



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

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Budget & Appropriation Public Hearing
Wednesday, September 19, 2018, 7:00 p.m.
Location: Library Meeting Room**

AGENDA

1. Call to Order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Public Comments on the Budget & Appropriation Ordinance
4. Trustee/Staff Comments on the Budget & Appropriation Ordinance
5. Adjournment



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WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, September 19, 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. Overview of Current Building Maintenance Topics (Jackie Davis, Assistant to the Director)
5. Public comments
6. Correspondence
7. Consent Agenda (**ACTION**)
 - a. Approve Minutes of the August 15, 2018 Regular Board of Trustees Meeting
 - b. Receive and file Financial Report for August
 - c. Adopt Ordinance #18-19-03 Budget & Appropriation Ordinance for 2018-2019 Fiscal Year
 - d. Adopt Resolution #215 - Resolution to Determine Estimate of Funds Needed for 2018-2019 Fiscal Year
 - e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2018-2019 Fiscal Year
 - f. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2019 as required by Illinois Public Act 97-0609

8. Regular Agenda
 - a. Approve payments for the period of August 16 – September 19, 2018 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
10. New Business
 - a. Consideration of Changes to Schedule for Regular Board Meetings **(ACTION)**
 - b. Approve Revised Policy No. 210 – Library Cards **(ACTION)**
 - c. Strategic Planning Process - Review Draft of Community Survey *(discussion only)*
 - d. Review Facility Assessment Report from ComEd Energy Efficiency Program *(discussion only)*
 - e. Review first draft of Levy Ordinance and Truth in Taxation Notice *(discussion only)*
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
 - a. FY19 Per Capita Grant Requirements
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
AUGUST 15, 2018**

1. Call to order – President Picha called the meeting to order at 7:03 p.m.
2. Roll call

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

ABSENT: Trustees DuRocher and Warren

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

PUBLIC ATTENDING: Sarah Keister Armstrong, Sarah Keister Armstrong & Associates

3. Approval of the Agenda

Trustee Picha moved Item 7.a – Approval of July 18, 2018 Minutes to the Regular Agenda 8.c.

Trustee Picha removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.

Director Whitmer removed #4 – Presentation – Employee Recognition. She will address this item during her Director's Report.

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher and Warren

Motion carried

4. Public Comments – none
5. Correspondence – Director Whitmer shared a note from the Martinson family thanking the Library for allowing them to use the meeting room during inclement weather to take a family photo.
6. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Receive and file Financial Report for July
- d. Approve Annual Statement of Income & Disbursements for FY18

MOTION: Trustee Richardson moved to approve the Consent Agenda as read. Trustee Lezon seconded.

Roll call vote:

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

Nays - none

Absent- Trustee DuRocher and Warren

Motion carried

7. Regular Agenda

a. Approve payments for the period July 19, 2018 – August 15, 2018

MOTION: Trustee Richardson moved to approve payments in the amount of \$39,997.84 for the period of July 19, 2018 – August 15, 2018 including electronic payments and checks #6608 - #6649. Trustee Ruzicka seconded.

Roll call vote:

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

Nays - None

Absent – Trustees DuRocher and Warren

Motion carried

b. Approve Transfer of Funds

MOTION: Trustee Ruzicka moved to transfer \$125,000.00 from the Business NOW Account to the Operating Account. Trustee Richardson seconded.

Roll call vote:

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

Nays - None

Absent – Trustees DuRocher and Warren

Motion carried

c. Approve Minutes of the July 18, 2018 Regular Board of Trustees Meeting

MOTION: Trustee Lezon moved to approve the Minutes of the July 18, 2018 Regular Board of Trustees Meeting. Trustee Richardson seconded.

Voice vote:

Ayes – all

Nays – None

Absent – Trustees DuRocher and Warren

Motion carried.

8. Unfinished Business - none

9. New Business

a. Review and Accept Proposal for Strategic Planning Services

Director Whitmer introduced Sara Keister Armstrong from Sara Keister Armstrong & Associates, LLC. Ms. Armstrong gave a brief history of her experience and background.

Ms. Armstrong reviewed Option A:

- Demographics and Library Use Statistics will be reviewed.
- Community Surveys conducted both online and in print. The survey will be designed to gauge residents' current use of the Library and what is desired in future library services. Surveys will be administered via email using the Library's existing email distribution list and also be posted on the Library's website and social media networks.
- Five focus groups will be scheduled including:
 - Two focus groups with staff members;
 - Two focus groups with residents including adults, seniors and teens depending on community interest and availability, and
 - One focus group with community leaders including representatives of local governmental agencies, schools, businesses and community organizations.
- Conduct individual interviews with members of the Board of Trustees

The consultants will then engage Trustees and the Management Team in a collaborative process to develop a written strategic plan:

- Facilitate working session with the Board of Trustees and key library staff to determine goals and strategies of the strategic plan.
- Meet with the Management Team to develop specific action steps and measurable outcomes that will communicate the degree of progress toward the new plan's goals and objectives.
- A full draft of the strategic plan will be submitted to the Management Team and Board of Trustees for review and approval.

Ms. Armstrong reviewed Option B, which eliminates the demographic analysis and surveys. It would include focus groups, interviews with the Board and a similar end process.

Trustee Lezon asked how the online survey would reach the Latino population in the community who are not currently using the library. Ms. Armstrong stated one way is to insert a link on the Library's social media pages. Ms. Armstrong also suggested print copies of the survey be made available to local schools and community organizations for increased outreach. Trustee Richardson asked if

there would be a focus group with the Latino population. Ms. Armstrong stated it would depend on how many respond to the surveys.

Trustee Stull asked how the community leaders are chosen for the focus group. Ms. Armstrong stated the first step is to contact the local chamber of commerce.

Trustee Picha asked how much staff time would be needed for these activities. Ms. Armstrong stated she tries to limit staff involvement, however, they may be asked to provide existing data and statistics. Marketing staff may be asked to assist in document formatting to align with style standards determined by the Library.

MOTION: Trustee Stull moved to Accept Sarah Keister Armstrong & Associations Proposal for Strategic Planning Services and authorize Library Director to execute a contract for the services outlined in Option A of the proposal at a cost not to exceed \$15,000. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Warren

Motion carried

Ms. Armstrong left the meeting at this time.

b. Review and Approve Illinois Public Library Annual Report for FY2018

MOTION: Trustee Stull moved to approve the Illinois Public Library Annual Report for FY 2018. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – None

Absent – Trustees DuRocher and Warren

Motion carried

10. Director's Report

- Director Whitmer stated Sandy Kozurek could not attend the meeting for her 10-year employee anniversary recognition. She is a very valued member of the staff and always works at the Member Services desk. Sandy processes the interlibrary loan book discussion group books and at one time was cross trained to work the Adult Services Desk. In her spare time she and a friend have a business called "Can't ContainHer" creating container plantings for businesses and residences.

- Director Whitmer stated she contacted Hitchcock Design Group regarding the trees Trustee Warren was concerned about last month. They replied the trees are very healthy Red Sunset Maples and do not pose a threat to the building foundation but some branches do need to be pruned. Some other trees also need to be trimmed and some plantings need removal. The Library will obtain quotes for this work.
- The next trustee election is on April 2, 2019 when Trustees Richardson and Lezon will be up for reelection. Petitions can be circulated beginning September 18 and the filing period is December 10-17. The Candidate's Guide is now available online. Director Whitmer asked if the Board would like to have packets available for pickup or to direct interested persons to the online guide. The consensus of the Board is to have packets printed and available for distribution.
- The Library was open during Summer Daze and everything seemed to work out well. Director Whitmer will include the statistical and anecdotal information collected by the staff in the September board packet.

11. Department Head Reports

- Trustee Picha stated attendance for youth programs and summer reading programs were exceptional.
- Trustee Picha asked why Diana Abraham attended the Summerlakes pig roast. Director Whitmer explained it was an outreach event with the Wheaton Warrenville Early Childhood Collaborative.
- Trustee Lezon asked if Member Services has a timeline to eliminate the library card expiration date. Director Whitmer stated they are working on this and funds are in this year's budget to check addresses through the collection agency.
- Director Whitmer answered some questions trustees asked regarding eliminating the extended use fees and how other libraries have handled it. She stated there are many factors to consider. This could be one of the items discussed at the community focus groups. Patty Dybala will share information about fine free libraries at a board meeting in early 2019.
- Trustee Picha stated self-service checkout was 43% for July.
- Trustee Picha asked who has VPN (Virtual Private Network) rights. Director Whitmer stated she and Leila Heath are now able to work from home.

12. President's Report

Trustee Picha reported the upcoming meetings and events.

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

14. Secretary's Report – Trustee Stull reported everything looks good. She attended National Night Out on August 2 and observed many children at the Library's table. The Science Kits seemed to be of great interest.

15. Committee Reports - none

16. Trustee Comments - none

17. Items for Information and/or discussion - none

18. Adjournment

MOTION: Trustee Richardson moved to adjourn the meeting at 7:55 p.m. Trustee Ruzicka seconded.

Voice vote – all ayes

Absent – Trustees DuRocher and Warren

Motion carried

Respectfully submitted,

Heather J. Stull
Secretary
Board of Trustees

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60556

August 31, 2018

WARRENVILLE LIBRARY INCOME	AUGUST 2018	FUND BALANCES					UNAUDITED FUND BAL 8/30/2018	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
		% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED							
LEVY	LEVY EXT											
CORPORATE	1748717	94.7048%	345278	1252005	71.60%	372154	21675	26140.56	158568	340836	1309464	
BLDG. & MAIN.	97776	5.2952%	19324	70070	71.66%	95801	0	0	3271	8689	156872	
TOTAL TAX (LEVIED)	1846493	100.00%	364602	1322075	71.60%	467955	21675	26140.56	162837	349735	1466436	
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	8100	8100	146731	
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%	364602	1322075	71.60%	872157	21675	26140.56	170837	357835	1862538	
FORMULA = A+B+C-D=E				A		B		C		D		E

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

	CORPORATE FUND				
	1 Month Ended	2 Months Ended	Budget	Balance	% Received /
	Aug. 31, 2018	Aug. 31, 2018			Expended
Income					
Taxes Levied	345,256.61	1,251,983.53	1,748,717.00	496,733.47	71.59%
Back Taxes	21.61	21.61	0.00	(21.61)	0.00%
Copier	705.95	1,354.16	6,000.00	4,645.84	22.57%
Extended Use Fees	1,589.43	2,554.73	19,000.00	16,445.27	13.45%
Fees	57.00	77.00	250.00	173.00	30.80%
Interest	1,714.40	3,987.89	3,000.00	(987.89)	132.93%
Book Sales	42.53	42.53	500.00	457.47	8.51%
Lost Books	386.00	758.50	3,500.00	2,741.50	21.67%
Gifts / Memorials	25.00	45.00	0.00	(45.00)	0.00%
Miscellaneous	215.00	382.00	3,000.00	2,618.00	12.73%
Hotel/Motel Tax	0.00	0.00	17,205.00	17,205.00	0.00%
Grants - Per Capita	16,938.75	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	0.00	1,600.00	1,600.00	0.00%
	366,953.28	1,278,145.70	1,819,672.00	541,526.30	70.24%
Expenses					
Sal. - Administration	24,167.14	39,845.78	212,500.00	172,654.22	18.75%
Sal. - Circulation	15,659.84	25,386.59	133,000.00	107,613.41	19.09%
Sal. - Maintenance	2,528.86	4,194.46	22,500.00	18,305.54	18.64%
Sal. - Public Services	42,027.65	68,079.62	366,500.00	298,420.38	18.58%
Sal. - IT	8,815.12	14,732.64	80,500.00	66,767.36	18.30%
Sal. - Tech Services	15,136.23	25,748.09	134,000.00	108,251.91	19.21%
I.M.R.F. - Expense	7,577.41	15,028.20	92,000.00	76,971.80	16.34%
Fica - Expense	8,136.91	13,337.97	72,000.00	58,662.03	16.52%
Unemp. Comp.	0.00	204.99	1,200.00	995.01	17.08%
Op - Mat'l Processing/Tech	1,457.16	2,078.83	13,000.00	10,921.17	15.99%
Op - Mat'l Processing/Circ	0.00	186.08	2,210.00	2,023.92	8.42%
Op - Postage	127.04	577.04	5,165.00	4,587.96	11.17%
Op - Office Supplies	48.97	480.31	3,850.00	3,369.69	12.48%
Op - Bank Fees	107.89	155.57	600.00	444.43	25.93%
Op - Automation Supplies	0.00	1,837.67	3,000.00	1,162.33	61.26%
Op - Publishing	269.10	304.75	1,300.00	995.25	23.44%
Equip. - Purchases	715.88	1,505.02	8,700.00	7,194.98	17.30%
Equip. - Maintenance	206.29	570.83	3,500.00	2,929.17	16.31%
Auto. - Software	1,061.56	8,872.55	17,185.00	8,322.45	51.60%
Auto. - Purchases	79.99	1,106.85	3,600.00	2,493.15	30.75%
Auto. - Maintenance	388.79	32,094.80	44,865.00	12,770.20	71.54%
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	3,452.42	7,206.69	70,540.00	63,333.31	10.22%
Pd - Recruiting	90.00	135.00	500.00	365.00	27.00%
Pd - Staff Appreciation	123.36	185.98	3,300.00	3,114.02	5.64%
Pd - Staff / Dues	263.00	263.00	2,875.00	2,612.00	9.15%
Pd - Staff / Meetings	375.00	375.00	6,950.00	6,575.00	5.40%
Pd - Staff / Transportation	7.91	35.87	1,500.00	1,464.13	2.39%
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.	21.05	27.04	500.00	472.96	5.41%
Cont. - Lawyer	0.00	0.00	5,000.00	5,000.00	0.00%
Cont. - Accounting	2,811.49	3,697.94	13,100.00	9,402.06	28.23%
Cont. - Collections	0.00	8.95	1,250.00	1,241.05	0.72%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended	2 Months Ended			% Received /
	Aug. 31, 2018	Aug. 31, 2018	Budget	Balance	Expended
Cont. - Audit	0.00	1,550.00	7,810.00	6,260.00	19.85%
Cont. - Consultants	0.00	0.00	19,700.00	19,700.00	0.00%
Lib. Mat. - Adult Books	4,627.53	9,069.51	58,000.00	48,930.49	15.64%
Lib. Mat. - Youth Books	2,612.25	5,713.76	33,000.00	27,286.24	17.31%
Lib. Mat. - Adult AV	1,980.49	3,461.87	26,000.00	22,538.13	13.31%
Lib. Mat. - Youth AV	247.33	506.45	7,000.00	6,483.55	7.24%
Lib. Mat. - EBooks	0.00	0.00	26,000.00	26,000.00	0.00%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.87%
Lib. Mat. - Internet Subsc...	7,203.29	8,703.29	25,000.00	16,296.71	34.81%
Ps - Programs Adult	906.95	922.52	6,700.00	5,777.48	13.77%
Ps - Programs Youth	87.00	109.20	6,500.00	6,390.80	1.68%
Ps - Hotel/Motel	1,000.00	6,097.19	17,205.00	11,107.81	35.44%
Ps - Refunds / Fines / Fees	0.00	19.95	500.00	480.05	3.99%
Ps - Printing	0.00	0.00	14,500.00	14,500.00	0.00%
Ps - PR / Publicity	309.22	329.21	13,125.00	12,795.79	2.51%
Ps - Misc.	0.00	400.00	1,150.00	750.00	34.78%
Gas	193.53	267.71	8,000.00	7,732.29	3.35%
B & M - Water / Sewer	143.80	143.80	800.00	656.20	17.98%
Electricity	3,362.03	9,390.94	40,000.00	30,609.06	23.48%
Telephone	1,205.66	2,243.06	13,400.00	11,156.94	16.74%
B & M - Landscape Maint	0.00	328.00	0.00	(328.00)	0.00%
Gifts	10.99	821.68	2,000.00	1,178.32	41.08%
Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
Debt Repayment	0.00	0.00	169,900.00	169,900.00	0.00%
	159,665.93	340,835.93	1,862,290.00	1,521,454.07	18.30%

See Accountants Compilation Letter

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

	BUILDING & MAINTENANCE FUND				
	<u>1 Month Ended</u> <u>Aug. 31, 2018</u>	<u>2 Months ...</u> <u>Aug. 31, 2...</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
Taxes Levied	19,322.70	70,068.76	97,776.00	27,707.24	71.66%
Back Taxes	1.21	1.21	0.00	(1.21)	0.00%
	<u>19,323.91</u>	<u>70,069.97</u>	<u>97,776.00</u>	<u>27,706.03</u>	<u>71.66%</u>
Expenses					
Maintenance	1,965.00	5,490.00	74,520.00	69,030.00	7.37%
Maintenance Supplies	0.00	60.51	3,200.00	3,139.49	1.89%
Security	0.00	1,292.91	13,550.00	12,257.09	9.54%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	0.00	0.00	5,200.00	5,200.00	0.00%
Janitorial Supplies	216.67	595.89	3,000.00	2,404.11	19.86%
B & M - Landscape Maint	<u>1,069.59</u>	<u>1,459.59</u>	<u>7,450.00</u>	<u>5,990.41</u>	<u>19.59%</u>
	<u>3,271.26</u>	<u>8,898.90</u>	<u>126,920.00</u>	<u>118,021.10</u>	<u>7.01%</u>

See Accountants Compilation Letter

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

	SPECIAL RESERVE FUND				
	1 Month Ended Aug. 31, 2018	2 Months Ended Aug. 31, 2018	Budget	Balance	% Received / Expended
Income	0.00	0.00	0.00	0.00	0.00%
Expenses					
Auto. - Purchases	0.00	8,100.00	16,850.00	8,750.00	48.07%
	0.00	8,100.00	16,850.00	8,750.00	48.07%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash in Drawer	180.00
Ill National Bank E-Pay Account	14,272.89
Cash / Copier Charge	75.00
MB Operating	174,676.69
MB Business NOW	922,242.41
MB Business Money Market	552,412.00
MB Certificate of Deposit	203,571.25

1,867,660.24

General Fixed Assets

6,180,189.00

TOTAL ASSETS

\$ 8,047,849.24

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	5,120.50
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5,120.50

LONG-TERM LIABILITIES

Debt Certificate Payable	1,950,000.00
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1,950,000.00

EQUITY

Fund Balance	6,092,728.74
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TOTAL LIABILITIES & FUND BALANCE

\$ 8,047,849.24

See Accountants Compilation Letter

**ORDINANCE #18-19-03
BUDGET AND APPROPRIATION ORDINANCE**

AN ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATION SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT TO PURPOSE.

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

SECTION 1: The following is the Annual Budget for the Warrenville Public Library District for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

1. GENERAL

A.	Salaries		\$1,005,000
	Administration	\$220,000	
	Public Services	\$375,000	
	Technical Services	\$140,000	
	Member Services	\$140,000	
	Maintenance	\$40,000	
	I.T.	\$90,000	
B.	Illinois Municipal Retirement Fund		\$120,000
C.	Federal Insurance Contributions		\$90,000
D.	Unemployment Compensation		\$3,000
E.	Building Expenses:		\$200,000
	Maintenance & Improvements	\$100,000	
	Utilities	\$100,000	
F.	Operating Expenses:		\$46,000
	Postage	\$10,000	
	Office	\$10,000	
	Publishing	\$6,000	
	Materials Processing	\$20,000	
G.	Insurance		\$123,000
	Multi-Peril Package	\$20,000	
	Bonds	\$1,000	
	Health/Life	\$80,000	
	Umbrella	\$1,000	
	Officers/Directors	\$15,000	
	Worker's Compensation	\$6,000	

H.	Contractual:		\$92,000
	Legal	\$20,000	
	Accounting	\$20,000	
	Collection	\$2,000	
	Consultants	\$40,000	
	Audit	\$10,000	
I.	Personnel Development:		\$30,000
	Staff:	\$23,000	
	Dues	\$4,000	
	Meetings & Education	\$10,000	
	Travel	\$3,000	
	Employee Appreciation	\$5,000	
	Recruitment	\$1,000	
	Trustees:	\$7,000	
	Dues	\$1,000	
	Meetings & Education	\$5,000	
	Travel	\$1,000	
J.	Equipment		\$40,000
	Purchases	\$30,000	
	Maintenance	\$10,000	
K.	Library Materials		\$290,000
	Print	\$150,000	
	Non-Print	\$60,000	
	eResources	\$80,000	
L.	Public Service:		\$97,000
	Programs	\$45,000	
	Printing	\$30,000	
	Refunds/fees	\$2,000	
	PR/Publicity	\$20,000	
M.	Automation:		\$135,000
	Software, hardware	\$50,000	
	Miscellaneous purchases	\$10,000	
	Maintenance	\$75,000	
N.	Contingency		\$50,000
O.	Gift Expenditures		\$100,000
P.	Debt Repayment		\$200,000

2	SPECIAL RESERVE FUND	\$200,000
	Building Maintenance/Construction	\$100,000
	Automation Purchases	\$50,000
	Furniture/Equipment Purchases	\$50,000
3.	WORKING CASH FUND	\$250,000
4.	BUILDING AND MAINTENANCE (from .02% Tax)	\$150,000
5.	GIFT FUND	\$30,000
6.	DEVELOPER DONATIONS FUND	\$20,000
	TOTAL BUDGET EXPENSES	\$3,271,000

SECTION 2: As part of the Annual Budget it is stated:

- (a) The cash on hand at the beginning
- (b) The estimated cash expected to be received during the fiscal year from all sources is \$2,398,843.
- (c) The estimated expenditures for the fiscal year are \$3,271,000.
- (d) The estimated cash expected to be on hand at the end of the fiscal year is \$0.00.
- (e) The estimated amount of taxes to be received by the WARRENVILLE PUBLIC LIBRARY DISTRICT during the fiscal year is \$1,846,493.
- (f) The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$552,350.

SECTION 3: That the above sums of money in the total amount of \$3,271,000 or so much thereof may be authorized by law, be and the same are hereby appropriated for the purposes of the WARRENVILLE PUBLIC LIBRARY DISTRICT as specified for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

SECTION 4: Transfers of appropriations not affecting the total amount appropriated may be made at any meeting of the Board by Ordinance enacted by a 2/3 vote of all the Trustees. By a like vote the Board may by Ordinance make appropriations in excess of those authorized in order to meet any emergency.

SECTION 5: Unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with applicable statutes, said unexpended balances to be accumulated in the Special Reserve Fund for the purposes adopted by the Board.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 19th day of September 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

(SEAL)

R-215
**RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR 2018-2019 FISCAL YEAR**

WHEREAS, the Warrenville Public Library District must file on or before December 31, 2018 its Levy Ordinance for the 2018-2019 fiscal year; and

WHEREAS, pursuant to the "Truth in Taxation Law" the Warrenville Public Library District must determine not less than twenty (20) days prior to adoption of its Levy Ordinance the amounts of money, exclusive of any portion of the levy attributable to election costs and debt retirement costs, estimated to be necessary to be raised by taxation for the 2018-2019 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Warrenville Public Library District that the estimated amounts of money, exclusive of election costs and debt retirement costs, to be raised by taxation for the 2018-2019 fiscal year is \$1,981,000.

FURTHER RESOLVED that a public hearing pursuant to the "Truth in Taxation Law" shall be held on the 14th day of November 2018, at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

FURTHER RESOLVED that notice of said public hearing in compliance with the Truth in Taxation Act shall be given in *THE DAILY HERALD* not more than 14 days nor less than 7 days prior to the date of the public hearing.

ADOPTED this 19th day of September 2018.

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

ATTEST:

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

VOTES:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

**CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED
REVENUE FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT
DUPAGE COUNTY, ILLINOIS**

(July 1, 2018 - June 30, 2019 Fiscal Year)

I, Sandra Lezon, do hereby certify as follows:

1. I am the Chief Fiscal Officer of the Warrenville Public Library District, DuPage County, Illinois.
2. I estimate the revenue, by source of said District for the fiscal year beginning July 1, 2018 and ending June 30, 2019 to be as follows:

SOURCE	AMOUNT
General Taxes Levied	\$1,871,000.00
Special Taxes Levied	\$110,000.00
Interest Income	\$3,000.00
Grants	\$35,705.00
Fees and Copier Income	\$25,250.00
All Other Sources	<u>\$1,226,045.00</u>
TOTAL	\$3,271,000.00

Sandra Lezon, Treasurer
Board of Library Trustees
Warrenville Public Library District

Dated: _____

(SEAL)

WARRENVILLE PUBLIC LIBRARY DISTRICT
PUBLIC DISCLOSURE OF "TOTAL COMPENSATION"
ILLINOIS PUBLIC ACT 97-0609
FOR FISCAL YEAR ENDING JUNE 30, 2019

9/19/2018

TOTAL COMPENSATION PACKAGE OF \$75,000+

NAME	POSITION	SALARY	EMPLOYER PAID HEALTH INSURANCE*	ANNUAL LEAVE EARNED†	SICK LEAVE EARNED†	TOTAL COMPENSATION
Sandra Whitmer	Director	\$ 103,237.94	\$ 6,671.20	30 days	12 days	\$ 109,909.14
Leila Heath	Head of Public Services	\$ 73,158.02	\$ 6,671.20	30 days	12 days	\$ 79,829.22

TOTAL COMPENSATION PACKAGE OF \$150,000+

NAME	POSITION	SALARY	EMPLOYER PAID HEALTH INSURANCE*	ANNUAL LEAVE EARNED†	SICK LEAVE EARNED†	TOTAL COMPENSATION
None						

*Represents Employer's 80% portion of individual insurance premium; Employee pays 20% of individual premium plus 100% of premium for dependents

†Pay for leave earned is included in salary

Public Act 97-609 amended the Open Meetings Act (5 ILCS 120), effective January 1, 2012, for employers that participate in the Illinois Municipal Retirement Fund (IMRF). The amendment requires employees to identify those employees with a "total compensation package" equal to or greater than (1) \$75,000 or (2) \$150,000. The term "total compensation package" is defined to mean "payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted."

REGULAR AGENDA

Approve payments for the period of August 16 – September 19, 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
August 16 - September 19, 2018

Date	Num	Name	Amount
09/19/2018	6650	Accounting Services, Inc.	-508.00
09/19/2018	6651	Ambius	-278.00
09/19/2018	6652	AT&T	-383.97
09/19/2018	6653	Baker & Taylor	-430.72
09/19/2018	6654	Baker & Taylor	-1,563.05
09/19/2018	6655	Baker & Taylor	-1,894.50
09/19/2018	6656	Baker & Taylor	-1,271.27
09/19/2018	6657	Christine Thornton	-300.00
09/19/2018	6658	Cintas Fire Protection	-595.00
09/19/2018	6659	Creekside Printing	-2,930.00
09/19/2018	6660	David Rowley	-400.00
09/19/2018	6661	Davis, Jackie	-29.94
09/19/2018	6662	Demco	-202.23
09/19/2018	6663	Esau, David	-325.00
09/19/2018	6664	Findley, Daniel	-265.00
09/19/2018	6665	HR Source	-1,100.00
09/19/2018	6666	Illinois Library Association	-225.00
09/19/2018	6667	LIMRICC Purchase of Health Insurance Prog	-4,539.76
09/19/2018	6668	Matt Peterson	-250.00
09/19/2018	6669	Midwest Tape	-1,772.01
09/19/2018	6670	Midwest Tape	-341.30
09/19/2018	6671	Imperial Service Systems	-1,102.00
09/19/2018	6672	Minuteman Press	-160.00
09/19/2018	6673	Konica Minolta Business Solutions	-325.71
09/19/2018	6674	Pine Landscaping	-370.00
09/19/2018	6675	Sam's Club/Synchrony Bank	-175.10
09/19/2018	6676	Sarah Keister Armstrong & Associates, LLC	-4,500.00
09/19/2018	6677	Service Master Commercial Cleaning	-2,068.53
09/19/2018	6678	Technology Management Revolving Fund	-450.00
09/19/2018	6679	Unique Management Services, Inc.	-8.95
09/19/2018	6680	Wheaton Park District	-40.00
09/19/2018	6681	Whitmer, Sandy	-589.41
09/19/2018	6682	Business Card	-721.81
09/19/2018	6683	Metropolitan Family Services DuPage	-150.00
09/19/2018	6684	OverDrive	-1,307.90
09/19/2018	6685	ProQuest LLC	-2,706.04
09/19/2018	6686	Recorded Books, Inc.	-1,600.00
09/19/2018	6687	Bollweg, J.H. & Sons, Inc.	-1,075.00
08/16/2018	Electronic	Paylocity	-204.88
08/24/2018	Electronic	AFLAC	-142.56
08/27/2018	Electronic	MegaPath	-60.95

08/28/2018	Electronic	Northern Illinois Gas	-193.53
08/30/2018	Electronic	Paylocity	-181.17
08/31/2018	Electronic	Direct Energy Business	-693.74
08/31/2018	Electronic	Pitney Bowes, Inc.	-32.54
			-38,464.57

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

Consideration of Changes to Schedule for Regular Board Meetings (ACTION)

At its November 15, 2017 meeting, the Board discussed potential changes to the schedule for Regular Board Meetings. Action was postponed to July 2018, then again to September 2018.

Included on the following pages are:

- Backup from the 11/15/17 Board Meeting Packet
- Relevant paragraphs from the 11/15/17 Board Meeting
- Article VII (Meetings) from the Board By-Laws
- 2019 Calendar for reference

This discussion began after a suggestion to start meetings at an earlier time during the summer months because of the concerts.

At the 11/15/17 meeting, it was suggested the Board consider changing the day of the week of the meetings.

Trustee Lezon suggested the Board consider moving the December meeting to one week earlier to avoid holiday conflicts.

There are FOUR items to be discussed and decided:

1. Does the Board wish to change the start time of the Board Meetings? If so, what time should the meetings begin?
2. Does the Board wish to change the day of the week for regular board meetings? (move meeting to a night other than Wednesday)
3. Does the Board wish to change the week of the month for regular board meetings? (move meeting out of the third week)
4. Does the Board wish the December meeting to be held one week prior to the regularly scheduled date?

Director Whitmer provides the following information/opinions

- The third week of the month is the "sweet spot" for bills and reports (financial, statistical). If moved to an earlier week, it is highly likely that statistical and financial reporting will be delayed by one month (ex. January reports would be available at the March Board Meeting). Reports would not be delayed if the meeting was held in the fourth week of the month.
- Any change in meeting time should be consistent across all meetings. (Not an early start time for summer meetings and a later start time for all other meetings)
- There are usually 13 concerts scheduled during the summer. Only three concerts conflict with the board meetings, leaving 10 other opportunities to attend a concert.
- The Board By-Laws specify a minimum of 11 meetings be held each year. Prior to 2006, it was standard practice to cancel the December meeting. This generally led to postponing agenda items to January, resulting in a longer January meeting.

- There are very few conflicts with other local (Warrenville) government meetings on the third Wednesday. The following is a list of known meetings:

City of Warrenville	
City Council	1 st & 3 rd Mondays, 7 pm
City Council Committees of the Whole	Generally 2 nd & 4 th Mondays, 7 pm
Bicyclist & Pedestrian Advisory Comm.	2 nd Tuesday, 7 pm
Board of Fire & Police Commissioners	4 th Tuesday, 7 pm
Environmental Advisory Commission	3 rd Tuesday, 7 pm
Plan Commission/Zoning Board	Thursday following City Council Meetings, 7 pm
Tourism & Arts Commission	First Thursday after the First Plan Commission of the month, 7 pm
Warrenville Park District	3 rd Thursday, 6:15 pm
Community Unit School District 200	2 nd & 4 th Wednesdays, 7 pm
Warrenville Fire District	3 rd Wednesday, 5 pm

The Library Director recommends maintaining the existing schedule (7 pm on the third Wednesday of each month) reviewing the schedule annually and adjusting for holidays as needed.

If the Board chooses to change the date and/or time of the regular board meeting, Director Whitmer recommends the change be effective at the start of the fiscal year (7/1/2019) so it doesn't conflict with programs already scheduled in early 2019.

A motion is necessary only if a change is made by the Board. If a change is made, the motion should state the specific change(s) and effective date.

NEW BUSINESS

Review Proposed Board Meeting Schedule for 2018 (discussion only)

In December, the Board will adopt an ordinance that sets Board Meeting dates and times for 2018.

Several months ago, the Board expressed an interest in an earlier start time during the summer months when concerts are scheduled (June, July and August).

The staff needs direction from the Board on this matter so that the ordinance can be prepared. If the Board wishes to change the start time of the meeting, Director Whitmer recommends that the change in start time be applied to all regular Board Meetings.

If the Board wishes to continue to meet on the third Wednesday of each month, the dates are as follows:

2018

January S M T W T F S 1 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 31	February S M T W T F S 1 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	March S M T W T F S 1 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 31	April S M T W T F S 1 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
May S M T W T F S 1 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 31	June S M T W T F S 1 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 1 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 31	August S M T W T F S 1 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 31
September S M T W T F S 1 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	October S M T W T F S 1 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 31	November S M T W T F S 1 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	December S M T W T F S 1 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 31

The third Wednesday in November falls on the day before Thanksgiving. Director Whitmer recommends the November meeting be moved to the second Wednesday, November 14.

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.

NOV. 15, 2017

MINUTES (1 of 2)

Ayes – Trustees Lezon, Stull and Warren

Abstain – Trustee Picha

Absent – Trustees DuRocher, Richardson, and Ruzicka

Trustee Stull moved to withdraw her motion and table this item until the December 20 board meeting.

Motion not carried

- b. Approve Resolution #213 – Resolution Transferring Funds to the Special Reserve Fund

Director Whitmer stated the year-end balance for the Corporate Fund, together with the year-end balance for the Working Cash Fund will exceed the three-month target balance required by the Fund Balance Policy.

Director Whitmer recommends the transfer of \$250,000 from the Corporate Fund to the Special Reserve Fund.

MOTION: Trustee Stull moved to approve Resolution #213, a Resolution Transferring \$250,000 from the Corporate Fund to the Special Reserve Fund. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Lezon, Picha, Stull and Warren

Absent – Trustees DuRocher, Richardson, and Ruzicka

Motion carried

- c. Consideration of Options for Future Electricity Supply

Director Whitmer stated she met with Mr. Paul Kalas, Vanguard Energy Services, to discuss quotes for upcoming electric and natural gas contracts. Mr. Kalas feels there is going to be upward pressure on electricity pricing and suggested going to bid sooner rather than later for the quotes. The majority of the increase comes from the tariffs, which can cost more than the energy cost.

Trustee Lezon asked if there is a green energy option, which Director Whitmer did not know.

Trustee Picha suggested Mr. Kalas attend the January board meeting for an informational presentation.

- d. Review Proposed Board Meeting Schedule for 2018

Trustee Picha stated the Board previously considered an earlier start date for the board meetings. She suggested if the time is changed it needs to be consistent every month.



NOV 15, 2017
MINUTES (2 of 2)

* Trustee Stull asked if the meeting starts at 6 p.m. would it be necessary to start at 5 p.m. for a Committee-of-the-Whole Budget Meeting. Director Whitmer stated it could be included in the regular meeting and not hold a separate Committee-of-the-Whole meeting.

Trustee Stull asked if the Board should consider changing the meetings to a different day of the week. Trustee Picha suggested the Board revisit the day of week change at a meeting when more board members are present.

Trustee Picha suggested Director Whitmer prepare the 2018 calendar with a 7 p.m. start and change the date in November to the second Wednesday due to the Thanksgiving holiday.

11. Director's Report

Director Whitmer reported the following maintenance updates:

- Magnetic closures have been installed on the quiet computer lab doors.
- Conditioning of the fireplace is underway to burn off the new smell.
- The Library received two options with pricing from Mendel Plumbing to add a clean out to the sewer line for the public restrooms. Administration discussed the issue with Trustee Picha and selected the option to place a clean out in the floor of the lobby near the drinking fountain for \$7,400. This does not include carpet replacement. The Library's maintenance man will remove and reinstall the carpeting.
The Library will purchase a router for the Library's maintenance person to use on a regular basis.

Jane Jankowski (Youth Services Librarian) and Jen Moore (Adult Services Librarian) submitted a grant to IEEE Chicago Section for circulating science kits for \$1,978. The items would be added to the Discovery Packs and used in-house. If the grant is awarded, the Library will contribute \$1,100 in Library Foundation funds received yearly through the DuPage Community Foundation.

Nearly all staff has completed The Per Capita Grant safety training. Trustee Warren stated one item he learned from the training is that staff should give a personal greeting or at least acknowledge the member's presence.

Staff member Gail Smith stated when she was shelving materials she learned a lot about the members.

Director Whitmer reported Senate Bill 851 – Property Tax Freeze - was passed by the Illinois House, however, the Senate took no action. ILA reports the bill is "dead" for this year.

BY-LAWS
(1142)

**ARTICLE VI
BOOKS OF RECORD, AUDIT, FISCAL YEAR, BOND**

SECTION 1: Books and Records

The Board shall keep:

- a. Records of all proceedings of the Board and Committees; and
- b. All Financial Statements of the Library; and
- c. Bylaws of the Board and all amendments and restatements; and
- d. Other records and books of account necessary and appropriate to the conduct of Library business.

SECTION 2: Audit

An audit for each fiscal year shall be conducted by an accountant licensed to practice public accounting under the laws of the state. The audit shall certify for the fiscal year just ended: (1) Total cash receipts from all sources, (2) total disbursements and (3) discrepancies.

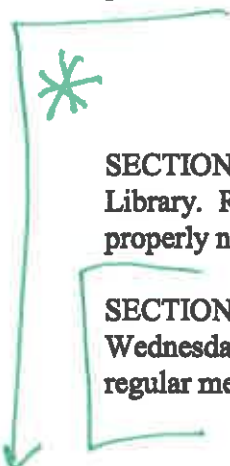
SECTION 3: Fiscal Year

The Fiscal Year of the Library will be from July 1 to June 30 of each year.

SECTION 4: Bond

The Treasurer shall give bond to the Library to faithfully discharge the duties of his office and to account to the Library for all Library funds coming into his hands and which bond shall be in such amount and with such sureties as shall be approved by the Board. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the Library in the last previous fiscal year. Cost of the surety bond shall be borne by the Library.

**ARTICLE VII
MEETINGS**

SECTION 1: The Board shall meet at least 11 times a year to conduct the business of the Library. Regular monthly meetings of the Board shall be held in the Library or locations properly noticed by the Board and according to state statutes.

SECTION 2: The regular meetings of the Board shall be held at 7:00 P.M. on the third Wednesday of the designated month. In the event the third Wednesday falls on a holiday, the regular meeting will be rescheduled as agreed upon by the Board.

BY LAWS
(2012)

SECTION 3: The date, place or time of a particular meeting may be changed as provided in applicable statutes.

SECTION 4: Special meetings may be called by the President, Secretary, or by any four Trustees.


SECTION 5: All meetings of the Board shall be open to the public and be conducted in accordance with applicable statutes.

SECTION 6: A quorum of the Board shall consist of four Trustees. All motions shall be decided by a majority vote of the Trustees present.

SECTION 7: Robert's Rules of Order shall govern the deliberations of the Board, except when such rules are in conflict with any of the rules provided herein.

SECTION 8: The rules of order, other than such rules as may be prescribed by statute may be suspended at any time by the consent of a majority of the Trustees present at any meeting.

SECTION 9: An agenda for each regular meeting of the Board shall be prepared by the Director in cooperation with the President preceding such meeting. Trustees who wish to have items placed on the agenda must notify the Director or the President on or before 12:00 Noon the Wednesday preceding such regular meeting. Items for discussion only may be added to the agenda at the start of the meeting at the request of the Director or any Trustee upon majority approval of those Trustees present.



SECTION 10: Within ten days after the beginning of each calendar year, the Board shall list its regular meetings and post a copy of the notice at the principle office of the Board (Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555). Notice of meetings shall be announced in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

SECTION 11: Visitors are welcome at all meetings of the Board of Trustees and its committees. 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 minutes. The Board requests that a group appoint one 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.

2019

for reference

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2									1	2	3	4	5	6
6	7	8	9	10	11	12		3	4	5	6	7	8	9		3	4	5	6	7	8	9	10	11	12	13	
13	14	15	16	17	18	19		10	11	12	13	14	15	16		10	11	12	13	14	15	16	17	18	19	20	
20	21	22	23	24	25	26		17	18	19	20	21	22	23		17	18	19	20	21	22	23	24	25	26	27	
27	28	29	30	31				24	25	26	27	28				24	25	26	27	28	29	30	28	29	30		
														31													

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11		2	3	4	5	6	7	8		7	8	9	10	11	12	13	14	15	16	17	
12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19	20	21	22	23	24	
19	20	21	22	23	24	25		16	17	18	19	20	21	22		21	22	23	24	25	26	27	28	29	30	31	
26	27	28	29	30	31			23	24	25	26	27	28	29		28	29	30	31								
								30																			

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14		6	7	8	9	10	11	12		3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21		13	14	15	16	17	18	19		10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28		20	21	22	23	24	25	26		17	18	19	20	21	22	23	24	25	26	27	28
29	30							27	28	29	30	31				24	25	26	27	28	29	30	31				

NEW BUSINESS

Approve Revised Policy No. 210 – Library Cards (ACTION)

Public Act 100-0875 was signed into law by Governor Rauner on August 15, 2018. P.A. 100-0875 amends the Public Library District Act of 1991 (Section 30-55.60) entitling nonresident **tenants** to library cards.

Director Whitmer and Member Services Manager Dybala have revised the policy to bring the Library into compliance with P.A. 100-0875 which was effective when the Governor signed the bill into law.

The following are included for your information:

- The revised policy
- Memo from Attorney Ritzman
- Information from the Illinois Library Association's eNews

Other, less significant revision made to this policy are:

- References to "Circulation Desk" changed to "Member Services Desk"
- Added Thematic Kits to list of items not available to Reciprocal Borrowers

SUGGESTED MOTION: Approve Revised Policy No. 210 – Library Cards, incorporating eligibility for nonresident tenants as prescribed by Public Act 100-0875.

I. PURPOSE

The Warrenville Public Library District extends borrowing privileges and access to a variety of services and programs to Library cardholders. This policy outlines the types of Library cards issued and honored by the Library. It also explains eligibility and registration requirements, cardholder responsibilities and borrower restrictions.

II. WARRENVILLE PUBLIC LIBRARY DISTRICT CARDS

A. Resident Card (valid for 3 years)

Residents of the Warrenville Public Library District are eligible to receive library cards. No fee is charged for a resident card.

A resident of the Warrenville Public Library District can apply for a Library card in person at the Member Services Desk. Adults must present current proof of residency in WPLD and complete a library card application form. Applicants under 18 must have a parent or legal guardian sign the application form and present proof of WPLD residency.

Accepted Forms of Proof of Residency:

1. State Issued Photo I.D. or Driver's License with current street address
- OR –
2. Photo I.D. AND postmarked mail, bill or other identification with current street address.

Change of address forms and post office box mailing addresses are not acceptable as proof of residence.

Residents may complete the online library card application form on the Library's website. The applicant will be notified by eMail when his card is ready. The applicant must pick up the card from the Member Services Desk. Proof of residency (as outlined above) must be presented before the card is given to the applicant.

B. Non-resident Taxpayer or Tenant Card (valid for up to 1 year)

A non-resident who as an individual or as a partner, principal stockholder, or other joint owner owns or leases taxable property or is a senior administrative officer of a firm, business, or other corporation owning or

leasing taxable property in the WPLD may register for a library card. No fee is charged for a non-resident taxpayer card.

~~Only one non-resident taxpayer card will be issued per taxable property. Use of a non-resident taxpayer card is limited to the individual who applied for the card.~~

Non-resident taxpayers or tenants seeking resident borrower privileges without payment of the standard non-resident fee must apply in person.

- Non-Resident Taxpayer property owners must and present a copy of their most recent real estate tax bills and photo I.D., then complete a library card application form. A Non-Resident Taxpayer property owner card will be valid for 1 year from registration date.
- Non-Resident Taxpayer tenants must present a copy of their most recent lease and photo I.D., then complete a library card application form. A Non-Resident Taxpayer tenant card will be valid for one year from registration date or through the end of the lease, whichever comes first.

If the applicant's name is not on the tax bill or lease, the applicant must present official documentation that identifies the applicant as a partner, principal stockholder, joint owner, or senior administration officer of the firm, business or other corporation owning or leasing the taxable property.

C. **Non-resident Card** (valid for 1 year)

A non-resident who owns property outside of the Warrenville Public Library District that is located within the boundaries of Community Unit School District 200's Wheaton Warrenville South High School attendance area may obtain a Library card for each person in a household by paying an annual fee. A library card application form must be completed. Non-residents must apply in person.

For property owners the annual fee will be calculated as follows:

$$\left[\begin{array}{cc} \text{Assessed} & \\ \text{Value} & \end{array} - \begin{array}{cc} \text{Homestead} & \\ \text{Exemption} & \end{array} \right] \times \begin{array}{cc} \text{Current} & \\ \text{Library Tax} & \\ \text{Rate} & \end{array} = \begin{array}{cc} \text{Annual} & \\ \text{Fee} & \end{array}$$

Using this "tax bill method," the property owner will pay the same amount as would be paid if the property was located in the Library District.

To apply for a Library card, non-residents who own property outside of the Library District must present a copy of the most recent tax bill. This bill will be used to determine the assessed valuation of the property and the homestead exemption. Owners of brand new homes or owners who do not have a copy of the most recent tax bill should contact their township

assessor's office and request a copy of an assessment notice or an assessment advice, which gives the assessed valuation.

A non-resident who rents and resides in a property outside of the Warrenville Public Library District will pay an annual fee equal to 15% of their monthly rent. Non-resident renters must present a current lease or rent receipt at the time of application.

III. CARDS FROM OTHER LIBRARIES (Reciprocal Borrowing)

The Warrenville Public Library District participates in the Reciprocal Borrowing Program operated under the auspices of the Library Systems and the Illinois State Library.

A reciprocal borrower must present his library card and photo I.D., then complete a library card application form to register the library card issued by his home library. WPLD staff will call the home library to confirm the card's expiration date and to confirm that the patron is in good standing. The reciprocal borrower will use his home library card to access WPLD materials and services. A WPLD card will not be issued.

Reciprocal Borrowing patrons have the same borrowing privileges as WPLD cardholders, but may not

- Borrow New DVDs, New Books on CD, New Music CDs, Mobile Devices, [Thematic Kits](#)
- Borrow Interlibrary Loan materials
- Place requests for materials
- Place requests for new purchases

Access to online databases may be limited to WPLD cardholders. The Library reserves the right to limit other resources, programs and services.

Reciprocal borrower cards are valid for one year from the registration date or expiration date at home library, whichever comes first.

The WPLD shall abide by the Rules and Procedures as set forth by the Resource Sharing Policy approved by the Library System.

IV. CARD HOLDER RESPONSIBILITIES

- A. A library card is issued to an individual and is not transferable. Patrons are responsible for all materials checked out on the card, including those resulting from the use of a lost or stolen card. A patron's responsibility is not over until the material is returned complete and in good condition. Lost or stolen library cards must be reported to the Member Services Desk immediately.
- B. The Library assumes no liability whatsoever for damages that could result from the use of library materials.

- C. Library cards are the property of the WPLD and may be restricted or revoked at any time. Library cards are automatically invalid when a patron moves from the WPLD.
- D. Any material circulated by WPLD may be borrowed by patrons without regard to age. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
- E. A card is considered valid and in good standing if it does not have any restrictions and is not lost or expired.

V. REPLACEMENT LIBRARY CARDS

In the event that a library card is damaged or reported lost, a replacement card will be issued upon presentation of current photo I.D. and a payment of \$1.00. The original library card will be invalidated. The fee will be waived if the card is expired or within three months of its expiration date.

VI. BORROWING RESTRICTIONS

Library staff may deny borrowing privileges to individuals without a valid library card or photo identification, or cardholders with:

- Long overdue items
- An account balance of \$10 or more
- Any unpaid lost or damaged items
- An outstanding balance in debt collection

Restrictions on reciprocal borrowers are outlined in section III above.

Policy Revision Log

Revisions Proposed September 19, 2018

Approved June 18, 2014, Effective September 8, 2014

***Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.***

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**EXPANSION OF NONRESIDENT TAXPAYER RULES
(to include tenants)**

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: August 29, 2018

This Memorandum advises you of an expansion of privileges to nonresident taxpayers per P.A. 100-0875 effective August 14, 2018 (copy attached). Nonresident tenants are now entitled to a library card.

As you know, certain nonresidents (nonresident taxpayers) are entitled to a public library card without paying a nonresident fee.

The basic rules for such nonresident taxpayers:

1. The nonresident applicant was:

"A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property."
(emphasis added)
2. The nonresident taxpayer presented a real estate tax bill;
3. Only one nonresident taxpayer card would be issued for the property.

Significant changes made by P.A. 100-0875 are:

- a. Nonresident tenants are entitled to a library card upon presenting a copy of the lease;
- b. More than one nonresident card per parcel is available. The language limiting nonresident cards to one card per parcel was deleted. Accordingly, several applicants could qualify as a "partner, principle stockholder, joint owner, or senior administration officer" of the owner or the tenant.

The statutes pertaining to nonresident "owners or tenants" now state, in relevant part, as follows:

Library Districts

The nonresident fee shall not apply to . . . A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library services or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property. ILCS 16/30-55.60 (3)

City/Village Libraries

The nonresident fee shall not apply to privilege and use . . . to a nonresident who as an individual or as a partner, principal stockholder, or other joint owner owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, incorporated town, village or township upon the presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property.
75 ILCS 5/4-7 (12)

Roger A. Ritzman/Mark A. Ritzman
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RAR:fh 8/29/18 M:\LIBRARYDISTMEMO\Expansion of Non-Resident Privileges Memo.doc

Public Act 100-0875

SB2488 Enrolled

LRB100 15711 AWJ 30816 B

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The Illinois Local Library Act is amended by
changing Section 4-7 as follows:

(75 ILCS 5/4-7) (from Ch. 81, par. 4-7)

Sec. 4-7. Each board of library trustees of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library or libraries for providing library service and, in addition to but without limiting other powers conferred by this Act, shall have the following powers:

1. To make and adopt such bylaws, rules and regulations, for their own guidance and for the government of the library as may be expedient, not inconsistent with this Act;

2. To have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund;

3. To have the exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose;

4. To purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of a library established hereunder, using, at the board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years with interest on the unpaid balance at any lawful rate for municipal corporations in this State, except that contracts for installment purchases of real estate shall provide for not more than 75% of the total consideration to be repaid by installments, and to refund at any time any installment contract entered into pursuant to this paragraph by means of a refunding loan agreement, which may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of such refunding loan agreement, with interest on the unpaid principal balance at any lawful rate for municipal corporations in this State, except that no installment contract or refunding loan agreement for the same property or construction project may exceed an aggregate of 20 years;

5. To remodel or reconstruct a building erected or purchased by the board, when such building is not adapted to its purposes or needs;

6. To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use

have been or will be adopted but the corporate authorities shall have the first right to purchase or lease except that in the case of the City of Chicago, this power shall be governed and limited by the Chicago Public Library Act;

7. To appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board, but these powers are subject to Division 1 of Article 10 of the Illinois Municipal Code in municipalities in which that Division is in force. The board may also retain counsel and professional consultants as needed;

8. To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of this Act. This contractual power includes, but is not limited to, participating in interstate library compacts and library systems, contracting to supply library services, and expending of any federal or State funds made available to any county, municipality, township or to the State of Illinois for library purposes. However, if a contract is for the supply of library services for residents without a public library established under the provisions of this Act, the terms of that contract will recognize the principle of equity or cost of services to non-residents expressed in this Section of this Act, and will provide for the assumption by the contracting party receiving the services of financial responsibility for the loss of or damage to any library materials provided to non-residents under the contract;

9. To join with the board or boards of any one or more libraries in this State in maintaining libraries, or for the maintenance of a common library or common library services for participants, upon such terms as may be agreed upon by and between the boards;

10. To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of "The Board of Library Trustees of the (city, village, incorporated town or township) of" and by that name to sue and be sued;

11. To exclude from the use of the library any person who wilfully violates the rules prescribed by the board;

12. To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city, incorporated town, village or township. If the board exercises this power, the privilege of library use shall be upon such terms and conditions as the board shall from time to time by its regulations prescribe, and for such privileges and use, the board shall charge a nonresident fee at least equal to the cost paid by residents of the city, incorporated town, village or township, with the cost to be determined according to the formula established by the Illinois State Library. A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall

not apply to privilege and use provided under the terms of the library's membership in a library system operating under the provisions of the Illinois Library System Act, under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service, or to a nonresident who as an individual or as a partner, principal stockholder, or other joint owner owns or leases taxable property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, incorporated town, village or township upon the presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property, ~~provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property.~~ Nothing in this item 12 requires any public library to participate in the non-resident card reciprocal borrowing program of a regional library system as provided for in this Section;

13. To exercise the power of eminent domain subject to the prior approval of the corporate authorities under Sections 5-1 and 5-2 of this Act;

14. To join the public library as a member and to join the library trustees as members in the Illinois Library Association and the American Library Association, non-profit, non-political, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of library development and librarianship; to provide for the payment of annual membership dues, fees and assessments and act by, through and in the name of such instrumentality by providing and disseminating information and research services, employing personnel and doing any and all other acts for the purpose of improving library development;

15. To invest funds pursuant to the Public Funds Investment Act;

16. To accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library.

(Source: P.A. 91-357, eff. 7-29-99; 92-166, eff. 1-1-02.)

Section 10. The Public Library District Act of 1991 is amended by changing Section 30-55.60 as follows:

(75 ILCS 16/30-55.60)

Sec. 30-55.60. Use of library by nonresidents. The board may extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the district. If the board exercises this power, the privilege of library use shall be upon terms and conditions prescribed by the board in its regulations. The board shall charge a nonresident fee for the privileges and use of the library at least equal to the cost paid by residents of the district, with the cost to be determined according to the formula established by the Illinois State Library. A person residing outside of a public library service area must apply for a non-resident library card at the public library closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The

nonresident fee shall not apply to any of the following:

(1) Privileges and use provided (i) under the terms of the district's membership in a library system operating under the provisions of the Illinois Library System Act or (ii) under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service.

(2) Residents of an area in which the library is conducting a program for the purpose of encouraging the inclusion of the area in the library district.

(3) A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases taxable property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property, ~~provided that the privileges and use of the library is extended to only one such nonresident for each parcel of taxable property.~~

Nothing in this Section requires any public library to participate in the non-resident card reciprocal borrowing program of a regional library system as provided for in this Section.

(Source: P.A. 92-166, eff. 1-1-02.)

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 8/14/2018

FROM ILLINOIS LIBRARY ASSOCIATION

- **Senate Bill 2488, Public Act 100-0875: ILA SUPPORTED [this bill](#)**, which was signed into law by Governor Rauner on August 14, 2018 and is effective immediately. From the State Library of Illinois: If the board of directors of a public library determines to extend library service privileges to nonresidents (someone that has their residence outside the boundaries of a public library service area), they may now extend use to someone that “leases/rents” taxable property within the library service area for “commercial/business” purposes without the payment of a nonresident fee. This treats the business owner similar to that of someone leasing or renting their principal residence within the library service area. The law prior to this amendatory language allowed this privilege (without payment of a nonresident fee) to only those that “owned” taxable property for “commercial/business” purposes.

Each library that opts to extend library services to nonresidents will need adopt policies/procedures that shall allow this to occur. The nonresident may lease this property as an individual, partner, principal stockholder, joint owner, or be a senior administrative officer of the firm, business, or corporation that leases the taxable property for commercial/business purposes. A copy of the lease agreement (and some manner to identify the nonresident with that lease document) will need to be provided to the library for verification. The lease should be in force during the period for which the library card is active. The copy of the lease is to be presented per this statute.

Public Act 100-0875 does allow for a parcel of property (for instance, a strip mall or a high rise building) to have multiple nonresident cards issued free of charge for public library use. It is possible that multiple nonresident business owners have multiple leases for commercial purposes within a single parcel of property. However, library procedures will need to dictate how they shall document cards issued per lease agreement when it is presented to them for this purpose. This amendatory language allows for issuance of this nonresident card, without a fee, only to an individual, partner, principal stockholder, joint owner, or senior administrative officer of the firm, business, or corporation for which the lease agreement is being presented for documentation.

NEW BUSINESS

Strategic Planning Process - Review Draft of Community Survey (discussion only)

Sarah Keister-Armstrong took into consideration comments from the Trustees and the Management Team and developed the attached draft of the Community Survey for our strategic planning process.

The Management Team reviewed provided some feedback which will be incorporated into the final survey. The revised survey will be available at the September 19 Board Meeting. (None of our feedback changed the survey in a substantial way.)

The release date for the survey is Friday, October 12. The survey will close on Friday, November 9.

Director Whitmer is currently evaluating opportunities to encourage community participation – both inside and outside the library. Once a calendar is set, **trustees will be invited to participate alongside staff at informational tables** during the survey time period.

Following the release of the survey, Director Whitmer and Ms. Keister-Armstrong will discuss dates for the focus groups. They are tentatively targeting early December.



COMMUNITY SURVEY: SHARE YOUR THOUGHTS!

We want to hear from you! Whether you use the library often or you have not yet visited us, we invite you to provide input about our resources and service to the community. We are collecting feedback from the Warrenville community to help us develop our new strategic planning goals.

Please answer the questions below and return your survey to the library by Friday, November 9. If you would like to enter to win a gift card, please enter your contact information at the end of the survey. An online version of the survey can be found at: www.surveymonkey.com/r/warrenvillepubliclibrary.

1 How often do you visit the Warrenville Public Library?

- | | | |
|--|--|--|
| <input type="checkbox"/> Multiple times per week | <input type="checkbox"/> Twice per month | <input type="checkbox"/> Once every few months |
| <input type="checkbox"/> Once per week | <input type="checkbox"/> Once per month | <input type="checkbox"/> I never visit the library |

2 What are your reasons for visiting the library? (Please check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> To borrow books | <input type="checkbox"/> To use the Wi-Fi |
| <input type="checkbox"/> To borrow DVDs | <input type="checkbox"/> To receive assistance from library staff |
| <input type="checkbox"/> To borrow other physical materials | <input type="checkbox"/> To study, read, or work in a quiet environment |
| <input type="checkbox"/> To read newspapers and magazines | <input type="checkbox"/> To meet with others or work collaboratively |
| <input type="checkbox"/> To use the computers, copier, and/or printer | <input type="checkbox"/> To attend programs |
| <input type="checkbox"/> To use databases | <input type="checkbox"/> To take my children/grandchildren to visit |
| <input type="checkbox"/> To do research or find information | <input type="checkbox"/> Other (please specify): |

3 Which factors reflect why you do not visit the library more often, if any? (Please check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> I do not know what the library has to offer me | <input type="checkbox"/> I do not enjoy reading |
| <input type="checkbox"/> Library does not have materials that I want | <input type="checkbox"/> I have experienced poor customer service |
| <input type="checkbox"/> I do not have time | <input type="checkbox"/> Library programs are not of interest to me |
| <input type="checkbox"/> I prefer to purchase materials | <input type="checkbox"/> Library hours are inconvenient |
| <input type="checkbox"/> I have library fines and/or am worried about fines | <input type="checkbox"/> It does not occur to me to go to the library |
| <input type="checkbox"/> Library location is inconvenient | <input type="checkbox"/> None |
| <input type="checkbox"/> I have limited access to transportation | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> I speak a language other than English | |

4 What makes you return to the Warrenville Public Library? If you have never been to the library, what would entice you to visit?

5 Fill in the blank: I wish the library would: _____

6 If the library has not met your needs, please tell us why. What problems or difficulties have you encountered while visiting the library, if any?

7 Please rate your level of satisfaction with the following aspects of using the library.

	EXTREMELY SATISFIED	SOMEWHAT SATISFIED	NEUTRAL	SOMEWHAT DISSATISFIED	EXTREMELY DISSATISFIED
Recently remodeled spaces within the library					
Availability of comfortable seating within the library					
Atmosphere of the library					
Ease with which I can locate materials					

8 Have you accessed e-books, e-audiobooks, or e-magazines through the library?

☐ Yes ☐ No ☐ Not sure

If you **HAVE** accessed e-materials through the library, please describe your experience.

If you **HAVE NOT** accessed e-materials through the library, why not?

**9 How would you prefer to receive information about the library in the future?
(Please check all that apply.)**

- | | | |
|---|---|--|
| <input type="checkbox"/> Email/eNewsletter | <input type="checkbox"/> Twitter | <input type="checkbox"/> Other social media or form of communication (please specify): |
| <input type="checkbox"/> Printed newsletter | <input type="checkbox"/> Word of mouth/family/friends | |
| <input type="checkbox"/> Website | <input type="checkbox"/> Signage within the library | |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Local newspaper | |

10 What do you think the community does not know about the Warrenville Public Library?

11 Which of the following services do you subscribe to at home? (Please check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Print newspaper(s) | <input type="checkbox"/> Cable or satellite television |
| <input type="checkbox"/> Print magazine(s) | <input type="checkbox"/> Streaming service (e.g., Netflix, Amazon Prime, Hulu Plus, etc.) |
| <input type="checkbox"/> High-speed internet | <input type="checkbox"/> Other (please specify): |

12 Please select your gender.

- ☐ Male ☐ Female ☐ Other: _____ ☐ Prefer not to answer

13 Please select your age range.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> 17 years and under | <input type="checkbox"/> 25 – 35 years | <input type="checkbox"/> 51 – 64 years | <input type="checkbox"/> 81 years and over |
| <input type="checkbox"/> 18 – 24 years | <input type="checkbox"/> 36 – 50 years | <input type="checkbox"/> 65 – 80 years | <input type="checkbox"/> Prefer not to answer |

14 How many people reside in your household, including yourself? _____

15 Please select the ages of the people in your household, including yourself.
(Please check all that apply.)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> 5 years and under | <input type="checkbox"/> 18 – 24 years | <input type="checkbox"/> 51 – 64 years | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> 6 – 12 years | <input type="checkbox"/> 25 – 35 years | <input type="checkbox"/> 65 – 80 years | |
| <input type="checkbox"/> 13 – 17 years | <input type="checkbox"/> 36 – 50 years | <input type="checkbox"/> 81 years and over | |

16 Do you have an active Warrenville Public Library District card? ☐ Yes ☐ No ☐ Not sure

If no, why do you not have an active Warrenville Public Library District card?

- ☐ I have an active card at another library
☐ I do not know how to get a Warrenville Public Library District card
☐ I do not need one
☐ Other (please specify):

OPTIONAL: Please include your contact information below and indicate whether you are interested in participating in a focus group and/or entering for a chance to win a gift card.

Email Address: _____

Daytime Phone Number: _____

- ☐ I am interested in participating in a focus group
☐ I would like to enter for a chance to win a gift card

Thank you!

NEW BUSINESS

Review Facility Assessment Report from ComEd Energy Efficiency Program (*discussion only*)

An energy engineer from ComEd's Energy Efficiency program conducted a site visit in August. The attached facility assessment report was reviewed with staff on September 14.

The working budget includes \$20,000 for LED retrofits. These expenditures will be paid from the Building Maintenance Fund.

The costs outlined in the report are "conservative" and include materials and labor. Costs will be less if our maintenance staff can install the fixtures.

The following items do not require a pre-application and are being addressed immediately by Library staff:

- Relamp T-8 lighting
- Relamp CFL lighting
- Repair/Replace photocells for pole lighting fixtures (street lamps)
- Adjust data closet (computer server room) thermostat (temp setpoint increased to 70 degrees)

Staff will review the recommendations and apply for incentives in October/November for the following items:

- Replace Halogen Lighting (outdoor flood lights)
- Replace Metal Halide Lighting (outdoor flood lights, interior/exterior clerestory flood lights, street lamps)

The incentive program requires a pre-application. Work begins after the pre-application is approved. When work is complete, the Library files a final application and receives the rebate/incentive 4-6 weeks later.

An "AirCare Plus" tune-up will be scheduled in the spring.

Adding Variable Speed Drives on hot water pumps will be considered for next fiscal year. The library has FOUR of these pumps, all will need to have the three-way valve systems replaced with two-way valves. The valve replacements will be an added expense. We estimate the cost for this project would be \$20,000 with a 10 year payback period.

We do not intend to pursue the following recommendations in the near future:

- Expand Unoccupied Hours
- Data Center Efficiency program

Facility Assessment

Prepared for **Warrenville Public Library**

By: Jeremy Solomon • Energy Engineer • (630) 333-9054 • Jeremy.Solomon@Clearesult.com
Acct. Number ending in 0003 • 28W751 Stafford Pl, Warrenville, IL 60555 • 09/11/2018

EXECUTIVE SUMMARY

Financial Benefit

We estimate your Facility has the potential for:

Annual Savings	\$5,620
ComEd® Energy Efficiency Program Incentive	\$5,060

Annual Energy Benefit

Before	389,100 kWh/yr	Up to 16% Energy Savings
After	325,900 kWh/yr	Up to 63,200 kWh Reduced

Annual Environmental Benefit

Can Reduce Your Carbon Footprint by up to...
40 Metric Tons of CO₂ Equivalent
or 7 Homes Powered Annually

Want to get Started?... Let us help

Or visit: ComEd.com/BizIncentives to learn more



Brian Tomkins
Program Outreach Professional
(312) 201-4508
BTomkins@MayorsCaucus.org

STANDARD AND INSTANT DISCOUNT INCENTIVES

Financial Benefit by Simple Payback

Estimated 2-5 Year Payback Opportunities

Measure	Annual Cost		Incentive	Simple Payback (Years)
	Savings	Project Cost		
Replace Halogen Lighting	\$300	\$1,200	\$310	3.0
Replace Compact Fluorescent Lighting	\$150	\$600	\$100	3.3
Install Lighting Controls	\$150	\$730	\$160	3.8
Subtotal	\$600	\$2,530	\$570	3.3

Estimated >5 Year Payback Opportunities

Measure	Annual Cost		Incentive	Simple Payback (Years)
	Savings	Project Cost		
Relamp T8 Lighting	\$390	\$2,320	\$350	5.1
Retrofit Hot Water Pump	\$510	\$2,900	\$300	5.1
Replace Metal Halide Lighting	\$3,300	\$24,100	\$3,840	6.1
Subtotal	\$4,200	\$29,320	\$4,490	5.9
ASSESSMENT TOTAL	\$4,800	\$31,850	\$5,060	5.6

Customers who install Illinois-manufactured energy efficiency products in their facilities may qualify for a 10 percent bonus on each eligible standard measure installed. Additional information and application forms for the 'Made in Illinois Bonus Coupon' are available at ComEd.com/BlzIncentives.

For the Standard Incentives program, the total incentive paid cannot exceed 100 percent of the incremental measure cost and 50 percent of the total project cost.

Please see section titled "Standard Measure Details" later on in this report for further information on listed Opportunities

OPERATIONAL OPPORTUNITIES

Operational Opportunities offer simple, effective ways to reduce energy costs at your facility. The following recommendations are based on Business Energy Analyzer (BEA) profile data and engineer observations during the site visit. While the following opportunities identified do not offer ComEd incentives, they have no cost and can provide immediate energy savings when implemented. For more information on the BEA, please visit www.ComEd.com/BEA.

Turn off Equipment

Turn off Lighting

During the site visit, it was observed that seven 175-Watt Metal Halide pole lighting fixtures in the parking lot were on even during the day with full daylight. The fixtures have photocells, but they do not appear to be functioning properly. As a result, these fixtures are staying on 24/7. The facility can repair or replace the broken photocells which will turn off the lights when there is adequate daylight available. The reduced hours of operation will result in immediate savings.

Estimated Annual kWh Savings: 6,100

Estimated Annual \$ Savings: \$540

Optimization Opportunities

Adjust Data Closet Thermostat Setpoint

The data closet is currently kept at 68°F and is cooled by a 1.5-ton split direct expansion unit. The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommends a setpoint between 77°F and 80°F. There is an opportunity to raise the temperature of the server room by 10°F. The temperature can be increased incrementally to 78°F. This will reduce load on the cooling system and result in energy savings.

Estimated Annual kWh Savings: 1,800

Estimated Annual \$ Savings: \$160

Expand Unoccupied Hours

The facility currently has a Building Automation System (BAS) that shuts down the HVAC systems during unoccupied hours. The occupied hours currently start about three hours before the facility opens each day. The facility may be able to change the schedule so the occupied hours start one hour later each day, leaving about two hours to warm up or cool down the building to the setpoint. This change would expand the existing setbacks by about seven hours per week and result in energy savings.

Estimated Annual kWh Savings: 1,100

Estimated Annual \$ Savings: \$120

Estimated Annual Therm Savings: 20

Want to get Started?... Let us help

Or visit: ComEd.com/BizIncentives to learn more



Brian Tomkins
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(312) 201-4508
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ADDITIONAL PROGRAM OFFERINGS

Available Offerings

In addition to Standard Incentives, your facility may also be eligible for the following:

- ☐ Comprehensive Energy Savings
- ☒ AirCare Plus
- ☐ Retro-Commissioning
- ☐ Industrial Systems
- ☒ Data Center Efficiency
- ☐ New Construction
- ☐ Technical Assistance Services
- ☐ Office Space

AirCare Plus

Offering Description:

ComEd offers low-cost comprehensive AirCare Plus® tune-ups of HVAC packaged rooftop units and split systems. AirCare Plus tune-ups help businesses save energy and money on their electric bills, improve HVAC system performance and enhance indoor air quality and occupant comfort. Each tune-up, conducted by a ComEd Energy Efficiency Program Trade Ally, includes a thorough inspection and adjustment of the HVAC unit's thermostat, economizer, refrigerant charge, coils and belts for optimal performance.

Opportunity at Your Facility:

The facility has two split system air handling units (AHUs) with cooling capacities of 50-tons and 30-tons to heat and cool air for the building. These units may qualify for the AirCare Plus program. Through this program, an AirCare Plus service provider would perform a free inspection of the AHUs and condensers to determine if there are any opportunities to improve the efficiency. If energy efficiency opportunities are found, the service provider would implement system improvements that are beyond the scope of routine maintenance such as replacing thermostats, cleaning coils, economizer optimization, and refrigerant charge tune-ups at a reduced cost. Annual tune-ups are recommended for any HVAC system.

Want to get Started?... Let us help

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ADDITIONAL PROGRAM OFFERINGS

Data Center Efficiency

Offering Description:

ComEd offers a wide variety of technical assistance and cash incentives to help you reduce energy use in your new or existing data center. Incentives are based on the verified annual energy savings that result from your projects. ComEd will work with you to calculate energy savings and incentivize your energy-efficiency measures at a rate of \$0.07/kWh saved, up to 100% of the incremental cost and 50% of the total cost of the project.

Opportunity at Your Facility:

The facility has one area for computer servers and their associated components. The space has two racks and is cooled by a 1.5-ton direct expansion unit. There may be an opportunity for the facility to participate in the Data Center Closet-to-Colocation Program, pending further screening. Through this program, the facility may be able to relocate equipment to a colocation site, which involves leasing space in a remote high efficiency data center instead of locally hosting equipment. The program will identify opportunities to make the data centers more energy efficient, saving energy and associated costs.

Want to get Started?... Let us help

Or visit: ComEd.com/BizIncentives to learn more



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STANDARD MEASURE DETAILS

Lighting Solutions

Relamp T8 Lighting

Relamp T8 Fluorescent Fixtures with Tubular LED (TLED) lamps, which are more efficient than Standard T8 Lamps and provide comparable lighting levels

Location	Qty	Existing	Proposed	Estimated Energy Savings (kWh/Yr)	Estimated Savings (\$/Yr)	Estimated Cost (\$)	Estimated Incentive (\$)	Payback (Years)
Bathrooms	30	3-Lamp 4-ft F32 T8 with Standard BF Electronic Ballasts (88W)	3-Lamp Tubular LED (TLED) Lamps (54W)	3,600	\$320	\$1,800	\$270	4.8
Meeting Room	13	2-Lamp 4-ft F32 T8 with Standard BF Electronic Ballasts (59W)	2-Lamp Tubular LED (TLED) Lamps (36W)	760	\$70	\$520	\$80	6.3
Relamp T8 Lighting			Subtotal	4,360	\$390	\$2,320	\$350	5.1

Replace Compact Fluorescent Lighting

Replace Compact Fluorescent Lighting (CFL) with LED Lamps, which are more efficient and provide comparable lighting levels

Location	Qty	Existing	Proposed	Estimated Energy Savings (kWh/Yr)	Estimated Savings (\$/Yr)	Estimated Cost (\$)	Estimated Incentive (\$)	Payback (Years)
Lower Lobby	20	42W CFL 4-Pin Lamps (42W)	18W LED 4-Pin Lamps (18W)	1,700	\$150	\$600	\$100	3.3
Replace Compact Fluorescent Lighting			Subtotal	1,700	\$150	\$600	\$100	3.3

Replace Halogen Lighting

Replace Halogen Lighting with LED lamps, which are more efficient and provide comparable lighting levels

Location	Qty	Existing	Proposed	Estimated Energy Savings (kWh/Yr)	Estimated Savings (\$/Yr)	Estimated Cost (\$)	Estimated Incentive (\$)	Payback (Years)
Exterior	2	500W Halogen Floodlight Fixtures (500W)	110W LED Outdoor Flood Light Fixtures (110W)	3,400	\$300	\$1,200	\$310	3.0
Replace Halogen Lighting			Subtotal	3,400	\$300	\$1,200	\$310	3.0

STANDARD MEASURE DETAILS

Lighting Solutions Continued

Replace Metal Halide Lighting

Replace Metal Halide Fixtures with LED Fixtures, which are more efficient and provide comparable lighting levels

Location	Qty	Existing	Proposed	Estimated Energy Savings (kWh/Yr)	Estimated Savings (\$/Yr)	Estimated Cost (\$)	Estimated Incentive (\$)	Payback (Years)
Exterior Monument	7	175W Metal Halide Fixtures (215W)	45W LED Outdoor Flood Light Fixtures (45W)	5,200	\$460	\$2,300	\$480	4.0
Exterior	6	70W Metal Halide Fixtures (95W)	20W LED Outdoor Flood Light Fixtures (20W)	2,000	\$180	\$1,000	\$180	4.6
Lobby	24	400W Metal Halide Fixtures (455W)	200W LED Highbay Fixtures (200W)	21,500	\$1,900	\$13,800	\$2,400	6.0
Parking Lot	14	175W Metal Halide Pole Fixtures (215W)	75W LED Pole Fixtures (75W)	8,600	\$760	\$7,000	\$780	8.2
Replace Metal Halide Lighting			Subtotal	37,300	\$3,300	\$24,100	\$3,840	6.1

Install Lighting Controls

Install Occupancy Sensors, which turn lights on/off based on space occupancy

Location	Qty	Existing	Proposed	Estimated Energy Savings (kWh/Yr)	Estimated Savings (\$/Yr)	Estimated Cost (\$)	Estimated Incentive (\$)	Payback (Years)
Bathrooms	30	3-Lamp Tubular LED (TLED) Lamps (54W)	Install Occupancy Sensors	1,700	\$150	\$730	\$160	3.8
Install Lighting Controls			Subtotal	1,700	\$150	\$730	\$160	3.8
Lighting Solutions Total				48,460	\$4,290	\$28,950	\$4,760	5.6

STANDARD MEASURE DETAILS

VSD Solutions

Retrofit Hot Water Pump

Install a Variable Speed Drive (VSD) on pump motor, which controls the motor load to meet demand, reducing the energy consumed by the motor

Location	Qty	Existing	Proposed	Estimated Energy Savings (kWh/Yr)	Estimated Savings/Yr	Estimated Cost (\$) ^D	Estimated Incentive (\$)	Payback (Years)
Boiler Room	1	5 HP Hot Water Circulation Pump without Variable Speed Controls	Add Variable Speed Drive Controls to the Pump	5,700	\$510	\$2,900	\$300	5.1
Retrofit Hot Water Pump				Subtotal	\$510	\$2,900	\$300	5.1
VSD Solutions Total				5,700	\$510	\$2,900	\$300	5.1

Table Footnotes

Values rounded for simplicity.

Programmed Start ballasts are recommended for all lighting sensor applications. (I.e. Occupancy Sensors, Daylighting Controls, etc.)

For the Standard Incentives program, the total Incentive paid cannot exceed 100 percent of the incremental measure cost and 50 percent

^A Both A-Type and B-Type TLEDs are eligible for incentives through the Instant Discounts program. A-Type TLEDs operate using the existing electronic fluorescent ballast, while B-Type TLEDs bypass the existing ballast and the lamp operates using an internal integrated driver. Lamp life may vary depending on TLED lamp type and existing installed ballasts.

^B Discounts are available through participating distributors in the Instant Discounts Program. Incentive is in the form of a discounted product cost provided at the time of purchase. A list of participating distributors can be found at www.ComEd.com/InstantDiscounts

^C Product must be listed on DesignLightsTM Consortium (DLC) Qualified Products list, available at www.designlights.org. If DLC does not have a category for the proposed fixture type, fixtures may be approved by ENERGY STAR.

^D To realize savings with VSDs, any three way valve systems must be replaced with two-way valves to allow the flow to modulate at part load. The estimated project cost is for the Variable Speed Drives only and does not account for valve replacements or piping modifications. It is recommended to work with a Trade Ally or other design consultant to further develop this measure before implementation.

Electricity Cost = \$0.0887/kWh (average commercial retail price for the State of Illinois over the past 12 months) - Energy Information Administration

Administration

Natural Gas Cost = \$0.875/therm (average commercial retail price for the State of Illinois over the past 12 months) - Energy Information Administration

Administration

APPLICATION PROCESS

1

CHECK PROJECT AND EQUIPMENT ELIGIBILITY

- Project must be a new improvement at an existing facility that results in a permanent reduction in electrical usage (kWh).
- All installed equipment must meet or exceed the ComEd Energy Efficiency Program Incentive specifications and be installed in facilities served by ComEd. Customers must have a valid ComEd account number on a ComEd non-residential rate.

2

SUBMIT A PRE-APPROVAL APPLICATION

- A Pre-approval Application is required for certain projects, including all Custom projects. Check the Incentives Worksheets for the measures you plan to install to see if any of them require pre-approval.
- If your project requires pre-approval, complete and submit the ComEd Energy Efficiency Program Pre-approval and Final Application Form and Incentive Worksheet(s). Wait until your application has been approved by the ComEd Energy Efficiency Program team before starting your project. Custom projects must be pre-approved before purchase orders can be issued.
- When your Pre-approval Application is approved, you will receive an Incentive reservation letter. Incentive funds for your project will be set aside for 90 days (or until the end of the program year, whichever comes first).
- A pre-installation inspection may be required. If so, we will contact you to schedule the inspection.

3

INSTALL EQUIPMENT OR PERFORM PROJECT WORK

- The incentive reservation allows you 90 days to complete your project. Contact the ComEd Energy Efficiency Program team if you think your project will require more than 90 days.
- Verify that the equipment to be installed meets or exceeds the specifications found on the ComEd Energy Efficiency Program Worksheet.

4

SUBMIT A FINAL APPLICATION

- Submit a Final Application as soon as your project is completed, but no more than 60 days after completion. Final Applications received more than 60 days after completion will be rejected.
- The ComEd Energy Efficiency Program team will review your Final Application. You may be contacted during the final review to schedule a post-installation inspection.

5

RECEIVE INCENTIVE PAYMENT

- The incentive check will be sent four to six weeks after your complete Final Application is submitted.

Want to get Started?... Let us help

Or visit: ComEd.com/BizIncentives to learn more



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DISCLAIMER

All values shown in this report are estimates, including potential incentive amounts. Further development and cost analysis of the opportunities are recommended prior to investment. The incentive amounts and application approvals are subject to the terms and conditions of the ComEd® Energy Efficiency Programs. This letter in no way implies approval of incentive amounts or applications or serves as a pre-approval.

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NEW BUSINESS

Review first draft of Levy Ordinance and Truth in Taxation Notice (discussion only)

The 2018 Levy Ordinance was developed with the following assumptions:

- CPI cap = 2.1%
The Library can capture an increase of 2.1% above last year's levy extension plus any new growth.
Last year, the CPI cap was 2.1%.
- Levy to capture any "new construction" in the EAV

Please keep in mind the Library always submits a levy that exceeds the amount we expect to receive. This ensures we receive all funds available. The County Clerk always reviews and adjusts our request so the funds collected from property owners are within the limitations of the tax cap.

An estimate for the actual extension is:

2017 Property Tax Extension:	\$ <u>1,846,492</u>
CPI increase (2.1%)	\$ <u>38,776</u>
Taxes from new growth (est.)	\$ <u>20,000</u>
Projected 2017 Extension:	\$ <u>1,905,268</u>
Net Gain	\$ <u>58,776</u>

The Truth in Taxation Notice will be published in the *Daily Herald* on November 1. The Public Hearing will be held at 7 p.m. on Wednesday, November 14.

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 the General Public Library Tax		\$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

DRAFT

	<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	\$80,000	\$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	\$68,000		
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

APPROPRIATED
\$20,000

LEVIED

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.

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

ATTEST:

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

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)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

**CERTIFICATION OF COMPLIANCE
WITH THE TRUTH IN TAXATION LAW**

I, JERRI L. PICHA, the duly qualified and presiding officer of the WARRENVILLE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, hereby certifies that the attached Levy Ordinance of THE WARRENVILLE PUBLIC LIBRARY DISTRICT for the fiscal year beginning July 1, 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.

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

(SEAL)

<DRAFT>

**LEGAL NOTICE
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.

Staff In-Service – October 5

The Library will be closed all day on Friday, October 5 for a Staff In-service. Staff will meet from 8:30 am – 4:30 pm. In addition to topics selected by the Management Team, several sessions are the result of staff suggestions and a "staff choice" voting process.

Topics to be covered include:

- Harassment in the Workplace (presented by HR Source)
- Strategic Planning Overview
- Panic Button Training
- Evacuation Procedures for Fire, Tornado
- Fire Extinguisher Training (presented by Cintas)
- Privacy & Police Inquiries

Time will also be set aside for short department meetings. We will also be taking a group photograph and individual photographs for a staff photo board that will be posted in the staff area.

Online resources, including the website and catalog, will be available and the drive up book return will be open to receive returned materials.

Signage Plan

In July, Dan Pohrte and Tiffany Nash (from Product Architecture + Design) conducted a walkthrough to evaluate the various needs for signage. Dan and Jim Lonergan returned to the Library with some initial ideas for the signage we discussed. I've gathered feedback from managers and have shared the feedback with the architects. In addition to signs for service desks, other service points (returns, fax, etc.) and collections, I've asked the architects to design a plan for exterior signage at the Stafford Place Entrance and signage to replace the "monument" sign on Manning Ave. The Stafford Place signage is mounted on the building and is somewhat hidden (not noticeable) and awkward. The sign on Manning Ave. is problematic due to kids climbing on the sign and using the letters as a "ladder" to the top. The letters need to be secured and/or replaced frequently. Ideally, the lighting on the Manning Ave. sign would be replaced with solar. The cost for the architects' services for the plan is \$1500.

Related to the signage plan, I've requested a quote from Library Furniture International for the following:

- Acrylic Dividers for the picture book collection
- Shelving adapters for "overhead" signs for youth magazines/award books. (We will use acrylic signs we have on hand, but need the metal signholder pieces added to the shelving)
- Laminate end panels and top for shelving in staff hallway. (We are using existing shelving, but need the end panels/top so we can put our new mailboxes on this shelving.)

STEAM Space

With the conclusion of the summer concerts, the storage room in the lower level has become the STEAM Space. Youth Services staff have moved supplies and equipment into the room. The first STEAM Space program took place on September 6. When not in use for programming, the space is available for staff meetings. The space will also be used for the concert "green room" next summer. It is not available for public use.

Tentative Date for ComEd Outage

ComEd has tentatively scheduled an outage for our facility on October 23. The outage is necessary to move some underground lines that feed the Library. If the outage is

confirmed for October 23, staff recommend we cancel a morning storytime program (instead of relocating the program) and reschedule an afternoon computer class. We anticipate the Library will be closed until 5 pm on the day of the outage.

Website Committee

The website committee began meeting in September. The committee began by looking at other library websites, then sharing features and organization styles that could be implemented in our new site. We reviewed literature and developed a rubric for conducting an audit of our current site, evaluating whether each page was essential, somewhat useful or not at all useful for two audiences: members and library staff. Committee members are currently conducting a brief survey of members and guests:

- Have you used the website?
- If yes, what part of the site have you used?
- Is there anything about the site you find difficult or frustrating?

The results of this survey will be shared at our next committee meeting. We will then begin outlining the overall organization of the site. We also plan to do some usability tests to help determine whether the site organization and vocabulary/descriptions are effective.

Members of the committee are Jen Moore, Jane Jankowski, Kathy Gaydos, Patty Dybala, Lou Carlile and Sandy Whitmer.

Other Items

- I submitted the completed annual report to the Illinois State Library.
- FOIA Request – We received the quarterly request for "checkbook" transactions from SmartProcure, a company that aggregates, and then sells, government purchasing information at www.smartprocure.us.
- Trustee candidate packets are available at the Member Services Desk for individuals interested in running for one of the two six-year terms to be elected on April 2, 2019.
- Jackie secured estimates for tree removal/maintenance and we've approved a proposal from Herbo Tree Service. We've suggested the work be completed on October 5, the day of the staff in-service.
- Thank you to all who expressed their condolences on the loss of my grandmother. The time off provided by our bereavement policy was appreciated.
- The Post Employment Benefits analysis report was completed by Menard Consulting and forwarded to the auditors.

August Meetings/Programs/Outreach (Sandy)

August 1, 15 – Website Committee Meetings

August 1, 8, 22, 29 – Concerts on the Commons

August 3 – JetPay Dashboard Training (online payments)

August 4 – Itasca Library Ribbon Cutting

August 6 – Warrenville Writers Connection (presented information about the Illinois Soon to Be Famous program)

August 20 – Facility Assessment for ComEd Energy Efficiency Program

August 21 – Webinar: Removing Barriers to Access: Eliminating fines & Fees for a Win-Win for Your Library and Community

August 23 – Review ideas for interior signage with Product Architecture + Design team

August 28 – Retaining Your Employees (offsite webinar at Aurora PL)

August 28 – Management Team Meeting

August Meetings/Programs/Outreach (Jackie)

August 20 – Facility Assessment for ComEd Energy Efficiency Program

August 28 – Retaining Your Employees (offsite webinar at Aurora PL)

STATISTICAL SUMMARY

AUGUST 2018

	AUG 2018	AUG 2017	% change	+/-
TOTAL CIRCULATION	19,986	20,972	-4.7%	-986
Print	10,069	10,497	-4.1%	-428
NonPrint	8,407	9,164	-8.3%	-757
Equipment (mobile dev., in-house laptops, etc.)	97	104	-6.7%	-7
Downloadables	1,413	1,207	17.1%	206
OVERDRIVE (eBooks & eAudiobooks)	822	738	11.4%	84
ZINIO (eMagazines)	23	93	-75.3%	-70
Hoopla	568	301	88.7%	267
Tumblebooks (discontinued 7/2018)	-	75	-100.0%	-75
ITEM REQUESTS PROCESSED	291	336	-13.4%	-45
INTERLIBRARY LOANS RECEIVED	256	274	-6.6%	-18
MATERIALS ADDED	822	862	-4.6%	-40
MATERIALS WITHDRAWN	988	144	586.1%	844
TOTAL COLLECTION SIZE*	110,688	111,276	-0.5%	-588
PROGRAMS				
Number of Adult Programs	11	8	37.5%	3
Adult Program Attendance	1,230	1,799	-31.6%	-569
Number of Teen Programs	2	3	-33.3%	-1
Teen Program Attendance	10	22	-54.5%	-12
Number of Children's Programs	5	4	25.0%	1
Children's Program Attendance	444	465	-4.5%	-21
Book-A-Librarian	3	7	-57.1%	-4
Book-a-Librarian Attendance	3	7	-57.1%	-4
RECIPROCAL BORROWER CIRCULATION	1,338	1,688	-20.7%	-350
RESIDENT CARDS ACTIVE	5,813	5,984	-2.9%	-171
RECIPROCAL BORROWER CARDS ACTIVE	311	326	-4.6%	-15
VISITOR COUNT	11,582	11,939	-3.0%	-357
COMPUTER SESSIONS*	1,586	1,780	-10.9%	-194
DATABASE USAGE	421	239	76.2%	182
WEBSITE VISITS**	54,821	45,789	19.7%	9,032
UNIQUE WEBSITE VISITORS	49,207	39,560	24.4%	9,647

Detailed statistical reports will be available at the Board Meeting

**Includes website and computer catalog

PUBLIC SERVICES REPORT

August 2018

Lella Heath

InterLibrary Loan

Item Requests Processed: 291 (336 LY); Materials Received: 256; Materials Lent: 53

Programming

All ages:

Community Beach Bash Picnic 8/14: 150

Concerts:

Sixes & Sevens 8/1: 200

Good Clean Fun 8/8: 280

Feel Good Party Band 8/15: Canceled (rain)

Dupage Band 8/22: 250

Rosie & the Rivets 8/29: 250

Adult:

Book Discussion 8/2: 8

Warrenville Writers Connection 8/6: 7

Telescope Viewing (during concert) 8/22: 75

Brown Bag Movie 8/23: 6

Job Search (2): 4

Book a Librarian (3): 3

Puzzles: 1

4500 piece: *The Magical Bookcase Part 4 of 4*

Teen:

Teen D&D 8/1: 5

Smash 8/10: 5

Youth:

Kindergarten Readiness 8/9: 13

Outreach / PR

Youth:

Youth Outreach:

National Night Out 8/7: 200

Gardner School 8/16: 92

Bower Back to School 8/20: 80

Outside Day of Play 8/21: 59

Teen Volunteers: 8; Hours: 14

Weeding/Shelf Shifts

Weeding:

Fiction, Mystery, YA Fiction, YA Graphic Novels, Picture Books

Shifts: YA Fiction, YA Graphic Novels, YA Nonfiction

Reference

Conducted interviews for 2 Librarian Associate positions.

Meetings / Continuing Ed

Management Team Meetings: Leila

Website Committee 8/1, 8/15: Jen, Jane

Winter Programming 8/8: Leila, Diana, Nayeli, Lydia

Serving the Immigrant Community Webinar 8/28: Jen

Retaining Your Employees 8/28: Leila

Digital Resources

Beyond Dust Jackets Blog:

Views 8/1-31: 2672

Total views 2018: 15952; Total views FY: 4939

NextReads Newsletters:

Subscribers thru 8/31: 167

Newsletters sent 8/1-31: 657

Total newsletters sent 2018: 5208; Total newsletters sent FY: 1334

OverDrive eAudiobooks/eBooks:

New User accounts 8/1-31: 7

Checkouts 8/1-31: 822

Total checkouts 2018: 6182; Total checkouts FY: 1643

Zinio eMagazines:

User accounts thru 8/31: 206

Checkouts 8/1-31: 23

Total checkouts 2018: 297; Total checkouts FY: 59

Hoopla:

New User accounts 8/1-31: 19

Checkouts 8/1-31: 568

Total checkouts 2018: 4080; Total checkouts FY: 1127

MEMBER SERVICES REPORT

August 2018

Patty Dybala

Library Card Monthly Stats		
	August 2018	August 2017
# of new cards issued	94	133
# of renewed cards (expiring 8/2018)	41 (115 notices sent*) *email only effective 7/2017	47 (133 notices sent)
Warrenville Resident cards (active)	5,813	5,984
Reciprocal Borrower cards (active)	311	326

Miscellaneous Monthly Circulation Stats		
Self-Checkout Station	7,679 Items (41% of total circulation)	7,624 Items (38% of total circulation)
Reciprocal Borrower Circulation	1,338	1,688
# of Outgoing Book Discussion ILL Requests	75 (20% of total item requests)	38 (10% of total item requests)
Mobile Device Circulation	52	48
Mobile Device In-house Circulation	45	56

Professional Growth/Meetings/Outreach

8/1 Website Committee- Patty
 8/7 National Night Out Outreach- Ellen
 8/28 Retaining Employees Workshop (Aurora PL) - Patty
 8/30 Website Audit- Kathy and Patty

Department Updates

- Marcia Koenen resigned from the Customer Service Specialist position due to personal reasons. Her last day was August 16.
- On August 23, we transitioned to a new ePay system for online payments. The new processing platform is now JetPay. Members can continue to make one-time payments for fines and fees, lost/damaged material or make a donation through a link on our website. One additional feature of the new system includes the option to create an online account to save payment methods for future payment transactions. The transition was seamless and we have not received any reports of issues from our members and guests.

Homebound Delivery

None this month.

MARKETING REPORT

August 2018

Kathy Gaydos

Fall Reading Matters sent to printer August 1 (for mail delivery week of August 20)

eNewsletter (Constant Contact)

	Sent	Open Rate	Click Rate
Fall Edition (sent 8/30)	788	35%	11%
August 2018 (sent 7/31)	736	41%	11%
July 2018	703	35%	11%
June 2018	662	38%	12%
Summer Edition 5/15	666	43%	38%
May 2018	658	34%	9%
NLW Special Edition 4/7	633	30%	15%

Social Media

Facebook								
	Jan.	Feb.	Mar.	April	May	June	July	Aug.
Total Page Followers	791	805	811	828	849	861	883	906
Total Page Likes	804	817	822	834	853	865	884	905
Total Reach (Includes Paid)					436	579	630	749
Twitter								
	Jan.	Feb.	Mar.	April	May	June	July	Aug.
Average Daily views	176	150	148	176	238	212	295	278
Average Engagement Rate	0.6%	1.0%	0.4%	0.1%	7%	13.2%	1.2%	1.20%

Activities

Communico Content: added graphics, text and slides for all fall programming; added slides for library services.

Graphics Created: For all fall program slides and flyers; Beach Bash event day-of raffle signage and box; Book Chat in 3 Words display piece; NLCSUM posters, flyers and social media content; holiday closing signs.

Other: Beach Bash photography and posts; NLCSUM staff t-shirt design and coordination; Set up displays: Dog Days of Summer at MSD, School Supplies on Youth cube and Book Chat at MSD; created Go-to outreach box and accompanying posters for three outreach events; created labels for bubbles for 8/21 WVECC outreach at forest preserve.

Meeting/Event Attendance

Website Committee meetings, Kathy 8/1 and 8/15

National Night Out, Kathy 8/7

Glenside Library audit, Kathy 8/29

Puzzle production meeting, Kathy, Molly, Leila 8/30

TECHNICAL SERVICES REPORT

August 2018

Lou Carille

Collection statistics for the month:

*822 items added. (504 books, 106 AV, 125 periodicals, 87 eBooks/eAudio, 0 equipment)

*988 items deleted. (641 books, 62 AV, 285 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

*Beach Bash Picnic (Lou, Gail)

*Manager meeting (Lou)

*Website Committee meeting (Lou)

*Staff Recognition Committee event for staff: *End of Summer Reading Luncheon* (Marty, Therese)

*Webinar: *Building collaboration on a shoestring budget* (Gail)

*Management Association workshop: *Retaining your employees* (Lou)

Collection Maintenance:

*153 books repaired.

*213 AV cleaned / repaired.

COMPUTER SERVICES REPORT

August 2018

Cynthia Makowski

1. Meetings, training, etc.
 - Technology orientations w/new hires (2)
2. Created Mary Steskal's user profile on YSWORK2 and WPLD-Laptop2; applied Windows and other software updates. Provided Mary basic logon & voice mail assistance. Conducted technology orientation for Mary and Alexa Caputo; provided Mary additional assistance with MyPC, PaperCut and wireless printing.
3. Deleted/deactivated accounts for former employees Rebecca Hayes and Marcia Koenen. Made Youth and Reference logins available on staff work area PCs; deleted 4 additional old staff logins.
4. Worked with Mobile Beacon to replace two additional ZTE Warp Connect hotspots with defective batteries, updated inventory records and kit insert/labeling.
5. Configured the second Cognitive TPG A799 sticky receipt printer on the CIRCWORK2 PC for backup purposes. Had another issue with a broken plastic part; obtained additional replacement parts from Team One Repair (printer & paper vendor) and priced replacement options.
6. Began tracking the occurrence of the "Loading Settings" issue on the Public PCs and investigating solutions.
7. Set up VPN remote access for Sandy on WPLD-Laptop4.
8. Worked with Molly to test iPad, mounting kit, and tripod for Facebook Live concert event.
9. Set up new Zebra spine label printer near TSWORK2 PC; updated Zebra printer configuration on all Tech Services and IT/Test PCs to reflect printer IP addresses, not physical locations.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, August 12, 2018)

Wednesday, September 19 at 7 pm
Budget & Appropriation Public Hearing
followed immediately by Regular Library Board of Trustees Meeting
Library Meeting Room

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

Friday, October 5 – Library Closed
Staff In-service Day

Wednesday, October 17 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Future Agenda Items:

October

- Staff Informational Presentation by Lou Carlile
- Staff Report on Library Use during Summer Daze, August 2018

October and/or November

- Trustee Per Capita Grant Requirements

November

- Truth in Taxation Public Hearing & Certificate of Compliance with TITA
- Adopt Levy Ordinance
- Presentation of Audit

ITEMS FOR INFORMATION AND/OR DISCUSSION (No Action)

FY19 Per Capita Grant Requirements

FY2019 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-66].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 6, "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 your findings.

→ **Trustees** — Will review chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

→ **Education** — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

→ **Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project: <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

You will notice three requirements for Trustees. All activity should be completed prior to the December Board Meeting.

1) Review Chapters 6-10 of "Trustee Facts File"

Does the Board wish to follow the same procedure as last year for reviewing "Trustee Facts File" chapters? If so, the following schedule is recommended and trustees should select the chapters they wish to present.

October	Chapter 6 – Intellectual Freedom Chapter 7 – Planning Chapter 8 – Human Resources
November	Chapter 9 – Facilities Chapter 10 – Budgeting & Financial Management

Alternatively, the Board may opt to read the chapters and discuss collectively at a single board meeting.

2) Complete at least one free online education opportunity focusing on meeting the needs of patrons with challenges or disabilities.

The application is not yet released, but staff assumes the requirements will be the same as last year's application – at least ONE trustee must complete this education. Director Whitmer will provide a list (and links) of online opportunities that meet this requirement to the appointed trustee and any other trustee who wishes to complete this requirement.

3) Familiarize themselves with the Illinois Veterans' History Project.

Director Whitmer suggests the Trustees review the information on the website and discuss briefly at a future board meeting.