



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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, November 14, 2018, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**
*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
 - a. Presentation of the FY2018 Audit (Brian LeFevre, Sikich LLC)
 - b. Overview of IT Systems and Projects (Systems Administrator Cynthia Makowski)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 4** a. Approve Minutes of the October 17, 2018 Regular Board of Trustees Meeting
- p. 11** b. Receive and file Financial Report for October
- p. 18** c. Certify Compliance with the Truth in Taxation Act
- p. 19** d. Adopt Ordinance #18-19-04 Levy Ordinance for Fiscal Year 2018-2019
- p. 25** e. Approve Notice of Availability of Audit Report for Publication

8. Regular Agenda

p. 26 a. Approve payments for the period of October 18 – November 14, 2018
(ACTION)

p. 28 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

p. 29 a. Approve Resolution #216 – Resolution Transferring Funds to the Special Reserve Fund **(ACTION)**

p. 31 b. Review Proposed Board Meeting Schedule for 2019 *(discussion only)*

11. Director's Report

p. 32 a. Community Survey / Strategic Planning Process

p. 35 12. Department Head Reports

13. President's Report

p. 42 a. Next meetings or events

p. 43 14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

p. 44 18. Items for information and/or discussion (No Action)

a. FY19 Per Capita Grant Requirements

- Review "Trustee Facts File" Chapters
 - Chapter 9 - Facilities (Trustee Lezon)
 - Chapter 10 – Budgeting & Financial Management (Trustee Warren)
- Review Illinois State Library Veterans History Project (Trustee DuRocher)
- Review Training on Serving Patrons with Disabilities (Trustee Stull)
- Report on Reference and Reader's Advisory Services (Director Whitmer)

19. Closed Session

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

21. Adjournment **(ACTION)**



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WARRENVILLE PUBLIC LIBRARY DISTRICT
Truth in Taxation Public Hearing
Wednesday, November 14, 2018, 7:00 p.m.
AGENDA

Location: Library Meeting Room

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

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

- I. A public hearing to approve a proposed property tax levy increase for the Warrenville Public Library District for 2018 (2018-2019 fiscal year) will be held on November 14, 2018 at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sandra Whitmer, Director, 28W751 Stafford Place, Warrenville, Illinois, (630) 393-1171.
- II. The corporate and special purpose property taxes extended or abated for 2017 were \$1,846,492. The proposed corporate and special purpose property taxes to be levied for 2018 are \$1,981,000. This represents a 7.28% increase over the previous year.
- III. The property taxes extended for debt service and public building commission leases for 2017 were \$0.00. The estimated property taxes to be levied for debt service and public building commission leases for 2018 are \$0.00. This represents no change over the previous year.
- IV. The total property taxes extended or abated for 2017 were \$1,846,492. The estimated total property taxes to be levied for 2018 are \$1,981,000. This represents a 7.28% increase over the previous year.



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1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**
*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
 - a. Presentation of the FY2018 Audit (Brian LeFevre, Sikich LLC)
 - b. Overview of IT Systems and Projects (Systems Administrator Cynthia Makowski)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the October 17, 2018 Regular Board of Trustees Meeting
 - b. Receive and file Financial Report for October
 - c. Certify Compliance with the Truth in Taxation Act
 - d. Adopt Ordinance #18-19-04 Levy Ordinance for Fiscal Year 2018-2019
 - e. Approve Notice of Availability of Audit Report for Publication

8. Regular Agenda
 - a. Approve payments for the period of October 18 – November 14, 2018 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
10. New Business
 - a. Approve Resolution #216 – Resolution Transferring Funds to the Special Reserve Fund **(ACTION)**
 - b. Review Proposed Board Meeting Schedule for 2019 *(discussion only)*
11. Director's Report
 - a. Community Survey / Strategic Planning Process
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
 - a. FY19 Per Capita Grant Requirements
 - Review "Trustee Facts File" Chapters
 - Chapter 9 – Facilities (Trustee Lezon)
 - Chapter 10 – Budgeting & Financial Management (Trustee Warren)
 - Review Illinois State Library Veterans History Project (Trustee DuRocher)
 - Review Training on Serving Patrons with Disabilities (Trustee Stull)
 - Report on Reference and Reader's Advisory Services (Director Whitmer)
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, October 17, 2018

1. Call to order – Trustee Picha called the meeting to order at 7:05 p.m.
2. Roll Call - Trustee Picha called roll call
ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren
ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis
PUBLIC ATTENDING: Warrenville resident Nicole Wagner
3. Approval of the agenda
 - a. Trustee Picha moved Item 7 a. – Approve Minutes of the September 19, 2018 Budget & Appropriation Public Hearing and 7b. Approval of the September 19, 2018 Regular Board of Trustees Meeting to the Regular Agenda as combined item 8.c.
 - b. Trustee Picha removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.
 - c. Director Whitmer stated Lou Carlile's presentation is postponed until December or January due to materials not arriving in time that are pertinent to his presentation.

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

Roll call vote:

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

Nays – none

Motion carried

4. Public comments – none
5. Correspondence – none
6. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Receive and file Financial Report for September

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

Roll call vote:

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

Nays – none

Motion carried

7. Regular Agenda

- a. Approve payments for the period of September 20, 2018 – October 17, 2018

MOTION: Trustee Stull moved to approve payments in the amount of \$46,709.94 for the period of September 20, 2018 through October 17, 2018 including electronic payments and checks #6692 – 6744. Checks #6728 and #6735 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Richardson moved to transfer \$135,000 from the Business NOW Account to the Operating Account. Trustee DuRocher seconded.

Roll call vote

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

Nays - None

Motion carried

- c. Approve Minutes of the September 19, 2018 Budget & Appropriation Public Hearing and Minutes of the September 19, 2018 Regular Board Meeting

MOTION: Trustee Stull moved to approve the Minutes of the September 19, 2018 Budget & Appropriation Public Hearing and the Minutes of the September 19, 2018 Regular Board Meeting. Trustee Warren seconded.

Voice Vote:

Ayes – 6

Nays – None

Abstain – Trustee Richardson

Motion carried.

8. Unfinished Business – None

9. New Business

10. Director's Report

a. Library Community Survey

- Director Whitmer reported the survey kicked off on October 12.
- A survey table is located opposite the café area with staff in attendance during certain hours. Trustees are welcome to join staff at the survey table.
- Diana Abraham was able to obtain surveys from outreach visits to Bower and Johnson Elementary Schools. An outreach event at Jefferson School preschool was not conducive to survey collection.
- Kathy Gaydos collected responses at the Warrenville Park District.
- Sylvia Thompson collected surveys at the Park District's Senior Lunch on October 16.
- There are two \$50 Amazon gift card incentives for people submitting a survey and two for staff members who collect the most responses.
- As of today, the Library has received 200 online responses and another 200 paper responses. 50 surveys have been received from the outreach events.

b. Report on Library Use during Summer Daze (August 2018)

Director Whitmer reported the statistics for library use during Summer Daze indicates the library should stay open during the event next year. Comments received were mostly favorable from people entering the Library. Attendance numbers were close to average for non-event days.

c. RFP for Cleaning Services

The RFP for cleaning services was released in September.

Director Whitmer stated Jackie Davis held a building walk-through for prospective cleaning companies on October 2 with 14 companies in attendance.

The Library received 8 proposals before the deadline, with another proposal arriving late. The RFP included additional services including dusting of library shelving, carpet cleaning, air diffusers cleaned, etc. Based on the lowest priced proposal, the yearly cost for cleaning services should be comparable to current costs.

Jackie completed reference checks on the lowest bidder and will set up a meeting for the last week of October with company representatives.

d. Other Items:

- The tentative ComEd outage on October 23 will most likely be cancelled. Due to other businesses that are also affected by the outage, ComEd may complete the work overnight on a Friday.
- The Staff In-Service Day on October 5 was attended by 32 out of 35 staff. The favorite presentation was the fire extinguisher training and included a very general fire safety lecture. Staff were able to put out a fire with an electronic system with a laser extinguisher.
- The art sale and silent auction held during Art on the Prairie netted \$555.00. Trustee Picha asked if the Library still owns any valuable artwork. Director Whitmer replied yes. A few pieces have been hung in the staff areas or are in storage. Director Whitmer would eventually like to display artwork for sale in the Quiet Room.
- Herbo Tree Service has completed the tree removal project and Pine Landscaping removed the remaining brush along the previous fence line.
- After a boiler inspection by the State Fire Marshal the Library is required to install a boiler shut off button for the new boiler outside the mechanical room doors. Director Whitmer has hired Ridgeview Electric to complete this work in the amount of \$2,175.00. They will:
 - Relocate the existing boiler emergency shutdown button to outside the boiler room by the stairwell.
 - Add a second emergency shutdown button for boiler #1 outside the double doors.
 - Add a second emergency shutdown button for boiler #2 outside the double doors.
- Director Whitmer has ordered clear acrylic picture book dividers to replace the cardboard dividers currently being used, end panels and canopy for shelving located in the administration area, and adapters to add signage to shelving near the youth services desk from Library Furniture International.
- Director Whitmer is meeting with the architects next week to discuss the remaining signage project.
- Trustee Picha asked if Director Whitmer had any more information from Dorothy Deer regarding the butterfly garden. Director Whitmer stated Ms. Deer must obtain permission from the City regarding the funds and was also informed by the horticulturist to wait until spring for planting.
- Airhart Construction was not happy the library trimmed and removed the trees and shrubs located along the old fenceline because now his residents will see the Library's HVAC equipment. Director Whitmer explained to Mr. Airhart the Library will be replacing some of the planted materials later.
- Trustee Picha stated the Winfield Public Library's signs indicate the hours the library is open.

11. Department Head Reports

Trustee Picha stated she was amazed at the high attendance at some Adult Services programs.

Trustee Picha asked how the automatic library card renewal would work and the cost of the address verification. Director Whitmer replied the address verification will be less than \$500.00. The library card will automatically renew if address is verified. A yearly address verification will be run on all library accounts. If someone has moved the account will be flagged and the account removed.

12. President's Report

- Trustee Picha reported the upcoming meetings and events.
- Reminder - November board meeting is one week early on November 14.

13. Treasurer's Report – Trustee Lezon stated everything looks good.

14. Secretary's Report – Trustee Stull stated everything looks good.

15. Committee Reports – None

16. Trustee Comments

Trustee DuRocher stated she gets frustrated with Hoopla. Less than 10% of the audiobooks she searches for are available. Director Whitmer stated the Library has no control over the content that Hoopla provides.

Director Whitmer stated the Library purchases Overdrive items and a member is able to request an item be purchased. Director Whitmer asked Trustee DuRocher to send a list of unavailable items so the library can verify availability.

Trustee Warren was at the Discoveries Shop and overheard a conversation between two women. One of the women stated to another woman she misses the Library's used book sale.

Trustee Richardson shared the following comment: "I had a bad interaction with another library this week. It brought to me again how wonderful this library is; the fact that we strive so much to understand what the community needs then change and adapt to be that space for them. I just realized once again just how great this place is."

17. Items for information and/or discussion

a. FY19 Per Capita Grant – Review "Trustee Facts File" Chapters:

Chapter 6 – Intellectual Freedom - Trustee Ruzicka

- Trustee Ruzicka reminded the Board the First Amendment is freedom of speech, religion and the right of the people to assemble and is part of the Bill of Rights. Our basic right is to know our intellectual freedom.
- A Library Trustee is committed to this freedom and the patron's right to read and check out whatever materials they want and pursue their intellectual freedom.
- Most important is the patrons right to privacy. They should be able to check out what they want without the library sharing the information.
- Director Whitmer stated the patron's right to privacy was an item reviewed at the Staff In-Service Day this year. She explained the process of the police obtaining information from the library.

Chapter 7 – Planning - Trustee Stull

- Trustee Stull stated an important part of a trustee's job is to embrace Strategic Planning.
- A 3-5 year horizon is standard among most libraries and should anticipate community needs.
- The first part of a Strategic Plan is a Mission Statement.
- Two areas of planning that may need special attention are technology planning and disaster planning including fire, tornado or terrorism emergencies. Also, salvaging library resources.
- Director Whitmer stated the Library does have a Disaster Plan and a copy is located at her home.

Chapter 8 – Human Resources – Trustee DuRocher

- The single most important decision a library board makes is to hire a library director and write a job description.
- There are different types of benefits to keep in mind but this is largely completed by the Director as part of the budgeting process.
- Trustee Picha thanked Trustees DuRocher and Warren for their work on the director evaluation
- Staff members are hired by the director and report directly to the director. The board should avoid interference between the staff and the director.

Trustee DuRocher asked Director Whitmer to send her the information she is to review for next month's meeting.

18. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:17 pm. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

October 31, 2018

WARRENVILLE LIBRARY INCOME LEVY	OCTOBER 2018		FUND BALANCES				UNAUDITED OTHER INC				PAGE 1	
	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. Y.T.D.	% RECEIVED	FUND BAL. 6/30/2018	OTHER INC MONTH	Y.T.D. INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT	
CORPORATE	1748717	94.7048%	16887	1708713	97.71%	372154	6387	39459.33	121058	586930	1533396	
BLDG. & MAIN	97776	5.2952%	945	95630	97.81%	95801	0	0	8661	22699	168532	
TOTAL TAX (LEVIED)	1846493	100.00%	17832	1804343	97.72%	467955	6387	39459.33	129739	609829	1701928	
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	
WORKING CASH	0		0	0		225847	0	0	0	0	225847	
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	
SPECIAL RESERVE	0		0	0		154831	0	0	3385	11485	143346	
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524	
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	
TOTAL	1846493	100.00%	17832	1804343	97.72%	872157	6387	39459.33	133124	621314	2094645	

FORMULA =
A+B+C-D=E

A

B

C

D

E

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: October 31, 2018

	CORPORATE FUND				
	1 Month Ended Oct. 31, 2018	4 Months Ended Oct. 31, 2018	Budget	Balance	% Received / Expended
Income					
Taxes Levied	16,886.92	1,708,691.68	1,748,717.00	40,025.32	97.71%
Back Taxes	0.00	21.61	0.00	(21.61)	0.00%
Copier	768.14	2,701.55	6,000.00	3,298.45	45.03%
Extended Use Fees	2,060.18	6,108.06	19,000.00	12,891.94	32.15%
Fees	13.00	231.25	250.00	18.75	92.50%
Interest	2,898.40	9,288.68	3,000.00	(6,288.68)	309.62%
Book Sales	41.49	486.52	500.00	13.48	97.30%
Lost Books	316.00	1,351.45	3,500.00	2,148.55	38.61%
Gifts / Memorials	0.00	45.00	0.00	(45.00)	0.00%
Miscellaneous	289.93	1,108.07	3,000.00	1,891.93	36.94%
Hotel/Motel Tax	0.00	0.00	17,205.00	17,205.00	0.00%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	1,200.00	1,600.00	400.00	75.00%
	23,274.06	1,748,172.62	1,819,672.00	71,499.38	96.07%
Expenses					
Sal. - Administration	16,202.31	72,194.73	212,500.00	140,305.27	33.97%
Sal. - Circulation	10,371.17	45,623.80	133,000.00	87,376.20	34.30%
Sal. - Maintenance	1,808.58	7,706.47	22,500.00	14,793.53	34.25%
Sal. - Public Services	28,354.21	123,476.33	366,500.00	243,023.67	33.69%
Sal. - IT	6,116.68	27,026.00	80,500.00	53,474.00	33.57%
Sal. - Tech Services	10,893.17	46,676.16	134,000.00	87,323.84	34.83%
I.M.R.F. - Expense	7,525.16	34,154.11	92,000.00	57,845.89	37.12%
Fica - Expense	5,515.77	24,157.15	72,000.00	47,842.85	33.55%
Unemp. Comp.	198.78	403.77	1,200.00	796.23	33.65%
Op - Mat'l Processing/Tech	585.21	3,229.34	13,000.00	9,770.66	24.84%
Op - Mat'l Processing/Circ	28.79	214.87	2,210.00	1,995.13	9.72%
Op - Postage	459.31	1,036.35	5,165.00	4,128.65	20.06%
Op - Office Supplies	534.17	1,046.81	3,850.00	2,803.19	27.19%
Op - Bank Fee's	41.96	241.63	600.00	358.37	40.27%
Op - Automation Supplies	236.43	2,074.10	3,000.00	925.90	69.14%
Op - Publishing	637.91	942.66	1,300.00	357.34	72.51%
Equip. - Purchases	558.00	2,672.01	8,700.00	6,027.99	30.71%
Equip. - Maintenance	225.69	1,122.23	3,500.00	2,377.77	32.06%
Auto. - Software	69.99	8,962.53	17,195.00	8,232.47	52.12%
Auto. - Purchases	91.13	1,277.97	3,600.00	2,322.03	35.50%
Auto. - Maintenance	250.03	32,945.95	44,865.00	11,919.05	73.43%
L. Ins. - Workmen's Comp	0.00	0.00	3,800.00	3,800.00	0.00%
Ins. - Multi Peril Package	0.00	12,466.00	13,250.00	784.00	94.08%
Ins. - Health / Life	3,534.50	14,122.33	70,540.00	56,417.67	20.02%
Pd - Recruiting	90.00	270.00	500.00	230.00	54.00%
Pd - Staff Appreciation	74.64	291.58	3,300.00	3,008.42	8.84%
Pd - Staff / Dues	100.00	738.00	2,875.00	2,137.00	25.67%
Pd - Staff / Meetings	604.85	2,710.86	6,950.00	4,239.14	39.01%
Pd - Staff / Transportation	62.51	126.22	1,500.00	1,373.78	8.41%
Pd - Trst / Mtgs	0.00	(383.43)	500.00	883.43	-76.69%
Pd - Trst / Transportation	0.00	(16.17)	250.00	266.17	-6.47%
Pd - Trustee Misc.	38.69	81.71	500.00	418.29	16.34%
Cont. - Lawyer	0.00	0.00	5,000.00	5,000.00	0.00%
Cont. - Accounting	897.45	5,479.93	13,100.00	7,620.07	41.83%
Cont. - Collections	17.90	35.80	1,250.00	1,214.20	2.86%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: October 31, 2018

	CORPORATE FUND				
	1 Month Ended	4 Months Ended			% Received /
	Oct. 31, 2018	Oct. 31, 2018	Budget	Balance	Expended
Cont. - Audit	4,350.00	5,900.00	7,810.00	1,910.00	75.54%
Cont. - Consultants	0.00	4,500.00	19,700.00	15,200.00	22.84%
Lib. Mat. - Adult Books	4,891.26	17,131.75	58,000.00	40,868.25	29.54%
Lib. Mat. - Youth Books	2,828.03	10,367.55	33,000.00	22,642.45	31.39%
Lib. Mat. - Adult AV	1,663.76	5,737.10	26,000.00	20,262.90	22.07%
Lib. Mat. - Youth AV	580.69	3,273.19	7,000.00	3,726.81	46.76%
Lib. Mat. - EBooks	55.00	1,362.90	26,000.00	24,637.10	5.24%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	2,500.00	15,509.33	25,000.00	9,490.67	62.04%
Ps - Programs Adult	864.26	2,735.12	6,700.00	3,964.88	40.82%
Ps - Programs Youth	546.40	1,596.48	6,500.00	4,903.52	24.56%
Ps - Hotel/Motel	400.00	7,194.06	17,205.00	10,010.94	41.81%
Ps - Refunds / Fines / Fees	20.00	39.95	500.00	460.05	7.99%
Ps - Printing	9.21	2,939.21	14,500.00	11,560.79	20.27%
Ps - PR / Publicity	2.98	1,034.39	13,125.00	12,090.61	7.88%
Ps - Misc.	0.00	400.00	1,150.00	750.00	34.78%
Gas	104.74	490.78	8,000.00	7,509.22	6.13%
B & M - Water / Sewer	162.44	306.24	800.00	493.76	38.28%
Electricity	4,516.05	17,679.07	40,000.00	22,320.93	44.20%
Telephone	1,259.12	4,544.56	13,400.00	8,855.44	33.91%
Gifts	0.00	484.09	2,000.00	1,515.91	24.20%
Contingency	178.80	179.30	10,000.00	9,820.70	1.79%
Debt Repayment	0.00	0.00	169,900.00	169,900.00	0.00%
	121,057.73	586,930.15	1,862,290.00	1,275,359.85	31.52%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: October 31, 2018

BUILDING & MAINTENANCE FUND					
	<u>1 Month Ended</u> <u>Oct. 31, 2018</u>	<u>4 Months ...</u> <u>Oct. 31, 20...</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
Taxes Levied	945.10	95,628.99	97,776.00	2,147.01	97.80%
Back Taxes	0.00	1.21	0.00	(1.21)	0.00%
	<u>945.10</u>	<u>95,630.20</u>	<u>97,776.00</u>	<u>2,145.80</u>	<u>97.81%</u>
Expenses					
Maintenance	2,837.99	12,329.99	74,520.00	62,190.01	16.55%
Maintenance Supplies	17.36	77.87	3,200.00	3,122.13	2.43%
Security	979.71	2,272.62	13,550.00	11,277.38	16.77%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	572.24	572.24	5,200.00	4,627.76	11.00%
Janitorial Supplies	450.63	1,388.01	3,000.00	1,611.99	46.27%
B & M - Landscape Maint.	3,823.00	6,258.59	7,450.00	1,191.41	84.01%
	<u>8,680.93</u>	<u>22,899.32</u>	<u>126,920.00</u>	<u>104,020.68</u>	<u>18.04%</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: October 31, 2018

	SPECIAL RESERVE FUND				
	1 Month Ended Oct. 31, 2018	4 Months Ended Oct. 31, 2018	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	2,278.00	2,278.00	0.00	(2,278.00)	0.00%
Auto. - Purchases	1,107.00	9,207.00	16,850.00	7,643.00	54.64%
	3,385.00	11,485.00	16,850.00	5,365.00	68.16%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
October 31, 2018

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill. National Bank E-Pay Account	14,671.16
Cash / Copier Change	75.00
MB Operating	152,177.96
MB Business NOW	1,172,850.32
MB Business Money Market	553,890.12
MB Certificate of Deposit	<u>204,007.39</u>

2,098,081.95

General Fixed Assets	<u>6,180,189.00</u>
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TOTAL ASSETS **\$ 8,278,270.95**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>3,434.70</u>
	3,434.70

LONG-TERM LIABILITIES

Debt Certificate Payable	<u>1,950,000.00</u>
	1,950,000.00

EQUITY

Fund Balance	6,324,836.25
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TOTAL LIABILITIES & FUND BALANCE **\$ 8,278,270.95**

See Accountants Compilation Letter

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION OF COMPLIANCE
WITH THE TRUTH IN TAXATION LAW

I, BARBARA J. DuROCHER, the duly qualified and presiding officer of the WARRENVILLE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, hereby certifies that the attached Levy Ordinance of THE WARRENVILLE PUBLIC LIBRARY DISTRICT for the fiscal year beginning July 1, 2018, was adopted in full compliance with the provisions of Section 4 through 7 of the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this 14th day of November 2018.

Barbara J. DuRocher, Vice-President
Library Board of Trustees
Warrenville Public Library District

(SEAL)

ORDINANCE 18-19-04

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019 FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS

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

Section 1: That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Warrenville Public Library District be and the same is hereby levied for the purposes specified against all taxable property in the Warrenville Public Library District for the fiscal year commencing on the 1st day of July 2018 and ending on the 30th day of June 2019.

1. GENERAL:

	<u>APPROPRIATED</u>	<u>LEVIED</u>
A. Salaries:		
Administration	\$220,000	\$215,000
Public Services	\$375,000	\$367,000
Technical Services	\$140,000	\$134,000
Circulation	\$140,000	\$133,000
Maintenance	\$40,000	\$23,000
I.T.	\$90,000	\$81,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$953,000
Appropriated from sources other than current levy	\$52,000	
B. Illinois Municipal Retirement Fund	\$120,000	\$92,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$92,000
Appropriated from sources other than current levy	\$28,000	
C. Federal Insurance Contributions	\$90,000	\$72,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$72,000
Appropriated from sources other than current levy	\$18,000	
D. Unemployment Compensation	\$3,000	\$2,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$2,000
Appropriated from sources other than current levy	\$1,000	
E. Building Expenses:		
Maintenance	\$100,000	\$1,000
Utilities	\$100,000	\$63,000

	<u>APPROPRIATED</u>	<u>LEVIED</u>	
Levied for the foregoing expenses of Building Expenses from the General Public Library Tax			\$64,000
Appropriated from sources other than current levy	\$136,000		
F. Operating Expenses:			
Postage	\$10,000	\$6,000	
Office	\$10,000	\$8,000	
Publishing	\$6,000	\$2,000	
Materials Processing	\$20,000	\$16,000	
Levied for the foregoing expenses of Operating Expenses from			\$32,000
Appropriated from sources other than current levy	\$14,000		
G. Insurance			
Multi-Peril	\$20,000	\$16,000	
Bonds	\$1,000	\$500	
Health/Life	\$80,000	\$71,000	
Umbrella	\$1,000	\$500	
Officers/Directors	\$15,000	\$1,000	
Workers Compensation	\$6,000	\$4,000	
Levied for the foregoing expenses of Insurance from the General Public Library Tax			\$93,000
Appropriated from sources other than current levy	\$30,000		
H. Contractual:			
Legal	\$20,000	\$5,000	
Accounting	\$20,000	\$14,000	
Collection	\$2,000	\$1,500	
Consultants	\$40,000	\$20,000	
Audit	\$10,000	\$8,000	
Levied for the foregoing expenses of Contractual Services from the General Public Library Tax			\$48,500
Appropriated from sources other than current levy	\$43,500		
I. Personnel Development:			
Staff:			
Dues	\$4,000	\$3,000	
Meetings & Education	\$10,000	\$7,000	
Travel	\$3,000	\$1,500	
Employee Appreciation	\$5,000	\$3,500	
Recruitment	\$1,000	\$500	
Trustees:			
Dues	\$1,000	\$500	
Meetings & Education	\$5,000	\$1,000	
Travel	\$1,000	\$500	

	<u>APPROPRIATED</u>	<u>LEVIED</u>	
Levied for the foregoing expenses of Personnel Development from the General Public Library Tax			\$17,500
Appropriated from sources other than current levy	\$12,500		
J. Equipment:			
Purchases	\$30,000	\$9,000	
Maintenance	\$10,000	\$4,000	
Levied for the foregoing expenses of Equipment from the General Public Library Tax			\$13,000
Appropriated from sources other than current levy	\$27,000		
K. Library Materials:			
Print	\$150,000	\$105,000	
Non-Print	\$60,000	\$35,000	
Subscriptions	\$80,000	\$51,000	
Levied for the foregoing expenses of Library Materials from the General Public Library Tax			\$191,000
Appropriated from sources other than current levy	\$99,000		
L. Public Service:			
Programs	\$45,000	\$13,500	
Printing	\$30,000	\$15,000	
Refunds/Fees	\$2,000	\$500	
PR/Publicity	\$20,000	\$15,000	
Levied for the foregoing expenses of Public Service from the General Public Library Tax			\$44,000
Appropriated from sources other than current levy	\$53,000		
M. Automation:			
Software, hardware	\$50,000	\$21,000	
Misc. purchases	\$10,000	\$3,000	
Maintenance	\$75,000	\$45,000	
Levied for the foregoing expenses of Automation from the General Public Library Tax			\$69,000
Appropriated from sources other than current levy	\$66,000		
N. Contingency	\$50,000	\$10,000	
Levied for the foregoing expenses of Contingency from the General Public Library Tax			\$10,000
Appropriated from sources other than current levy	\$40,000		
O. Gift Expenditures	\$100,000		

	<u>APPROPRIATED</u>	<u>LEVIED</u>
Levied for the foregoing expenses of Gift Expenditures from the General Public Library Tax		\$0
Appropriated from sources other than current levy	\$100,000	
P. Debt Repayment	\$200,000	\$170,000
Levied for the foregoing expenses of Debt Repayment from the General Public Library Tax		\$170,000
Appropriated from sources other than current levy	\$30,000	
By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."		
2. SPECIAL RESERVE FUND (Capital Improvements)		
Building Maintenance/Construction	\$100,000	
Automation Purchases	\$50,000	
Furniture/Equipment Purchases	\$50,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than the current levy	\$200,000	
3. WORKING CASH FUND (Capital Improvements):	\$250,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than the current levy	\$250,000	
4. BUILDING AND MAINTENANCE (.02%)	\$150,000	\$110,000
Levied for the foregoing expenses of Building and Maintenance from a SPECIAL TAX in addition to all other taxes levied by the District		\$110,000
Appropriated from sources other than the current levy	\$40,000	
5. GIFT FUND	\$30,000	
Levied for the foregoing expenses of the Gift Fund from a SPECIAL TAX in addition to all other taxes levied by the District.		\$0
Appropriated from sources other than current levy	\$30,000	

6 DEVELOPER DONATIONS	<u>APPROPRIATED</u> \$20,000	<u>LEVIED</u>
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than a current tax levy	\$20,000	

SUMMARY

Appropriated from sources other than a current levy	\$1,290,000	
Levied as the General Public Library Tax		\$1,871,000
Levied from Special Taxes		\$110,000
TOTAL LEVY		\$1,981,000

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

ADOPTED this 14th day of November 2018, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 14th day of November 2018.

Barbara J. DuRocher, Vice-President
Board of Library Trustees
Warrenville Public Library District

ATTEST:

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

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION OF AUTHENTICITY
(LEVY ORDINANCE)

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

I further certify that attached is a true and correct copy of the Levy Ordinance levying and assessing taxes for said Library District for the fiscal year beginning July 1, 2018 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on November 14, 2018.

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

IN WITNESS WHEREOF, I have placed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois at Warrenville, Illinois this 14th day of November 2018.

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

(SEAL)

Notice of Availability of Audit Report

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

1. The audit report covers the period from July 1, 2017 to June 30, 2018.
2. The audit was conducted by Sikich LLP, certified public accountants.
3. The audit report is available for inspection at the Warrenville Public Library District, 28W751 Stafford Place, Warrenville, Illinois between the hours of 9:30 a.m. and 4:30 p.m. Monday through Friday.
4. The audit report is available online at

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

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

(SEAL)

REGULAR AGENDA

Approve payments for the period of October 18 – November 14, 2018

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
October 18 - November 14, 2018

Date	Num	Name	Amount
11/14/2018	6745	Accounting Services, Inc.	-508.00
11/14/2018	6746	American Library Association	-220.00
11/14/2018	6747	American Library Association	-332.00
11/14/2018	6748	AT&T	-383.97
11/14/2018	6749	Baker & Taylor	-1,940.00
11/14/2018	6750	Bulgrin, Deborah	-400.00
11/14/2018	6751	Chase	-153,109.00
11/14/2018	6752	Gary Wenstrup	-150.00
11/14/2018	6753	LACONI	-100.00
11/14/2018	6754	OverDrive	-55.00
11/14/2018	6755	Pack, William	-300.00
11/14/2018	6756	Pine Landscaping	-370.00
11/14/2018	6757	Precision Fence	-150.00
11/14/2018	6758	Quill Corporation	-317.98
11/14/2018	6759	Ridgeview Electric, Inc.	-1,087.00
11/14/2018	6760	Sam's Club	-126.74
11/14/2018	6761	Service Master Commercial Cleaning	-1,600.00
11/14/2018	6762	Technology Management Revolving Fund	-450.00
11/14/2018	6763	Unique Management Services, Inc.	-80.55
11/14/2018	6764	Warrenville, City of	-70.00
11/14/2018	6765	Wheaton Park District	-40.00
11/14/2018	6766	Davis, Jackie	-58.14
11/14/2018	6767	Record Information Services, Inc.	-350.00
11/14/2018	6768	Petty Cash Fund	-12.99
11/14/2018	6769	Thompson, Sylvia	-26.38
11/14/2018	6770	Whitmer, Sandy	-138.74
11/14/2018	6771	Western DuPage Chamber of Commerce	-275.00
11/14/2018	6772	Baker & Taylor	-2,466.30
11/14/2018	6773	Baker & Taylor	-3,630.84
11/14/2018	6774	Baker & Taylor	-2,378.51
11/14/2018	6775	Baker & Taylor	-542.62
11/14/2018	6776	Baker & Taylor	-169.06
11/14/2018	6777	Midwest Tape	-2,655.33
11/14/2018	6778	Midwest Tape	-332.45
11/14/2018	6779	EBSCO	-2,161.00
10/23/2018	Electronic	Direct Energy Business	-4,516.05
10/24/2018	Electronic	MegaPath	-69.45
10/25/2018	Electronic	Paylocity	-274.22
10/26/2018	Electronic	Northern Illinois Gas	-104.74
			-181,952.06

REGULAR AGENDA

Approve transfer of funds

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

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

NEW BUSINESS

Approve Resolution #216 – Resolution Transferring Funds to the Special Reserve Fund (ACTION)

The Library's Fund Balance Policy states:

The year-end balance for the Corporate Fund together with the year-end balance for the Working Cash Fund shall represent no less than three months of expenditures. At year-end, any funds in excess of the three month target may be transferred from the Corporate Fund to any other fund that does not meet its target, including the Special Reserve Fund.

Director Whitmer recommends the transfer of \$100,000 from the Corporate Fund to the Special Reserve Fund.

June 30, 2018 Balances:

Corporate Fund	\$372,154
<u>Working Cash</u>	<u>\$225,847</u>
Total	\$598,001 (A)

FY19 Budget for Expenditures	\$1,880,913
Three months' expenditures	\$470,228 (B)

Available to transfer (=A-B): \$127,773

SUGGESTED MOTION:

Approve Resolution #216, a resolution transferring \$100,000 from the Corporate Fund to the Special Reserve Fund

RESOLUTION # R-216

**RESOLUTION OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT,
DUPAGE COUNTY, ILLINOIS,
TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND**

Be it resolved by the Board of Trustees of the Warrenville Public Library District that
\$100,000.00 be hereby transferred from the Corporate Fund to the Special Reserve Fund.

Adopted this 14th day of November 2018 by roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Barbara J. DuRocher, Vice-President
Board of Trustees of the
Warrenville Public Library District

ATTEST:

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

NEW BUSINESS

Review Proposed Board Meeting Schedule for 2019 (*discussion only*)

In December, the Board will adopt an ordinance that sets Board Meeting dates and times for 2019.

The following proposed calendar includes 12 monthly meetings held on the third Wednesday of each month. To the best of our knowledge, these dates do not conflict with any holidays or observances.

2019

January S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September S M T W T F S 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December S M T W T F S 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

The Board always has the option to change meeting dates and times or cancel any meeting after the ordinance is adopted. If a change is made in regular meeting dates, notice must be given at least 10 days in advance by posting a notice at the Library and sending a notice to any news medium that filed a request to receive such notices. The Library must also publish a notice in the newspaper.

Library Community Survey / Focus Groups / Strategic Plan**Surveys:**

Over the course of three weeks, we received approximately 800 responses to the community survey. Sarah Keister Armstrong and her team are tabulating the results.

The teen survey (for ages 12 through 17) began on November 7 and will run through November 21. The online link for the teen survey is bit.ly/wpldsurveyteens.

Focus Groups:

Focus groups will be held at the Library on Monday, December 3. Ms. Armstrong has recommended trustees not attend the focus group sessions.

Strategic Plan:

Sarah Keister Armstrong will present the Community Needs Assessment Report at a Committee of the Whole meeting at 6 p.m. on Wednesday, December 19. Light snacks will be served.

RFP for Cleaning Services

On October 29 we met with the apparent low bidder for cleaning services to review the job scope, ask a few additional questions and answer questions from the bidder. On October 30, the bidder notified us that she did not include costs for some of the services/supplies stipulated in the RFP. She withdrew the proposal from consideration.

We have moved on to the second lowest bidder, our current contractor. We are working on a contract that should be ready for the Board to review and approve in December. We expect the new three-year contractual period to begin on January 2, 2019.

ComEd Outage

As of November 7, ComEd has targeted the overnight hours of November 9-10 for a planned outage to move cables and install a new switch. During the outage, all library services will be unavailable (website, catalog, telephones, access to online services that require a library card). The outage is scheduled from 12am to 8am on Saturday, November 10. If all goes as planned, library operating hours will not be affected by the outage. A contingency and communication plan is in place.

Other

I have joined the advisory committee for College of DuPage's Library and Information Technology Program. The committee meets twice each year to provide input and feedback regarding skills necessary for success in the library field. We also assist in the ongoing evaluation of COD's Library and Information Technology program courses, certificates and degree programs. This evaluation helps to maintain the quality and professional relevance of the Library program. From time to time there are also voluntary projects, such as portfolio evaluations for our graduating Practicum students. The committee includes members from all areas of the profession – public, school, academic and special libraries plus representatives from COD and professional associations.

October Meetings/Programs/Outreach (Sandy)

October 5 – All Staff In-service
October 12 – School District Local Government Breakfast
October 17 – Website Committee
October 18 – RAILS Member Update (Webinar)
October 19 – Warrenville Hospitality Group
October 20 – Survey Outreach / Rt 59 & Batavia Road (with Gail Smith)
October 22 – Semi-Annual Planning Meeting (with Kathy Gaydos, Leila Heath, Patty Dybala)
October 24 – Conducting a Library Facility Security Assessment (Webinar)
October 24 – College of DuPage Library and Information Technology Advisory Committee Meeting
October 25 – Meeting with Konica Minolta (copier) representatives
October 25 – Meeting with architects re: signage plan
October 29 – Meeting with City staff re: Parking Study
October 29 – City of Warrenville Trailhead Workgroup meeting
October 30 – Succession Planning (in person session at RAILS)

October Meetings/Programs/Outreach (Jackie)

October 2 – Mandatory Building Walk Through for Cleaning Services RFP
October 5 – All Staff In-service
October 29 – Meeting with ABC Cleaning (lowest apparent bidder for cleaning services)
October 31 – Meeting with AFLAC representative (review open enrollment)

STATISTICAL SUMMARY

October 2018

	OCT 2018	OCT 2017	% change	+/-
TOTAL CIRCULATION ***	18,573	18,335	1.3%	238
Print	9,534	9,188	3.8%	346
NonPrint	7,245	8,266	-12.4%	-1,021
Equipment (mobile dev., in-house laptops, etc.)	191	77	148.1%	114
Downloadables	1,603	804	99.4%	799
OVERDRIVE (eBooks & eAudiobooks)	997	674	47.9%	323
ZINIO (eMagazines)	93	50	86.0%	43
Hoopla	513	373	37.5%	140
Tumblebooks	-	80	-100.0%	-80
ITEM REQUESTS PROCESSED	321	295	8.8%	26
INTERLIBRARY LOANS RECEIVED	213	231	-7.8%	-18
MATERIALS ADDED	1,067	1,041	2.5%	26
MATERIALS WITHDRAWN	1,880	949	98.1%	931
TOTAL COLLECTION SIZE*	110,299	112,604	-2.0%	-2,305
PROGRAMS				
Number of Adult Programs	10	9	11.1%	1
Adult Program Attendance	244	178	37.1%	66
Number of Teen Programs	3	4	-25.0%	-1
Teen Program Attendance	7	12	-41.7%	-5
Number of Children's Programs	25	25	0.0%	0
Children's Program Attendance	1,063	562	89.1%	501
Book-A-Librarian	2	7	-71.4%	-5
Book-a-Librarian Attendance	2	7	-71.4%	-5
RECIPROCAL BORROWER CIRCULATION	1,387	1,216	14.1%	171
RESIDENT CARDS ACTIVE	5,766	5,914	-2.5%	-148
RECIPROCAL BORROWER CARDS ACTIVE	307	334	-8.1%	-27
VISITOR COUNT **	10,301	9,902	4.0%	399
COMPUTER SESSIONS	1,663	1,622	2.5%	41
DATABASE USAGE	239	229	4.4%	10
WEBSITE VISITS	61,706	43,846	40.7%	17,860
UNIQUE WEBSITE VISITORS	57,288	38,293	49.6%	18,995

Detailed statistical reports will be available at the Board Meeting

**includes website and computer catalog

PUBLIC SERVICES REPORT

October 2018

Leila Heath

InterLibrary Loan

Item Requests Processed: 321 (295 LY); Materials Received: 213; Materials Lent: 68

Programming

Adult:

Warrenville Writers Connection 10/1: 8

Chef Dave 10/2: 61

Book Discussion 10/4: 9

Sunday Concert (Piano) 10/7: 43

Christine Thornton Art 10/9: 26

Drywall Repair 10/16: 25

Brown Bag Movie 10/25: 3

Haunted History 10/30: 60

The Cloud (2): 9

Book a Librarian (2): 2

Puzzles: 2

1000 piece: Haberdashery Heaven; Autumn Train

Teen:

Teen Gaming 10/3: 1

Stress Balls 10/12: 3

Smash 10/19: 3

Youth:

Family Storytime (4): 332

Toddler Time (4): 206

Snuggle Up Storytime (4): 61

DuPage Museum 10/2: 85

Art Camp 10/4: 14

Nature-Telling 10/10: 26

Science Explorers Jr 10/11: 12

PAWS 10/13: 4

Exploratorium 10/13: 11

Crafty Kids 10/17: 30

Tech Club Jr 10/17: 12

Tech Club 10/18: 10

Babies & Books 10/24: 4

Pumpkin Patch 10/27: 35

Outreach / PR

Teen Volunteers: 16; Hours: 26

WYFS 10/10: 28

Jefferson PreSchool 10/13: 193

Weeding/Shelf Shifts

Weeding:

Fiction, Mystery, Nonfiction 300's, 600's, 900's; J Nonfiction 200's, 300's; Picture Books, YA Fiction

Shifts: Mystery

Reference

Training for new AS Associate, Claire Ong.
Participated in Survey Tables.
Conducted Fall Reference tallies.

Meetings / Continuing Ed

Management Team Meetings: Leila
Website Committee 10/3, 10/17: Jen, Jane
Video Production Committee 10/6, 10/9: Jane, Nora
Staff In-Service 10/5: Leila, Jen, Sylvia, Nora, Claire, Diana, Jane, Nayeli, Lydia, Mary
AS Spring Programming Meeting 10/16: Leila, Jen, Sylvia
YS Spring Programming Meeting 10/18: Leila, Diana, Jane, Nayeli
Long-Term Marketing Plan Meeting 10/22: Leila, Sandy, Patty, Kathy
What's Cooking for Fall Webinar: Leila
Representing the Rainbow in YA Literature Webinar: Nayeli
Listeners' Advisory with Joyce Saricks Webinar: Nayeli
Showcasing Archival Content Webinar: Nora
Serving All Patrons Webinar: Nora
Developing Adaptability as a Manager: Leila
Falling for Mystery Webinar: Leila
Staff Touch-Bases: Leila, Claire, Jane, Jen, Nayeli, Sylvia, Mary

Digital Resources

Beyond Dust Jackets Blog:
Views 10/1-31: 2026
Total views 2018: 19976; Total views FY: 8963

NextReads Newsletters:
Subscribers thru 10/31: 168
Newsletters sent 10/1-31: 731
Total newsletters sent 2018: 6642; Total newsletters sent FY: 2768

OverDrive eAudiobooks/eBooks:
New User accounts 10/1-31: 13
Checkouts 10/1-31: 997
Total checkouts 2018: 8235; Total checkouts FY: 3696

Zinio eMagazines:
User accounts thru 10/31: 208
Checkouts 10/1-31: 93
Total checkouts 2018: 420; Total checkouts FY: 182

Hoopla:
New User accounts 10/1-31: 13
Checkouts 10/1-31: 513
Total checkouts 2018: 5091; Total checkouts FY: 2138

MEMBER SERVICES REPORT

October 2018

Patty Dybala

Library Card Monthly Stats		
	October 2018	October 2017
# of new cards issued	62	88
# of renewed cards (expiring 10/2018)	26 (84 notices sent*) *email only effective 7/2017	36 (102 notices sent)
Warrenville Resident cards (active)	5,766	5,914
Reciprocal Borrower cards (active)	307	334

Miscellaneous Monthly Circulation Stats		
	October 2018	October 2017
Self-Checkout Station	7,121 items (41% of total circulation)	6,124 items (34% of total circulation)
Reciprocal Borrower Circulation	1,387	1,216
# of Outgoing Book Discussion ILL Requests	16 (5% of total item requests)	17 (5% of total item requests)
Mobile Device Circulation	44	34

Professional Growth/Meetings/Outreach

10/3; 10/17 Website Committee- Patty
 10/6; 10/9 Promotional Video Committee- Jaime
 10/5 Staff In-service- Jaime, John, Kathy, Mary, Sandy, Stephanie, Patty
 Library Survey Table - Patty, Sandy, Ellen, Jaime, Mary
 10/16 90 day review w/Patty- Kathy
 10/22 Marketing Planning Meeting- Patty
 10/23 Technology Orientation w/Cynthia- Kathy

Homebound Delivery

None this month.

MARKETING REPORT

October 2018

Kathy Gaydos

Reading Matters – Winter 2018-2019 *Reading Matters* edition finalized and sent to printer October 30.

eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Nov. 2018 (sent 10/30)	837	37%	20%
Special Survey (10/12)	814	42%	51%
October 2018	819	38%	10%
September 2018	788	37%	11%
Fall Edition (sent 8/30)	777	44%	32%
August 2018 (sent 7/31)	736	41%	11%
July 2018	703	35%	11%
June 2018	662	38%	12%

Social Media*

Facebook	Mar.	April	May	June	July	Aug.	Sept.	Oct.
Total Page Followers	811	828	849	861	883	906	916	926
Total Page Likes	822	834	853	865	884	905	915	922
Avg. Daily Reach (includes paid)			436	579	630	749	558	502
Twitter	Mar.	April	May	June	July	Aug.	Sept.	Oct.
Average Daily views	148	176	238	212	295	278	163	238
Average Engagement Rate	0.4%	0.1%	7%	13.2%	1.2%	1.2%	1.0%	0.9%

*Started an Instagram account—will begin reporting with December's results

Activities

Graphics Created:

Strategic Planning survey—display table signage
 Staff picture display (took and edited staff photos)
 Winter *Reading Matters*—all slides/flyers; text and images inserted in Communico
 Winter cube display signs Youth and Adult
 Library services—new slides/flyers in development

Other:

Strategic Planning Survey—prepared information and talking points for staff, website, schools and chamber, finalized all signage and assembled outreach supplies
 Prepared Magical Bookcase article for RAILS and library blog
 Member Services brochure Spanish translation

Meeting/Event Attendance

Staff In-Service, Kathy and Molly (10/5)

Website Committee meeting, Kathy 10/3 and 10/17

Semi-Annual Planning meeting, Kathy, Sandy, Leila, Patty 10/22

Accessible to All: Serving Youth and Young Adults with Disabilities webinar, Kathy 10/24

JJ's List Disability Awareness Training webinar, Molly 10/25

RAILS Social Media webinar, Molly 10/25

TECHNICAL SERVICES REPORT

October 2018

Lou Carfile

Collection statistics for the month:

*1067 items added. (659 books, 117 AV, 194 periodicals, 97 eBooks/eAudio, 0 equipment)

*1880 items deleted. (1620 books, 87 AV, 173 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

* In-service day training: Lou, Gail, Therese, Alex, Marty, Colleen, Joann, Helen

* Website Committee: Lou

* Management Team meeting: Lou

*Survey table participation: Alex, Gail, Lou

* New Collection Support Specialist training: Helen Knych

Collection Maintenance:

*148 books repaired.

*586 AV cleaned / repaired.

COMPUTER SERVICES REPORT

October 2018

Cynthia Makowski

1. Meetings, training, etc.
 - Staff In-Service
 - ICN/DoIT security webinars (2)
2. Provided PC & phone login assistance for new hire Claire Ong, technology orientation for Kathy Strickland.
3. Completed configuration and installation of new GRAPHICS PC.
4. Completed installing Microsoft, browser & other software updates on all Staff PCs.
5. Completed upgrading Public PCs to Windows 10 1709.
6. Installed OpenKiosk software on two circulating laptops, created local Survey user on each laptop, configured both to Autologon and auto start the kiosk software configured for the community survey.
7. Tested the two latest versions of the [Firefox-based] OpenKiosk software in response to issue with reCAPTCHA authentication not working on the Item Request form on the Catalog PCs. Researched alternatives including Faronics WinSelect (paid software), Microsoft's Kiosk Browser for Edge (free app), and kiosk capabilities reportedly built in the latest version of Edge/Windows 10 1809.
8. Completed configuring UniFi EDU access points (with speakers).
9. Participated in filming, then edited the infomercial.
10. Installed requested cloud storage software on WPLD-Laptop3 for adult program.
11. Repaired the access door on the iPad kiosk (twice).

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, November 7, 2018)

Wednesday, November 14 at 7 pm
Truth in Taxation Public Hearing
followed immediately by
Regular Library Board of Trustees Meeting
Library Meeting Room



**IMPORTANT: THE NOVEMBER
BOARD MEETING IS ON THE
2nd WEDNESDAY -- NOV. 14**

Wednesday, November 21
Library closes at 1 pm

Thursday, November 22
Library closed

Wednesday, December 19 at 6 pm
Committee of the Whole Meeting
Library Meeting Room
Presentation by Sarah Keister Armstrong (Community Needs Assessment Report)

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

Future Agenda Items:

December

- Staff Informational Presentation by Leila Heath
- Review Policies: Reference Service; Materials Selection and Collection Development
- Review and approve Per Capita Grant Application
- Adopt ordinance setting board meeting dates for next calendar year
- Distribute Calendar of Responsibilities for next calendar year
- Review Certificate of Deposit investment
- Approve Contract for Cleaning Services

January

- Staff Informational Presentation by Lou Carlile
- Certify list of employees and elected officials required to file Statements of Economic Interest

Treasurer's Report

Principal Payment Due December 1

This month, we make the second of 13 principal payments for the Debt Certificates. The payment to Chase includes \$135,000 principal and \$18,109.00 interest. Following receipt of this payment, the principal amount due will be \$1,685,000 (The original amount was \$1,950,000).

Each year, an interest-only payment is due June 1; a principal & interest payment is due December 1.

Next Month: Review Certificate of Deposit Investment

At next month's board meeting, we will review options for funds currently invested in a CD at MB Financial Bank. \$200,000 was invested in a 24-month CD that matures on January 6, 2019. The CD has an interest rate of 0.85% and at maturity will have a value of \$204,418.94.

ITEMS FOR INFORMATION AND/OR DISCUSSION (No Action) FY19 Per Capita Grant Requirements

In November, trustees will review the final assigned chapters from the "Trustee Facts File" (<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>).

For each chapter, the assigned trustee will share three highlights from the chapter.

November Chapter 9 – Facilities (Trustee Lezon)
Chapter 10 – Budgeting & Financial Management (Trustee Warren)

Also in November:

- Trustee DuRocher will share information about the Illinois Veterans History Project.
- Trustee Stull will share highlights from the online training she completed.
- Director Whitmer will report on the Standards Chapter Review requirement: The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

Director Whitmer and Head of Public Services Leila Heath reviewed the checklist and will report the following on the grant application:

The Library meets all checklist items for Reference and Reader's Advisory Services with the following exceptions. In many instances, print reference sources have been replaced by online or digital sources. The library provides training in the use of technologies necessary to access electronic resources. The library provides magnifiers, but does not have adaptive software on library computers. The library was advised by a local social services agency that most individuals needing adaptive software have access at home. Staff does not provide training on adaptive software on patron devices. Staff members responsible for reader's advisory services are not members of community organizations, but are available to promote library services at outreach events and meetings of community organizations. The library's personnel budget does not allow us to add sufficient hours to provide support for full membership and participation.

In December the grant application will be presented for review and approval.