

10. New Business

a. Authorize Execution of Third Party Custodian Agreement with Fifth Third Bank and Bank of New York, Certificate of Authorized Persons and Schedule of Eligible Collateral

MOTION: Trustee Stull moved to authorize Trustee Picha to execute the Third Party Custodian Agreement with Fifth Third Bank and Bank of New York, the Certificate of Authorized Persons and Schedule of Eligible Collateral. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Abstain – Trustee Picha

Absent – Trustee Lezon

Motion carried

11. Director's Report

- The Library submitted its first request for TIF Reimbursement to the City of Warrenville for just over \$4,300.00. This amount is based on the number of occupancy permits issued to new residences in the TIF Districts, the estimated number of residents eligible for a library card and the statutory maximum reimbursement of \$120 per person. Library staff met with City staff today to discuss the request. The City is working with their TIF Attorney and will keep the Library informed on progress.

Trustee Picha asked about the other TIF District and a timeline to obtain funds. Director Whitmer stated the TIF attorney stated the City could not distribute any TIF money to the Library until the City has received distribution of funds for the TIF District.

- The Library received a \$500 grant from the Public Library Association to be used to communicate information about the upcoming Open Enrollment period for health insurance (November 1 – December 15). Director Whitmer is working closely with the DuPage County Health Department to communicate the benefits of the program and to connect interested persons to agencies that can assist with enrollment. The Library will be using social media to boost information and Director Whitmer is creating an information board in the lobby area outside the public restrooms.

Once open enrollment is completed, the information board will be used to display information on the 2020 Census.

Trustee Stull asked if there is any grant money to promote the census. Director Whitmer stated she submitted information to RAILS for a grant but no news has been received as of today. There is a very short timeline for responding to this grant, if it is awarded to RAILS, to request the funds.

- The Library's Dental PPO, Vision and Life insurance had no increase in premium for 2020. Dental HMO increased 10% but no employees are enrolled in this plan. Blue Cross Blue Shield medical plans increased 5%. Director Whitmer indicated employee insurance expenditures should come in under budget.
- Curt Stacey began employment on September 27 as the part-time I.T. Assistant.
- There were many building challenges during the past month. This week a boiler pump failed and has been repaired.

12. Department Head Reports

- Trustee Picha stated she loved the Peace Crane project.
- Lou Carlile has been working with Aaron Skog from SWAN regarding joining the consortium. The Library needs to state our intent in November if we want to join the consortium otherwise we cannot join until 2022. The Management Team will be in attendance at the November board meeting and Mr. Skog has also been asked to attend.

Trustee DuRocher asked if there is any chance we would not be accepted into the consortium. Lou Carlile stated they stagger the addition of libraries due to the work involved and are limiting the number that can join during a cycle.

Trustee Picha asked how much the fee is. Director Whitmer stated the fee is based on the library's levy. The total cost will be approximately \$30,000, which will be included in next fiscal year's budget. There is a grant through RAILS to help offset the initial cost. Mr. Carlile stated some savings will be realized from items we are currently paying for that will be included in the consortium.

Trustee DuRocher asked if the downloadable collection will be expanded as part of consortium membership. Director Whitmer stated it will not.

13. President's Reports

a. Next meetings or events

Trustee Picha stated there is a tentative Committee of the Whole Meeting at 6:30 p.m. on November 20, 2019 to present the audit. Director Whitmer will confirm with the auditor and let the Board know.

The Truth in Taxation Public Hearing is at 7 p.m. with the regular board meeting following.

No Trustee plans to attend the Community Unit School District 200 Local Government Breakfast on November 1.

14. Treasurer's Report

Trustee Stull reported the developer donation balance was \$11,298.72 on June 30, 2019 and the September 30, 2019 balance is \$104,792.40. She reported the July – September contribution amounts and what developments they were received from.

Director Whitmer stated it was the intention of the Board to allow developer donations to accumulate to be used for future renovation of the lower level. Trustee DuRocher asked how much the renovation for the lower level would be. Director Whitmer stated it would be approximately \$1 - \$1.5 million and would include closing off the "atrium" by adding floor space in that area.

The Library has received just over 96% of the property tax income for the current fiscal year.

15. Secretary's Report – none

16. Committee Reports – none

17. Trustee Comments

- a. Trustee DuRocher stated it was great to see the League of Women Voters at the Library on October 15. Director Whitmer stated they registered one person.

18. Items for information and/or discussion

- a. FY20 Per Capita Grant Requirements

Director Whitmer stated she gave the Board wrong information last month (additional information requires review). She summarized the chapters the Board needs to review.

Review Services provided by Digital Public Library of America and Illinois Digital Archives

Digital Public Library of America

- This organization partners with cultural institutions to share information digitally. Anyone can search the online archives.

Illinois Digital Archives (IDA)

- Illinois has its own online archives of digitized materials.
Created in 2000 this is a repository for the digital collections of the Illinois State Library and other libraries and cultural institutions in Illinois.

Review Chapters 11 through Appendices of "Trustee Facts File, Third Edition"

Trustees had no questions on the summaries.

Trustee Picha thanked Director Whitmer for organizing all this information.

19. Adjournment

MOTION: Trustee Richardson moved to adjourn the meeting at 7:48 p.m. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Lezon

Motion carried

Respectfully submitted,

Barbara DuRocher, Secretary Pro-Tem
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

October 31, 2019

WARRENVILLE LIBRARY INCOME	OCTOBER 2019	FUND BALANCES										PAGE 1		
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 5/30/2019	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH		Y.T.D. EXPENSES	UNAUDITED CURRENT
LEVY														
CORPORATE	1798112	94.5902%	44996	1777375	98.85%	336388	0	18529	52044	111603	572065	1593752		
BLDG. & MAIN.	102837	5.4098%	2573	100910	98.13%	89474	0	0	0	9926	23134	167250		
TOTAL TAX (LEVIED)	1900949	100.00%	47569	1878285	98.81%	425872	0	18529	52044	121729	595199	1761002		
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0		
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847		
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0		
SPECIAL RESERVE	0		0	0		234545	0	0	0	1410	1410	233135		
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	0	23524		
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0		
TOTAL	1900949	100.00%	47569	1878285	98.81%	909788	0	18529	52044	123139	598609	2243508		
FORMULA = A+B+C+D-E=F													F	

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

	CORPORATE FUND				
	1 Month Ended Oct. 31, 2019	4 Months Ended Oct. 31, 2019	Budget	Balance	% Received / Expended
Income					
Taxes Levied	44,995.57	1,777,374.70	1,798,112.00	20,737.30	98.85%
Copier	538.14	2,455.07	6,000.00	3,544.93	40.92%
Extended Use Fees	1,300.55	6,346.98	19,000.00	12,653.02	33.41%
Fees	20.00	88.00	500.00	412.00	17.60%
Interest	2,516.26	11,062.22	15,000.00	3,937.78	73.75%
Book Sales	0.00	315.50	2,500.00	2,184.50	12.62%
Lost Books	321.10	920.10	3,000.00	2,079.90	30.67%
Gifts / Memorials	625.00	625.00	1,000.00	375.00	62.50%
Miscellaneous	10.00	94.00	3,000.00	2,906.00	3.13%
Hotel/Motel Tax	13,198.43	13,198.43	16,338.00	3,139.57	80.78%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
	63,525.05	1,829,418.75	1,881,350.00	51,931.25	97.24%
Expenses					
Sal. - Administration	12,956.28	58,156.41	169,000.00	110,843.59	34.41%
Sal. - Circulation	10,902.92	48,019.51	143,000.00	94,980.49	33.58%
Sal. - Maintenance	1,715.20	7,702.00	23,000.00	15,298.00	33.49%
Sal. - Marketing	2,542.57	9,874.91	32,000.00	22,125.09	30.86%
Sal. - Public Services	28,607.58	115,144.54	378,000.00	262,855.46	30.46%
Sal. - IT	6,039.07	26,583.14	82,000.00	55,416.86	32.42%
Sal. - Tech Services	10,389.36	46,423.99	135,500.00	89,076.01	34.26%
I.M.R.F. - Expense	6,359.80	27,013.34	91,000.00	63,986.66	29.68%
Fica - Expense	5,411.51	23,265.68	74,000.00	50,734.32	31.44%
Unemp. Comp.	256.90	511.72	1,500.00	988.28	34.11%
Op - Mat'l Processing/Tech	361.47	2,268.82	12,600.00	10,331.18	18.01%
Op - Mat'l Processing/Circ	16.99	295.46	4,900.00	4,604.54	6.03%
Op - Postage	309.30	1,096.04	5,490.00	4,393.96	19.96%
Op - Office Supplies	497.36	1,480.16	3,775.00	2,294.84	39.21%
Op - Bank Fee's	62.33	356.69	650.00	293.31	54.88%
Op - Automation Supplies	266.74	721.85	3,500.00	2,778.15	20.62%
Op - Publishing	483.00	538.20	1,200.00	661.80	44.85%
Equip. - Purchases	537.00	3,547.95	8,540.00	4,992.05	41.55%
Equip. - Maintenance	240.26	1,287.19	3,500.00	2,212.81	36.78%
Auto. - Software	20.99	8,902.75	15,285.00	6,382.25	58.25%
Auto. - Purchases	187.95	1,402.89	3,500.00	2,097.11	40.08%
Auto. - Maintenance	1,094.22	35,210.97	56,030.00	20,819.03	62.84%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	0.00	14,083.00	14,100.00	17.00	99.88%
L. Ins. - Officer / Dir	0.00	7,582.00	7,600.00	18.00	99.76%
Ins. - Bonds	0.00	0.00	50.00	50.00	0.00%
Ins. - Health / Life	4,762.10	15,062.34	70,930.00	55,867.66	21.24%
Pd - Recruiting	90.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	29.96	322.10	3,600.00	3,277.90	8.95%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	0.00	791.00	2,875.00	2,084.00	27.51%
Pd - Staff / Meetings	1,066.00	1,797.60	7,525.00	5,727.40	23.89%
Pd - Staff / Transportation	122.48	441.12	2,000.00	1,558.88	22.06%
Pd - Trst / Dues	151.00	151.00	140.00	(11.00)	107.86%
Pd - Trst / Mtgs	385.00	735.00	2,525.00	1,790.00	29.11%
Pd - Trst / Transportation	207.96	207.96	750.00	542.04	27.73%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended Oct. 31, 2019	4 Months Ended Oct. 31, 2019	Budget	Balance	% Received / Expended
Pd - Trustee Misc.	18.75	100.69	500.00	399.31	20.14%
Cont. - Lawyer	0.00	0.00	3,000.00	3,000.00	0.00%
Cont. - Accounting	914.20	3,735.90	11,600.00	7,864.10	32.21%
Cont. - Collections	17.90	107.40	1,250.00	1,142.60	8.58%
Cont. - Audit	0.00	1,550.00	7,225.00	5,675.00	21.45%
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00%
Lib. Mat. - Adult Books	2,688.88	15,736.93	56,000.00	40,263.07	28.10%
Lib. Mat. - Youth Books	2,290.17	6,740.13	32,500.00	25,759.87	20.74%
Lib. Mat. - Adult AV	1,767.56	6,613.39	22,200.00	15,586.61	29.79%
Lib. Mat. - Youth AV	505.00	1,336.58	6,000.00	4,663.42	22.28%
Lib. Mat. - EBooks	0.00	10,243.36	26,000.00	15,756.64	39.40%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	0.00	16,536.22	25,000.00	8,463.78	66.14%
Ps - Programs Adult	1,234.42	2,975.18	8,500.00	5,524.82	35.00%
Ps - Programs Youth	945.21	1,618.18	7,500.00	5,881.82	21.58%
Ps - Hotel/Motel	650.00	8,511.88	18,140.00	9,628.12	46.92%
Ps - Refunds / Fines / Fees	16.10	16.10	500.00	483.90	3.22%
Ps - Printing	0.00	2,996.00	14,600.00	11,604.00	20.52%
Ps - PR / Publicity	59.12	2,457.87	24,750.00	22,292.13	9.93%
Ps - Misc.	0.00	0.00	800.00	800.00	0.00%
Gas	161.56	604.45	7,000.00	6,395.55	8.64%
B & M - Water / Sewer	160.70	336.07	850.00	513.93	39.54%
Electricity	3,019.77	13,140.27	35,000.00	21,859.73	37.54%
Telephone	1,280.57	4,711.70	13,650.00	8,938.30	34.52%
Gifts	0.00	0.00	1,000.00	1,000.00	0.00%
Contingency	0.00	42.98	5,000.00	4,957.02	0.86%
Debt Repayment	0.00	0.00	167,200.00	167,200.00	0.00%
	111,803.21	572,065.22	1,879,830.00	1,307,764.78	30.43%

See Accountants Compilation Letter

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

	BUILDING & MAINTENANCE FUND				
	1 Month Ended	4 Months End...	Budget	Balance	% Received /
	Oct. 31, 2019	Oct. 31, 2019			Expended
Income					
Taxes Levied	2,573.38	100,910.38	102,837.00	1,926.62	98.13%
	2,573.38	100,910.38	102,837.00	1,926.62	98.13%
Expenses					
Maintenance	1,995.00	7,917.00	49,595.00	41,678.00	15.96%
Maintenance Supplies	48.25	238.75	2,200.00	1,961.25	10.85%
Security	991.47	3,182.94	13,655.00	10,472.06	23.31%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	6,118.29	8,691.92	3,800.00	(4,891.92)	228.73%
B & M - Water / Sewer	77.00	77.00	0.00	(77.00)	0.00%
Janitorial Supplies	47.91	434.92	3,000.00	2,565.08	14.50%
B & M - Landscape Maint	648.00	2,592.00	10,550.00	7,958.00	24.57%
	9,925.92	23,134.53	102,800.00	79,665.47	22.50%

See Accountants Compilation Letter

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

SPECIAL RESERVE FUND				
	<u>1 Month Ended</u> <u>Oct. 31, 2019</u>	<u>4 Months Ended</u> <u>Oct. 31, 2019</u>	<u>Budget</u>	<u>% Received /</u> <u>Expended</u>
Income				
	0.00	0.00	0.00	0.00%
Expenses				
Equip. - Purchases	0.00	0.00	6,000.00	0.00%
Auto. - Purchases	<u>1,410.00</u>	<u>1,410.00</u>	<u>17,850.00</u>	<u>7.90%</u>
	1,410.00	1,410.00	23,850.00	5.91%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	16,867.36
Cash / Copier Change	75.00
Fifth Third 7985	203,057.25
Fifth Third 8000	723,806.44
Fifth Third 8004	<u>1,303,280.18</u>

2,247,496.23

General Fixed Assets	<u>6,337,069.00</u>
----------------------	---------------------

TOTAL ASSETS	<u>\$ 8,584,565.23</u>
---------------------	-------------------------------

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>3,985.44</u>
----------	-----------------

3,985.44

LONG-TERM LIABILITIES

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

1,820,000.00

EQUITY

Fund Balance	<u>6,760,579.79</u>
--------------	---------------------

TOTAL LIABILITIES & FUND BALANCE	<u>\$ 8,584,565.23</u>
---	-------------------------------

See Accountants Compilation Letter

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION OF COMPLIANCE
WITH THE TRUTH IN TAXATION LAW

I, JERRI L. PICHA the duly qualified and presiding officer of the WARRENVILLE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, hereby certifies that the attached Levy Ordinance of THE WARRENVILLE PUBLIC LIBRARY DISTRICT for the fiscal year beginning July 1, 2019, was adopted in full compliance with the provisions of Section 4 through 7 of the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this 20th day of November 2019.

Jerri L. Picha, President
Library Board of Trustees
Warrenville Public Library District

(SEAL)

ORDINANCE 19-20-04

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020 FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS

BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF
THE WARRENVILLE PUBLIC LIBRARY DISTRICT:

Section 1: That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Warrenville Public Library District be and the same is hereby levied for the purposes specified against all taxable property in the Warrenville Public Library District for the fiscal year commencing on the 1st day of July 2019 and ending on the 30th day of June 2020.

1. GENERAL:

	<u>APPROPRIATED</u>	<u>LEVIED</u>
A. Salaries:		
Administration	\$180,000	\$169,000
Public Services	\$400,000	\$378,000
Technical Services	\$145,000	\$136,000
Circulation	\$150,000	\$143,000
Maintenance	\$40,000	\$23,000
I.T.	\$90,000	\$82,000
Marketing	\$50,000	\$32,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$963,000
Appropriated from sources other than current levy	\$92,000	
B. Illinois Municipal Retirement Fund	\$120,000	\$91,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$91,000
Appropriated from sources other than current levy	\$29,000	
C. Federal Insurance Contributions	\$90,000	\$74,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$74,000
Appropriated from sources other than current levy	\$16,000	
D. Unemployment Compensation	\$3,000	\$1,500
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$1,500
Appropriated from sources other than current levy	\$1,500	
E. Building Expenses:		
Maintenance	\$100,000	\$500
Utilities	\$100,000	\$57,000

	<u>APPROPRIATED</u>	<u>LEVIED</u>	
Levied for the foregoing expenses of Building Expenses from the General Public Library Tax			\$58,000
Appropriated from sources other than current levy	\$142,000		
F. Operating Expenses:			
Postage	\$10,000	\$6,000	
Office	\$10,000	\$5,000	
Publishing	\$6,000	\$2,000	
Materials Processing	\$25,000	\$18,000	
Levied for the foregoing expenses of Operating Expenses from			\$31,000
Appropriated from sources other than current levy	\$20,000		
G. Insurance			
Multi-Peril	\$20,000	\$16,000	
Bonds	\$1,000	\$500	
Health/Life	\$100,000	\$71,000	
Umbrella	\$1,000	\$500	
Officers/Directors	\$10,000	\$8,000	
Workers Compensation	\$6,000	\$3,000	
Levied for the foregoing expenses of Insurance from the General Public Library Tax			\$99,000
Appropriated from sources other than current levy	\$39,000		
H. Contractual:			
Legal	\$20,000	\$3,000	
Accounting	\$20,000	\$13,000	
Collection	\$2,000	\$1,500	
Consultants	\$20,000	\$8,000	
Audit	\$10,000	\$8,000	
Levied for the foregoing expenses of Contractual Services from the General Public Library Tax			\$33,500
Appropriated from sources other than current levy	\$38,500		
I. Personnel Development:			
Staff:			
Dues	\$4,000	\$2,000	
Meetings & Education	\$15,000	\$9,000	
Travel	\$5,000	\$3,000	
Employee Appreciation	\$5,000	\$3,500	
Recruitment	\$1,000	\$500	
Trustees:			
Dues	\$1,000	\$500	
Meetings & Education	\$6,000	\$3,000	
Travel	\$2,000	\$1,000	

	<u>APPROPRIATED</u>	<u>LEVIED</u>	
Levied for the foregoing expenses of Personnel Development from the General Public Library Tax			\$22,500
Appropriated from sources other than current levy	\$16,500		
J. Equipment:			
Purchases	\$30,000	\$9,000	
Maintenance	\$10,000	\$4,000	
Levied for the foregoing expenses of Equipment from the General Public Library Tax			\$13,000
Appropriated from sources other than current levy	\$27,000		
K. Library Materials:			
Print	\$150,000	\$120,000	
Non-Print	\$60,000	\$35,000	
Subscriptions	\$80,000	\$60,000	
Levied for the foregoing expenses of Library Materials from the General Public Library Tax			\$215,000
Appropriated from sources other than current levy	\$75,000		
L. Public Service:			
Programs	\$45,000	\$16,000	
Printing	\$20,000	\$15,000	
Refunds/Fees	\$2,000	\$500	
PR/Publicity	\$30,000	\$26,000	
Levied for the foregoing expenses of Public Service from the General Public Library Tax			\$57,500
Appropriated from sources other than current levy	\$39,500		
M. Automation:			
Software, hardware	\$50,000	\$25,000	
Misc. purchases	\$10,000	\$4,000	
Maintenance	\$75,000	\$56,000	
Levied for the foregoing expenses of Automation from the General Public Library Tax			\$85,000
Appropriated from sources other than current levy	\$50,000		
N. Contingency	\$20,000	\$5,000	
Levied for the foregoing expenses of Contingency from the General Public Library Tax			\$5,000
Appropriated from sources other than current levy	\$15,000		
O. Gift Expenditures	\$100,000		

	<u>APPROPRIATED</u>	<u>LEVIED</u>
Levied for the foregoing expenses of Gift Expenditures from the General Public Library Tax		\$0
Appropriated from sources other than current levy	\$100,000	
P. Debt Repayment	\$175,000	\$168,000
Levied for the foregoing expenses of Debt Repayment from the General Public Library Tax		\$168,000
Appropriated from sources other than current levy	\$7,000	
By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."		
2. SPECIAL RESERVE FUND (Capital Improvements)		
Building Maintenance/Construction	\$100,000	
Automation Purchases	\$50,000	
Furniture/Equipment Purchases	\$50,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than the current levy	\$200,000	
3. WORKING CASH FUND (Capital Improvements):	\$250,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than the current levy	\$250,000	
4. BUILDING AND MAINTENANCE (.02%)	\$150,000	\$110,000
Levied for the foregoing expenses of Building and Maintenance from a SPECIAL TAX in addition to all other taxes levied by the District		\$110,000
Appropriated from sources other than the current levy	\$40,000	
5. GIFT FUND	\$30,000	
Levied for the foregoing expenses of the Gift Fund from a SPECIAL TAX in addition to all other taxes levied by the District.		\$0
Appropriated from sources other than current levy	\$30,000	

6	DEVELOPER DONATIONS	<u>APPROPRIATED</u> \$20,000	<u>LEVIED</u>
---	---------------------	---------------------------------	---------------

Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
---	--	-----

Appropriated from sources other than a current tax levy	\$20,000
---	----------

SUMMARY

Appropriated from sources other than a current levy	\$1,248,000
Levied as the General Public Library Tax	\$1,917,000
Levied from Special Taxes	\$110,000
TOTAL LEVY	\$2,027,000

Section 2: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 20th day of November 2019, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 20th day of November 2019.

 Jerri L. Picha, President
 Board of Library Trustees
 Warrenville Public Library District

ATTEST:

 Sandy Lezon, Secretary
 Board of Library Trustees
 Warrenville Public Library District

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION OF AUTHENTICITY
(LEVY ORDINANCE)

I, SANDY LEZON, hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I further certify that attached is a true and correct copy of the Levy Ordinance levying and assessing taxes for said Library District for the fiscal year beginning July 1, 2019 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on November 20, 2019.

I further certify that the attached Levy Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have placed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois at Warrenville, Illinois this 20th day of November 2019.

Sandy Lezon, Secretary
Board of Library Trustees
Warrenville Public Library District

(SEAL)

Notice of Availability of Audit Report

Notice is given pursuant to the Public Funds Statement Publication Act of the availability of an audit report for the Warrenville Public Library District.

1. The audit report covers the period from July 1, 2018 to June 30, 2019.
2. The audit was conducted by Sikich LLP, certified public accountants.
3. The audit report is available for inspection at the Warrenville Public Library District, 28W751 Stafford Place, Warrenville, Illinois between the hours of 9:30 a.m. and 4:30 p.m. Monday through Friday.
4. The audit report is available online at

<http://www.warrenville.com/about/budgetandfinances.php>.

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District

(SEAL)

**ORDINANCE 19-20-05
FIXING REGULAR MEETINGS**

An Ordinance fixing the regular meetings of the Warrenville Public Library District Board of Trustees for the calendar year 2020.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WARRENVILLE PUBLIC LIBRARY THAT:

WHEREAS, the Illinois Public Library District Act, provides that the Board shall call not less than five (5) regular meetings each fiscal year.

NOW THEREFORE BE IT ORDAINED that the Board of Trustees of the Warrenville Public Library District, County of DuPage, State of Illinois, will hold the following meetings during the calendar year 2020, said meetings to be held in the library at 7:00 P.M. located at 28W751 Stafford Place, Warrenville, Illinois or other locations as properly noticed:

January 15, 2020
February 19, 2020
March 18, 2020
April 15, 2020
May 20, 2020
June 17, 2020

July 15, 2020
August 19, 2020
September 16, 2020
October 21, 2020
November 18, 2020
December 16, 2020

I, Sandy Lezon, being the duly appointed Secretary of the Warrenville Public Library District Board of Trustees of the County of DuPage, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Library District Board of Trustees and that the foregoing is a true and correct copy of an Ordinance duly adopted by the Board of Trustees of the said Library District, at a regular meeting, duly convened and held on November 20, 2019.

Sandy Lezon, Secretary
Warrenville Public Library District

(SEAL)

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE) SS

CERTIFICATION TO COUNTY CLERK

BY LIBRARY BOARD SECRETARY

(Ethics Act Certification)

I, Sandy Lezon, Secretary of the Board of Library Trustees of the Warrenville Public Library, and acting pursuant to the Illinois Governmental Ethics Act, 5 ILCS 402/4A-101 et seq., hereby certify to the County Clerk of DuPage County, Illinois that the names and mailing addresses of persons required to file a Statement of Economic Interest are the following:

TRUSTEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Barbara DuRocher	3S560 West Avenue, Warrenville, IL 60555	DuPage
Sandy Lezon	27W554 Warrenville Road, Warrenville, IL 60555	DuPage
Jerri Picha	30W016 Juniper Court, Warrenville, IL 60555	DuPage
Jill Richardson	3S563 Glen Drive, Warrenville, IL 60555	DuPage
Cindy Ruzicka	3S651 Glen, Box 156, Warrenville, IL 60555	DuPage
Heather J. Stull	30W018 Plum Court, Warrenville, IL 60555	DuPage
Richard W. Warren, Jr.	27W775 Parkview Avenue, Warrenville, IL 60555	DuPage

EMPLOYEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Louis Carlile	309 Suzy Court, Plano, IL 60545	Kendall
Jacqueline A. Davis	41W268 Burlington Road, St. Charles, IL 60175	Kane
Paul Dobersztyn	996 W. Briarcliff Road, Bolingbrook, IL 60440	Will
Patricia Dybala	30W054 Argyll Lane, Naperville, IL 60563	DuPage
Cynthia Makowski	29W388 White Oak Drive, Warrenville, IL 60555	DuPage
Sandra Whitmer	933 Sioux Drive, Elgin, IL 60120	Cook

Signed _____
Sandy Lezon , Secretary

Date

(SEAL)

CONSENT AGENDA ITEMS

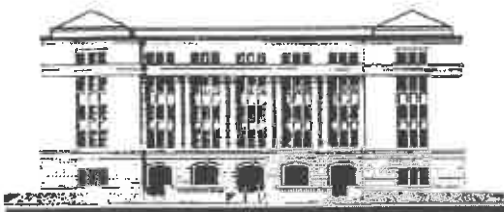
h. Cancel December 18, 2019 Regular Board of Trustees Meeting and Authorize Treasurer to Submit Payments for the Period November 21 – December 18, 2019

Unless there is an objection from the Board, Director Whitmer recommends the December 18 Regular Meeting be canceled. (All business normally conducted in December has been placed on the November agenda with the exception of the distribution of the annual calendar of responsibilities.)

If the December meeting is canceled, the Board can authorize the treasurer to submit payments that would normally be approved at the December meeting. The December bill list will then be presented to the Board in January for ratification.

i. Authorize Library Staff to Submit the FY20 Public Library Per Capita Grant Application and FY18 Expenditure Report to the Illinois State Library

Director Whitmer has prepared the annual per capita grant application and expenditure report. Both are included on the following pages for your review.



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

☐ By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Warrenville Public Library District
2. Library's control number: 30685 Branch number: 00
3. Contact information of the person completing this grant application:
Preparer's name: Sandra Whitmer
(First name) (Last name)
Preparer's title: Director
Preparer's phone number: (630) 393-1171
Preparer's email: director@warrenville.com

4. **Population Served:** 13,551

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. Standards Chapter Review, Public Service: The library director and the Board of Trustees shall review Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

The checklist in Chapter 3, "Personnel," of "Serving Our Public 3.0" was reviewed by the Library Director and Assistant to the Director, both share responsibilities for HR functions at the Library. They determined the library meets or exceeds all items on the checklist, including having appropriate policies, abiding by recommended budget allocations, meeting legal requirements and providing opportunities for professional development for all employees. The results of the checklist review were shared with the Board of Trustees.

6. Trustees Fact File: The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition" — <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

The Board of Trustees and Library Director reviewed chapters 11-14 and the appendices of the "Trustee Facts File." As a result of the review and as part of the library's strategic plan, library staff plan to develop a marketing plan to be carried out in 2020. Trustees regularly participate in continuing education opportunities that keep them informed and up-to-date on activities and responsibilities covered by these chapters of the publication.

7. **Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

The Library Director and three trustees attended the ILA Trustee Forum Workshop in February 2019. At the workshop, a presentation about succession planning stressed the importance of cultivating talent for management positions and building relationships with residents who may be good candidates for future board vacancies. Members of the library's management team completed a variety of webinars and courses that relate to organization management with topics such as motivating your team, collaborative leadership, racial equity, budgeting and more.

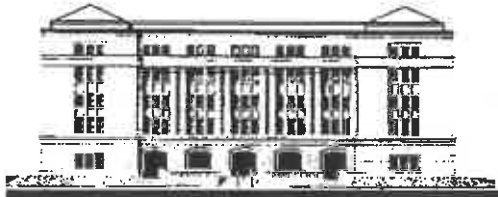
8. **Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes ☐ No ☒

Describe the library's role in the collection, exhibition and promotion of local history in your community.

Our community has a historical society with an accessioned collection. We have duplicated a small number of titles for circulation. We often refer local history and genealogy questions to the historical society. We host at least two historical society-sponsored programs each year. We promote these programs in our newsletter and on our website. We also manage registrations for these programs. Library-sponsored programs that have a focus on historical topics are often promoted by the historical society to its membership. We work closely with the historical society to ensure efforts are not duplicated and consider our relationship a successful partnership.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

FY2020 Per Capita Grant funds will be used to support MARKETING, PROMOTION & COLLABORATION including the publication and distribution of a library newsletter, salary for a marketing specialist, and costs associated with graphic design services and community outreach, including supplies and promotional materials.



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Warrenville Public Library District **City:** Warrenville
Control Number: 30685 **Branch Number:** 00
Fiscal Year: 2018 **Exact amount of Per Capita Grant received:** \$16,938.75

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☐ **Materials** (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

☐ **Programs** (Summer Reading, Mom & Tot, educational, instructional, etc.)

☒ **Personnel**

part-time marketing and communications specialist to coordinate public relations efforts including content for newsletter, website, social media and newspapers

☐ **Electronic Access** (databases, resource sharing, LLSAPs, system fees, etc.)

☐ **Continuing Education** (staff and/or board)

☐ **Supplies**

☐ **Equipment** (office equipment, computer software and hardware, etc.)

☐ **Travel**

☒ **Public Relations** (newsletters, media ads, etc.)

Printing and postage for an 8-page quarterly newsletter (mailed to 6,000 addresses each quarter)
eNewsletter - Constant Contact subscription to communicate via email at least monthly.

☐ **Telecommunications** (phone, fax, internet, cable, etc.)

☐ **Construction – Be specific** (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ **Contractual Services – Be specific** (legal fees, architect fees, consulting fees, etc.)

☐ **Other – Be specific** (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

REGULAR AGENDA

Approve payments for the period of October 17 – November 20, 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
October 17 - November 20, 2019

Date	Num	Name	Amount
11/20/2019	7332	Abraham, Diana	-29.06
11/20/2019	7333	Accounting Services, Inc.	-508.00
11/20/2019	7334	Ambius	-278.00
11/20/2019	7335	American Library Association	-225.00
11/20/2019	7336	Art Shuter Piano Technician	-125.00
11/20/2019	7337	AT&T	-383.97
11/20/2019	7338	Automated Logic Contracting Services	-1,680.00
11/20/2019	7339	Baker & Taylor	-4,172.64
11/20/2019	7340	Baker & Taylor	-2,092.68
11/20/2019	7341	Baker & Taylor	-501.02
11/20/2019	7342	Baker & Taylor	-2,685.89
11/20/2019	7343	Baker & Taylor	-320.40
11/20/2019	7344	Business Card	-1,281.04
11/20/2019	7345	Carlile, Lou	-26.33
11/20/2019	7346	Chase	-151,765.75
11/20/2019	7347	Davis, Jackie	-31.89
11/20/2019	7348	Demco	-135.40
11/20/2019	7349	Direct Energy Business	-2,975.62
11/20/2019	7350	Dobersztyn, Paul	-55.68
11/20/2019	7351	Dybala, Patty	-151.78
11/20/2019	7352	ELM USA, Inc.	-157.20
11/20/2019	7353	Guico, Karina	-200.00
11/20/2019	7354	Johnstone Supply	-435.24
11/20/2019	7355	Konica Minolta Business Solutions	-247.23
11/20/2019	7356	LIMRICC Purchase of Health Insurance Prog	-7,396.89
11/20/2019	7357	Lynch, Terrence	-275.00
11/20/2019	7358	Midwest Tape	-1,535.69
11/20/2019	7359	Midwest Tape	-369.77
11/20/2019	7360	Moser, Sandra	-60.00
11/20/2019	7361	Oak Brook Mechanical Services, Inc.	-4,504.39
11/20/2019	7362	Otis Elevator Company	-375.00
11/20/2019	7363	Pine Landscaping	-370.00
11/20/2019	7364	Sam's Club/Synchrony Bank	-260.32
11/20/2019	7365	Service Master Commercial Cleaning	-1,815.00
11/20/2019	7366	Siegel, Kathryn	-300.00
11/20/2019	7367	Technology Management Revolving Fund	-450.00
11/20/2019	7368	Vanguard Energy Services, LLC	-293.96
11/20/2019	7369	Western DuPage Chamber of Commerce	-275.00
11/20/2019	7370	Showcases	-35.20
11/20/2019	7371	Wheaton Park District	-45.00
11/20/2019	7372	Wiley, Evelyn	-50.00

11/20/2019	7373	Petty Cash Fund	-11.84
11/20/2019	7374	Quill Corporation	-873.03
11/20/2019	7375	SYNCHRONY BANK/AMAZON	-415.69
10/21/2019	Electronic	Northern Illinois Gas	-159.92
10/21/2019	Electronic	MegaPath	-71.49
10/24/2019	Electronic	Paylocity	-284.36
11/04/2019	Electronic	Pitney Bowes, Inc.	-94.50
11/04/2019	Electronic	Konica Minolta Premier Finance	-167.00
11/07/2019	Electronic	Paylocity	-115.80
11/13/2019	Electronic	AFLAC	-183.84
11/13/2019	Electronic	Call One	-165.83
11/15/2019	Electronic	Konica Minolta Premier Finance	-370.00

-191,789.34

NEW BUSINESS ITEMS

a. Authorize Staff to Issue a Letter of Intent to join SWAN (ACTION)

Based on the presentation and discussion, Director Whitmer requests the board provide direction on the matter of joining SWAN.

Suggested Motion: Authorize staff to issue a letter to SWAN declaring the library's intent to become a member of the SWAN consortium.

b. Authorize Staff to Close Fifth Third Bank Zero Balance Account (ACTION)

The Library has a Zero Balance Account at Fifth Third Bank that is not used. Director Whitmer recommends the account be closed.

Suggested Motion: Authorize staff to close the Library's ZBA Account at Fifth Third Bank.

TIF Reimbursement Request Update

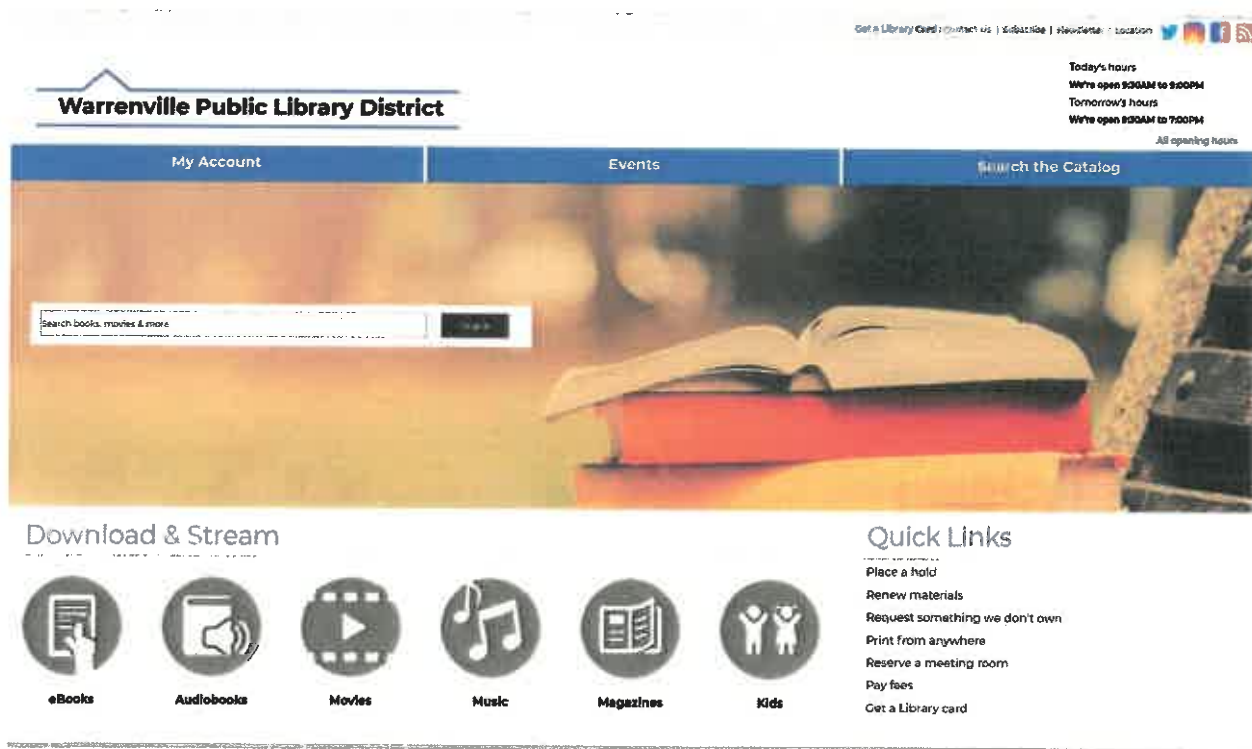
Jackie and I met with City Administrator Coakley and Community and Economic Development Director Mentzer on October 14 to discuss the Library's request for reimbursement for residential development in the City TIFs. City staff informed us that no increment was received, so no reimbursement is available. They indicated they understand the statutory requirements for reimbursement to the District. They are gathering additional information regarding how to calculate the reimbursement amount. We shared information from the Illinois Library Association for the City to consider as they investigate methods for calculation and processes for reimbursement. Ultimately, the goal is to have a documented procedure for the Library and City to follow for the annual reimbursement.

RAILS Receives Census Grant from Pritzker Administration

The Pritzker administration and the Illinois Department of Human Services (IDHS) awarded RAILS with a \$750,000 grant to help encourage full participation in Census 2020. This grant is focused on increasing the self-response rate of historically Hard-To-Count communities. Upon receiving the grant, RAILS will work with a number of subrecipients, including both public libraries and county agencies. Paul Dobersztyn submitted a subrecipient grant application to RAILS for consideration. If we receive funds we will plan activities to promote census participation.

Website Update

We continue to work with a design team from Sikich. We have approved the design of the new "home page" and Sikich is building out the design for the inside pages. We are aiming for a launch before the end of March 2020. Here's a sneak peek (incomplete) at the new site.



Other

- The Library received memorial donations for Jeanne Adler (\$675). Jeanne was a retired educator who was passionate about encouraging children to develop a love of books and reading. I will be working with her family to determine an appropriate use for these gifts.
- The interior sign design was approved and the order was placed by the architects in October.
- The City of Warrentville received a 2019 national award from America in Bloom. Judges evaluate participating communities on seven criteria: community vitality, flowers, landscaped areas, urban forestry, environmental efforts, celebrating heritage and overall impression. Warrentville in Bloom shared the judges' report with us. The judges rated the library as "excelling," the top rating category. Many thanks to Jackie for giving the judges a tour of the library when they visited in July. The following comments about the library were noted in the report:

The Warrentville Public Library is an outstanding public information resource! It is modern and well-lit under the management of Sandra Whitmer. Her passion for the library is evident by the program they initiate and the spaces devoted to children and teens. The library also sponsors free "concerts on the commons," an outdoor amphitheater between City Hall and the Library. The concerts take place on Wednesday nights throughout the summer. In the winter the concerts are moved indoors and are held on Sunday afternoons.

Displayed in the lobby as you enter the library is a kaleidoscope (there is one in City Hall as well) for viewing flowers and other things, giving the objects an interesting perspective. But the most intriguing program that the library offers is "book a librarian." This is a free program in which one can reserve time with a librarian for up to an hour during which time the librarian will guide you in the use of computers, find articles or books, and research topics upon request. It is an amazing concept that should be instituted in other libraries.

Warrentville Public Library, located on The Commons next to City Hall is an attractive, welcoming facility with many engaging programs. The attractive website and very active Facebook presence keep residents up to date about activities, concerts, new programs and the like. The proximity of the bike path to the library speaks to summer days and biking to the library for music concerts and other activities.

October Meetings/Programs/Outreach (Sandy)

- 10/2 – Website Committee Meeting
- 10/3 – RAILS Member Update
- 10/7 – Website Committee Meeting with Sikich design team
- 10/7 – Warrentville Writers Connection
- 10/8 – Management Team Meeting
- 10/15 – LIMRiCC Open Enrollment Webinar
- 10/15 – Emergency Situations training for Curt, Mandy
- 10/15 – Voter Registration
- 10/16 – TIF Reimbursement Meeting with City of Warrentville
- 10/18 – Warrentville Hospitality Group
- 10/23 – Teen Program: Felt Sugar Skulls
- Various – Discussion of individual goals with managers

October Meetings/Programs/Outreach (Jackie)

10/8 - On boarded new employee Amanda Wilson

10/8 – Management Team

10/9-10 – Auditors (Final fieldwork)

10/15 – LIMRICC Open Enrollment webinar

10/16 – Meeting with City staff regarding TIF reimbursement request

10/16 – Meeting with Sandy regarding goals

10/16 – Board Meeting

10/29 – City Focus Group Meeting – 10/29/19

10/30 – Completed Homelessness Training

STATISTICAL SUMMARY

October 2019

	OCT 2019	OCT 2018	% change	+/-
TOTAL CIRCULATION ***	17,845	18,573	-3.9%	-728
Print	9,520	9,534	-0.1%	-14
NonPrint	6,446	7,245	-11.0%	-799
Equipment (mobile dev., in-house laptops, etc.)	118	191	-38.2%	-73
Downloadables	1,761	1,603	9.9%	158
OVERDRIVE (eBooks & eAudiobooks)	1,025	997	2.8%	28
ZINIO (eMagazines)	120	93	29.0%	27
Hoopla	616	513	20.1%	103
ITEM REQUESTS PROCESSED	206	321	-35.8%	-115
INTERLIBRARY LOANS RECEIVED	256	213	20.2%	43
MATERIALS ADDED	951	1,067	-10.9%	-116
MATERIALS WITHDRAWN	1,301	1,880	-30.8%	-579
TOTAL COLLECTION SIZE*	104,861	110,299	-4.9%	-5,438
PROGRAMS				
Number of Adult Programs	12	10	20.0%	2
Adult Program Attendance	220	244	-9.8%	-24
Number of Teen Programs	3	3	0.0%	0
Teen Program Attendance	13	7	85.7%	6
Number of Children's Programs	26	25	4.0%	1
Children's Program Attendance	591	1,063	-44.4%	-472
Book-A-Librarian	7	2	250.0%	5
Book-a-Librarian Attendance	7	2	250.0%	5
OUTREACH				
Adult Outreach Events	-	na	na	-
Adult Outreach Attendance	-	na	na	-
Youth Outreach Events	3	na	na	3
Youth Outreach Attendance	81	na	na	81
RECIPROCAL BORROWER CIRCULATION	1,611	1,387	16.1%	224
RESIDENT CARDS ACTIVE	6,401	5,766	11.0%	635
RECIPROCAL BORROWER CARDS ACTIVE	353	307	15.0%	46
VISITOR COUNT **	9,630	10,301	-6.5%	-671
COMPUTER SESSIONS	1,129	1,663	-32.1%	-534
DATABASE USAGE	190	239	-20.5%	-49
WEBSITE VISITS	66,677	61,709	8.1%	4,968
UNIQUE WEBSITE VISITORS	61,355	57,288	7.1%	4,067

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

Special notes for October 2019

Youth Outreach includes Bower Elementary (55); Compass School (18); Hubble Special Ed (8)

Highlights

- Planning for the Spring Newsletter has started this month. Adult Services met on 10/28 followed by Youth Services on 10/29.
- Julie Jesernik attended a Tween Illinois Librarian (TWILL) meeting this month. TWILL is a networking group focusing on librarianship geared towards the "tween" population.
- Lynne Johnson organized a family storytime with Fire Chief Rogers of the Warrenville Fire Department on 10/15/2019 which was a very popular program and very well received by the public. Lynne is currently working on other community helpers to host storytime.
- One side of the Youth Services display cube will be dedicated to Young Adult material. Circulation of these materials has been lower than in the past, so we hope to boost the usage of this collection by highlighting the collection each month.
- Highlights from ILA:
 - Paul Dobersztyn attended several sessions covering the following topics – poverty & homelessness, diversity, looking beyond sensory storytimes, community engagement, Census 2020 and staff morale.
 - A big discussion at the DiversiTEA event was the difference between equality and equity. Equality gives everyone the same thing, equity gives everyone the same opportunity. The importance that libraries allow every individual to thrive regardless of race, gender, social standing, or ability is so crucial right now. Library's goals should not be to eliminate bias, but to recognize it and how it impacts member and potential members. This includes policies, collections and hiring practices.
 - Informing the public properly about the upcoming 2020 Census lies on the shoulders of public libraries. The state is investing millions of dollars in the Census to hire staff, promote participation and partnering with institutions to spread the word. Illinois could possibly lose two representatives in the House of Representatives after this Census if there is an undercount. Public services, including library funding can be impacted by an undercount as well.

Personnel

Amanda (Mandy) Wilson was hired as the Part Time Teen Services Associate, her start date was October 8, 2019.

Julie Jesernik's 90 Day evaluation was administered on 10/28/2019 by Paul Dobersztyn.

Professional Development

Librarian's Guide to Homelessness 10/1/2019 – Julie

Meet Penguin's Premier Picture Book Creators 10/3/2019 – Lynne

Librarian's Guide to Homelessness 10/7/2019 – Nora

Librarian's Guide to Homelessness 10/8/2019 – Claire

Telling the American Story with the US Census 10/10/2019 – Nora

Advancing Racial Equity in Your Library 10/10/2019 – Nora

Podcast-Lost in the Stacks: Fake News 10/10/2019 – Sylvia

Librarian's Guide to Homelessness 10/10/2019 – Paul

Public Library's Role during Elections: Voter Education in the Age of Misinformation 10/11/2019 - Nora

Tools for Building Digital Skills with your Patrons and Staff 10/11/2019 – Nora

The Librarian's Guide to Homelessness 10/12/2019 - Jen

Libraries Connecting you to Coverage 10/14/2019 – Paul

Scams, Fraud and Identity Theft: How Libraries Can Help 10/17/2019 – Jen

Anderson Bookstore YA Conference 10/19/2019 - Julie

Early Childhood Expertise Beyond Libraryland: refugees and immigrants 10/21/2019 – Julie

The Librarian's Guide to Homelessness 10/22/2019 – Tom

Readers Advisory Services 10/22/2019 – Tom

The Librarian's Guide to Homelessness 10/22/2019 - Mandy

Bringing Play to Adult Services Programming: It's not just for Kids 10/22/2019 – Nora

Illinois Library Association Shift Conference at the Tinley Park Convention Center 10/22-10-24 – Paul

Libraries Connecting you to Coverage: Connecting Patrons with Health Literacy 10/23/2019 - Nora

Celebrating Diversity & Multiculturalism through Crafts 10/25/2019 – Nora

Red Flags and Hot Topics in Naturalization 10/25/2019 - Nora

You Belong @ Your Library: welcoming and serving the LGBTQIA community 10/25/2019 – Mandy

Strategies for successful teen services 10/27/2019 – Mandy

The Librarian's Guide to Homelessness 10/28/2019 – Lynne

Beyond the Welcome Sign: Tailoring Immigrant Services for Success 10/28/2019 – Nora

Supporting Healthy Racial Identity Development for All Children 10/29/2019 – Julie

21st Century Librarians for 21st Century Libraries 10/29/2019 – Tom

How We Talk About Race 10/29/2019 – Paul

Programming / Outreach (Not entered in Communico)

Book a Librarian (7): 7

Puzzles: 3

1000 piece: Olde Buck's County, Halloween Scene, The Bookshop

Teen Volunteers: 2; 12 Hours

- Paul attended a Dupage PADS meeting at the Helen Plum Public Library on 10/1/2019.
- Diana attended a WWEC Parent and Family Subcommittee meeting at the Wheaton Public Library on 10/1/2019.
- Paul attended a Quarterly Marketing Meeting on 10/3/2019 & Management Team on 10/8/2019.
- Julie visited a second grade class at Bower Elementary School on 10/8/2019 (55 students)
- Paul hosted a 7th grade class from the Waldorf School on 10/9/2019. (8 students)
- Diana and Mandy hosted the Quest Kids program from the Warrenville Youth & Family Services on 10/9/2019.
- Julie attended a TWILL meeting at the Schaumburg Public Library on 10/11/2019.
- Julie visited the Johnson School to meet with school librarian on 10/15/2019
- Diana hosted students from Hubble Middle School on 10/22/2019 (8 students)
- Paul met with Jeannie Iseman from the Gardenworks Project to discuss potential program collaboration on 10/25/2019.
- Diana hosted the Compass School on 10/25/2019 (18 students)

InterLibrary Loan

Item Requests Processed: 206; Materials Received: 256; Materials Lent: 42

Digital Resources

Beyond Dust Jackets Blog:

Views 10/1-31: 1761

Total views 2019: 16,280; Total views FY: 6941

NextReads Newsletters:

Subscribers thru 10/31: 167

Newsletters sent 10/1-31: 703

Total newsletters sent 2019: 6845; Total newsletters sent FY: 2731

OverDrive eAudiobooks/eBooks:

New User accounts 10/1-31: 14

Checkouts 10/1-31: 1025

Total checkouts 2019: 10,475; Total checkouts FY: 4203

RB Digital eMagazines:

User accounts thru 10/31: 228

Checkouts 10/1-31: 120

Total checkouts 2019: 1160; Total checkouts FY: 445

Hoopla:

New User accounts 10/1-31: 30

Checkouts 10/1-31: 616

Total checkouts 2019: 5925; Total checkouts FY: 2423

MEMBER SERVICES REPORT

October 2019

Patty Dybala

Library Card Monthly Stats		
	October 2019	October 2018
# of new cards issued	81	62
# of renewed cards (expiring 10/2019) *Automatically renewed per NCOA report	112 (84% of accounts renewed)	26 (84 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	6,401	5,766
Reciprocal Borrower cards (active)	353	307

Miscellaneous Monthly Circulation Stats		
	October 2019	October 2018
Self-Checkout Station	7,197 items (44% of total circulation)	7,121 items (41% of total circulation)
Reciprocal Borrower Circulation	1,611	1,387
# of Outgoing Book Discussion ILL Requests	27 (11% of total item requests)	16 (5% of total item requests)
Mobile Device Circulation	48	44

Professional Growth/Meetings

10/1 Dupage PADS Meeting at Helen Plum Library -Patty
 10/2 Website Committee Meeting- Patty
 10/3 Marketing Meeting- Patty
 10/8 Management Team Meeting- Patty
 10/17 Meeting re: Alarm System Call Procedures with Sandy- Patty
 10/18 Annual Goals Meeting with Sandy - Patty
 10/22-10/24 ILA Conference- Patty
 10/29 SWAN Consortium overview at Messenger Public Library - Patty
 Librarian's Guide to Homelessness Training Completed- Jaime, Patty, Ellen, Sandy K.

Outreach - None this month.

ILA Conference October 22-24

I had the opportunity to attend the ILA conference in Tinley Park. I attended sessions on a variety of topics including reader's advisory, Census 2020, community engagement, management and diversity. Below are a few highlights from the sessions I attended:

- Staff from several libraries provided an overview on how they removed barriers to service. Decatur Library implemented a fine free policy and saw hundreds of patrons return to the library. The Champaign library started automatically renewing material and noticed a 19% increase in circulation and happier patrons. The Bloomington Public Library gave all patrons a fresh start by waiving all fines before migrated to a new ILS. The promotion eased the transition to the new system for patrons.
- Bensenville Public Library created an intergovernmental agreement with the North DuPage Special Education Cooperative to provide activities and programs to teach students life skills. Students are hired as employees to run an after school snack cart at the Library. The snack cart business gives the students an opportunity to develop job skills and it fulfills a demand for snacks at the Library.

Homebound Delivery

10/16 Patty & Jaime

MARKETING REPORT

October 2019

Kathy Gaydos

eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
System update (10/15)	1377	49%	3%
October (10/1)	1403	36%	5%
Sept. (9/1)	1409	39%	5%
Fall RM (8/14)	1381	40%	22%
August (8/1)	1383	36%	7%
July (7/1)	1363	43%	10%

Social Media

Facebook	May '19	Jun. '19	Jul. '19	Aug. '19	Sept. '19	Oct. '19
Total Page Followers	1003	1029	1042	1053	1056	1069
Total Page Likes	997	1022	1034	1045	1046	1058
Avg. Daily Reach (w/ paid)	511	567	564	701	645	666
Twitter	May '19	Jun. '19	Jul. '19	Aug. '19	Sept. '19	Oct. '19
Average Daily views	596	590	165	189	226	219
Average Engagement Rate	1.0%	1.3%	2.3%	1.5%	1.4%	0.8%
Instagram (Oct. 29-Nov. 4)	May '19	Jun. '19	Jul. '19	Aug. '19	Sept. '19	Oct. '19
Followers	120	133	140	146	151	165
Impressions	574	934	648	960	557	982

Activities

November events—created FB events; displayed flyers
 Winter Reading Matters—finalized; sent to printer October 31
 Winter RM images/text—entered into Communico
 Winter RM slides/flyer—in progress
 Winter cube signs—in progress
 Youth banner signs—finalized/printed
 Holiday events—submitted to Daily Herald
 Website photos—submitted to Sikich
 What Books Changed Your Life project—work in progress
 RM article submission document for Public Services—finalized October 31
 Did You Know campaign—work in progress
 Content Build system—in trial with Marketing Committee
 Marketing Plan—work in progress
 Style Guide—work in progress

Meeting Attendance

Website Committee meeting—10/2
 Quarterly Planning meeting (Sandy, Patty, Paul)—10/3
 Website meeting with Sikich—10/7
 Management Team meeting—10/8
 Holiday scheduling with Patty—10/9

Novelist: Electronic Newsletter Best Practices webinar—10/10
Goals meeting with Sandy—10/22
Public Services publicity/design meeting with Paul—10/28
Librarian's Guide to Homelessness webinar series—completed 10/31

TECHNICAL SERVICES REPORT

October 2019

Lou Carlile

Collection statistics for the month:

*951 items added. (521 books, 100 AV, 151 periodicals, 179 eBooks/eAudio, 0 equipment)

*1301 items deleted. (975 books, 179 AV, 147 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

* Website Committee Meeting: (Lou)

*Webinar: Homelessness Training completed: (Lou, Gail)

*Meeting with Aaron Skog from SWAN regarding SWAN membership for the library. (Lou)

*Management Team meeting: (Lou)

Collection Maintenance:

*86 books repaired.

*573 AV cleaned / repaired.

1. Meetings, training, etc.
 - Performance & Goal Review (Cynthia & Sandy)
 - Webinars:
 - Librarian's Guide to Homelessness (Curt – completed; Cynthia – in progress)
 - Accelerating Teamwork Securely with Microsoft Teams (Cynthia)
 - Cross-training with each department (Curt)
 - Emergency training (Curt & Sandy)
 - Self-training on SimpleScan, ePrintIt, OverDrive, Hoopla, RBDigital (Curt)
2. Created network and email accounts for new Teen Services Associate Mandy Wilson. Initialized voice mail and reset phone login PIN. Configured user profile on YSWORK4 PC. Conducted technology orientation.
3. Copied Tom Hill's user profile from ASWORK4 to ASWORK2 and moved his phone from x106 to x107, as he will now be sharing a desk with Claire due to Nora's conversion to full-time. Upgraded ASWORK2 to Windows 10 v1809.
4. Worked with SirsiDynix to upgrade Horizon on servers, staff PCs and laptops.
5. Removed Classic Catalog link from Public PC Desktops and from the WPLD and INLIB profiles in the Enterprise Catalog, in preparation for decoupling and decommissioning the HIP server/IPAC catalog. Confirmed Horizon / SIP / Web Services migration to new servers on December 17.
6. Renewed Customers of SirsiDynix Users Group, Inc. (COSUGI) membership.
7. Began evaluating video camera/device options for recording all-staff meetings.
8. Determined that the default music and video players on the Public PCs were not set and/or set inconsistently; set all to VLC Media Player.
9. Installed the latest available firmware updates on existing HP printers. Ordered and installed 2GB memory upgrade in Marketing's HP printer. Ordered 5 new HP Color LaserJet printers for Technical Services department and for Public Services desks and work areas. Added to inventory. Began configuring on the network and installing drivers on staff PCs.
10. Removed Ctrl-Alt-Del key combination requirement from circulating laptops to facilitate the logon process.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, November 13, 2019)

Wednesday, November 20, 2019 at 7 pm
Public Hearing: Truth in Taxation
Library Meeting Room

Wednesday, November 20, 2019 at 7 pm (immediately following public hearing)
Regular Library Board of Trustees Meeting
Library Meeting Room

Wednesday, November 27 – Library Closes at 1 pm
Thursday, November 28 – Library Closed

(tentative – Director Whitmer recommends cancelling this meeting)
Wednesday, December 18, 2019
Regular Library Board of Trustees Meeting
Library Meeting Room

Future Agenda Items:

January

- Distribute Calendar of Responsibilities for next calendar year
- Ratify payment of December bills

