



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 16, 2017, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

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

- p. 3.....** a. Approve Minutes of the July 19, 2017 Regular Board of Trustees Meeting
- p. 9** b. Receive and file Financial Report for July
- p. 16.....** c. Approve Annual Statement of Income & Disbursements for FY17

8. Regular Agenda

- p. 17.....** a. Approve payments for the period of July 20 – August 16, 2017 **(ACTION)**
- p. 19.....** b. Approve transfer of funds **(ACTION)**
- p. 20** c. Approve Reimbursement of Trustee Travel Expenses **(ACTION)**

9. Unfinished Business

- p. 24** a. Informational Update and Consideration of Requests from Airhart Builders and City of Warrenville Related to Proposed Residential Development on Former Musselman Property *(discussion only)*

10. New Business

- p. 27** a. Potential Revisions to Meeting Room Policy *(discussion only)*

- p. 28 b. Review and Approve Illinois Public Library Annual Report for FY2017
(ACTION)
- p. 58 11. Director's Report
- p. 62 12. Department Head Reports
- 13. President's Report
- p. 67 a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- p. 68..... 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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7. Consent Agenda **(ACTION)**
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 - b. Receive and file Financial Report for July
 - c. Approve Annual Statement of Income & Disbursements for FY17
8. Regular Agenda
 - a. Approve payments for the period of July 20 – August 16, 2017 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
 - c. Approve Reimbursement of Trustee Travel Expenses **(ACTION)**
9. Unfinished Business
 - a. Informational Update and Consideration of Requests from Airhart Builders and City of Warrenville Related to Proposed Residential Development on Former Musselman Property *(discussion only)*
10. New Business
 - a. Potential Revisions to Meeting Room Policy *(discussion only)*

b. Review and Approve Illinois Public Library Annual Report for FY2017
(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
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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 Meeting
of the Board of Trustees
Wednesday, July 19, 2017, 7:00 p.m.

1. Call to order – Trustee Picha called the meeting to order at 7:05 p.m.

2. Roll Call

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

ABSENT: Trustee DuRocher

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

3. Approval of the agenda

MOTION: Trustee Richardson moved to approve the agenda as presented. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

4. Presentations – none

5. Public comments – none

6. Correspondence – Director Whitmer shared thank yous from Trinity Lutheran Church and staff member Diana Abraham

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the June 21, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for June
- c. Adopt Ordinance #17-18-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2017-2018
- d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
- e. Adopt Ordinance #17-18-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2017-2018

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

Roll call vote:

Ayes – Trustee Lezon, Picha, Richardson, Ruzicka, Stull and Warren

Nays - none
Absent – Trustee DuRocher
Motion carried

8. Regular Agenda

a. Approve payments for the period of June 22, 2017 - July 19, 2017

MOTION: Trustee Stull moved to approve payments in the amount of \$373,885.67 for the period of June 22, 2017 through July 19, 2017 including electronic payments and checks #5929 – 5993. Checks #5978, 5987 and 5987 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

b. Approve transfer of funds

MOTION: Trustee Stull moved to approve the transfer of \$125,000 from the MB Business NOW Account to the Operating Account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

c. Approve Reimbursement of Trustee Travel Expenses

MOTION: Trustee Warren moved to void check #5573 and reissue to Trustee Stull in the amount of \$93.94 for mileage reimbursement and parking expenses for ILA 2016 conference. Trustee Ruzicka seconded.

DISCUSSION:

Trustee Stull explained she lost a reimbursement check for travel expenses issued in FY16-17. Director Whitmer suggested that the reimbursement be reissued even if it means the Library will exceed the budgeted amount in FY18 because the funds were budgeted but unspent in FY17.

The consensus of the Board is Trustee Stull should receive reimbursement for the check from Fiscal year 16-17 and for the PLA expenses incurred this fiscal year.

The Board asked that the ALA reimbursement be added to the August agenda.

Trustee Stull submitted a reimbursement request for \$185.40 for three days' travel to the 2017 ALA Exhibits in Chicago. This item will be tabled for discussion in August.

Roll call vote:

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

Nays – None

Abstain – Trustee Stull

Absent – Trustee DuRocher

9. Unfinished Business

a. Building Project Update

Director Whitmer stated there are a few outstanding construction items.

Consensus of the Board is the artwork by Nancy Carrigan looks great over the atrium plants.

Discussion was held on designing a wall of art, however, the Library does not have any wall space for it. Further discussion will take place at a later meeting.

10. New Business

a. Informational Update and Consideration of Requests from Airhart Builders and City of Warrenville Related to Proposed Residential Development on Former Musselman Property

The Library Board of Trustees discussed the various requests and the overall development plans with the following concerns or comments:

- Storm water management is an area of concern and the Library Board intends to engage the services of a civil engineer to review the plans for potential impact to the Library's property (i.e. overflow into parking areas, lower level mechanical room)
- Sidewalk on Stafford Place along Library parking spaces – Library will grant access for removal and replacement of small section of sidewalk on library property to align with new sidewalk on developer property.
- Minor grading on Library property –there is no objection from the Board to provide a temporary grading easement for this work.
- Chain link fence – no objection to the developer removing the section located on Library property.
- Fire hydrant – the Library is opposed to the proposed location on Library property and concurs with the Fire District's recommended location.
- Elimination of 30-foot front-yard setback – no clear agreement amongst the Board.

- Removal of Cottonwood tree at west end of Library parking spaces – no opposition to removal and replacement of the tree.
- Concerns about parking were discussed and there is some interest in restricting library-owned spaces to library-use only.
- The Board would like to have the City and Developer give a presentation on this development at a future board meeting.

Trustee Lezon and Ruzicka will plan to attend the City Planning Commission and Zoning Board of Approval Meeting on July 20, 2017.

The Board would also like to know if the development will have an Homeowner's Association.

b. Appoint Two Trustees to Review Secretary's Records for FY17

MOTION: Trustee Stull moved to appoint Trustees Ruzicka and Warren to review the Secretary's Records for FY17. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

c. Authorize Staff to Register Trustees for the 2018 Public Library Association Conference and Approve Expenditures Up To Budgeted Amounts for ALA/PLA Membership, Travel, Lodging and Meals

MOTION: Trustee Stull moved to authorize staff to register Trustees for the 2018 PLA Conference and to expend up to the budgeted amounts for ALA/PLA Membership, travel, lodging and meals.

DISCUSSION:

After discussion of Trustee availability and schedules, it was agreed Trustee Stull and Warren would attend the PLA Conference.

Trustee Stull amended her motion to read:

Trustee Stull moved to authorize staff to register two trustees for the 2018 PLA Conference and to expend up to the budgeted amounts for the ALA/PLA Membership, travel, lodging and meals. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent- Trustee DuRocher

Motion carried

- d. Authorize Staff to Register Trustees for the 2017 Illinois Library Association Conference

MOTION: Trustee Ruzicka moved to authorize staff to register Trustees for the 2017 ILA Conference Trustee Day and to register Trustees for the full conference.

DISCUSSION:

After discussion, it was the consensus of the Board to register Trustee Picha and Ruzicka to attend the 2017 Illinois Library Association Conference Trustee Day.

Trustee Ruzicka amended her motion to read:

MOTION: Trustee Ruzicka moved to authorize staff to register up to three trustees for the 2017 ILA Conference Trustee Day. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Absent – Trustee DuRocher

Motion carried

11. Director's Report

Director Whitmer stated the Renovation Celebration went very well. More than 600 people attended the event. She reported over 1,200 items were given away and over 300 entries were received for the raffle prizes.

Trustee Ruzicka thanked Trustee Picha and Director Whitmer for their wonderful speeches and a thank you to both Kathy Gaydos and Amarelis Morales, Marketing Department, for all their hard work.

12. Department Head Reports

Trustee Stull and Ruzicka both stated they liked the Fresh Start Initiative giving the Library an opportunity to weed out patrons not utilizing the Library.

13. President's Report

- a. Trustee Picha read the next meetings and events.
- b. Trustee Picha suggested the upcoming National Night Out is a very interesting evening.
- c. Trustee Picha announced the Park District is looking for volunteers for Summer Daze.

14. Treasurer's Report – Trustee Lezon stated the Library ended the fiscal year in good shape.

15. Secretary's Report – Trustee Stull stated the Renovation Celebration was wonderful and appreciated all the hard work of the entire staff.

16. Committee Reports - none

17. Trustee Comments

Trustee Ruzicka shared the June 22 article published in the Daily Herald regarding the Renovation. She will save it for her scrapbook.

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:23 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

Respectfully submitted,

Heather J. Stull

Secretary

Board of Trustees

Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

July 31, 2017

WARRENVILLE LIBRARY INCOME	JULY 2017	FUND BALANCES										PAGE 1	
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2017	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES		UNAUDITED CURRENT
LEVY													
CORPORATE	1698315	94.9290%	879229	879229	51.77%	586830	3651	144232	144232	1325478			
BLDG. & MAIN.	90722	5.0710%	46967	46967	51.77%	82381	0	3913	3913	125435			
TOTAL TAX (LEVIED)	1789037	100.00%	926196	926196	51.77%	669211	3651	148145	148145	1450913			
DEFERRED REVENUE	0		0	0		0	0	0	0	0		0	
WORKING CASH	0		0	0		225847	0	0	0	225847		225847	
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0		0	
SPECIAL RESERVE	0		0	0		257949	0	0	306248	-48299			
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	23524		23524	
CAPITAL PROJECT	0		0	0		0	0	0	0	0		0	
TOTAL	1789037	100.00%	926196	926196	51.77%	1176531	3651	454393	454393	1651985			
FORMULA = A+B+C-D=E				A		B	C	D	E				

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: July 31, 2017

	1 Month Ended Jul. 31, 2017	1 Month Ended Jul. 31, 2017	Budget	Balance	% Received / Expended
CORPORATE FUND					
Income					
Taxes Levied	879,228.62	879,228.62	1,698,315.00	819,086.38	51.77%
Copier	432.76	432.76	7,000.00	6,567.24	6.18%
Extended Use Fees	1,530.15	1,530.15	22,000.00	20,469.85	6.96%
Fees	13.00	13.00	250.00	237.00	5.20%
Interest	554.84	554.84	2,200.00	1,645.16	25.22%
Book Sales	0.00	0.00	2,000.00	2,000.00	0.00%
Lost Books	323.99	323.99	3,500.00	3,176.01	9.26%
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00%
Miscellaneous	766.23	766.23	1,000.00	233.77	76.62%
Hotel/Motel Tax	0.00	0.00	12,725.00	12,725.00	0.00%
Grants - Per Capita	0.00	0.00	10,450.00	10,450.00	0.00%
	882,849.59	882,849.59	1,760,440.00	877,590.41	50.15%
Expenses					
Sal. - Administration	15,211.81	15,211.81	196,500.00	181,288.19	7.74%
Sal. - Circulation	9,616.38	9,616.38	118,000.00	108,383.62	8.15%
Sal. - Maintenance	1,585.58	1,585.58	21,500.00	19,914.42	7.37%
Sal. - Public Services	25,705.06	25,705.06	342,000.00	316,294.94	7.52%
Sal. - Tech Services	16,098.54	16,098.54	217,500.00	201,401.46	7.40%
I.M.R.F. - Expense	8,678.12	8,678.12	98,000.00	89,321.88	8.86%
Fica - Expense	5,090.73	5,090.73	68,500.00	63,409.27	7.43%
Unemp. Comp.	223.85	223.85	1,300.00	1,076.15	17.22%
Op - Mat'l Processing/Tech	1,359.07	1,359.07	9,100.00	7,740.93	14.93%
Op - Mat'l Processing/Circ	0.00	0.00	2,300.00	2,300.00	0.00%
Op - Postage	650.00	650.00	5,865.00	5,215.00	11.08%
Op - Office Supplies	63.60	63.60	4,650.00	4,586.40	1.37%
Op - Bank Fee's	43.22	43.22	850.00	806.78	5.08%
Op - Automation Supplies	114.66	114.66	3,000.00	2,885.34	3.82%
Op - Publishing	35.65	35.65	1,200.00	1,164.35	2.97%
Equip. - Purchases	558.00	558.00	7,700.00	7,142.00	7.25%
Equip. - Maintenance	284.09	284.09	4,000.00	3,715.91	7.10%
Auto. - Software	1,635.35	1,635.35	13,475.00	11,839.65	12.14%
Auto. - Purchases	1,003.95	1,003.95	7,000.00	5,996.05	14.34%
Auto. - Maintenance	5,518.55	5,518.55	50,240.00	44,721.45	10.98%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	12,030.00	12,030.00	11,100.00	(930.00)	108.38%
Ins. - Health / Life	3,504.21	3,504.21	63,800.00	60,295.79	5.49%
Pd - Recruiting	45.00	45.00	500.00	455.00	9.00%
Pd - Staff Appreciation	18.63	18.63	1,250.00	1,231.37	1.49%
Pd - Staff / Dues	375.00	375.00	2,800.00	2,425.00	13.39%
Pd - Staff / Meetings	134.84	134.84	6,600.00	6,465.16	2.04%
Pd - Staff / Transportation	127.72	127.72	1,000.00	872.28	12.77%
Pd - Trst / Dues	0.00	0.00	270.00	270.00	0.00%
Pd - Trst / Mtgs	0.00	0.00	2,690.00	2,690.00	0.00%
Pd - Trst / Transportation	0.00	0.00	700.00	700.00	0.00%
Pd - Trustee Misc.	14.86	14.86	500.00	485.14	2.97%
Cont. - Lawyer	0.00	0.00	5,000.00	5,000.00	0.00%
Cont. - Accounting	839.20	839.20	10,000.00	9,160.80	8.39%
Cont. - Collections	0.00	0.00	1,000.00	1,000.00	0.00%
Cont. - Audit	1,500.00	1,500.00	7,950.00	6,450.00	18.87%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: July 31, 2017

	CORPORATE FUND				
	1 Month Ended Jul. 31, 2017	1 Month Ended Jul. 31, 2017	Budget	Balance	% Received / Expended
Cont. - Consultants	0.00	0.00	4,700.00	4,700.00	0.00%
Lib. Mat. - Adult Books	3,605.55	3,605.55	67,000.00	63,394.45	5.38%
Lib. Mat. - Youth Books	1,731.51	1,731.51	32,000.00	30,268.49	5.41%
Lib. Mat. - Adult AV	2,007.13	2,007.13	27,000.00	24,992.87	7.43%
Lib. Mat. - Youth AV	353.81	353.81	7,000.00	6,646.19	5.05%
Lib. Mat. - EBooks	965.00	965.00	24,000.00	23,035.00	4.02%
Lib. Mat. - Periodicals	550.00	550.00	11,500.00	10,950.00	4.78%
Lib. Mat. - Internet Subsc...	7,361.00	7,361.00	41,000.00	33,639.00	17.95%
Ps - Programs Adult	4.99	4.99	6,500.00	6,495.01	0.08%
Ps - Programs Youth	245.19	245.19	6,500.00	6,254.81	3.77%
Ps - Hotel/Motel	4,200.00	4,200.00	18,325.00	14,125.00	22.92%
Ps - Refunds / Fines / Fees	0.00	0.00	500.00	500.00	0.00%
Ps - Printing	1,458.39	1,458.39	20,100.00	18,641.61	7.26%
Ps - PR / Publicity	1,282.36	1,282.36	4,550.00	3,267.64	28.18%
Ps - Misc.	397.95	397.95	1,300.00	902.05	30.61%
Gas	237.36	237.36	9,000.00	8,762.64	2.64%
B & M - Water / Sewer	0.00	0.00	800.00	800.00	0.00%
Electricity	3,977.38	3,977.38	40,000.00	36,022.62	9.94%
Telephone	1,229.01	1,229.01	14,480.00	13,250.99	8.49%
B & M - Landscape Maint	2,560.00	2,560.00	10,000.00	7,440.00	25.60%
Gifts	0.00	0.00	2,300.00	2,300.00	0.00%
Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
Debt Repayment	0.00	0.00	167,550.00	167,550.00	0.00%
	144,232.30	144,232.30	1,816,945.00	1,672,712.70	7.94%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: July 31, 2017

BUILDING & MAINTENANCE FUND

	1 Month Ended Jul. 31, 2017	1 Month Ended Jul. 31, 2017	Budget	Balance	% Received / Expended
Income					
Taxes Levied	46,967.40	46,967.40	90,722.00	43,754.60	51.77%
Interest	29.64	29.64	0.00	(29.64)	0.00%
	<u>46,997.04</u>	<u>46,997.04</u>	<u>90,722.00</u>	<u>43,724.96</u>	<u>51.80%</u>
Expenses					
Maintenance	3,360.82	3,360.82	44,520.00	41,159.18	7.55%
Maintenance Supplies	17.98	17.98	2,200.00	2,182.02	0.82%
Security	158.34	158.34	4,750.00	4,591.66	3.33%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	0.00	0.00	10,900.00	10,900.00	0.00%
Janitorial Supplies	376.22	376.22	3,500.00	3,123.78	10.75%
	<u>3,913.36</u>	<u>3,913.36</u>	<u>85,870.00</u>	<u>81,956.64</u>	<u>4.56%</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: July 31, 2017

	SPECIAL RESERVE FUND				
	1 Month Ended	1 Month Ended	Budget	Balance	% Received /
	Jul. 31, 2017	Jul. 31, 2017			Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	2,000.00	2,000.00	0.00%
Auto. - Purchases	0.00	0.00	21,750.00	21,750.00	0.00%
Capital Improvement ...	306,248.03	306,248.03	500,000.00	193,751.97	61.25%
	306,248.03	306,248.03	523,750.00	217,501.97	58.47%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
July 31, 2017

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	11,685.55
Cash / Copier Change	75.00
MB Operating	203,803.23
MB Business NOW	412,405.81
MB Business Money Market	824,788.62
MB Certificate of Deposit	<u>201,850.04</u>

1,655,018.25

General Fixed Assets

4,461,551.00

TOTAL ASSETS

\$ 6,116,569.25

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>3,033.11</u>
	3,033.11

LONG-TERM LIABILITIES

0.00

EQUITY

Fund Balance	5,688,536.14
Fund Balance Special Reserve	<u>425,000.00</u>
	6,113,536.14

TOTAL LIABILITIES & FUND BALANCE

\$ 6,116,569.25

See Accountants Compilation Letter

**PUBLIC NOTICE
WARRENVILLE PUBLIC LIBRARY DISTRICT
ANNUAL STATEMENT OF INCOME AND DISBURSEMENTS
FROM JULY 1, 2016 THROUGH JUNE 30, 2017**

CASH RECEIPTS

1. Property Taxes	\$1,758,280.38
2. Photocopies	\$ 6,645.03
3. Fines/Fees	\$ 22,902.31
4. Interest	\$3,927.40
5. Hotel/Motel Tax Grant	\$17,953.91
6. Miscellaneous	\$58,817.31
7. Developer Donations	\$57,329.39
8. Debt Certificate	<u>\$1,929,700.00</u>
TOTAL INCOME	\$3,855,555.73

DISBURSEMENTS

Accounting Services \$5,976.00; Agati, Inc. \$31,953.74; Ambius \$3,240.00; ASI Signage Innovations \$2,522.00; AT&T \$5,036.61; Baker & Taylor \$94,386.08; BlueWire Communications \$19,036.60; Business Card \$38,550.32; CFB Computers \$4,750.00; Chase \$22,636.24; Communications Revolving Fund \$5,400.00; Constellation New Energy \$46,612.50; Creekside Printing \$10,320.00; Demco \$2,594.37; EBSCO \$22,331.18; Faronics Technologies USA, Inc. \$2,911.50; Grant & Power \$13,688.00; Hallett Movers \$17,337.01; Illinois Municipal Retirement Fund \$86,367.50; Interior Investments, LLC \$174,115.11; Internal Revenue Service \$61,293.29; Konica Minolta Business Systems \$7,704.93; Krueger International, Inc. \$27,523.69; Library Furniture International \$209,171.00; LIMRICC Purchase of Health Insurance \$42,360.78; Midwest Tape \$33,337.15; Morningstar \$2,579.00; Nationwide \$11,956.58; News Bank, Inc. \$4,150.00; Northern Illinois Gas \$5,234.27; Olsson Roofing Company \$2,650.00; Otis Elevator \$5,170.91; OverDrive \$8,040.05; Paylocity \$4,112.51; Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd. \$4,237.50; Personnel: Gross Salaries & Wages \$830,134.73; Under \$25,000 (Benda, Sierra; Cook, Stephanie; Gasca, Guillermo; Herwaldt, Rebecca; Higgins, Therese; King, Pamela; Kozurek, Sandra; Lakkaraju, Bhargavi; Marshall, Sarah; Morales, Amarelis; Murillo, Alexandria; Murphy, Alyssa; Palazzo, Nicole; Pavlecic, Lindsey; Perpich, Jaime; Quinn, Kathleen; Rios, Nayeli; Rogers, Martha; Rosenwinkel, Deborah; Ruzicka, Cindy; Seiberlich, Ellen; Smith, Gail; Stob, Kimberly; Szewczyk, Colleen; Tran, Ly; Voegtle, Olivia; Williams, Holly) \$25,000 - \$49,999 (Abraham, Diana; Dybala, Patrycja; Jankowski, Jacqueline; Moore, Jennifer; Thompson, Sylvia) \$50,000 - \$74,999 (Carlile, Louis; Davis, Jacqueline; Heath, Leila; Makowski, Cynthia) Over \$100,000 (Whitmer, Sandra); Pine Landscaping \$2,960.00; Product Architecture + Design \$120,803.97; ProQuest LLC \$4,264.00; Provantage LLC \$26,954.65; Quill Corporation \$6,589.99; Reaching Across Illinois Library System \$2,904.71; Recorded Books, Inc. \$5,383.40; Service Master Company \$22,127.87; Shales McNutt Construction \$1,658,167.67; Sikich, LLP \$6,950.00; SIRSIDYNIX \$21,633.90; Southwest Solutions Group \$5,109.76; Synchrony Bank/Amazon \$5,667.30; Today's Business Solutions \$7,556.46; Tutor.com \$2,782.00; U.S. Postmaster \$2,725.00; Value Line Publishing, Inc. \$3,600.00.

All other vendors less than \$2,500 - \$69,613.05

Approved August 16, 2017

REGULAR AGENDA

Approve payments for the period of July 20 – August 16, 2017

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

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
July 20 - August 16, 2017

Date	Num	Name	Amount
08/16/2017	5996	Accounting Services, Inc.	-498.00
08/16/2017	5997	Ambius	-270.00
08/16/2017	5998	Art Excursions	-340.00
08/16/2017	5999	Arts Warrior	-1,000.00
08/16/2017	6000	AT&T	-383.97
08/16/2017	6001	Atlas	-50.00
08/16/2017	6002	Baker & Taylor	-2,892.94
08/16/2017	6003	Baker & Taylor	-261.47
08/16/2017	6004	Baker & Taylor	-1,918.61
08/16/2017	6005	Baker & Taylor	-2,387.04
08/16/2017	6006	ComEd	-2,474.73
08/16/2017	6007	Communications Revolving Fund	-450.00
08/16/2017	6008	LIMRICC Purchase of Health Insurance Prog	-4,447.09
08/16/2017	6009	Midwest Tape	-1,868.16
08/16/2017	6010	Midwest Tape	-288.84
08/16/2017	6011	Movie Licensing USA	-459.00
08/16/2017	6012	Nichols-Yehling, Michelle	-150.00
08/16/2017	6013	Paddock Publications	-259.90
08/16/2017	6014	Petty Cash Fund	-13.95
08/16/2017	6015	Pine Landscaping	-370.00
08/16/2017	6016	Quill Corporation	-299.90
08/16/2017	6017	Service Master Commercial Cleaning	-1,722.42
08/16/2017	6018	Sound, Inc.	-90.00
08/16/2017	6019	Team One Repair, Inc.	-159.60
08/16/2017	6020	Thomas Dixon	-1,200.00
08/16/2017	6021	Warrenville Ace Hardware	-9.88
08/16/2017	6022	Waterlogic East LLC	-157.88
08/16/2017	6023	Whitmer, Sandy	-142.59
08/16/2017	6024	Davis, Jackie	-21.78
08/16/2017	6025	Stull, Heather	-93.94
08/16/2017	6026	Wheaton Park District	-40.00
07/20/2017	Electronic	Paylocity	-237.76
07/25/2017	Electronic	Northern Illinois Gas	-237.36
08/03/2017	Electronic	Paylocity	-101.92
08/04/2017	Electronic	Konica Minolta Premier Finance	-167.00
08/04/2017	Electronic	AFLAC	-203.22
08/09/2017	Electronic	Pitney Bowes, Inc.	-90.00
08/09/2017	Electronic	Konica Minolta Premier Finance	-167.00

-25,925.95

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 from the MB Bank Business NOW account to the MB Bank Operating account may be necessary to cover anticipated expenditures.

REGULAR AGENDA

Approve Reimbursement of Trustee Travel Expenses

Trustee Stull has submitted a request for the following travel reimbursements for her trips to McCormick Place for the ALA Annual Conference exhibits:

June 24, 25, & 26 – 70 miles roundtrip @ \$0.535 per mile	\$112.35
June 24, 25, & 26 – parking @ \$23 per day	\$69.00
June 24, 25, & 26 – tolls	\$4.05
TOTAL	\$185.40

(average daily expense: \$61.80)

The budget for miscellaneous trustee travel in this fiscal year is \$100. An additional \$600 is budgeted for trustee airfare for PLA (2 trustees).

Board Approval is required for any reimbursement to a Library Trustee.

SUGGESTED MOTION: Approve travel reimbursement to Trustee Stull in the amount of \$_____.

EXPENSE REIMBURSEMENT REQUEST FORM (2/2017)

NAME Heather Stull

POSITION/TITLE Trustee

Please COMPLETE FORM and ATTACH :

1. Documentation describing the event or program if appropriate (for example, a copy of a handout or agenda).
2. Receipts (if the travel expenses have been incurred) OR an explanation of the basis of your estimated travel expenses (if expenses have not yet been incurred).
3. Other documentation as would assist the Library Board in their consideration of your request for reimbursement.
4. At the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Heather Stull
Employee Signature

Date

Supervisor's Signature

Date

MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
• 6/24/2017	ALA Exhibits	McCormick Pl	• 70
• 6/25/2017	ALA Exhibits	"	• 70
• 6/26/2017	ALA Exhibits	"	• 70
TOTAL MILES			• 210
REIMBURSEMENT RATE PER MILE			0.535
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			• 112.35

OFFICE USE ONLY ☐ Director's Approval ☐ Requires Board Approval ☐ Petty Cash ☐ Check

6151-01 (Staff Meetings) \$ _____ 6154-01 (Trustee Meetings) \$ _____

6152-01 (Staff Travel) \$ _____ 6155-01 (Trustee Travel) \$ _____

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

TOTAL REIMBURSEMENT AMOUNT \$ _____

EXHIBIT B – REIMBURSEMENT REQUEST FORM

ORDINANCE NO. 16-17-07

ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

OTHER TRAVEL REIMBURSEMENT (Tolls, Taxi, Train Fare, Parking, etc.)

DATE(s)	PURPOSE	LOCATION	DOLLAR AMOUNT
*	tolls	RT. McCormick Pl.	• 4.05
*	tolls	RT McCormick Pl.	•
*	tolls	RT McCormick Pl.	•
*	parking	McCormick Pl.	• 23
*	parking	McCormick Pl.	• 23
*	parking	McCormick Pl.	• 23
DOLLAR AMOUNT TO BE REIMBURSED FOR OTHER TRAVEL			• 73.05

MEALS & LODGING REIMBURSEMENT

DATE(s)	PURPOSE	LOCATION	DOLLAR AMOUNT
DOLLAR AMOUNT TO BE REIMBURSED FOR MEALS & LODGING			

OTHER REIMBURSEMENT

DATE(s)	PURPOSE	DOLLAR AMOUNT	BUDGET LINE
DOLLAR AMOUNT TO BE REIMBURSED FOR OTHER ITEMS			

EXHIBIT B – REIMBURSEMENT REQUEST FORM

ORDINANCE NO. 16-17-07

ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

Activity Details



STULL, HEATHER J OR CHRISTOPHER J
Account Number:

Showing activity from 06/23/2017 to 06/27/2017

Transaction Date	Transaction Type	Location	Transponder	License Plate	Amount	Agency	Posting Date	Running Balance
06/24/2017 6:33:19 PM	VIDEO TOLL	Plaza-51-York Rd-Lane 54		US IL DSC117	-\$0.75	ILTOLL	07/10/2017 11:46:00 PM	
06/24/2017 11:52:01 AM	VIDEO TOLL	Plaza-52-Meyers Rd-Lane 54		US IL DSC117	-\$0.75	ILTOLL	07/11/2017 5:50:32 AM	
06/25/2017 11:37:32 AM	VIDEO TOLL	Plaza-52-Meyers Rd-Lane 55		US IL DSC117	-\$0.75	ILTOLL	07/11/2017 11:59:41 PM	
06/25/2017 5:26:14 PM	VIDEO TOLL	Plaza-51-York Rd-Lane 53		US IL DSC117	-\$0.75	ILTOLL	07/12/2017 11:50:30 PM	
06/26/2017 7:52:56 AM	VIDEO TOLL	Plaza-52-Meyers Rd-Lane 55		US IL DSC117	-\$0.75	ILTOLL	07/13/2017 12:32:47 AM	
06/25/2017 5:18:59 PM	VIDEO TOLL	Plaza-37-I-55 S (Stevenson Expressway)-Lane 7		US IL DSC117	-\$0.30	ILTOLL	07/13/2017 1:19:31 AM	



INNOVATION IN OPERATION™

McCORMICK PLACE LAKESIDE PARKING GARAGE

2301 S. LAKE SHORE DRIVE
CHICAGO, IL 60616
(312) 567-8152

RECEIPT

06/24 2017

PARKING

TOTAL

23.00



McCORMICK PLACE
CHICAGO
2301 S. Prairie Ave. • Chicago, IL 60616
312-567-8360

RECEIPT



DIGITAL PRINTING SYSTEMS - WWW.DPSTICKETS.COM (71930)

125-039
057 06/25 12:25 06/25 16:47 \$23.00 0534



McCORMICK PLACE
CHICAGO
2301 S. Prairie Ave. • Chicago, IL 60616
312-567-8360

RECEIPT



DIGITAL PRINTING SYSTEMS - WWW.DPSTICKETS.COM (71930)

114-497
00 06/26 08:54 06/26 13:49 \$23.00 3757

NEW BUSINESS

Informational Update and Consideration of Requests from Airhart Builders and City of Warrenville Related to Proposed Residential Development on Former Musselman Property (discussion only)

No action on this matter is required of the Library Board at the August 16 Regular Meeting. Director Whitmer recommends the Board review and act on requests at a Special Board Meeting on one of the following dates:

Thursday, August 31

Tuesday, September 5

Wednesday, September 6

This should give sufficient time to receive and review request from the City and Developer. The review of the stormwater management plans should also be complete by the end of August.

Public Hearing

The July 20 public hearing was continued to Thursday, August 24. The hearing is expected to begin at 7 p.m. Director Whitmer will attend and recommends that at least one City/Library Task Force Trustee also attend. City/Library Task Force Trustees are DuRocher, Lezon, Ruzicka (alternate).

Civil Engineer for Review of Stormwater Management Plan

Director Whitmer executed a proposal for engineering services from Walter E. Deuchler Associates, Inc. (WEDA). Director Whitmer has forwarded appropriate plan drawings and documents to John Frerich at WEDA.

The proposal includes the following engineering services:

1. Review storm water management plan, engineering calculations and other associated materials as provided by the District.
2. Prepare and submit to District staff a letter identifying potential adverse storm water impacts to the District's property and summarizing our review comments.
3. Meet with District staff to discuss and review findings.

WEDA recommends a budget of \$2,700 for the project based on the following estimated task hours needed to perform the full scope of work:

Review data: 12 hours

Summary letter: 2 hours

Follow up meeting: 2 hours

Library Attorney

Director Whitmer spoke to Attorney Ritzman regarding the Board's concerns about the City and Developer requests. Attorney Ritzman will review the requests when received. Attorney Ritzman advised that there is no benefit to the Library – short term or long term – to oppose the elimination of the 30' front yard setback.

City/Library Task Force

A City/Library Task Force Meeting was held on Wednesday, August 2 at the Library. Attendees from the Library: Trustees DuRocher and Lezon, Director Whitmer
Attendees from the City: Alderman Goodman, Mayor Brummel (ex officio), City Administrator Coakley, Community and Economic Development Director Mentzer.

The purpose of the meeting was to review City and developer request and answer the Library's questions related to the requests.

Mr. Mentzer shared plan drawings and information:

- Existing Sidewalk in front of Library parking spaces – Developer will move to curb (carriage walk); City recommends width be expanded from 5' to 6'; City suggests Library consider asking developer to move full length of walkway to curb, including the portion on library property. This creates consistency with the rest of the Library's sidewalk and provides safe access from vehicle to walkway.
- Elimination of 30' front yard setback recorded on plat of subdivision – City needs authorization from three property owners (Library, City and one business) to eliminate the 30' front yard setback. The City's attorney is working on an agreement to be signed by the property owners. The agreement would only permit elimination of the setback for this specific development.
- Relation to Subarea Plan – The proposed development thoroughly and accurately addresses the subarea plan that resulted from public input sessions. At those public input sessions, participants expressed that the existing use was not appropriate. The property would not be developed as planned without the City's involvement. Economically, it would not have made sense for the City to invest the dollars spent to purchase and prepare the site in a park. The proposed development adds a highly desirable housing type (small lot, no maintenance) to Warrenville's housing stock.
- Design Goals – One of the design goals of the project is to create an appealing streetscape. Along Stafford Place, the developer's proposed front yard setbacks are consistent with the Library's setback. Cottage homes (2½ stories with rear-loading garages) will be visible from Butterfield Road.
- Stormwater Management – The City has adopted DuPage County's ordinance for stormwater management, a fairly stringent and all-encompassing set of guidelines. The proposed development includes two depressional areas (Volume Control Best Management Practices, VCBMPs) to collect a majority of runoff from the site. These areas will be planted with native plants. The goal is to store and release the stormwater at a slower rate while giving the water the opportunity to infiltrate into the ground instead of flowing into the stormwater drainage system. The design is required to store 1.25" of runoff for the entire project area. The City's engineer has asked for clarification on some aspects of the proposed design and has made recommendations for changes in other aspects of the design. Mr. Mentzer shared plans and reviewed high water levels for the proposed depressional areas (698.1 and 696) and final finished elevations for the library building (700.16) and parking lot (698.5). As a point of comparison, the Library's detention basin has a high water level of 698.6. The City understands that the Library has engaged the services of a civil engineering firm to review the stormwater management plans for any adverse effect to Library property. The City's goal in any development is to maintain or improve existing conditions.

- Fire Hydrant Location – The City is recommending the fire hydrant be placed on the parking island at the west end of the library's parking spaces. This will require a construction easement and public utility easement.
- Grading Easement – The developer may not need the grading easement that was previously discussed.
- Chain Link Fence – The portion of the fence on Library property can be removed with Library approval. The Library may want to ask the developer to perform the removal as part of the agreement to permit access to the Library's property for other work related to the development.

Trustee Lezon shared concerns regarding setbacks, density, vision triangles and stormwater impact. She also expressed her opinion that the site should be developed as a park. During discussion of the need for "rooftops" to support future business development, she noted that the dynamics of business are changing. She indicated that people are seeking homes with more open space.

Alderman Goodman indicated that the reality of the housing market in this area indicates that people are looking for maintenance free homes.

Mr. Mentzer suggested a visit to Airhart's College Station development in Wheaton. This development is similar to the "cottage" homes proposed for Stafford Place. (College Station is located at the intersection of North Blanchard St. and Avery Ave.)

Ms. Whitmer asked the City to share the specific requests in writing. Mr. Mentzer indicated that the Library will receive a request from the City to eliminate the 30' front yard setback. Other requests will be made by the developer.



College Street Station, Wheaton

NEW BUSINESS

Potential Revisions to Meeting Room Policy (discussion only)

This report is INFORMATIONAL ONLY. A policy revision will be recommended at the September Board Meeting.

Staff are working with the development team at COMMUNICO to set up the new online program calendar and room booking system.

1. The new system is not able to accommodate our meeting room reservation schedule as outlined in the current policy. (Rooms are made available on a quarterly basis.) We will recommend the library return to the "old" availability system. WPLD cardholders, organizations of which the Library is a member and government entities could reserve a room up to 90 days in advance. All others could reserve a room up to 60 days in advance.
2. A group that regularly uses the meeting room expressed displeasure that we removed the option to allow an "alternate" person on the reservation. Jackie & I will review this portion of the policy and have a recommendation in September.

NEW BUSINESS

Review and Approve Illinois Public Library Annual Report for FY2017 (ACTION)

On the following pages you will find a summary of statistics from the FY2012 through FY2017 annual reports.

Because of the renovation project, use of the library declined over the previous year.

We saw increased use in two areas:

- Downloadable collections
- Reference questions asked

You'll notice a significant bump in the number of website visits. This is attributed to the inclusion of "hits" to our new catalog.

The completed annual report form is included on the pages after the summary. ("-1" 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 FY2014.

<http://www.ims.gov/research/public-libraries-in-the-united-states-survey.aspx>

Trustees Warren and Ruzicka are scheduled to complete the required Secretary's Audit at 6:30 pm on August 16.

ANNUAL REPORT SUMMARY FY2017

	1 year change						5 year change	
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	Diff FY16 to FY17	% change
FINANCIALS								
Property Tax Income	\$ 1,549,054	\$ 1,586,773	\$ 1,666,909	\$ 1,708,849	\$ 1,739,888	\$ 1,758,280	\$ 18,392	1.1%
Other Income	\$ 77,365	\$ 91,502	\$ 70,539	\$ 82,107	\$ 86,294	\$ 167,575	\$ 81,281	94.2%
TOTAL INCOME	\$ 1,626,419	\$ 1,678,275	\$ 1,737,448	\$ 1,790,956	\$ 1,826,182	\$ 1,925,855	\$ 99,673	5.5%
Staff Expenditures (salaries & benefits)	\$ 891,898	\$ 923,520	\$ 931,626	\$ 943,734	\$ 976,794	\$ 1,026,628	\$ 49,834	5.1%
Materials Expenditures	\$ 210,392	\$ 193,878	\$ 190,195	\$ 193,583	\$ 194,375	\$ 190,599	\$ (3,776)	-1.9%
Other Expenditures	\$ 375,713	\$ 449,767	\$ 446,517	\$ 396,559	\$ 434,304	\$ 374,784	\$ (59,520)	-13.7%
TOTAL EXPENDITURES	\$ 1,478,003	\$ 1,567,165	\$ 1,568,338	\$ 1,533,876	\$ 1,605,473	\$ 1,592,011	\$ (13,462)	-0.8%
TOTAL FUND BALANCE (does not include deferred income)	\$ 408,075	\$ 519,286	\$ 688,398	\$ 945,482	\$ 1,166,190	\$ 1,176,531	\$ 10,341	0.9%
THE STAFF								
Full Time Equivalent Employees (40 hour)	16.65	16.18	15.99	16.49	17.32	17.95	0.63	3.6%
PATRONS, VISITS & PROGRAM ATTENDANCE								
Annual Visits (gate count) (2015 changed counter location at main entry)	148,375	143,314	141,638	138,517	122,605	98,022	(24,583)	-20.1%
Adult Programs Offered	138	162	143	79	78	60	(18)	-23.1%
Adult Program Attendance	4,121	2,959	2,924	4,387	4,882	3,706	(1,176)	-24.1%
Young Adult Programs Offered	50	68	71	71	57	33	(24)	-42.1%
Young Adult Program Attendance	821	820	992	587	390	652	262	67.2%
Children's Programs Offered	209	213	198	198	207	140	(67)	-32.4%
Children's Program Attendance	6,370	8,675	6,065	4,601	5,657	6,178	521	9.2%
Resident Cards in force (i.e. unexpired)	7,051	6,690	6,383	6,438	6,364	6,004	(360)	-5.7%
THE COLLECTION								
Books owned	111,683	111,739	99,400	99,873	82,798	79,479	(3,319)	-4.0%
Magazine/Newspaper subscriptions	260	241	205	204	201	197	(4)	-2.0%
Electronic Books	4,020	8,278	9,361	10,097	10,520	14,625	4,105	39.0%
Audio Recordings (music, books)	10,487	9,304	9,706	9,757	8,061	6,758	(1,303)	-16.2%
Audio Recordings: Downloadable titles	551	3,809	3,946	4,077	4,209	3,778	(431)	-10.2%
DVDs/Videos	8,715	9,818	10,992	9,459	10,402	9,667	(735)	-7.1%
							(32,204)	-28.8%
							(63)	-24.2%
							10,605	263.8%
							(3,729)	-35.6%
							3,227	585.7%
							952	10.9%

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]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0557
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.	
1.5a Facility Street Address [PLSC 153]	28W751 Stafford Place
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a 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

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
1.23a 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	
1.25a 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?	0

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]	07/01/2016	07/01/2015
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2017	06/30/2016
3.3 Number of months in this fiscal year	12	12
3.4 Name of person preparing this annual report	Sandra Whitmer	Sandra Whitmer
3.5 Telephone Number of Person Preparing Report	630-393-1171	630-393-1171
3.6 FAX Number	630-393-1688	630-393-1688
3.7 E-Mail Address	director@warrenville.com	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	No
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Board Action and Backdoor Referenda

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.

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)

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

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	7	7
5.2 Total number of vacant board seats	0	0
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.	Yes	Yes

First Member

5.5 Name	Richard W. Warren Jr.
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	rwarren@warrenville.com
5.10 Home Address	27W775 Parkview Avenue
5.11 City	Warrenville
5.12 State	IL
5.13 Zip Code	60555

Second member

5.5 Name	Barbara J. DuRocher
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	630-393-1171
5.9 E-mail Address	bdurocher@warrenville.com
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)	05/2019
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	Secretary
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	Treasurer
5.7 Present Term Ends (mm/year)	05/2019
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

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.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	<input checked="" type="checkbox"/> Unknown
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	22
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 ¹	625 <input checked="" type="checkbox"/>

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 - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling			0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)	2,000		0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures	20,000		0	\$0
Energy conservation				
Repair of sidewalks, curbing, parking areas			0	\$0
Accessibility measures			0	\$0
Technology upgrading			0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			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
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas			0	\$0
Accessibility measures			0	\$0
Technology upgrading			0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			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	\$53,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No	No

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	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.		

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	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$1,950,000	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.		

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1), 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)	\$1,758,280	\$1,739,888
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 For the ensuing fiscal year, 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)	\$1,789,037	

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	\$0	\$10,446
8.3 Equalization aid grant	\$0	\$0
8.4 Personal property replacement tax	\$0	\$0
8.5 Other State Government funds received	\$0	\$0
8.6 If Other, please specify	-1	-1
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$0	\$10,446

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	\$0
8.9 E-Rate funds received	\$0	\$0
8.10 Other federal funds received	\$0	\$0
8.11 If Other, please specify	-1	-1
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0	\$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	\$46,416	\$75,848
8.14 Other receipts intended to be used for operating expenditures	\$121,159	\$75,848
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$167,575	\$75,848
8.16 Other non-capital receipts placed in reserve funds	\$0	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$1,925,855	\$1,826,182
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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."

	Insurance Policy/Instrument	Insurance Policy/Instrument
8.18a The library safeguards its funds using which option?		
8.18b Proof of Certificate of Insurance for Library Funds		
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$900,000	\$900,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer	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]	\$830,127	\$792,449
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$196,501	\$184,345
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$1,026,628	\$976,794

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]	\$102,099	\$103,239
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$58,009	\$56,429
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$30,491	\$34,708
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, Music CDs, Audiobooks, Puzzles	DVDs, Music CDs, Audiobooks, Puzzles
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$190,599	\$194,376

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]	\$374,784	\$434,304
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$1,592,011	\$1,605,474

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	\$1,929,700	\$0
12.1b Local Government: Other	\$0	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$1,929,700	\$0
12.2 State Government [PLSC 401]	\$0	\$0
12.3 Federal Government [PLSC 402]	\$0	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0	\$0
12.5 If Other, please specify	-1	\$0
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$1,929,700	-1
		\$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]	\$2,253,204	\$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.

6	6	175.989999999	207.5	
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Library Director	Library Director		37.50	X
Adult Services Librarian	Adult Services		37.50	X
Head of Public Services	Adult Services		37.50	X
Young Adult Librarian	Young Adult Services		20	X
Head of Technical Servi	Cataloging		37.50	X
Youth Services Librarian	Children's Services		37.50	X
				X

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	5.19	5.79
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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.

2	2	2	2	2	2	2
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week		
Adult Services Librarian	Adult Services	Less than a Bachelor's degree with LTA		32.00	X	X
Early Childhood Librarian	Children's Services	Bachelor's Degree: No library science		37.50	X	X

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	1.74	1.74
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	6.93	7.53

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	353	306.00
13.14 Minimum hourly rate actually paid		
13.15 Maximum hourly rate actually paid		
13.16 Total FTE Group C employees (13.13 / 40)	8.83	7.65

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	73	70.75
13.18 Minimum hourly rate actually paid		
13.19 Maximum hourly rate actually paid		
13.20 Total FTE Group D employees (13.17 / 40)	1.83	1.77

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	15		15.00
13.22 Minimum hourly rate actually paid			
13.23 Maximum hourly rate actually paid			
13.24 Total FTE Group E employees (13.21 / 40)	0.38		0.38
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	11.03		9.79
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	17.95		17.32

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.			
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total of Weeks Hours/Week Vacant during report period.
			13.31 Number of Weeks
			13.32 Annual Salary Range Minimum
			13.33 Annual Salary Range Maximum
			X

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.			
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)
			X

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.

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	
							X

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]	3,376		3,383
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0		0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,376		3,383
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52		52
14.3 Total annual visits/attendance in the library [PLSC 501]	98,022		122,605

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 type 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	140	6,178	5,657	-1
Young Adult	33	652	390	-1
Other	60	3,706	4,882	-1
Total	233	10,536	10,929	
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			

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	6,004	6,364
16.2a Total Number of Unexpired Non-resident Users Cards	0	0
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?	\$0	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	6,004	6,364
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes	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]	79,479	82,798
17.2 Current Print Serial Subscriptions [PLSC 460]	197	201
17.3 Total Print Materials (17.1 + 17.2)	79,676	82,999
17.4 E-books Held at end of the fiscal year [PLSC 451]	14,625	10,520
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	6,758	8,061
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	3,778	4,209
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	9,667	10,402
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0	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]	41	43
17.8 State (state government or state library) [PLSC 457]	13	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	54	56

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	119,251	132,205
18.2 Number of young adult materials loaned	7,744	
18.3 Number of children's materials loaned [PLSC 551]	78,115	96,786
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	205,110	228,991

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	100,090	110,704
18.6 Videos/DVDs- Physical	85,703	94,499
18.7 Audios (Include music)- Physical	13,787	16,785
18.8 Magazines/Periodicals- Physical	4,088	5,074
18.9 Other Items- Physical	1,442	1,929
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	205,110	228,991
18.11 Use of Electronic Materials [PLSC 552]	24,023	10,448
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	229,133	239,439
18.13 Successful Retrieval of Electronic Information [PLSC 554]		
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	24,023	
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	229,133	
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	899	954
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	2,499	2,642

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]	13832	5,460
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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 40

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	87
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	30
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
	No

INTERNET (21.1 - 21.8)

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		Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more		Other (specify)
21.2b If Other, please specify			
21.3 What is the monthly cost of the library's internet access?	\$834	50 Mbps	
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	28	\$834	
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	17,788	35	
21.6 Wireless Sessions Per Year [PLSC 652]	-1	20,433	
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No	-1	
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes	No	Yes

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	No
22.3 If NO, why did your library NOT participate in the E-rate program?		

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.)	\$4,836	\$9,551
23.2 Does the above amount include travel expenses?	Yes	Yes
23.3 How many hours of training did employees receive this year?	500	710.00
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?	
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?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

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, 6.4b 1 study room available Jul-Jan; Study room not available during renovations Feb-mid May; 6 study rooms available mid May-June (0-2017-08-06)

Building Project Update

Jackie worked with Shales McNutt to ensure the material on the public staircase was properly sealed.

We are waiting for light fixtures to be installed in two youth study rooms. The fixtures have arrived damaged twice. The electrician is currently on another job and the existing lighting is sufficient at this time.

We expect a "gaming" cabinet to arrive by the end of August. The cabinet will provide secure storage in the Teen Lounge for gaming systems that are used for programs.

Marketing Notes

July's focus included the Renovation Celebration and the Fall Newsletter. The Fall Newsletter will be delivered the week of August 14.

Kathy sent two eNewsletters:

	Sent	Open Rate	Click Rate (clicks on links within newsletter)
July edition	566	36.5%	12.3%
July special edition (Renovation Celebration)	566	32.7%	7.1%

Facebook Activity

41 posts	35,777 impressions	1,204 engaged users
42 post shares	526 post likes	29 post comments

Concerts on the Commons

The threat of storms on July 12 caused me to cancel the first scheduled concert. By 7 pm, the weather had cleared. The concerts on July 19 and 26 were well attended with 200+ people at each event.

Other items

In response to a library patron's concern, the City of Warrenville posted "Slow Down / Pedestrians Ahead" signs to alert drivers on Stafford Place. The City suggested the Library post a notice for patrons exiting the building that reminds patrons to be cautious because they are exiting onto a street (not a parking lot). (We are evaluating sign options.) Observations indicate that some of our patrons have a tendency to walk in the middle of the street to get to their vehicles instead of crossing the street at a right angle. We've been fortunate that no accidents have occurred and hope that these preventative measures will promote continued safety.

July Meetings/Programs/Outreach (Sandy)

July 3 – Warrenville Parade

July 5 – Met with Ron Mentzer (City of Warrenville) & Court Airhart (Airhart Builders) regarding proposed development of property adjacent to Library

July 6 – Worked with rep from Indecor to reprogram window shades

July 7 – Oversaw installation of glass markerboards in study rooms

July 10 – Oversaw installation of sign holders on shelving end panels

July 10 – Met with Trustee Picha to review Renovation Celebration remarks

July 12 – Received furniture delivery; Oversaw installation of glass graphics on adult study rooms
July 12 – Communico onboarding web conference
July 13, 14, 15 – Oversaw installation of stair flooring
July 14 – Warrenville in Bloom 10th Anniversary Celebration
July 16 – Renovation Celebration
July 18 – Management Team Meeting (Jackie & Kathy)
July 18 – Communico web conference – Questionnaire overview (Jackie, Kathy, Amarelis)
July 26 – Meeting with Ron Mentzer (City of Warrenville) re: Board's response and questions regarding proposed development of property adjacent to Library

RENOVATION CELEBRATION



STATISTICAL SUMMARY

JULY 2017

	JULY 2017	JULY 2016	% change	+/-
TOTAL CIRCULATION	22,146	21,652	2.3%	494
Print	11,148	10,287	8.4%	861
NonPrint	9,535	10,059	-5.2%	-524
Equipment (mobile dev., in-house laptops, etc.)	84	67	25.4%	17
Downloadables	1,379	1,239	11.3%	140
OVERDRIVE (eBooks & eAudiobooks)	829	813	2.0%	16
ZINIO (eMagazines)	72	65	10.8%	7
Hoopla	313	117	167.5%	196
Tumblebooks	165	244	-32.4%	-79
ITEM REQUESTS PROCESSED	287	310	-7.4%	-23
INTERLIBRARY LOANS RECEIVED	249	233	6.9%	16
MATERIALS ADDED	820	642	27.7%	178
MATERIALS WITHDRAWN	375	3,104	-87.9%	-2,729
TOTAL COLLECTION SIZE*	110,616	114,367	-3.3%	-3,751
PROGRAMS				
Number of Adult Programs	3	5	-40.0%	-2
Adult Program Attendance	441	888	-50.3%	-447
Number of Teen Programs	4	3		
Teen Program Attendance	37	23		
Number of Children's Programs	22	26	-15.4%	-4
Children's Program Attendance	541	624	-13.3%	-83
Book-A-Librarian	5	3	66.7%	2
Book-a-Librarian Attendance	5	3	66.7%	2
RECIPROCAL BORROWER CIRCULATION	1,671	1,349	23.9%	322
RESIDENT CARDS ACTIVE	5,992	6,374	-6.0%	-382
RECIPROCAL BORROWER CARDS ACTIVE	312	324	-3.7%	-12
VISITOR COUNT	12,372	8,046	53.8%	4,326
COMPUTER SESSIONS*	1,545	1,638	-5.7%	-93
DATABASE USAGE	284	343	-17.2%	-59
WEBSITE VISITS**	50,757	6,059	737.7%	44,698
UNIQUE WEBSITE VISITORS	42,778	2,953	1348.6%	39,825

Detailed statistical reports will be available at the Board Meeting

**includes website and computer catalog

PUBLIC SERVICES DEPARTMENT REPORT

July 2017

Leila Heath

InterLibrary Loan

Item Requests Processed: 287 (310 LY); Materials Received: 249; Materials Lent: 78

Programming

Concerts:

Johnny Russler & The Beach Bum Band 7/19: 220

Second Hand Soul Band 7/26: 220

Adult:

Afternoon Movie 7/25: 1

Book a Librarian (5): 5

Puzzles: 3

1000 piece: *American Flag; Treasure Hunt Bookshelf; Ready for Summer*

Teen:

Nintendo Club 7/7: 17

Teen Writing Club 7/12: 6

Smash Tournament 7/21: 10

T Time 7/26: 4

Youth:

Camp ABC (3): 60

Stories in the Park (3): 98

Toddler Time (3): 126

PAWS 7/8: 15

Nature Telling 7/12: 28

Tech Club Jr 7/13: 24

Lego 7/14: 24

Saturday Storytime: 7/15: 6

Crafty Kids 7/19: 26

Tech Club 7/20: 12

Science Explorers 7/27: 16

Pokemon Scavenger Hunt 7/28: 45

Craft Table (4): 61

The Summer Reading program, "Reading by Design," was held from 6/1 through 7/31. Adult and Teen patrons read 5 books and Youth patrons completed 6 hours of reading to complete their reading logs

416 (421 LY) participants submitted their first reading logs: 86 (87 LY) adults, 28 (87 LY) teens and 302 (LY 247) youth. A total of 902 (880 LY) logs were submitted: 150 (163 LY) adult, 64 (163 LY) teen and 688 (554 LY) youth.

50 (36 LY) book reviews were submitted. Patty Kempker won the June prize drawing and Sharon Gurley won the July prize drawing for a "Reading by Design" canvas tote bag.

Outreach / PR

Outreach:

4th of July Parade 7/3

Renovation Celebration 7/16

Teen Volunteers: 5; Hours: 12

Meetings / Continuing Ed

Management Meetings: Leila

Tech Team Meeting 7/13: Jen, Sylvia, Guillermo, Alyssa, Diana, Jane, Nayeli

Lynda.com Trial Kick-off 7/19: Leila, Jen, Sylvia, Guillermo, Alyssa

Publisher 2016 Essential Training Online 7/24: Alyssa

Readers' Advisory

NextReads eNewsletter: 150 (145 LY) subscribers

Beyond Dust Jackets Blog: Views 7/1-31: 1233; Total views 2017: 8025

OverDrive eAudiobooks/eBooks

New User accounts 7/1-31: 14

Checkouts 7/1-31: 829

Total checkouts 2017: 5329; Total checkouts FY: 829

Zinio eMagazines

User accounts thru 7/31: 201

Checkouts 7/1-31: 72

Total checkouts 2017: 509; Total checkouts FY: 72

Hoopla

New User accounts 7/1-31: 35

Checkouts 7/1-31: 313

Total checkouts 2017: 1756; Total checkouts FY: 313

TECHNICAL SERVICES REPORT

July 2017

Louis Carlile

Collection statistics for the month:

*820 items were added. (507 books, 117 AV, 136 periodicals, 55 eBooks/eAudio, 5 equipment)

*375 items were deleted. (24 books, 246 AV, 105 periodicals, 0 eBooks/eAudio, 0 equipment)

Other items:

*44 books were repaired.

*220 AV were cleaned / repaired.

Activities:

*Debbie Rosenwinkel announced her retirement as Cataloging Assistant. Debbie has worked at the library for 12 years. Debbie's last day will be August 31, 2017.

* Tech Services helped celebrate the library's renovation celebration.

CIRCULATION REPORT

July 2017

Patty Dybala

Library Card Monthly Stats		
	July 2017	July 2016
# of new cards issued	127	95
# of renewed cards (expiring 7/2017)	41 (138 notices sent*) *email only effective 7/2017	34 (140 notices sent)
Warrenville Resident cards (active)	5,992	6,374
Reciprocal Borrower cards (active)	312	324

Miscellaneous Monthly Circulation Stats		
	July 2017	July 2016
Self-Checkout Station	7,660 items (36% of total circulation)	5,001 items (24% of total circulation)
Reciprocal Borrower Circulation	1,671	1,349
# of Outgoing Book Discussion ILL Requests	64 (18% of total item requests)	33 (10% of total item requests)
Mobile Device Circulation	50	46
Mobile Device In-house Circulation	34	20

Professional Growth/Meetings/Outreach

Management Team Meetings- Patty

7/3 4th of July Parade- Sandy K

7/7 Extreme Customer Service, Every Time Webinar- Olivia

7/10; 7/11; 7/12 Customer Service Specialist Interviews- Patty

7/16 Renovation Celebration- Patty, Jaime, Sandy, Olivia, Ellen

Homebound Delivery

None this month.

Staffing

Mary Thomas accepted the position of Customer Service Specialist; her first day was on July 26.

COMPUTER SERVICES REPORT

July 2017

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (4) including (2) Communico design questionnaire review sessions
 - Communico onboarding call w/Sandy
 - Tech Team – Pay Station: firmware upgraded, barcode scanners replaced; Print jobs disappearing: TBS tweaked print driver; RPA Server: Reboots at 12:45pm daily, icon on ASDESK; Hotspots: Franklin R850 on backorder from Sprint; ZTE Warp Connect specs – 10 hour battery life (up from 8), USB charger & cable, not AC adapter; Computer Lab (not Quiet Lab or Computer Center); Enterprise: Search Limits & Sorting, INLIB profile demo, Text This to Me: OK – AT&T, Sprint. NOT OK – T-Mobile, Verizon (Turned off feature)
2. Continued working with staff and SirsiDynix to test & modify the configuration of the new Enterprise public catalog.
3. Obtained the OverDrive API for Communico; obtained the SirsiDynix Web Services API and uploaded both to the Communico shared Google drive.
4. Worked with Kent/CFB to set up a new VLAN configuration so Enterprise catalog will utilize the "In Library" profile to display only physical materials to members using Library PCs.
5. Set up network/email/software accounts for two new employees. Disabled for two former employees.
6. Adjusted closing times in MyPC and Faronics for early closing on July 3.
7. Worked with Mary/SirsiDynix to adjust pre-expiry notices so that notices are not generated for members without email addresses but the pre-expiry block is still added to their accounts.
8. Installed FileZilla software on Marketing staff PCs to facilitate file transfers to the printer [company]. Worked with Amarelis to install the new Bookmania and Gibson font families in Adobe Creative Cloud via TypeKit and to purchase 20 perpetual font licenses and install on any staff PCs that may be involved with printing Library signage, publications, forms, etc. Added HP Color LaserJet M553dn driver software to GRAPHIC PC. Added Adobe Creative Cloud apps to Admin's Laptop.
9. Purchased 5 additional Sprint 4G hotspots and service plans from Mobile Beacon via TechSoup.
10. Purchased replacements for circulating pico projection screen, Franklin R850 hotspot power adapter cord.
11. Worked with Leila to make capitalization, pluralization and wording of collection code descriptions consistent and updated them in the (4) Horizon and Enterprise code tables.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, August 10, 2017)

Wednesday, August 16 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Sunday, September 3 and Monday, September 4 – Labor Day
Library Closed

Saturday, September 16 and Sunday, September 17
Art on the Prairie

	Library Hours	Event Hours
Sat 9/16	9:30 am – 6 pm	10 am – 6 pm
Sun 10/17	10 am – 5 pm	10 am – 4 pm

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

ILA Reporter, August edition

The August 2017 edition of the ILA Reporter is available online at
<https://www.ila.org/publications/ila-reporter>

Thoughts of an Accidental Librarian

Robert P. Doyle, Illinois Library Association

Trendspotting: Once and Future Fandoms

Kara Kohn, Plainfield Public Library District

Fandoms: Subcultures on the Rise!

Amy Alessio, Katie LaMantia, and Emily Vinci, Schaumburg Township District Library

Good Girls and Last Lies: Q&A with Author Mary Kubica

Kara Kohn, Plainfield Public Library District

Meet the Avengers

Christine Watkins, Illinois Library Association

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 verbatim recordings to be released at this time.
- There are no minutes to be released 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 move the closed session agenda item to the Regular Agenda. The status of the six-month review can then be recorded in the minutes.