



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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, December 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 Public Services (Head of Public Services Leila Heath)
5. Public comments
6. Correspondence
7. Consent Agenda (**ACTION**)

- | | |
|--------------------|---|
| p. 3 | a. Approve Minutes of November 14, 2018 Public Hearing |
| p. 4 | b. Approve Minutes of the November 14, 2018 Regular Board of Trustees Meeting |
| p. 12 | c. Receive and file Financial Report for November |
| p. 19 | d. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County |
| p.20 | e. Authorize Library Staff to Submit the FY19 Public Library Per Capita Grant Application and FY17 Expenditure Report to the Illinois State Library |

8. Regular Agenda

p. 25 a. Approve payments for the period of November 15 – December 19, 2018
(ACTION)

p. 27 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

p. 28 a. Adopt Ordinance #18-19-05 Fixing Regular Meetings for 2019 **(ACTION)**

10. New Business

p. 30 a. Distribute 2019 Calendar of Responsibilities (*discussion only*)

p. 45 b. Approve Revised Policy No. 230 – Collection Development Policy
(ACTION)

p. 66 c. Approve Revised Policy No. 240 – Reference Service Policy **(ACTION)**

p. 76 d. Consideration of Disposition of Certificate of Deposit at MB Financial Bank
(ACTION)

p. 78 e. Approve Contract for Cleaning Services **(ACTION)**

p. 91 11. Director's Report

p. 94 12. Department Head Reports

p. 101 ... 13. President's Report

a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

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

19. Closed Session

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

21. Adjournment **(ACTION)**



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4. Presentations
 - a. Overview of Public Services (Head of Public Services Leila Heath)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of November 14, 2018 Public Hearing
 - b. Approve Minutes of the November 14, 2018 Regular Board of Trustees Meeting
 - c. Receive and file Financial Report for November
 - d. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
 - e. Authorize Library Staff to Submit the FY19 Public Library Per Capita Grant Application and FY17 Expenditure Report to the Illinois State Library

8. Regular Agenda
 - a. Approve payments for the period of November 15 – December 19, 2018 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
 - a. Adopt Ordinance #18-19-05 Fixing Regular Meetings for 2019 **(ACTION)**
10. New Business
 - a. Distribute 2019 Calendar of Responsibilities *(discussion only)*
 - b. Approve Revised Policy No. 230 – Collection Development Policy **(ACTION)**
 - c. Approve Revised Policy No. 240 – Reference Service Policy **(ACTION)**
 - d. Consideration of Disposition of Certificate of Deposit at MB Financial Bank **(ACTION)**
 - e. Approve Contract for Cleaning Services **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Truth in Taxation Public Hearing
Wednesday, November 14, 2018

1. Call to Order – Trustee DuRocher called the meeting to order at 7:00 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Richardson, Stull, and Warren

ABSENT: Trustees Picha and Ruzicka

STAFF ATTENDING: Library Director Sandra Whitmer, Assistant to the Director Jackie Davis, Systems Administrator Cynthia Makowski, and Technology Associate Peter Baklashev

PUBLIC ATTENDING: Brian LeFevre, Sikich, LLC and Warrenville resident Nicole Wagner

3. Public Comments on the Proposed Property Tax Increase (Truth in Taxation) - none

4. Trustee Comments on the Proposed Property Tax Increase (Truth in Taxation) - none

5. Adjournment

MOTION: Trustee Warren moved to adjourn the Truth in Taxation Public Hearing at 7:04 p.m. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Picha and Ruzicka

Motion carried.

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, November 14, 2018

1. Call to order – Trustee DuRocher called the meeting to order at 7:05 p.m.
2. Roll Call - Trustee DuRocher called roll call
ATTENDING: Trustees DuRocher, Lezon, Richardson, Stull and Warren
ABSENT: Trustees Picha and Ruzicka
STAFF ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis, Systems Administrator Cynthia Makowski, and Technology Assistant Peter
PUBLIC ATTENDING: Brian LeFevre, Sikich, LLC and Warrenville resident Nicole Wagner
3. Approval of the agenda
 - a. Director Whitmer removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.

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

Roll call vote:

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

Nays – none

Absent – Trustees Picha and Ruzicka

Motion carried

4. Presentations

- a. Presentation of the FY2018 Audit - Brian LeFevre, Sikich LLC

Mr. Brian LeFevre from Sikich LLC thanked the Board for allowing Sikich to perform the annual audit. He reviewed the audit for the fiscal year ending June 30, 2018.

Mr. LeFevre stated the State Comptroller has come to a compromise and governments currently using modified cash basis accounting can continue to do so. If you switch to a G.A.A.P. reporting basis for the audit you cannot switch back to a modified cash basis.

Mr. LeFevre explained collateralization of the Library's bank accounts. He suggested checking if new paperwork is necessary for the collateralization because of the MB Financial and Fifth Third Bank merger.

Mr. LeFevre reviewed the assets, fund balances, and the long term debt certificates liability.

Mr. LeFevre explained the IMRF total pension liability and stated the Library is approximately 88.2% funded. He also explained due to GASB 75, the library must report on post employment benefits such as the statutory requirement to allow IMRF retirees to participate in group health insurance at the retirees expense. The Library hired a firm to complete an actuarial valuation report to comply with GASB 75 for the FY18 audit.

Mr. LeFevre stated the only new GASB requirement that may affect the Library is GASB 97, which relates to leases, such as the library's copiers.

Mr. LeFevre reviewed the Auditor's Communication to the Board of Trustees.

The Board of Trustees thanked Mr. LeFevre for a great audit.

Mr. LeFevre left the meeting at this time (7:37 pm)

- b. Overview of IT Systems and Projects - Systems Administrator Cynthia Makowski

Cynthia Makowski and Peter Baklashev each gave a brief personal introduction.

Ms. Makowski explained some of the challenges, successes and ongoing projects the IT Department has experienced.

They demonstrated a new UniFi EDU wifi and speaker module. This has the capability to perform as a public address system.

Ms. Makowski reported on some of the many ongoing projects currently underway including:

- New network switches
- Replacement of a self-check machine
- Software upgrades to the SimpleScan Station

Director Whitmer stated Cynthia Makowski is very good at upgrading current equipment and it is nice to have Peter working when Cynthia is not scheduled.

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

Trustee Stull read the Consent Agenda as follows:

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

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

Roll call vote:

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

Nays – none

Absent – Trustees Picha and Ruzicka

Motion carried

8. Regular Agenda

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

MOTION: Trustee Stull moved to approve payments in the amount of \$191,031.50 for the period of October 18, 2018 through November 14, 2018 including electronic payments and checks #6745 – 6788. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Picha and Ruzicka

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer \$325,000 from the Business NOW Account to the Operating Account. Trustee Richardson seconded.

Roll call vote

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

Nays – None

Absent – Trustees Picha and Ruzicka

Motion carried

9. Unfinished Business – None

10. New Business

- a. Approve Resolution #216 – Resolution Transferring Funds to the Special Reserve Fund

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

MOTION: Trustee Warren moved to Approve Resolution #216, a resolution transferring \$100,000 from the Corporate Fund to the Special Reserve Fund. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Absent – Trustees Picha and Ruzicka

Motion carried

b. Review Proposed Board meeting Schedule for 2019

Trustee Warren stated the schedule looks fine. Director Whitmer stated an ordinance setting board meeting dates for 2019 will be presented at the December board meeting for approval.

Director Whitmer stated a Committee of the Whole Meeting would be scheduled in April at 6 p.m.

11. Director's Report

a. Library Community Survey

Director Whitmer reported over the course of three weeks, approximately 800 responses to the Community Survey were received. Sarah Keister Armstrong's staff are currently tabulating the results.

The teen survey began on November 7 and will run through November 21. Staff is encouraging teens occupying the Teen Lounge to take the survey. There are two Amazon gift cards available – one for completing the survey and one for the teen who gets the most teens to complete the survey.

Trustee Stull asked if many surveys were collected from the outreach events. Director Whitmer stated approximately 15 were collected each time.

Focus groups will be held at the library on December 3. There will be two for staff, two for residents and one for community leaders. All focus groups are by invitation only. The Management Team, Trustees and Director Whitmer will not attend the focus groups.

Ms. Armstrong will present the Community Needs Assessment Report at a Committee of the Whole Meeting at 6 p.m. on Wednesday, December 19, 2018. The report will be sent out approximately a week before the meeting for trustee review.

b. RFP for Cleaning Services

On October 29 Director Whitmer and Jackie Davis met with the apparent low bidder to review the job scope. On October 30, the bidder notified us she did not include some costs for some of the services/supplies and withdrew the proposal for consideration.

The second lowest bidder, our current contractor, was contacted. The contract is being reviewed by both parties and will be presented for approval at the December board meeting. The three year contract is expected to begin on January 2, 2019.

c. ComEd Power Outage

The scheduled power outage to move cables and install a new stitch occurred on November 10. A new transformer was also installed. Director Whitmer, Cynthia Makowski and Peter Baklashev were at the library on Friday night and again on Saturday morning.

d. Other

Director Whitmer reported she has joined the College of DuPage's Library and Information Technology Program. The committee meets twice a year to provide input and feedback regarding skills necessary for success in the library field. They will also assist in the ongoing evaluation of COD's Library and Information Technology program courses, certificates and degree programs.

Trustee Warren asked what the Warrenton Hospitality Group is. Director Whitmer stated it is a group of local taxing bodies, hotels, restaurants and representatives from the DuPage Convention and Visitor's Bureau that meet quarterly.

Director Whitmer stated she attended a meeting of the City's Trailhead Work Group. The City presented a couple options for improvements along the Prairie Path. One involved reducing the number of parking spaces in front of the Library and in the City parking lot. A parking survey was completed indicating these spaces are heavily used. The work group recommended the option with no reduction to the number of parking spaces. Restrooms with running water, seating areas, and a bike repair station are planned for the area near the gazebo.

Trustee Warren stated the statistical summary indicates many decreases. Director Whitmer explained the decreases in the non-print collection can be partially attributed to audiobooks and music CDs. Many new vehicles do not have CD players in them.

Trustee Warren stated teen programming is down. Director Whitmer stated this is a very hard age group to attract to the library. Youth Services Assistant Nayeli Rios, recently held a program to make fleece blankets for the DuPage County Animal Services. There was a large turnout for this program.

12. Department Head Reports - no questions from trustees

Director Whitmer stated there is a staff committee working on promotional videos.

13. President's Report

Trustee DuRocher reminded the Board the December board meeting will begin with a with a Committee of the Whole meeting at 6 p.m.

14. Treasurer's Report

- Trustee Lezon stated the financials look good.
- A payment for the principal and interest was made this month on the debt certificate.
- The Certificate of Deposit is up for renewal in January 2019. Trustee Lezon feels if the funds are to be reinvested in another Certificate of Deposit (CD) it should be a short term CD. Director Whitmer suggested not investing in a CD, since MB Financial has offered the Library 1.6% interest on the bank account.
- Ehlers, Inc., the financial advisor for the Library, is leaving the Chicagoland area at the end of the year.
- Trustee Lezon thanked Director Whitmer and Jackie Davis for their hard work on the audit.

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

16. Committee Reports – none

17. Trustee Comments - none

18. Items for information and/or discussion

a. FY19 Per Capita Grant Requirements

Chapter 9 – Facilities – Trustee Lezon

Trustee Lezon stated the Board's duties are:

- Maintain the physical facility and provide for renovation and construction.
- Emphasize strategic planning to be ahead of demographic shifts, keep up with changing technology, and utilize community feedback.
- Conduct an annual inspection of the facility paying attention to the general condition and appearance of the building.
- Make sure the building is ADA compliant.
- Investigate grants available for building upgrades.

Chapter 10 – Budgeting & Financial Management – Trustee Warren

Trustee Warren stated:

- The majority of library income is from property taxes.
- State grants are administered through the State Library in Springfield. Ideally, a staff member is assigned to solicit grants.
- E-rate funding is available from the Federal Government, however, the library would have to adhere to special regulations including internet filtering.
- The budget is the long range plan in numbers and the long range plan is the budget in words.
- Must have input from the Library Director and staff based on their understanding of community needs and interests.
- Financial management is all the things the staff does to implement the budget.

Review Illinois State Library Veterans History Project – Trustee DuRocher

- Trustee DuRocher stated Illinois participates in the Veterans History Project. This is a program where veterans can record their stories in audio and video format. It is cataloged and available to the public at the State Library and Library of Congress.

Review Training on Serving Patrons with Disabilities – Trustee Stull

Trustee Stull stated:

- The library building should be accessible to all.
- Everyone should realize a disabled person is just as proud of themselves as we are and try not to see a difference.
- Make sure if the building is multi-storied, there is an elevator.
- The building should have handicap accessible entry doors.

Report on Reference and Reader's Advisory Services – Director Whitmer

Director Whitmer stated the staff has to review a chapter in the Standards Book

- Public Services Manager Leila Heath will review the following updated policies in December: Reference Service, Materials Selection and Collection Development.
- The library meets almost all of the items in the checklist in this section of the Standards. Many of the print reference sources have been replaced by online and digital sources. We provide training and technologies.
- The Library is lacking in providing magnification software on the computers so we cannot provide training on adaptive software. We do provide handheld magnifying glasses or magnifying plates. If a patron requests us to provide adaptive technology we will revisit this issue at that time.
- The Standards suggest staff members responsible for readers advisory be involved in local community organizations. Unfortunately, there are not enough staff or hours to interact with specific organizations. The staff does try to get out at least once a year to interact with these organizations.

Director Whitmer stated the Board will review and approve the Per Capita Grant application at December board meeting.

19. Adjournment

Trustee Richardson moved to adjourn the meeting at 8:54 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Picha and Ruzicka

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

November 30, 2018

WARRENVILLE LIBRARY INCOME

FUND BALANCES

NOVEMBER 2018

PAGE 1

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED	% RECEIVED	AUDITED FUND BAL 6/30/2018	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
	1748717	94.7048%	16948	1725682	98.68%	372154	(100000)	18485	57954	270783	887724	1188046
BLDG. & MAIN.	97776	5.2952%	948	96579	98.78%	95801	0	0	0	3738	28637	165743
TOTAL TAX (LEVIED)	1846493	100.00%	17896	1822241	98.89%	467955	(100000)	18485	57954	274531	884361	1353789
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		154831	100000	0	0	0	11485	243346
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	0	23524
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0
TOTAL	1846493	100.00%	17896	1822241	98.69%	872157	0	18485	57954	274531	885846	1855506

FORMULA =
A+B+C+D+E=F

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: November 30, 2018

	CORPORATE FUND				
	1 Month Ended	5 Months Ended	Budget	Balance	% Received /
	Nov. 30, 2018	Nov. 30, 2018			Expended
Income					
Taxes Levied	16,948.63	1,725,840.31	1,748,717.00	23,076.69	98.68%
Back Taxes	0.00	21.61	0.00	(21.61)	0.00%
Copier	516.54	3,218.09	6,000.00	2,781.91	53.63%
Extended Use Fees	1,752.57	7,860.63	19,000.00	11,139.37	41.37%
Fees	51.50	282.75	250.00	(32.75)	113.10%
Interest	2,088.31	11,376.99	3,000.00	(8,376.99)	379.23%
Book Sales	0.00	486.52	500.00	13.48	97.30%
Lost Books	171.00	1,522.45	3,600.00	1,977.55	43.50%
Gifts / Memorials	0.00	45.00	0.00	(45.00)	0.00%
Miscellaneous	10.00	1,118.07	3,000.00	1,881.93	37.27%
Hotel/Motel Tax	13,904.75	13,904.75	17,205.00	3,300.25	80.82%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	1,200.00	1,600.00	400.00	75.00%
	35,443.30	1,783,615.92	1,819,672.00	36,056.08	98.02%
Expenses					
Sal. - Administration	16,135.97	86,330.70	212,500.00	124,169.30	41.57%
Sal. - Circulation	10,170.17	55,793.97	133,000.00	77,206.03	41.95%
Sal. - Maintenance	1,703.43	9,409.90	22,500.00	13,090.10	41.82%
Sal. - Public Services	28,785.65	152,261.98	366,500.00	214,238.02	41.54%
Sal. - IT	6,049.18	33,075.18	80,500.00	47,424.82	41.09%
Sal. - Tech Services	10,031.26	58,707.41	134,000.00	77,292.59	42.32%
I.M.R.F. - Expense	7,792.56	41,946.67	92,000.00	50,053.33	45.58%
Fica - Expense	5,449.19	29,606.34	72,000.00	42,393.66	41.12%
Unemp. Comp.	0.00	403.77	1,200.00	796.23	33.65%
Op - Mat'l Processing/Tech	509.88	3,739.22	13,000.00	9,260.78	28.76%
Op - Mat'l Processing/Circ	0.00	214.87	2,210.00	1,995.13	9.72%
Op - Postage	145.00	1,181.35	5,166.00	3,983.65	22.87%
Op - Office Supplies	382.86	1,429.67	3,850.00	2,420.33	37.13%
Op - Bank Fee's	41.89	283.52	600.00	316.48	47.25%
Op - Automation Supplies	381.06	2,455.16	3,000.00	544.84	81.84%
Op - Publishing	257.60	1,200.26	1,300.00	99.74	92.33%
Equip. - Purchases	708.98	3,380.99	8,700.00	5,319.01	38.86%
Equip. - Maintenance	269.77	1,392.00	3,500.00	2,108.00	39.77%
Auto. - Software	1,960.99	10,923.52	17,195.00	6,271.48	63.53%
Auto. - Purchases	0.00	1,277.97	3,600.00	2,322.03	35.50%
Auto. - Maintenance	242.50	33,188.45	44,865.00	11,676.55	73.97%
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	3,527.30	17,649.83	70,540.00	52,890.37	25.02%
Pd - Recruiting	0.00	270.00	500.00	230.00	54.00%
Pd - Staff Appreciation	105.49	397.07	3,300.00	2,902.93	12.03%
Pd - Staff / Dues	927.00	1,665.00	2,875.00	1,210.00	57.91%
Pd - Staff / Meetings	0.00	2,710.86	6,950.00	4,239.14	39.01%
Pd - Staff / Transportation	96.49	222.71	1,500.00	1,277.29	14.85%
Pd - Trst / Mtgs	0.00	(383.43)	500.00	883.43	-76.69%
Pd - Trst / Transportation	0.00	(18.17)	250.00	268.17	-8.47%
Pd - Trustee Misc.	16.75	98.46	500.00	401.54	19.68%
Cont. - Lawyer	0.00	0.00	5,000.00	5,000.00	0.00%
Cont. - Accounting	890.91	6,370.84	13,100.00	6,729.16	48.63%
Cont. - Collections	80.55	116.35	1,250.00	1,133.65	9.31%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: November 30, 2018

	CORPORATE FUND				
	1 Month Ended	5 Months Ended	Budget	Balance	% Received /
	Nov. 30, 2018	Nov. 30, 2018			Expended
Cont. - Audit	0.00	5,900.00	7,810.00	1,910.00	75.54%
Cont. - Consultants	1,535.97	6,035.97	19,700.00	13,664.03	30.84%
Lib. Mat. - Adult Books	5,076.67	22,208.42	58,000.00	35,791.58	38.29%
Lib. Mat. - Youth Books	3,600.78	13,958.33	33,000.00	19,041.67	42.30%
Lib. Mat. - Adult AV	2,464.41	8,201.51	26,000.00	17,798.49	31.54%
Lib. Mat. - Youth AV	523.37	3,796.56	7,000.00	3,203.44	54.24%
Lib. Mat. - EBooks	75.99	1,438.89	26,000.00	24,561.11	5.53%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	2,511.00	18,020.33	26,000.00	6,979.67	72.08%
Ps - Programs Adult	518.14	3,253.26	6,700.00	3,446.74	48.56%
Ps - Programs Youth	(4.62)	1,591.86	6,500.00	4,908.14	24.49%
Ps - Hotel/Motel	400.00	7,594.06	17,205.00	9,610.94	44.14%
Ps - Refunds / Fines / Fees	0.00	39.95	500.00	460.05	7.99%
Ps - Printing	0.00	2,939.21	14,500.00	11,560.79	20.27%
Ps - PR / Publicity	3.00	1,037.39	13,125.00	12,087.61	7.90%
Ps - Misc.	28.99	428.99	1,150.00	721.01	37.30%
Gas	170.63	661.41	8,000.00	7,338.59	8.27%
B & M - Water / Sewer	0.00	306.24	800.00	493.76	38.28%
Electricity	2,991.45	20,670.52	40,000.00	19,329.48	51.68%
Telephone	1,051.32	5,595.88	13,400.00	7,804.12	41.76%
Gifts	0.00	484.09	2,000.00	1,515.91	24.20%
Contingency	75.00	254.30	10,000.00	9,745.70	2.54%
Debt Repayment	153,109.00	153,109.00	169,900.00	16,791.00	90.12%
	270,793.52	857,723.67	1,862,290.00	1,004,566.33	48.06%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: November 30, 2018

	BUILDING & MAINTENANCE FUND				
	<u>1 Month Ended</u> <u>Nov. 30, 2018</u>	<u>5 Months ...</u> <u>Nov. 30, 20...</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
Taxes Levied	948.55	96,577.54	97,776.00	1,198.48	98.77%
Back Taxes	0.00	1.21	0.00	(1.21)	0.00%
	<u>948.55</u>	<u>96,578.75</u>	<u>97,776.00</u>	<u>1,197.25</u>	<u>98.78%</u>
Expenses					
Maintenance	2,757.00	16,086.99	74,520.00	59,483.01	20.25%
Maintenance Supplies	0.00	77.87	3,200.00	3,122.13	2.43%
Security	0.00	2,272.62	13,550.00	11,277.38	18.77%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	0.00	572.24	5,200.00	4,627.76	11.00%
Janitorial Supplies	182.84	1,570.85	3,000.00	1,429.15	52.36%
B & M - Landscape Maint	798.00	7,056.59	7,450.00	393.41	94.72%
	<u>3,737.84</u>	<u>26,637.16</u>	<u>126,920.00</u>	<u>100,282.84</u>	<u>20.99%</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: November 30, 2018

	SPECIAL RESERVE FUND				
	<u>1 Month Ended</u> <u>Nov. 30, 2018</u>	<u>5 Months Ended</u> <u>Nov. 30, 2018</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	2,278.00	0.00	(2,278.00)	0.00%
Auto. - Purchases	<u>0.00</u>	<u>9,207.00</u>	<u>16,850.00</u>	<u>7,643.00</u>	<u>54.64%</u>
	0.00	11,485.00	16,850.00	5,365.00	68.16%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
November 30, 2018

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash in Drawer	160.00
Ill National Bank E-Pay Account	14,749.62
Cash / Copier Change	75.00
MB Operating	219,135.05
MB Business NOW	867,082.48
MB Business Money Market	554,618.52
MB Certificate of Deposit	<u>204,007.39</u>

1,860,078.06

General Fixed Assets 6,337,069.00

TOTAL ASSETS **\$ 8,197,147.06**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F. 3,570.32

3,570.32

LONG-TERM LIABILITIES

Debt Certificate Payable 1,820,000.00

1,820,000.00

EQUITY

Fund Balance 6,373,576.74

TOTAL LIABILITIES & FUND BALANCE **\$ 8,197,147.06**

See Accountants Compilation Letter

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE) SS

CERTIFICATION TO COUNTY CLERK

BY LIBRARY BOARD SECRETARY

(Ethics Act Certification)

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

TRUSTEES

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

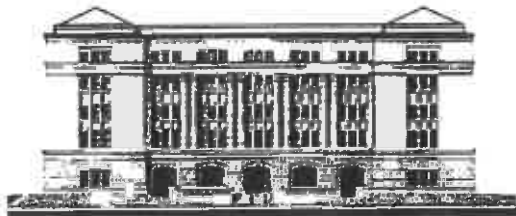
EMPLOYEES

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>COUNTY OF RESIDENCE</u>
Louis Carlile	309 Suzy Court, Plano, IL 60545	Kendall
Jacqueline A. Davis	41W268 Burlington Road, St. Charles, IL 60175	Kane
Patricia Dybala	5900 Oakwood Drive, 2D, Lisle, IL 60532	DuPage
Leila Heath	924 Elm Street, St. Charles, IL 60174	Kane
Cynthia Makowski	29W388 White Oak Drive, Warrenville, IL 60555	DuPage
Sandra Whitmer	933 Sioux Drive, Elgin, IL 60120	Cook

Signed _____
Heather J. Stull, Secretary

Date

(SEAL)



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

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Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

The applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) as required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding.

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

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

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

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

1. Legal name of library: Warrenville Public Library District

2. Library's control number: 30685 Branch number: 00

3. Contact information of person completing this grant application:

Preparer's name: Sandra Whitmer
(First name) (Last name)

Preparer's title: Director

Preparer's telephone number: (630) 393-1171

Preparer's email: director@warrenville.com

4. Population Served: 13,551

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

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

Contact the Illinois State Library with any questions.

- 5. Standards Chapter Review, Public Service:** The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

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

- 6. Trustees Fact File:** Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."

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

Trustees reviewed the chapters and were pleased that the Board is fully aware of issues related to Intellectual Freedom, Planning, Human Resources, Facilities, Budgeting & Financial Management. With most recommendations in Chapters 6-10 of "Trustee Facts File." With respect to the chapter on Human Resources, last fiscal year the Board worked with the Library Director to revise the Director's job description and the board's process for evaluating the Director's performance. The new process includes a goal setting component. In the current fiscal year, Library staff will revise all other job descriptions. The library has budgeted for a consultant to benchmark the new job descriptions and develop a revised wage scale.

7. **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System, the Illinois Library Association or local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.

List continuing education programs attended and report on the libraries commitment to serving patrons with challenges, disabilities or differences.

The Library is committed to providing services to all. We evaluate any challenges and/or barriers to service and work with the affected individuals to find effective solutions. Solutions may include changes to the physical facility, technology or staff training. The Board heard a report from a trustee on the RAILS webinar "Accessible to All: Serving Youth and Young Adults with Disabilities." The trustee shared how our philosophy of inclusiveness aligned with some of the information presented in the program. Many library staff watched a RAILS webinar featuring the "J.J.'s List Disability Awareness Players." The webinar stressed use of person-first language and gave many useful tips for how to interact with individuals with disabilities. Other staff attended the ATLAS Multi-library Staff Day which focused on "Serving Patrons with Different Ability Levels." One of the library's youth services librarians attends the regular meetings of the SNAILS group (Special Needs and Inclusive Library Services) and participated in phase I of the Illinois State Library's Targeting Autism forum. Other workshops included: "Beyond Assistive Technology" and "A Librarian's Guide to Homelessness."

8. **Outreach:** Does the library have a program similar to the Illinois Veterans' History Project? Yes ☐ No ☒
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

Please describe how the library connects with, serves and supports veterans and military families in your community.

The Library shares information about services to veterans and the Illinois Veterans' History Project by displaying brochures on the community bulletin board. The Library refers veterans and military families to local agencies that have resources to address their needs.

Would your library be interested in partnering with the Illinois State Library Veterans' History Project and like to receive a follow-up call after the Jan. 15, 2019 deadline? Yes please ☐ Not at this time ☒

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

FY2019 Per Capita Grant funds will be used to support MARKETING, PROMOTION & COLLABORATION including the publication and distribution of a library newsletter, salary for a marketing specialist and a graphic artist, and costs associated with community outreach, including supplies and promotional materials.



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Illinois Public Library Per Capita Grant Expenditures Report

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

Library Name: Warrenville Public Library District **City:** Warrenville

Control Number: 30685 **Branch Number:** 00

Fiscal Year: 2017 **Exact amount of Per Capita Grant received:** \$10,521.54

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

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

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

☒ **Personnel**

part-time graphic artist - create marketing collateral (newsletter, flyers, brochures) and images for social media

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

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

☐ **Supplies**

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

☐ **Travel**

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

Printing & Postage - quarterly newsletter

eNewsletter - monthly eNewsletter sent via Constant Contact

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

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

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

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

REGULAR AGENDA

Approve payments for the period of November 15 – December 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
November 15 - December 19, 2018

Date	Num	Name	Amount
12/19/2018	6789	Accounting Services, Inc.	-508.00
12/19/2018	6790	Ambius	-278.00
12/19/2018	6791	AT&T	-383.97
12/19/2018	6792	Atlas	-45.00
12/19/2018	6793	Baker & Taylor	-2,824.79
12/19/2018	6794	Baker & Taylor	-2,659.60
12/19/2018	6795	Baker & Taylor	-2,809.39
12/19/2018	6796	Baker & Taylor	-270.67
12/19/2018	6797	Baker & Taylor	-876.31
12/19/2018	6798	Bayscan Technologies	-125.00
12/19/2018	6799	Creekside Printing	-3,038.00
12/19/2018	6800	Grant & Power	-1,060.80
12/19/2018	6801	Kathy Gaydos	-165.15
12/19/2018	6802	Konica Minolta Business Solutions	-218.37
12/19/2018	6803	Sandy Kozurek	-28.27
12/19/2018	6804	LibrariesFirst	-150.00
12/19/2018	6805	LIMRICC Purchase of Health Insurance Prog	-4,543.36
12/19/2018	6806	Midwest Tape	-451.62
12/19/2018	6807	Midwest Tape	-1,848.97
12/19/2018	6808	Olsson Roofing Co.	-850.00
12/19/2018	6809	Paddock Publications	-46.00
12/19/2018	6810	Paul Mantech	-50.00
12/19/2018	6811	Provantage LLC	-185.94
12/19/2018	6812	Sam's Club	-129.12
12/19/2018	6813	Sarah-Keister Armstrong & Associates, LLC	-4,500.00
12/19/2018	6814	Service Master Commercial Cleaning	-2,082.27
12/19/2018	6815	Team One Repair, Inc.	-159.60
12/19/2018	6816	Technology Management Revolving Fund	-450.00
12/19/2018	6817	Unique Management Services, Inc.	-44.75
12/19/2018	6818	Warrenville Ace Hardware	-6.29
12/19/2018	6819	Wheaton Park District	-40.00
12/19/2018	6820	Whitmer, Sandy	-6.70
12/19/2018	6821	Business Card	-1,318.60
12/19/2018	6822	Davis, Jackie	-13.96
12/19/2018	6823	Quill Corporation	-643.98
11/27/2018	Electronic	Northern Illinois Gas	-170.63
11/29/2018	Electronic	MegaPath	-68.83
11/29/2018	Electronic	Paylocity	-271.68
11/29/2018	Electronic	Direct Energy Business	-2,991.45

-36,115.07

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.

UNFINISHED BUSINESS

Adopt Ordinance #18-19-05 Fixing Regular Meetings for 2019 (ACTION)

Last month the board reviewed proposed dates for 2019 Board Meetings.

Director Whitmer is recommending adoption of the dates discussed in November with one exception.

She recommends the May 15, 2019 Board Meeting be moved to May 22, 2019 to accommodate activities related to the April 2 election without having to schedule an additional, special board meeting.

The change in date is recommended because of the statutory timeline for new (or re-elected) Trustees to be issued the Oath of Office and for the Board to elect new officers.

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						

Oaths of office, organization of board must occur between May 20 and June 17.

 3rd Wednesday (regular meeting date)

 Suggested date change for May meeting

SUGGESTED MOTION:

Approve Ordinance #18-19-05 Fixing Regular Meetings for 2019

**ORDINANCE 18-19-05
FIXING REGULAR MEETINGS**

An Ordinance fixing the regular meetings of the Warrenville Public Library District Board of Trustees for the calendar year 2019.

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

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

NOW THEREFORE BE IT ORDAINED that the Board of Trustees of the Warrenville Public Library District, County of DuPage, State of Illinois, will hold the following meetings during the calendar year 2019, said meetings to be held in the library at 7:00 P.M. located at 28W751 Stafford Place, Warrenville, Illinois or other locations as properly noticed:

January 16, 2019
February 20, 2019
March 20, 2019
April 17, 2019
May 22, 2019
June 19, 2019

July 17, 2019
August 21, 2019
September 18, 2019
October 16, 2019
November 20, 2019
December 18, 2019

I, Heather J. Stull, being the duly appointed Secretary of the Warrenville Public Library District Board of Trustees of the County of DuPage, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Library District Board of Trustees and that the foregoing is a true and correct copy of an Ordinance duly adopted by the Board of Trustees of the said Library District, at a regular meeting, duly convened and held on December 19, 2018.

Heather J. Stull, Secretary
Warrenville Public Library District

(SEAL)

NEW BUSINESS

Distribute 2019 Calendar of Responsibilities (*discussion only*)

Staff referred to Illinois Library Law and a memorandum from Attorney Ritzman to develop the 2019 Calendar of Responsibilities. The calendar outlines recommended action dates for a variety of compliance tasks and other actions.

This calendar assumes the May Board Meeting is moved to the 4th Monday to accommodate post-election activities related to the April 2 election without having to schedule an additional, special board meeting.

2019 CALENDAR OF RESPONSIBILITIES (Trustee edition)

This calendar represents "standard" actions and agenda items for each month. From time-to-time adjustments are necessary. The Library Director consults the attorney's calendar to ensure that this calendar meets all legal deadlines where needed.

Please notify the Director or Board President as soon as possible if you wish to have an item added to the agenda. (The assembly process for board packets begins one week prior to the board meeting. If at all possible, agenda items should be communicated to the Director by Noon on the Wednesday one week prior to the meeting.)

JANUARY

January 16: Board Meeting

FEBRUARY

February 20: Board Meeting

Closed Session – Review Closed Session Minutes

MARCH

March 20: Board Meeting

Adopt New Strategic Plan

Non-resident library card participation

Personnel Committee distributes Director's self-evaluation and trustee forms

APRIL

April 1: Director's Evaluations Due from Board

April 10: Personnel Committee distributes copies of compiled Director's Evaluation to Board

April 17: Committee of the Whole Meeting to review first draft of Working Budget

April 17: Board Meeting

Closed Session: Director's Evaluation

April 30: Economic Interest Statements Due at County Clerk's Office

MAY

May 22: Board Meeting (**NOTE: 4th Wednesday for post-election responsibilities**)

Review second draft of Working Budget

Issue Oaths of Office to new/re-elected Trustees

Election of Officers

Adopt bank Corporate Authorization Resolutions if needed

Principal & Interest Payment for Debt Certificates (Due Jun 1)

Approve Director's performance goals for next fiscal year

JUNE

June 19: Board Meeting

Adopt Working Budget for next fiscal year

Adopt Prevailing Wage Ordinance

Authorize preparation of Tentative Budget & Appropriation

JULY

July 1: New fiscal year begins

July 17: Board Meeting

- Appoint 2 trustees to audit Secretary's records for Annual Report

- Adopt tentative Budget & Appropriation (B&A) Ordinance

- Adopt Public Notice of B&A hearing

- Adopt Building & Maintenance (.02%) Levy Ordinance

AUGUST

August 21: Board Meeting

- Approve Annual Report to State Library

- Approve Annual Statement of Receipts & Disbursements

- Closed Session: Review Closed Session Minutes

SEPTEMBER

September 18: Public Hearing: Budget & Appropriation (B&A) Ordinance

September 18: Board Meeting

- Adopt B&A Ordinance

- Approve Chief Fiscal Officer's Certificate of Estimated Revenue

- Adopt Resolution to Determine Estimate of Funds needed

- Distribute first draft of Levy Ordinance

- Approve Total Compensation Posting

OCTOBER

October 16: Board Meeting

- Set Truth in Taxation (TITA) Public Hearing Date for 11/20 and review public hearing notice (Black border notice)

NOVEMBER

November 20: Public Hearing: TITA

November 20: Board Meeting

- Certificate of Compliance with TITA

- Adopt Levy Ordinance

- Presentation of Audit

- Adopt Resolution to transfer surplus funds to special reserve fund (if needed)

- Principal & Interest Payment for Debt Certificates (Due Dec 1)

DECEMBER

December 18: Board Meeting

- Adopt ordinance setting board meeting dates for next calendar year.

- Distribute Calendar of Responsibilities for 2020

- Certify list of trustees/employees required to file Statement of Economic Interest

- Approve Per Capita Grant

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NEW YEAR'S DAY LIBRARY CLOSED	2	3	4	5
6	7 Reports, statistics, bills and payment requests due to Admin (staff)	8	9 Agenda Requests, Reports due to Director by noon (Board)	10	11 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	12
13	14	15	16 BOARD MEETING	17	18	19
20	21	22	23	24 Last day for certification of candidates for April 2 election (Sandy)	25	26
27	28	29	30	31		

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	12	13 Agenda requests, reports due to Director by noon (Board)	14	15 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	16
17	18	19	20 BOARD MEETING	21	22	23
24	25	26	27	28		

FEBRUARY BOARD MEETING
 • Closed Session – Review Closed Session Minutes

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MARCH BOARD MEETING <ul style="list-style-type: none"> • Adopt new strategic plan • Non-resident library card participation • Director's Evaluation – personnel committee distributes Director's self-evaluation and trustee forms 					1	2
3	4	5	6	7	8	9
10	11 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	12	13 Agenda Requests, Reports due to Director by noon (Board)	14	15 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	16
17	18	19	20 BOARD MEETING	21	22	23
24	25	26	27	28	29	30
	31					

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Director's Evaluations Due from Board	2 Consolidated Election	3	4	5	6
7	8 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	9	10 Agenda requests, reports due to Director by noon (Board) Personnel Comm. distributes compiled Director's Evaluation to Board	11	12 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	13
14	15	16	17 Committee of the Whole Budget Meeting – 6 pm BOARD MEETING – 7 pm	18	19	20
21 EASTER LIBRARY CLOSED	22	23	24	25	26	27
28	29	30 Statements of Economic Interest Due at County (Board, Dept. Heads)	APRIL BOARD MEETING <ul style="list-style-type: none"> Finance COW – first draft of Working Budget Closed Session: Director's Evaluation 			

May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MAY BOARD MEETING <ul style="list-style-type: none"> • Review second draft of Working Budget • Issue Oaths of Office to new/re-elected Trustees • Election of Officers • Adopt bank Corporate Authorization Resolutions if needed • Principal & Interest Payment for Debt Certificates (Due Jun 1) • Approve Director's performance goals for next fiscal year 			1	2	3	4
5	6	7	8	9	10	11
12	13 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	14	15 Agenda Requests, Reports due to Director by noon (Board)	16	17 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	18
19	20 First day for new/re-elected trustees to begin terms (if sworn in)	21	22 BOARD MEETING	23	24	25
26 LIBRARY CLOSED	27 LIBRARY CLOSED MEMORIAL DAY	28	29	30	31	

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE BOARD MEETING <ul style="list-style-type: none"> • Adopt Working Budget for next fiscal year • Adopt Prevailing Wage Ordinance • Authorize preparation of Tentative Budget & Appropriation 						
2	3	4	5	6	7	8
9	10 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	11	12 Agenda Requests, Reports due to Director by noon (Board)	13	14 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	15
16	17 Last day for Board to hold first organizational meeting, execute oaths of office, elect officers, etc.	18	19 BOARD MEETING	20 Post Prev. Wage Ord. on website with link to DuPage Wage Schedule (Sandy) Send Prev. Wage Ord. to SOS; Dept of Labor (Jackie)	21	22
23	24	25	26	27	28	29
<div> <div>END OF FISCAL YEAR</div> <div>30</div> </div>						

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 NEW FISCAL YEAR BEGINS	2	3	4 4 TH OF JULY LIBRARY CLOSED	5	6
7	8 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	9	10 Agenda Requests, Reports due to Director by noon (Board)	11	12 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	13
14	15 Annual Report Statistics due to Admin (Staff)	16	17 BOARD MEETING	18 Post tentative B&A, B&A Hearing Notice Post .02% Levy Ord. (Jackie) Email B&A Notice; .02% Levy Ord. for publication, .02% public notice & .02% cert. of auth. (Jackie) (4 items total)	19	20
21	22	23	24	25 B&A Hearing Notice and .02% Levy Ordinance, .02% public notice & .02% cert. of auth Published	26	27
28	29	30	31	JULY BOARD MEETING: <ul style="list-style-type: none"> ▪ Appoint 2 trustees to audit Secretary's records • Adopt tentative Budget & Appropriation Ordinance • Adopt Public notice of B&A hearing • Adopt Building & Maintenance (.02%) Levy Ordinance Including Public Notice, Certificate of Authenticity -- all for newspapers per too 		

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	13	14 Agenda Requests, Reports due to Director by noon (Board)	15	16 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	17
18	19	20	21 BOARD MEETING	22 Submit annual report (Sandy)	23 File Annual Statement of Rec/Disb with County (Jackie)	24
25	26	27	28	29	30	31

AUGUST BOARD MEETING

- Approve Annual Report to State Library
- Approve Annual Statement of Receipts & Disbursements
- Closed Session: Review Closed Session Minutes

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 LIBRARY CLOSED	2 LIBRARY CLOSED -- LABOR DAY	3	4	5	6	7
8	9 Reports, Statistics, bills and payment requests due to Admin (staff)	10	11 Agenda Requests, Reports due to Director by noon (Board)	12	13 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	14
15	16	17	18 B&A PUBLIC HEARING and BOARD MEETING	19 Post B&A (Jackie) Email B&A for publication (Jackie) File Cert. copy of B&A and Chief Fiscal Off. Est. Rev. with county (Jackie) Post salary information on website (Sandy)	20	21
22	23	24	25	26 B&A Published	27	28
29	30	SEPTEMBER BOARD MEETING <ul style="list-style-type: none"> • Adopt B&A Ordinance • Approve Chief Fiscal Officer's Certificate of Estimated Revenue • Adopt resolution to Determine Estimate of Funds needed • Distribute first draft of Levy Ordinance • Approve Total Compensation Posting 				

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	8	9 Agenda Requests, Reports due to Director by noon (Board)	10	11 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	12
13	14	15	16 BOARD MEETING	17 Post TITA Notice (Jackie) Email TITA Notice for publication on 11/7 (Jackie)	18 Post TITA Notice on Website (Sandy)	19
20	21	22	23	24	25	26
27	28	29	30	31	OCTOBER BOARD MEETING <ul style="list-style-type: none"> Set TITA Public Hearing Date for 11/20 and review public hearing notice (TITA Black border notice) 	

November 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
NOVEMBER BOARD MEETING <ul style="list-style-type: none"> • Certificate of Compliance with TITA • Adopt Levy Ordinance • Presentation of Audit • Adopt Resolution to transfer surplus funds to special reserve fund (if needed) • Principal & Interest Payment for Debt Certificates (Due Dec 1) 					1	2
3	4	5	6	7 TITA NOTICE PUBLISHED	8	9
10	11 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	12	13 Agenda Requests, Reports due to Director by noon (Board)	14	15 Board packets ready by 4pm Post Agenda (Jackie) Agenda on website (Sandy)	16
17	18	19	20 TITA PUBLIC HEARING and BOARD MEETING	21 Post Levy Ordinance (Jackie) File Levy with County (Jackie)* Slick file electronically the AFR/audit to State Comptroller & Sandy confirm File AFR/audit with County Clerk (Jackie) Send Audit Availability Notice for Publication on 11/29 (Jackie)	22	23
24	25	26	27 LIBRARY CLOSING AT 1:00 P.M.	28 LIBRARY CLOSED -- Thanksgiving	29 Audit Availability Notice published	30

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December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Reports, Statistics, Bills, and payment requests due to Admin (Staff)	10	11 Agenda requests, Reports due to Director by noon (Board)	12	13 Board packets ready by 4pm Post Agenda (Jackie) Agenda on web site (Sandy)	14
15	16	17	18 BOARD MEETING	19	20	21 Post board meeting dates (Jackie) List board meeting dates on website (Sandy) Email board meeting dates to newspapers (Jackie) * Submit Economic Interest List to County online (Sandy) Send Per Capita Grant to State Library (Sandy)
22	23	24 LIBRARY CLOSED – CHRISTMAS EVE	25 LIBRARY CLOSED – CHRISTMAS DAY	26	27	28
29	30	31 LIBRARY CLOSED – NEW YEAR'S EVE	DECEMBER BOARD MEETING <ul style="list-style-type: none"> • Adopt ordinance setting board meeting dates for next calendar year. • Calendar of Responsibilities for 2020 • Certify list of trustees/employees required to file Statement of Economic Interest • Approve Per Capita Grant 			

*Email board meeting dates to *Daily Herald* (for information only)

NEW BUSINESS

Approve Policy No. 230 – Collection Development Policy (ACTION)

Director Whitmer and Head of Public Services Heath recommend the approval of the revised Collection Development Policy. In addition to the revised policy (on the pages immediately following this memo), a copy of the existing policy is included for comparison purposes.

The policy was last revised in 2011.

If approved, the new policy will be effective immediately.

The proposed policy:

- Does not significantly change the intent and underlying content of the existing policy.
- Updates language and streamlines existing policy to reflect current practices.
- Identifies the scope of the collection and provides definitions for terms used in the policy.
- Provides criteria for staff to use when making selection and de-selection decisions.
- Identifies areas of limited acquisition.
- Covers materials in multiple formats including physical formats (ex. books, CDs, DVDs) and electronic (ex. databases, eBooks, etc.).
- Provides a process for reconsideration of materials.

SUGGESTED MOTION:

Approve Policy No. 230 Collection Development Policy as presented

Proposed NEW Policy

POLICY NO. 230

COLLECTION DEVELOPMENT POLICY

I. PURPOSE

This policy guides staff and informs the public of the principles upon which collection development decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and deciding on their inclusion or their retention. This policy supports the role of collection development in achieving the Library's mission and strategic objectives. It defines the scope of the collection and provides a plan for the continued development of collection. It outlines the relationship of collection development to the Library's goals and intellectual freedom principles.

II. SCOPE OF COLLECTION

The collection offers materials in choices of format, treatment, language and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual and electronic formats. "Collection" is defined as materials that are selected for the Warrenville Public Library District; those selected materials may be physically owned by the Library or may be accessed online. "Selection" refers to the decision that must be made to add a given item to the Library collection and made accessible either in a physical location or online. Not all materials and information found via the Internet are part of the collection. Only electronic resources accessed over the Internet that are specifically selected using the criteria outlined in this policy are a part of the collection.

III. INTELLECTUAL FREEDOM

The library supports intellectual freedom and has adopted the following statements as policy: *ALA Freedom to Read Statement*, *ALA Library Bill of Rights* and the *American Film and Video Association Freedom to View Statement*.

The Warrenville Public Library District endeavors to build a collection representing varying points of view. The choice of Library materials by users is an individual matter. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. Parents and legal guardians have the responsibility for their children's use of Library materials.

IV. COLLECTION RESPONSIBILITIES

The Board of Trustees of the Warrenville Public Library District delegates the authority and responsibility for selection of Library materials to the Director. The Director delegates the authority to interpret and apply this policy in daily operation to qualified staff members. Those staff members have the specific responsibility to prepare a detailed collection spending plan for annual administrative review. Securing funds for materials is included in the Library's annual budget process.

The Public Services Department provides continuity in collections through an organized structure for planning, budgeting, selecting, acquiring and managing Library materials.

Staff members contribute to the development of a collection driven by customer needs and expectations by:

- anticipating community needs
- engaging in open, continuous two-way communication with residents and other staff
- welcoming the intellectual adventures of all, regardless of age, language, economic
- status, culture or other characteristics
- interacting with understanding, respect and responsiveness to all
- handling all requests equitably
- working in partnership with one another to understand and respond to needs
- understanding and responding to rapidly changing demographics, as well as societal and technological changes
- recognizing that materials of varying complexity and format are necessary to satisfy diverse needs
- balancing individual and community needs
- seeking continuous improvement through ongoing measurement

The community has a role in shaping Library collections by participating in the collection development process through suggestions and feedback.

V. COLLECTION DEVELOPMENT CRITERIA

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

A. General criteria:

- present and potential relevance to community needs and interests
- suitability of physical form for Library use
- suitability of subject and style for intended audience
- relation to the existing collection
- relation to other material on the subject
- attention by critics and reviewers
- recommendations from reputable publishing sales reps
- cost
- potential user appeal
- requests by members

B. Content criteria:

- authority
- comprehensiveness
- skill, competence and purpose of author
- reputation and significance of the author
- objectivity
- consideration of the work as a whole
- clarity
- currency
- technical quality
- representation of diverse points of view
- representation of important movements, genres or trends
- vitality and originality
- artistic presentation and/or experimentation
- sustained interest
- relevance and use of the information
- effective characterization
- authenticity of history or social setting

C. Format

- Materials will be selected in a variety of formats including but not limited to print, audiovisual and electronic media.
- Careful consideration is given to the introduction of new formats to Warrenville Public Library District collections. Budget and space considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

D. LIMITED ACQUISITION

- Textbooks will not be supplied other than those provided by Community Unit School District 200.
- Specialized or scholarly sources will not be supplied for genealogy, foreign language, religious materials, law materials, medical and health materials, local history and other applicable subjects. General guides may be purchased.

VI. WITHDRAWAL OF MATERIALS

A. De-selection

The Warrenville Public Library District is not a library of historical record. To ensure a vital collection of continued value to the community, items which have outlived their usefulness are withdrawn on a timely basis. Items are withdrawn if they are outdated, if they no longer circulate, if there are more duplicate copies than needed or if they are in poor physical condition. Items that are withdrawn from the collection may be sold, donated, recycled or discarded.

B. Replacement

Replacement of specific materials is not automatic. Possible replacement is considered in relation to several factors including but not limited to current

selection procedures, existence of adequate coverage in the collection and demand for a specific title or subject.

C. Duplicate Copies

- The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

VII. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

- The Library District's collections are developed using selection criteria outlined elsewhere in this policy.
- Any Library District resident has the right to question the inclusion or exclusion of any item in the Library's collection.
- When a resident expresses a concern to staff, the resident will be referred to the Head of Public Services who will review the concerns with the resident. If appropriate, the Head of Public Services will explain the materials selection criteria.
- If the resident wishes to pursue reconsideration, the Head of Public Services will offer the resident the opportunity to complete a Request for Reconsideration of Library Materials Form. The Form is available upon request at the Adult and Youth Services Desks. The form must be completed by the District resident and submitted to the Library Director.
- The Director will appoint a committee of appropriate staff to review the title in question. The committee will make a written recommendation to the Library Director who will then make a decision regarding the disposition of the material in question. Until such a review occurs and a decision is reached, no change or restriction of the material shall take place.
- The Director will notify the resident who submitted the request of the decision in writing. Copies of the Request for Reconsideration of Library Materials Form, the written recommendation from the staff committee and the Library Director's written response will be forwarded to the Library Board for their information.
- If not satisfied, the resident may appeal to the Library Board of Trustees by making a written request to place the item on the agenda for the next regular meeting of the Board.
- The Board will determine whether the request for reconsideration has been handled in accordance with the Library's policies and procedures. On the basis of this determination, the Board may vote to uphold or override the decision of the staff.
- The decision of the Board is final.

Policy Revision Log

For Board Review & Approval 12/18/2018

Approved 12/18/2018, effective immediately



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Board of Trustees of the Warrenville Public Library District have established a Collection Development Policy. This form is used by the Library to gather information from any District resident who wishes to request reconsideration of a resource. Please print legibly.

Date _____

Name _____

Are you a resident of the Warrenville Public Library District? Yes _____ No _____

Organization or group, if any _____

Phone Number or Email Address _____

Street Address _____

City _____ State _____ Zip _____

Please return completed form to:

Library Director
Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555

1. FORMAT: Book _____ Movie _____ Magazine _____ Audio Recording _____
Digital Resource _____ Newspaper _____ Other (please specify) _____

2. AUTHOR: _____

3. TITLE: _____

4. PUBLISHER: _____ PUBLICATION DATE _____

5. CALL NUMBER _____

6. How was the item brought to your attention? _____

7. Did you read, view, listen to, or play the entire work? Yes _____ No _____

8. Have you read the Library's Collection Development Policy? Yes _____ No _____

9. Please state the reason for your request. Be specific. Cite pages, track, scene, etc.

10. Have you read any reviews of the item? Yes _____ No _____

Please cite source, date, page: _____

11. What do you feel might be the result of reading, viewing, listening to or playing this item?

12. For what age group do you feel this item is appropriate? _____

13. What material would you recommend as a replacement that would convey a valuable picture and balanced perspective of the subject treated? _____

14. What would you like the Library to do about this item? _____

12/2018

Existing Policy (to be replaced)

POLICY NO. 230

MATERIAL SELECTION & COLLECTION DEVELOPMENT

I. PURPOSE OF THE LIBRARY

A. Mission Statement

It is the mission of the Warrenville Public Library District to collect, organize and make available the representative records of humanity's actions, concerns and aspirations. It exists for the common good to support a literate and informed citizenry.

B. Roles

The collection will complement the following roles as outlined in the Library's Strategic Plan:

Satisfy Curiosity: Lifelong learning. Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Create Young Readers: Early literacy. Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Succeed in School: Homework help. Students will have the resources they need to succeed in school.

Stimulate Imagination: Reading, viewing, and listening for pleasure. Residents will have materials and programs that excite their imaginations and provide pleasurable reading, viewing, and listening experiences.

Know Your Community: Community resources and services. Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Connect to the Online World: Public Internet access. Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

Visit a Comfortable Place: Physical and virtual spaces. Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

C. Budget

The collection is maintained within a framework of legitimate budgetary constraints while being responsive to the needs of the community. In accordance with the recommendations of *Serving Our Public 2.0: Standards for Illinois Public Libraries*, the Library will allocate not less than 12 percent of its operating budget on materials for patrons each year.

II. GENERAL CRITERIA FOR SELECTION

A. "Philosophy of Selection"

The purpose in building a collection is to make available to all people who enter the Library as comprehensive an assemblage of recorded knowledge as possible within the limits of funds available and the needs of the community. The Library recognizes that the needs of the community are of primary importance in selection.

The Warrenville Public Library District endeavors to build a collection representing varying points of view.

The Library supports intellectual freedom and has adopted the following statements as policy: *ALA Freedom to Read Statement*, *ALA Library Bill of Rights*, and the "Freedom to View" statement of the American Film and Video Association.

Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. Responsibility for the reading choices of children rests with their parents or legal guardians. Children are not limited to materials in the juvenile collection, although juvenile collections are kept together to facilitate use.

III. RESPONSIBILITY FOR SELECTION

The Board of Trustees of the Warrenville Public Library District delegates to the Library Director the responsibility for selection of library materials. However, the Director may delegate to selected staff members authority to interpret and guide the application of the policy in making day to day selections. The Board of Trustees will support selection decisions made by the Library staff when the selection is made in good faith and in accordance with the Library's written selection policy.

IV. SPECIFIC SELECTION POLICIES

A. FORMAT

1. Materials will be selected in a variety of formats including but not limited to print, audiovisual and electronic media.
2. New formats.

Careful consideration is given to the introduction of new formats to Warrenville Public Library District collections. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

B. AREAS OF LIMITED ACQUISITION

1. Textbooks. No attempt will be made to supply textbooks; supplemental materials related to various courses of instruction will be collected.
2. Genealogy. General guides only will be supplied. Specialized sources will not be supplied.
3. Foreign Language: Materials will be available in foreign languages, to the extent determined by the Long Range Plan and current demographic studies of the community.
4. Religious Materials. The collection will offer a broad spectrum of information on major religions and religious philosophies. Books and other materials which proselytize, propagandize or foster intolerance toward other religions will not be included in the library collection.
5. Law Materials. The Library will endeavor to supply materials relating to general law subjects designed for the lay populace, not the professional.
6. Medical and Health Materials. The Library will endeavor to supply medical and health materials relating to general medical subjects designed for the lay populace, not the professional.
7. Blind and Physically Handicapped. Any juvenile or adult who cannot read or handle conventional printed matter because of a physical disability is eligible for services of the Homebound Delivery Service, specially

selected library resources such as large print or audio books, support services of Interlibrary Loan through the Library System, Talking Books, or special materials supported by the Library of Congress.

C. AREAS OF SPECIAL ACQUISITION

The Warrenville Public Library District through its local and area history collection will preserve literature which documents the history of Warrenville.

D. CRITERIA USED IN MATERIAL SELECTION

Criteria which may be used, where applicable, in materials selection are listed below in alphabetical order:

- Appropriate physical format
- Artistic excellence
- Award-winning or "classic" titles
- Contemporary or historical significance
- Current interest
- Curricular enrichment
- Entertaining presentation
- Favorable reviews in reviewing sources
- Inclusion in indexes or bibliographies
- Intended age and reading/listening/viewing level
- Patron requests
- Price
- Relation to other materials held in order to maintain an impartial but comprehensive collection.
- Scarcity of materials on a subject/author/performer
- Subject area and collection development value
- Technical quality
- Value as source/reference materials

E. REVIEW MEDIA USED IN MATERIAL SELECTION

Materials are selected for the Library's collections based on reviews appearing in standard professional and authoritative trade journals, respected news sources, professional catalogs of the library and publishing world, and other refereed bibliographic sources.

V. WITHDRAWAL OF MATERIALS

A. Weeding

The Warrenville Public Library District is not a library of historical record, except in the area of local history. To ensure a vital collection of continued value to the community, books which have outlived their usefulness are withdrawn on a timely basis. Items are withdrawn if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition. Items that are withdrawn from the collection may be sold, donated, recycled, or discarded.

B. Replacement

Replacement of specific materials is not automatic. Possible replacement is considered in relation to several factors including but not limited to current selection procedures, existence of adequate coverage in the collection and demand for a specific title or subject.

C. Duplicate Copies

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

VI. POLICY FOR RECONSIDERATION OF MATERIALS

A. The responsibility of the Library is to serve all residents of the Warrenville Public Library District, not to promote and above all, not to censor any particular political, moral, philosophical, or religious convention or opinion. The Warrenville Public Library District endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

B. Residents of the Warrenville Public Library District are encouraged to share their concerns regarding any specific title or item in the Library's collection

District residents wishing to initiate a formal complaint process are referred to the Library Director. If the patron wishes to pursue the process, the Library Director will ask the patron to put the request in writing by completing and signing the Request for Reconsideration of Library Material form.

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the staff including, but not limited to, the selector for the subject area of the item in question and the appropriate Department Head. The committee will

review the material and make a written recommendation to the Director who will then make a decision regarding the disposition of the material. The Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration. The Director will inform the Board of Trustees of all requests for reconsideration and their disposition.

In the event that the person who initiated the request is not satisfied with the Decision of the Director, he or she may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

- C. In all cases of requests for reconsideration, no employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law.

This policy will be reviewed at least biennially according to the Illinois Library Laws.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

AUTHOR: _____

TITLE: _____

FORMAT: _____

PUBLISHER: _____ PUBLICATION DATE _____

Request initiated by: _____

Address: _____

City _____ Zip Code _____

Is this request made on behalf of:

Yourself: _____

Organization: _____ Name of Organization: _____

Have you read/viewed this title in its entirety? _____

What is your objection to the material? (please be specific, i.e. cite pages) _____

Is there anything positive about the material? _____

Please state the reason for your request: _____

Action requested: _____

Have you read the Warrenville Public Library District Materials Selection & Collection Development Policy? _____

Are you aware of the judgment of this material by literary critics or area subject specialists?
(Please provide names of reviewers and citations for reviews if known)

Can you recommend material of comparable literary quality or another title that would convey the same perspective of the subject treated?

Date: _____ Signature of patron _____

Date: _____ Received by staff member _____

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Accessed 9/2011 <http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/lbor.pdf>

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can

machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the

Protection of Free Expression

Accessed 9/2011

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/firstatement/freedomreadstatement.cfm>

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Accessed 9/2011

<http://www.ala.org/ala/mgrps/rts/vrt/professionalresources/vrtresources/freedomtoview.cfm>

Endorsed January 10, 1990, by the ALA Council

NEW BUSINESS

Approve Policy No. 240 – Reference Service Policy (ACTION)

Director Whitmer and Head of Public Services Heath recommend the approval of the revised Reference Service Policy. In addition to the revised policy (on the pages immediately following this memo), a copy of the existing policy is included for comparison purposes.

The policy was last revised in 2009.

If approved, the new policy will be effective immediately.

The proposed policy:

- Provides a distinction between Reference & Readers' Advisory Services and Research. The Library provides Reference & Readers' Advisory services but does not conduct research on behalf of Library users.
- Acknowledges the Library's intent to provide accurate and timely responses to all Library users.
- Clarifies priorities and identifies expected response times.
- Provides guidelines for responses, sources and referrals.
- Identifies specific question guidelines, including responses staff will not provide.
- Outlines instruction and orientation services available to individuals and/or groups.
- Specifies availability of photocopying, scanning and faxing services.

SUGGESTED MOTION:

Approve Policy No. 240 – Reference Service Policy as presented

Proposed NEW Policy

POLICY NO. 240

REFERENCE SERVICE POLICY

The Board of Trustees of the Warrenville Public Library District considers Reference Service a critical role of the Library. The Library is committed to responding accurately and in a timely manner to reference requests. The purpose of this policy is to assure the quality and consistency of Reference Service.

I. DEFINITIONS

- Reference Service entails the location of specific facts or the identification and provision of resources on a topic.
- Readers' Advisory involves suggesting fiction and nonfiction titles to a reader. Readers' Advisory extends beyond books to a variety of formats and collections. For the purposes of this policy, Readers' Advisory is considered a part of Reference Service.
- Research is the detailed study of a subject, especially in order to discover information or reach a conclusion.

II. AVAILABILITY OF SERVICE

Reference Service will be available during regular hours of operation to all persons served by the Library regardless of age, gender, religion, race, sexual orientation, social or economic status, or residency.

- All Library users will be treated with equal concern and every request for information is handled impartially.
- Service will be provided by qualified staff members who are:
 - Knowledgeable about Library materials and services.
 - Open and approachable; friendly but professional.
 - Able to communicate effectively with people.
 - Discreet in the handling of questions that might be confidential or sensitive.
 - Able to exercise good judgment both in the interpretation of policy and in the handling of exceptional situations.
- In the event that a qualified staff member is not available, another staff member will be designated to handle inquiries or take information for referral to a qualified staff member.
- Service will be provided for all requests whether received in-person or by telephone, mail, email or other means of communication.
- Staff members use good judgment to prioritize questions when responding to more than one question at the same time.
- Staff members are expected to conduct themselves in accordance with the *ALA Statement on Professional Ethics*.

III. GENERAL GUIDELINES FOR REFERENCE SERVICE

A. Priorities

- Service to the public receives priority over other duties except in emergency situations.
- Assistance will be provided on a first-come, first-served basis.
- In-person requests for service receive priority over other requests.

- Phone and email messages will be checked at least once per desk shift (morning, afternoon, evening).
- Time spent on individual questions will depend on whether others are waiting. To ensure no one has to wait too long for service, generally no more than 10 minutes will be spent with an individual requester when others are waiting. In such cases, staff will offer to continue the search and provide the answer later.
- Although the Library's primary responsibility is to members (residents of the Warrenville Public Library District and non-resident Warrenville cardholders), guests will also receive basic reference services.

B. Reference Transactions

- Requests will be answered or referred within 24 hours. If a question is complex and requires more time, the requester will be notified within 24 hours.
- Requesters will be informed of sources used to answer questions.
- Information will be provided without judgment of the use of the information, including homework, trivia or contest use.

C. Referrals

- When questions cannot be answered fully with available resources, staff will provide referrals to experts, organizations and other authorities.
- At no time may staff make referrals to individual practitioners - physicians, attorneys, mental health professionals, etc.
- When referring to another library, staff will verify the availability of needed material before sending the requester. Staff will provide the library's contact information to the requester.

D. Sources

- Staff will not offer personal opinion, advice or interpretation as fact.
- Staff will rely upon information based on accurate printed or online sources or learned from a reliable authority.
- The source of an answer will always be cited.

E. Instruction and Orientation Services

- Instruction and orientation services in use of the Library are an integral part of reference service.
- Basic instruction on how to use the computer catalog, computers, digital and print resources is available.
- Regularly scheduled instructional programs for the use of computers and digital resources will be offered.
- Book-a-Librarian one-on-one sessions are available by appointment to members.
- Tours designed to increase knowledge of the Library's materials and service are available by appointment for groups and organizations serving residents of the District.
- Computer users may be referred to instructional guides, help screens, tutorials and computer instruction classes offered locally.

- Staff will not enter any data into an online form on behalf of any computer user.

F. Research

Staff will not perform in-depth research on behalf of a requester. Instead, staff will suggest materials and sources appropriate for research.

G. Fees

All service fees (printing, interlibrary loan, etc.) will be collected at the point of service (coin operated machines for printing and copying) or at the Member Services Desk. No fees will be collected at the Adult or Youth Services Desks.

H. Photocopying, Scanning and Faxing

- A photocopy machine is available near the Member Services Desk. Photocopy fees are posted at the machine and are the responsibility of the user.
- A scanner is available near the Member Services Desk. There is no fee to scan to a user-provided USB drive, email address or domestic fax number.
- A fax machine is available near the Member Services Desk. There is no fee to fax to a domestic number.
- The user is responsible for complying with copyright laws.

IV. SPECIFIC QUESTION GUIDELINES

As information professionals, staff members are not able to provide services in other areas of professional practice. Staff will not:

- Provide medical, legal, copyright, financial or tax advice.
- Recommend individual practitioners such as physicians or attorneys.
- Provide appraisals of books, artwork, antiques or other collectibles.
- Provide editorial or translation services.
- Provide career counseling advice.
- Conduct genealogical, patent, trademark or other in-depth research.
- Handle confidential information such as social security numbers, account information or medical information. If such information is viewed inadvertently, staff makes every effort to protect members' privacy.
- Prepare compilations or conduct exhaustive literature searches.

Staff will provide Library materials, online resources and referrals to address needs within these areas.

Policy Revision Log

For Board Review & Approval 12/18/2018
~~Approved 12/18/2018, effective immediately~~

Existing Policy (to be replaced)

POLICY NO. 240

REFERENCE SERVICE

I. MISSION OF REFERENCE SERVICES

It is the mission of the Adult and Youth Services Departments to provide reference service at all times that the Library is open by professional and paraprofessional individuals who provide quality service to the best of their abilities.

Statement of Objectives: We aspire:

- To provide personal assistance without discrimination to library users seeking information.
- To select, acquire, and organize sources of information to meet the needs of library users.
- To identify and promote the information needs of potential users in the community.
- To cooperate with other community agencies and organizations in their efforts to serve the community.
- To ensure that library users receive a consistent level of service.
- To present programs and tours in the Library and in the community on reference services, library use and reference sources.

II. PURPOSE OF THE REFERENCE SERVICE GUIDELINES

- A. To describe the services and resources offered with regard to reference service by the Adult and Youth Services Departments.
- B. To set standards and guidelines that ensure continuity and consistency in service.
- C. To provide guidance for those working at the Adult and Youth Services Reference Desks and for those being trained.

III. REFERENCE STAFF

Reference staff members, whether professional or paraprofessional, serve as the link between resources and the patron. As such, it is important that the staff member be:

- A. Knowledgeable about library materials and services.
- B. Open and approachable; friendly but professional.

- C. Able to communicate effectively with people.
- D. Discreet in the handling of questions which might be confidential or sensitive.
- E. Able to exercise good judgment both in the interpretation of policy and in the handling of exceptional situations.

IV. LIBRARY USERS

Library users are defined as all people seeking information whether in person, by telephone, FAX, mail, or by electronic communication. Reference service is available to all persons served by the Library without discrimination. The needs of each library user are taken seriously and treated with respect.

V. GENERAL GUIDELINES FOR DESK SERVICE

A. Priorities

1. All reference questions are treated confidentially.
2. Service to the public receives priority over any other duties. Library users will be made aware that the primary purpose of a reference librarian is to assist them.
3. In-person requests for service receive priority over all other requests.
4. Although the Library's primary responsibility is to patrons within the Warrenville Public Library District and non-resident Warrenville cardholders, other patrons will also receive basic reference services.

B. Reference Transactions

No two reference questions are alike; therefore, no specific time limits can be placed on an actual question. The amount of time devoted to a question is at the discretion of the reference staff member. All reference questions receive an answer or status report within one working day unless patron is given a different time frame.

C. Referrals to Local, County, State or Federal Agencies

Referrals to other agencies may be made when appropriate. Patrons will be advised that they might contact the Library for further assistance if they are not successful in obtaining help from the agency. At no time may staff refer the patron to individual practitioners - physicians, attorneys, mental health professionals, etc.

D. Referrals to Other Libraries

If the staff member feels that it is appropriate to refer the patron to another library, the staff member should verify that the material needed is available before sending the patron. If it is necessary to refer a patron to a corporate, university, or other special library, the staff member will provide contact information to the patron.

E. Sources

To give the most accurate and authoritative answers possible, staff members will avoid personal opinions, philosophy or evaluations; rather they will rely upon information based on accurate printed or online sources or learned from a reliable authority. The opinion of staff members, even when requested is not given as fact. The source of an answer is always cited.

F. Instruction and Orientation Services

Instruction and orientation services in use of the Library are an integral part of library service and may range from basic instruction on how to use the computer catalog or reference tools to more formal assistance such as tours designed to increase the patron's knowledge of the Library's materials and services.

G. Computer and Internet Assistance

Library staff will provide basic assistance with computer and software use and Internet searches, but cannot provide extensive individualized instruction. Basic assistance includes logging into the computer system and opening software programs, creating a computer reservation when all computers are in use, and paying for and using the Library's print management system. Library staff can also assist patrons with use of the Library's catalog and its subscription databases. They can demonstrate how to open and save documents. Basic assistance will also be provided for internet searches, especially when referring patrons to appropriate sites for research. Further assistance is dependent upon staff availability and expertise.

Users are expected to have mastered basic computer skills, including the ability to use a mouse and to access menu items. Library staff may refer patrons to instructional guides in the library's collection, help screens, tutorials within the computer programs, and computer instruction classes offered locally.

Library staff will not enter any data into a website or online form on behalf of any Library patron.

H. Handling of Cash Transactions

Policy No. 240 - Reference Service Policy

Page 3 of 6

Approved 3/17/04; Revised 9/16/09

All fees for reference services (Interlibrary Loan charges, photocopies, etc.) are collected at the Circulation Desk. No cash is to be accepted by reference staff for services rendered.

I. Telephone, Fax, Mail, Electronic Request

It is the Library's practice to respond to all reasonable reference inquiries whether received by mail, telephone, FAX or electronic communication. These are defined as short, factual information questions that do not require extensive searching or interpretation on the part of staff members.

A limit of two items, title or subject specific, will be pulled by staff to satisfy a request. Anything more is considered extensive research and must be done by the patron. Exceptions may be made at the discretion of the staff.

Patrons may submit material requests through the online catalog for items that the Library owns. If available, requested materials will be pulled from the shelves daily and the patron will be notified by phone or e-mail when they are available for pick-up.

J. Photocopying of Reference Materials

A photocopy machine is available for patron use within the Library. Patrons are responsible for making their own photocopies at a charge. There is no charge for photocopies sent by a staff member in reply to a reference request via fax, e-mail, or mail. All copies are made in accordance with copyright law at the librarian's discretion.

VI. SPECIFIC QUESTION GUIDELINES

A. School Assignments

Questions regarding school assignments are to be treated as any other request for reference assistance.

B. Contest Questions

Contest questions are guided by the same definitions and time limits as any other type of reference question.

C. Consumer Evaluations

The staff helps patrons locate objective product information by showing them how to consult the indexes to consumer publications, buying guides, and/or general indexes which may lead to product evaluations in other periodicals.

D. Book, Antique and Art Appraisals

Patrons may be referred to appropriate reference sources, consultants, or experts. Staff members do not give personal appraisals regarding the value of patrons' possessions.

E. Genealogical Questions

Staff members will provide general assistance in genealogical research, guidance in locating items in the collection, and help in obtaining resources through interlibrary loan. Referrals will be made to appropriate resources. Staff members will not engage in actual genealogical research for patrons.

F. Compilations and Extensive Research

Requests for and/or completion of lengthy research is not considered a traditional role of the public reference librarian. Research and reference differ in terms of time required, sources employed, and ease of determination of search strategies; research is the more involved of the two. Patrons needing extensive compilations (bibliographies, lists, statistics, etc.) or research are directed to the appropriate resources and offered as much assistance as staff time allows.

G. Medical, Legal and Tax Questions

The Library does not provide advice in the areas of medicine, law, and taxes. If legal information can be found in printed sources, it is provided. However, complicated legal searches are not undertaken nor will personal interpretations of legal matters be offered. Concerning medical information, brief definitions and descriptions from authoritative published sources may be provided. These sources are quoted verbatim with no personal interpretation. The patron will be informed of the source from which the information is taken. Under no circumstances does a staff member offer advice in medical, legal, or tax areas, regardless of how commonplace the knowledge seems to be. If more information is required, the patron is encouraged to examine the Library's collection or is referred to another source.

H. Mathematical Calculations

Mathematical calculations are not provided. Patrons are referred to sources containing the formulas or tables necessary for them to complete their calculations.

VII. LOAN OF REFERENCE MATERIAL

Reference and ready reference books may not be checked out due to the nature of the information and the cost of the materials. However, in unusual circumstances the Person in Charge may make exceptions.

VIII. ORIENTATION AND TOURS

The Adult and Youth Departments offer Library orientation tours and bibliographic instruction including minimal basic computer instruction.

NEW BUSINESS

Consideration of disposition of Certificate of Deposit at MB Financial Bank (ACTION)

The Library's Certificate of Deposit at MB Financial Bank matures on January 6, 2019.

Beginning Balance: \$201,001.91

Current Interest Rate (APY): 0.85%

Projected Interest Earnings: \$3,417.03

Projected Ending Balance: \$204,418.94

Interest Rate Note: MB Financial Bank will match the published interest rate offered by other local brick and mortar banks.

A sampling of published interest rates as of 12/11/2018

Fifth/Third Bank – 2.50% (9 mos)

Republic Bank – 2.25% (9 mos)

Chase Bank – 2.00% (9 mos)

US Bank – 2.00% (11 mos)

Bank of America – 1.85% (13 mos)

West Suburban Bank – 1.75% (12 mos)

NorthStar Credit Union – 1.75% (12 mos)

PNC – 1.10% (13 mos)

MB Financial Bank – 0.15% (12 mos)

Cash Flow Note: Director Whitmer has looked at cash flow projections through December 2019. With up to \$600,000 invested in Certificates of Deposit, the low point for available cash will occur at the end of May with approximately \$320,000 cash on hand.

Director Whitmer's recommends the following actions which take advantage of current interest rates:

- 1) Open a new CD and invest up to \$600,000 from the MB Financial Money Market Account at the best available rate for a term not to exceed 13 months; then
- 2) Redeem the existing CD when it matures in January and deposit the proceeds to the MV Financial Bank Money Market Account.

An alternative is to invest up to \$400,000 in a new CD, then reinvest the existing CD at the best available rate when it matures in January.

Suggested motions are included on the next page.

SUGGESTED MOTION A:

Authorize Staff to invest \$600,000* from the MB Financial Money Market Account in a new Certificate of Deposit at the best available current interest rate for a term not to exceed 13 months; then redeem the existing Certificate of Deposit when it matures in January and deposit the proceeds to the MB Financial Bank Money Market Account.

SUGGESTED MOTION B:

Authorize Staff to invest \$400,000* from the MB Financial Money Market Account in a new Certificate of Deposit at the best available current interest rate for a term not to exceed 13 months; then, when the existing Certificate of Deposit matures in January, reinvest the proceeds in a Certificate of Deposit at the best available rate for a term not to exceed 13 months.

***Board may authorize a lower amount.**

NEW BUSINESS

Approve Contract for Cleaning Services (ACTION)

In October the Library received 8 responses to an RFP for Cleaning Services. Monthly costs of the proposals ranged from \$1,475 to \$7,766.

ABC Commercial Janitorial, the lowest bidder, withdrew its proposal when it was discovered the cost of certain consumable supplies was not included as specified in the RFP.

The Library's current contractor, ServiceMaster Commercial Cleaning Services, was the second lowest bidder at \$1,815 per month. Having thoroughly reviewed and discussed the expectations outlined in the RFP with ServiceMaster's representatives, Assistant to the Director Jackie Davis and Director Whitmer recommend the approval of a new three-year contract for 2019-2021.

The Cleaning Specifications outline daily, weekly, monthly, quarterly and annual tasks by area.

- Public service areas, staff lounge and main level restrooms are cleaning 6 times per week (Sunday through Friday)
- Staff Offices are cleaned 3 times per week (Monday, Wednesday, Friday)
- STEAM Space, Lower Level Hallway and Lower Level Restroom are cleaned 1 time per week (Thursday)

The contractor is responsible for the following consumable supplies: trash can liners, toilet tissue, c-fold hand towels, cleaning and polishing solutions.

The contract may be terminated by either party with 30 days written notice.

SUGGESTED MOTION:

Authorize Staff to execute a Contract for Cleaning Services with ServiceMaster Commercial Cleaning Services for 2019-2021

SERVICEMASTER CONTRACT CLEANING SERVICES AGREEMENT

THIS AGREEMENT made this 19th day of December 2018, by and between **ServiceMaster Commercial Cleaning Services ("ServiceMaster")** and **Warrenville Public Library District ("Client")**.

Whereas, ServiceMaster conducts a janitorial service rendered on an individual contract basis in commercial facilities, office buildings, schools, stores and other locations, as an independent business licensed by ServiceMaster Residential/Commercial Services L.P. ("Franchisor") and not as an agent or partner of its Franchisor;

Whereas, Client desires ServiceMaster to supply contract cleaning services to the property commonly known as Warrenville Public Library District located at 28W751 Stafford Place Warrenville, IL 60555

NOW THEREFORE, the Parties agree as follows:

1. **Cleaning Specifications.** Beginning on January 1, 2019 ServiceMaster will provide contract cleaning services for the areas to be serviced described in the "Cleaning Specifications," a true and accurate copy of which is attached as Exhibit "A" to this Agreement. ServiceMaster agrees that the janitorial services to be provided shall be conducted according to the guidelines agreed upon between the Client and ServiceMaster.
2. **Personnel.** All personnel furnished by ServiceMaster are employees of ServiceMaster, and ServiceMaster will pay all salaries and expenses of, and all applicable federal and state taxes relating to such personnel. For all purposes of this contract, ServiceMaster will be considered an independent contractor of the Client, and will not act as an agent, servant, or employee of the Client, or make any commitments or incur any obligations on behalf of the Client without its express written consent. Client may request the removal of any ServiceMaster employee whose conduct is unsatisfactory to Client.
3. **Covenants.** During the term of this Agreement and for one (1) year thereafter, the Client shall not directly or indirectly, hire any person employed by ServiceMaster. Client shall not, at any time, disclose to any competitor any pricing or bid information designated as confidential by ServiceMaster except as required by the Illinois Freedom of Information Act.
4. **Terms.** The terms of the Cleaning Specifications or of the price stated in paragraph 5, may be modified at any time by the mutual execution of written change orders by the parties. All executed change orders shall become part of this Agreement. ServiceMaster will give the Client thirty (30) days prior notice of any price change for services rendered pursuant to the Cleaning Specifications. Client will notify ServiceMaster of any changes in service times; any alterations to the furnishings, floors, walls or ceiling surfaces at the Client's premises; or any other

change which affects the Cleaning Specifications and consequently the contract price. This Agreement shall continue in effect from the date services are to begin, for a period of three (3) years.

5. Pricing

Client shall make payment to ServiceMaster for services rendered at the rates stated below. Client agrees that the frequency of said services will be provided as outlined in the Cleaning Specifications (Appendix "A").

Year 1 (2019)	\$1,815 per month
Year 2 (2020)	\$1,860 per month
Year 3 (2021)	\$1,905 per month

For Additional Services:	2019	2020 (+5%)	2021 (+8%)
1. Shampoo Carpeting using water extraction method			
a. Public Areas (per occurrence)	\$1,590	\$1,670	\$1,803
b. Staff Areas (per occurrence)	\$ 795	\$ 835	\$ 902
2. Wash all exterior/interior windows including partition glass and doors (per occurrence)	\$1,595	\$1,675	\$1,809
3. Per incident cost for bio-hazard bathroom cleanup (per occurrence)	\$45/hr	\$47.25/hr	\$51.03/hr
4. Dusting of library materials and shelving (per occurrence)	\$25/hr	\$26.25/hr	\$28.35/hr
5. Clean air diffusers, vents and surrounding areas (cover furniture with plastic) (per occurrence)	\$25/hr	\$26.25/hr	\$28.35/hr

6. Payment Terms

The first billing will be made on the first day services are rendered and shall be payable in twenty (20) days. Subsequent billings and due dates will be monthly. All invoices are generated on the 15th of the month prior to services being provided and are due the 15th of the month that services are provided. Client's failure to pay the full amount due within thirty (30) days of any invoice shall, at the election of ServiceMaster, be deemed to be a default and termination without notice by Client. A late charge calculated at 1 1/2% per month will be charged to Client on any overdue unpaid balance. Client shall pay ServiceMaster its costs and expenses, including reasonable attorneys' fees paid or incurred in enforcing the terms of this Agreement.

7. **Price Change**

ServiceMaster will do everything within its control to maintain the agreed upon pricing for the cleaning services described in the Cleaning Specifications. In the event circumstances out of ServiceMaster's control arise such as increases in Federal or State wages and taxes, excessive fuel, chemical and commodity costs, as well as economic changes placing undue hardship upon personnel providing the agreed upon services, ServiceMaster reserves the right to discuss the need for a price change. ServiceMaster will give the Client thirty (30) days prior notice of any price change rendered pursuant to the Cleaning Specifications and pricing stated in Paragraph 5.

8. **Lien**

In the event Client fails or refuses to make any payment to ServiceMaster when due, the amount of that balance, together with interest at the rate of 1 1/2% per month and costs of collection including reasonable attorneys' fees, shall constitute a continuing lien on the area to be serviced. ServiceMaster and Client agree that insofar as janitorial services are the subject of this Agreement, and are not explicitly covered by the Illinois Mechanics Lien Act (the "Act"), it is nevertheless the intention of ServiceMaster and the Client that the Lien for Services described herein shall be deemed to be a common law lien administered by agreement according to the protections and procedures of the Act.

9. ServiceMaster will perform all services required under this Agreement, except when prevented by strike, lockout, act of God, accident or other circumstances beyond its control.

10. **Insurance.**

ServiceMaster shall maintain insurance outlined below at its own expense during the term of this contract. ServiceMaster shall provide proof of insurance and bonding on or before the effective date of this agreement with a certificate, evidencing ServiceMaster's insurance policies will not be changed or cancelled without at least 30 days prior written notice to the Client.

The limits for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law.

Commercial General Liability

- General Aggregate - \$2,000,000.00
- Products/Completed Aggregate - \$1,000,000.00
- Each Occurrence - \$1,000,000.00
- Personal Injury - \$1,000,000.00

ServiceMaster shall provide worker's compensation insurance for all its employees as required by Illinois law.

ServiceMaster shall provide lost key coverage to indemnify the Client for purchase and installation of new locks and keys in the case a ServiceMaster's employee loses or misplaces a key to the Client's facility.

The client shall be named as additional insured on all insurance policies, except for professional liability and worker's compensation.

To the fullest extent permitted by law, ServiceMaster shall indemnify and hold harmless the Client and its agents, officers and employees from and against all injuries, deaths, losses, damage claims, suits, liabilities, judgments, costs and expenses, including but not limited to attorney's fees, which may arise directly or indirectly from the performance of ServiceMaster's work or the work of its employees. ServiceMaster shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith and if any judgment shall be rendered against the Client in any such action, ServiceMaster shall, at its own expense, satisfy and discharge the same.

11. **Cleaning Services Are To Be Provided as Follows:**

Warrenville Public Library District (28,000 S.F.) – services shall be provided as indicated in the Cleaning Specifications (Appendix A).

a. **The Library's hours are:**

- | | |
|---------------------|-------------------|
| • Monday – Thursday | 9:30 am – 9:00 pm |
| • Friday | 9:30 am – 7:00 pm |
| • Saturday | 9:30 am – 5:00 pm |
| • Sunday | 1:00 pm – 5:00 pm |

Janitorial staff should not arrive until at least 30 minutes after closing time with completion at least 60 minutes before opening.

b. **Service will not be performed on the following holidays:**

New Year's Day
Easter Sunday
Memorial Day and the preceding Sunday
July 4
Labor Day and the preceding Sunday
Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve

- c. Specific days of service for specific areas of the Library are indicated in the Cleaning Specifications.
- d. ServiceMaster shall provide a company email address and phone number to forward special instructions, tasks, complaints or service requests. Messages received at this address shall be responded to within 24 hours.
- e. For security purposes, all ServiceMaster's staff shall wear a work uniform or smock that clearly displays the company name.
- f. ServiceMaster's staff shall not disturb papers on desks, or open drawers, cabinets, files, or bookcases. The Client's telephones shall not be used by ServiceMaster's staff for personal use. Under no circumstances shall ServiceMaster's staff be allowed to bring visitors, children, or other relatives into the Client's building.
- g. ServiceMaster shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of Client's facilities caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the Client.
- h. To provide for open communications and quality assurance, ServiceMaster's representative shall perform monthly site visits. Upon request by Client's staff, site visits should be scheduled during weekday business hours.
- i. ServiceMaster shall schedule in advance with the Assistant to the Director any item listed on the specifications as a quarterly or yearly task.
- j. ServiceMaster shall comply with all applicable federal, state, and local regulations and ordinances including but not limited to Equal Opportunity Employment, OSHA, and Sexual Harassment laws.

12. Tax Exemption

Sales to the Client are exempt from state and local retailers' occupation tax, state and local service occupational tax, use tax, and service use tax pursuant to Rule No. 40 of the Illinois Retailers Occupation Tax Rules issued April 15, 1965.

13. Supplies

The Client shall provide:

- Rolled paper towels for kitchen areas
- Hand soap
- Dish soap
- Facial tissue

- Sanitary napkins and tampons for dispenser (Library maintains and stocks dispenser)

ServiceMaster shall provide all other cleaning equipment and supplies required to fulfill the Cleaning Specifications (Appendix A) including but not limited to:

- Trash can liners
- One-ply toilet tissue
- C-fold towels
- All disinfectants
- Floor cleaning products
- Polishes, etc.

All supplies shall be of a quality acceptable to the Library.

14. MATERIAL SAFETY DATA SHEETS (MSDS)

It is a federal law that chemical manufacturers and importers must develop an MSDS for each hazardous chemical they produce or import, and must provide the MSDS automatically at the time of the initial shipment of a hazardous chemical to a downstream distributor or user, or anytime the chemical makeup of the product is changed.

ServiceMaster must be able to submit to the Client information regarding the specific chemical identity of the hazardous chemical(s) involved and their common names.

- 15. Termination.** This Agreement may be terminated by either party by giving thirty (30) days written notice by certified mail, return receipt requested, addressed to the other party at the address indicated below. In the event thirty (30) days notice is not given, or if Client is deemed to have terminated by default by failing to tender payment when due, or by Client's conduct, which makes ServiceMaster's performance impossible (including a demand for the return of all Client's keys) then ServiceMaster shall have no obligation to continue its performance, and Client shall pay ServiceMaster an amount equal to an additional thirty (30) days of billing as liquidated damages. This additional thirty (30) days of billing shall be calculated from a) the date upon which Contract Services are last performed; or b) the last date of the billing period during which any default or improper termination occurs, whichever is later.

This Agreement contains all of the covenants and agreements between the parties, and may not be modified except in writing, signed by both parties.

IN WITNESS WHEREOF, parties have caused this agreement to be executed as of the date first above written

By: _____ CLIENT REPRESENTATIVE

Print Name: _____

Address: **Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555**

By: _____ SERVICEMASTER REPRESENTATIVE

Print Name: _____

Address: **ServiceMaster Commercial Cleaning Services
445 Gundersen Drive
Carol Stream, IL 60188**

APPENDIX A CLEANING SPECIFICATIONS

UPPER LEVEL ENTRYWAY

Daily (Sunday-Friday)

- Spot clean and wash exterior doors inside and outside as needed
- Spot clean and wash interior lobby doors as needed
- Spot clean and wash partition glass as needed
- Clean, sanitize and polish drinking fountain, should be clean and free of stains & mineral buildup
- Empty exterior garbage cans, replace liners, remove refuse to dumpster. Damp wipe inside and outside as needed
- Empty interior garbage cans, replace liners, remove refuse to dumpster. Damp wipe inside and outside as needed
- Empty recycling to recycling in dumpster area. Damp wipe inside and outside as needed
- Vacuum carpeting

Weekly

- Sanitize door handles/panic bars
- Dust all horizontal surfaces including sills, ledges, mouldings, shelves, picture frames, ducts, etc.
- Clean and dust tabletops and benches

Monthly

- Edge tool vacuum all carpeting
- Clean wall moulding

Quarterly

- Polish brass door handles

ALL PUBLIC AREAS

Daily

- Spot clean partition glass as needed
- Sweep and damp mop Café area resilient flooring as needed
- Spot vacuum carpet as needed
- Vacuum furniture daily as needed
- Dust and wipe tables as needed
- Empty garbage cans, replace liners, remove refuse to dumpster. Damp wipe inside and outside as needed
- Empty recycling to recycling in dumpster area. Damp wipe inside and outside as needed

- Do not dust or clean any computers, monitors, or computer tables in Computer Lab, Youth Computer Area or Adult Computer Area

Weekly

- Dust all horizontal surfaces including sills, ledges, mouldings, shelves, picture frames, ducts, etc.
- Vacuum carpeted area at least once in its entirety
- Clean and dust chairs, tabletops, benches, cleared desk areas, cabinets, countertop, low shelving tops
- Dust sills and remove cobwebs

Monthly

- Edge tool vacuum all carpeting
- Clean wall moulding

Quarterly

- Scrub resilient flooring

STAFF LOUNGE

Daily (Sunday-Friday)

- Empty garbage cans, replace liners, remove refuse to dumpster. Damp wipe inside and outside as needed
- Empty recycling to recycling in dumpster area. Damp wipe inside and outside as needed
- Clean and sanitize kitchen sink, faucet, counter, and table
- Sweep floor, spot damp mop as needed

Weekly

- Sweep and damp mop floor
- Clean wall moulding
- Clean front of refrigerator/microwaves, sanitize handles and touchpads
- Dust window sill and cobwebs
- Dust all horizontal surfaces including sills, ledges, mouldings, picture frames, ducts, etc.

Monthly

- Clean wall moulding
- Dust exterior of lockers

Quarterly

- Scrub resilient flooring

STAFF WORK AREAS/PRIVATE OFFICES (not including Staff Lounge and Computer Equipment Room)

Daily (Monday, Wednesday, Friday)

- Empty garbage cans, replace liners, remove refuse to dumpster. Damp wipe inside and outside as needed
- Empty recycling to recycling in dumpster area. Damp wipe inside and outside as needed
- Spot vacuum as needed

Weekly

- Sweep and damp mop floor
- Dust all horizontal surfaces including sills, ledges, mouldings, shelves, picture frames, ducts, etc.
- Clean and dust chairs, tabletops, benches, cleared desk areas, cabinets, countertops, low shelving tops
- Vacuum carpeted areas in its entirety
- Dust sills and remove cobwebs

Monthly

- Edge tool vacuum all carpeting
- Clean wall moulding

RESTROOMS (2 in lobby/1 in Youth Services/2 in staff

Daily (Sunday-Friday)

- Clean and wash inside and outside of toilets and urinals with approved germicidal detergent solution
- Clean and wash washbasins, fixtures and counters with approved germicidal detergent solution
- Wipe clean mirrors as needed
- Sanitize dispensers, hand dryers and baby changing tables
- Remove graffiti
- Make sure restroom supplies are adequate for the period between visits
- Spot clean walls and partitions
- Empty and clean wastebaskets, sanitary disposal receptacles and damp wipe inside and outside as needed. Remove refuse to dumpster.
- Damp mop floors

Quarterly

- Scrub tile flooring/grout
- Wash walls (tile) and partitions

LOWER LEVEL RESTROOMS (2)

Weekly (Thursday Only)

- Clean and wash inside and outside of toilets and urinals with approved germicidal detergent solution
- Clean and wash washbasins, fixtures and counters with approved germicidal detergent solution
- Wipe clean mirrors as needed
- Wipe clean and sanitize dispensers
- Remove graffiti
- Make sure restroom supplies are adequate for the period between visits
- Spot clean walls and partitions
- Empty and clean wastebaskets, sanitary disposal receptacles, and damp wipe inside and outside as needed. Remove refuse to dumpster.
- Damp mop floor

Quarterly

- Wash partitions

STEAM SPACE AND LOWER LEVEL HALLWAY

Weekly (Thursday Only)

- Vacuum carpeted area
- Sweep cement flooring
- Dust all horizontal surfaces including sills, ledges, mouldings, shelves, picture frames, ducts, etc.
- Clean and dust chairs and tabletops
- Remove cobwebs
- Clean, sanitize and polish drinking fountain, should be clean and free of stains & mineral buildup
- Empty garbage cans, replace liners, remove refuse to dumpster. Damp wipe inside and outside as needed
- Empty recycling to recycling in dumpster area. Damp wipe inside and outside as needed

LOWER LEVEL ENTRYWAY AND STAIRWAY

Daily

- Spot clean and wash exterior front doors inside and outside as needed
- Spot clean and wash interior lobby doors inside and outside as needed
- Spot clean and wash partition glass as needed
- Sweep and damp mop stairway as needed
- Sweep and damp mop resilient flooring as needed
- Vacuum entry mats as needed
- Empty exterior garbage cans, replace liners, remove refuse to dumpster. Damp wipe inside and outside as needed
- Empty interior garbage cans, replace liners, remove refuse to dumpster. Damp wipe inside and outside as needed

- Empty recycling to recycling in dumpster area. Damp wipe inside and outside as needed

Weekly

- Damp wipe handrails and sanitize
- Clean and dust chairs, tabletops, and benches
- Dust sills and remove cobwebs
- Damp mop stairway
- Damp mop entryway

Weekly

- Sanitize door handles/panic bars

Monthly

- Clean wall moulding
- Dust metal work (railings)

Quarterly

- Polish brass door handles

Yearly

- Scrub resilient flooring per manufacturer's specifications

ELEVATOR

Daily

- Vacuum carpet
- Spot polish door/walls as needed

Weekly

- Clean door tracks, baseboard, etc.

Monthly

- Clean and polish door and interior of cab

Trustee Election (April 2, 2019)

As of Noon on Thursday, December 13 the two incumbent trustees (Sandy Lezon and Jill Richardson) have filed to be placed on the ballot for the April 2 Consolidated Election. Petitions may be filed weekdays, December 10 – 17, from 9:30 am – 5 pm.

Library Community Survey / Focus Groups / Strategic Plan

Sarah Keister Armstrong will present the Community Needs Assessment Report at a 6 pm Committee of the Whole Meeting on December 19. A Community Feedback report (provided as backup for the Committee meeting) details survey responses and focus group discussions.

The community survey ran for three weeks and had just over 900 responses. The teen survey ran for two weeks and had 18 responses.

Five focus groups led by Sarah Keister Armstrong and her associate Beth Keister were held on December 3. Focus groups solicited input from staff, residents and community leaders.

Website Committee

The work of the website committee will extend into 2019. Based on an analysis of the current site's content and use, we've developed a general structure for the site and are in the process of writing and editing content.

Jen Moore visited the Geneva Library and met with the library's Digital Services Manager to learn more about using Communico to build and maintain the website.

The header (which appears on every page of the site) will include links to the catalog, "my account," event calendar and social media sites. Library hours will appear in the header together with a "contact us" link and links to subscribe to eNews and view *Reading Matters*.

The "front page" will highlight the services most sought out by site visitors including catalog, renewals, downloadables by format (ebooks, audiobooks, movies, music, magazines), room reservations. Blocks of space are reserved for special news/announcements and featured resources. Links to underlying pages for kids, teens and adults lead to underlying pages with information about services and programs targeted to each audience.

The footer will include the categories:

- About Us (News, Staff Directory, Library Board, FOIA, Policies, Mission & Goals)
- Use the Library (Get a Card, Borrowing, Computers, Homebound Delivery, Services in Spanish)
- Get Involved (Work with Us, Donate, Volunteer)
- Resources (Digital Collections, Online Databases, Mobile Devices, Computers, Museum Adventure Pass)

Other

On November 8, our meeting room hosted staff from the DuPage County Health Department who provided open enrollment guidance through drop-in and pre-scheduled appointments with enrollment specialists. We provided four laptops, they brought two of their own laptops with a secure wifi hotspot. This was part of the County's "Get Covered DuPage" initiative.

On Monday, November 26, I approved a late opening time of 11 am. This was because of heavy snowfall overnight from Sunday to Monday.

Mid-year evaluations of all staff are underway and will be complete by Friday, December 21.

Molly Schlecht, Graphic Designer, has accepted a full-time position at Elmhurst Library. Her last day as a regular employee is December 27. She will continue as a temporary employee for up to 90 days to assist with special projects, including the spring edition of *Reading Matters*. The position is posted and interviews will begin the week of December 17.

The Warrenville Writers Connection started in June and is half-way to celebrating it's 1 year anniversary. Led by Warrenville resident Betsy Dudak, the group has a consistent membership of about 12 writers. Two of the writers recently signed publisher contracts. I've been promoting the Soon to Be Famous Author (STBFA) project to the group. If you know an Illinois author who has a completed, but unpublished adult fiction manuscript or a self-published adult fiction book, please encourage them to checkout <https://soontobefamous.info/> for information about the current Manuscript Contest and the upcoming Illinois Author Project. Our library participates by submitting local authors works to these contests.

After the first of the year I'll be reaching out to City staff to begin laying the groundwork for our request for reimbursement from the TIFs. Library and School Districts are entitled to per capita reimbursements for residential development that occurs within TIF districts. It's my goal to define procedures that will work for both the Library and the City for the annual requests. Residential development underway or proposed in TIFs 3 & 4 include:

- Stafford Place (next to Library) – 27 single family homes
- Lexington Trace (west of Rt. 59, south of Butterfield) – 107 townhomes
- Everton (east of Rt. 59, south of Albright) – 89 townhomes, 259 apartments

November Meetings/Programs/Outreach (Sandy)

November 1 – Managing Ill or Injured Employees (FMLA, ADA)

November 7 – Website Committee Meeting

November 14 – Webinar: Usability Testing

November 15 – Webinar: Payroll & HR Best Practices for Year-End and Beyond (Sikich)

November 28 – Webinar: Supporting Your Creative Community

November 29 – Webinar: Librarian Evolution: Libraries Thrive When We Change

November 30 – TIF Joint Review Boards (for TIF #3 and TIF #4)

November 30 – Webinar: Orientation to new features available for Scan Station

November Meetings/Programs/Outreach (Jackie)

November 1 – Managing Ill or Injured Employees (FMLA, ADA)

STATISTICAL SUMMARY

November 2018

	NOV 2018	NOV 2017	% change	+/-
TOTAL CIRCULATION ***	17,968	18,498	-2.9%	-530
Print	9,274	8,939	3.7%	335
NonPrint	7,124	8,320	-14.4%	-1,196
Equipment (mobile dev., in-house laptops, etc.)	78	83	-6.0%	-5
Downloadables	1,492	1,156	29.1%	336
OVERDRIVE (eBooks & eAudiobooks)	932	686	35.9%	246
ZINIO (eMagazines)	151	57	164.9%	94
Hoopla	409	361	13.3%	48
Tumblebooks	-	52	-100.0%	-52
ITEM REQUESTS PROCESSED	247	271	-8.9%	-24
INTERLIBRARY LOANS RECEIVED	177	208	-14.9%	-31
MATERIALS ADDED	941	823	14.3%	118
MATERIALS WITHDRAWN	1,956	497	293.6%	1,459
TOTAL COLLECTION SIZE*	110,761	113,145	-2.1%	-2,384
PROGRAMS				
Number of Adult Programs	6	8	-25.0%	-2
Adult Program Attendance	113	179	-36.9%	-66
Number of Teen Programs	4	4	0.0%	0
Teen Program Attendance	31	21	47.6%	10
Number of Children's Programs	15	11	36.4%	4
Children's Program Attendance	108	730	-85.2%	-622
Book-A-Librarian	10	6	66.7%	4
Book-a-Librarian Attendance	10	6	66.7%	4
RECIPROCAL BORROWER CIRCULATION	1,157	1,111	4.1%	46
RESIDENT CARDS ACTIVE	5,740	5,910	-2.9%	-170
RECIPROCAL BORROWER CARDS ACTIVE	308	336	-8.3%	-28
VISITOR COUNT **	8,382	8,186	2.4%	196
COMPUTER SESSIONS	1,144	1,246	-8.2%	-102
DATABASE USAGE	291	270	7.8%	21
WEBSITE VISITS	56,968	71,977	-20.9%	-15,009
UNIQUE WEBSITE VISITORS	52,844	66,813	-20.9%	-13,969

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

Detailed statistical reports will be available at the Board Meeting

PUBLIC SERVICES REPORT

November 2018

Lella Heath

InterLibrary Loan

Item Requests Processed: 247 (271 LY); Materials Received: 177; Materials Lent: 71

Programming

Adult:

Book Discussion 11/1: 7

Write-In 11/3, 11/7: 3

Sunday Concert (Afro-Cuban) 11/4: 38

Warrenville Writers Connection 11/5: 8

Therapeutic Gardening 11/15: 33

Beatles White Album 11/29: 24

Book a Librarian (10): 10

Puzzles: 4

1000 piece: Grandma's Attic; The Inventor's Cupboard; San Francisco

3D: Globe

Teen:

Blankets 11/2: 13

Teen Gaming 11/7: 4

Set Up success 11/12: 7

Smash 11/16: 7

Youth:

Family Storytime (2): 46

Toddler Time (3): 154

Lego 11/8: 12: 61

PAWS 11/10: 14

Nature-Telling 11/14: 24

Wreck-It Ralph 11/15: 12

Babies & Books 11/28: 2

Take & Makes 11/19-23: 57

Outreach / PR

Teen Volunteers: 2; Hours: 4

STEAM Expo 11/9: 600

Agape 11/29-30 (3): 48

Weeding/Shelf Shifts

Weeding:

Fiction, Mystery, Nonfiction 000's, 300's, 600's, 900's; J Fiction, J Nonfiction 300's; Picture Books, YA Fiction, DVDs

Reference

Participated in Survey Tables.

Planned Spring Programming.

Launched Winter Programming sign-up.

Revised Reference and Collection Development policies with Sandy.

Wrote Mid-Year Evaluations.

Meetings / Continuing Ed

Management Team Meetings: Leila

Website Committee 11/7, 11/21: Jen, Jane

Programmers SIG 11/1: Sylvia

Policy and Per Capita Grant Meeting 11/5, 11/29: Leila, Sandy

Tinker Meeting 11/13: Jen, Jane

WWECC 11/14: Diana

Video Production Committee 11/27: Leila, Patty, Jane, Jaime

JJ List Disability Awareness Training Webinar: Leila, Nayeli, Lydia, Mary, Sylvia, Jane

Accessible to All Webinar: Nora, Claire

Beyond Assistive Technology: Alexa, Diana, Jen

Book Club Matchmaker Webinar: Leila

Usability Testing Webinar: Jen

Tell Us Your Story Through Instagram Webinar: Nayeli

Expand Your Services To Build Community of Learners Webinar: Nayeli

Promote Your Collection to Increase Circulation and Engage Readers Webinar: Leila

Staff Touch-Bases: Leila, Nora, Lydia, Alexa, Diana

Digital Resources

Beyond Dust Jackets Blog:

Views 11/1-30: 1894

Total views 2018: 21870; Total views FY: 10857

NextReads Newsletters:

Subscribers thru 11/30: 167

Newsletters sent 11/1-30: 687

Total newsletters sent 2018: 7329; Total newsletters sent FY: 3455

OverDrive eAudiobooks/eBooks:

New User accounts 11/1-30: 20

Checkouts 11/1-30: 932

Total checkouts 2018: 9167; Total checkouts FY: 4628

Zinio eMagazines:

User accounts thru 11/30: 209

Checkouts 11/1-30: 151

Total checkouts 2018: 571; Total checkouts FY: 333

Hoopla:

New User accounts 11/1-30: 22

Checkouts 11/1-30: 409

Total checkouts 2018: 5500; Total checkouts FY: 2547

MEMBER SERVICES REPORT

November 2018

Patty Dybala

Library Card Monthly Stats		
	November 2018	November 2017
# of new cards issued	65	60
# of renewed cards (expiring 11/2018)	25 (96 notices sent*) *email only effective 7/2017	22 (82 notices sent)
Warrenville Resident cards (active)	5,740	5,910
Reciprocal Borrower cards (active)	308	336

Miscellaneous Monthly Circulation Stats		
	November 2018	November 2017
Self-Checkout Station	6,990 items (42% of total circulation)	6,281 items (36% of total circulation)
Reciprocal Borrower Circulation	1,157	1,111
# of Outgoing Book Discussion ILL Requests	55 (18% of total item requests)	36 (12% of total item requests)
Mobile Device Circulation	34	35

Professional Growth/Meetings/Outreach

11/7 Website Committee- Patty
 11/13; 11/15 SirsiDynix Connections Summit Webinars- Patty
 11/14 Circ Roundtable Meeting- Patty
 11/15 LACONI: Improvising Your Way to Success Program- Sandy K.
 11/27 Instructional Video Committee Meeting- Jane, Jaime, Patty, Leila
 11/27 ILL processing overview w/Sylvia- Kathy

Homebound Delivery

None this month.

Automatic Library Card Renewal

We submitted a list of all resident and reciprocal borrower addresses to Unique Management to cross check against the National Change of Address (NCOA) database and we obtained the results on November 9.

9,261 accounts were verified and **1,401** accounts have a new address.

Based on this report, I am currently reviewing accounts expiring in December 2018 through March 2019. Warrentville cardholders who still reside in Warrentville will have their library card privileges proactively renewed for three years. Warrentville cardholders who have moved to a new address outside of the Warrentville Library District will be ineligible for renewal and the accounts will be deleted in 6 months. Beginning in December, statistical information regarding the number of accounts renewed will be included in the monthly reports.

MARKETING REPORT

November 2018

Kathy Gaydos

eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Winter RM (sent 11/13)	838	39%	32%
Nov. 2018 (sent 10/30)	837	37%	20%
Special Survey (10/12)	814	42%	51%
October 2018	819	38%	10%
September 2018	788	37%	11%
Fall Edition (sent 8/30)	777	44%	32%
August 2018 (sent 7/31)	736	41%	11%

Social Media*

Facebook	June	July	Aug.	Sept.	Oct.	Nov.
Total Page Followers	861	883	906	916	926	935
Total Page Likes	865	884	905	915	922	932
Avg. Daily Reach (includes paid)	579	630	749	558	502	509
Twitter	June	July	Aug.	Sept.	Oct.	Nov.
Average Daily views	212	295	278	163	238	236
Average Engagement Rate	13.2%	1.2%	1.2%	1.0%	0.9%	1.3%

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

Activities

Graphics Created:

Teen Room sign
 Tutor.com sign for Teen Room
 Tutor.com tri-fold pamphlet for YSD sign holder
 YSD display banners through May, 2019
Reading Matters winter edition table top signs
 Winter Closing sign
 Library Card as gift slide/flyer

Other:

Teen Volunteer Application
 Member Services pamphlet in Spanish, in progress
 Picture Books pamphlet, in progress
 Sandwich Boards generic display, in progress
 Templates with logos and footers for each department, in progress

Meeting/Event Attendance

Website Committee meeting, Kathy 11/7
 Library Marketing and Communications Conference, Kathy 11/14-15
 Department logo boilerplate, Kathy and Molly 11/27

TECHNICAL SERVICES REPORT

November 2018

Lou Carille

Collection statistics for the month:

*941 items added. (592 books, 140 AV, 142 periodicals, 67 eBooks/eAudio, 0 equipment)

*1956 items deleted. (1606 books, 215 AV, 135 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

* Website Committee: Lou Carille

*Webinar: Beyond Assistive Technology: Improving Library Services to People with Disabilities (Imaan Ali, Lou Carille, JoAnn Hill, Helen Knych, Gail Smith).

* Webinar: JJ's List Disability Awareness Training (Therese Higgins, Marty Rogers).

*Cross-training opportunity: JoAnn Hill spent part of a shift learning the basics of what Member Services does.

Collection Maintenance:

*115 books repaired.

*195 AV cleaned / repaired.

COMPUTER SERVICES REPORT

November 2018

Cynthia Makowski

1. Meetings, training, etc.
 - IT Managers Roundtable @ Naperville PL
 - Board Meeting Presentation (Peter introduction & project update)
 - Product demo w/TBS for SimpleScan software upgrade
2. Provided technology orientation for John O'Reilly.
3. Safely shut down all systems and equipment prior to scheduled ComEd overnight outage; brought all systems and equipment back online the following morning.
4. Upgraded DeepFreeze Enterprise Console, Core Console load-in, and all desktop PCs.
5. Updated Adobe Creative Cloud console and apps on GRAPHICS, DIROFC and WPLD-Laptop4.
6. Completed quarterly software updates on all laptops.
7. Continued moving virtual servers to new Windows Server 2016 hosts.
8. Completed installing UniFi EDU access points (with speakers). Set old access points back to default configuration and updated documentation.
9. Began weeding books in the technology section.
10. Began cross-training on Horizon queries and reports.
11. Began testing https versions of Research Database links.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, December 13, 2018)

Wednesday, December 19 at 6 pm

Committee of the Whole Meeting

Library Meeting Room

Presentation by Sarah Keister Armstrong (Community Needs Assessment Report)

Wednesday, December 19 at 7 pm

Regular Library Board of Trustees Meeting

Library Meeting Room

Monday, December 24 & Tuesday, December 15 – Library Closed

Monday, December 31 & Tuesday, January 1 – Library Closed

Wednesday, January 16 at 7 pm

Regular Library Board of Trustees Meeting

Library Meeting Room

Meetings, Etc.

See next page for information about the following upcoming meetings/events:

- State of the County multi-chamber luncheon
Wednesday, January 9, 11:30 am – 1:15 pm
RSVP to Director Whitmer
- Jefferson Preschool Groundbreaking – Tuesday, January 15, 2:45 pm
No RSVP needed
- West Suburban Library Legislative Lunch – Friday, March 1, 11:30 am – 2 pm

Future Agenda Items:

January

- Staff Informational Presentation by Lou Carile, Head of Technical Services
- (Tentative) Discussion of Strategic Plan

February

- Staff Informational Presentation and Discussion of Fine Free Libraries (Patty Dybala, Member Services Manager)
- Review Closed Session Minutes
- (Tentative) Discussion of Strategic Plan

STATE OF THE COUNTY

Wednesday, January 9th

11:30 AM - 1:15 PM

Bobak's Signature Events

6440 Double Eagle Drive, Woodridge

Given by:
DuPage County
Board Chairman
Dan Cronin



Sponsored by:

choose
dupage
Economic Development Alliance

PURCHASE TICKETS!

Members.....	\$35
Future Members.....	\$45
Tabletops.....	\$80

REGISTER
ONLINE WITH
YOUR
CHAMBER!

Network with Members from these 11 Chambers!



Groundbreaking Event

Jefferson Early Childhood Center

Tuesday, January 15 at 2:45 p.m.

130 N. Hazelton Avenue, Wheaton, IL 60187



The Board of Education looks forward to breaking ground on a New Jefferson Early Childhood Center and welcomes all members of the community to join in this memorable event.

Questions? Contact Eric Longoria at
eric.longoria@jefferson.k12.il.us or 630-245-3459

Please plan to arrive 15 minutes early for the event. A shuttle will be provided.



ILA **Legislative** **Meet-ups** **BE HEARD!**

2019 Legislative Meet-Ups

This year our regional advocacy efforts expand with eight legislative events providing an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library. Make the most of your Meet-up with these tips from the ILA Advocacy Committee.

Questions regarding registration or if you're not sure which Meet-up covers your library and legislative district, contact the ILA office at 312-644-1896 or email ila@ila.org.

Friday, 1 March 2019

West Suburban Library Legislative Lunch

Chicago Marriott Oak Brook

1401 W. 22nd St.

Oak Brook, IL 60523

11:30 a.m. doors open and lunch is available

12:30 noon program begins

2:00 p.m. program concludes

Price: \$45

Making the Most of Your Legislative Meet-Up

Posted on January 29, 2018 by ILA Advocacy Committee

First of all, thank you for going to an ILA Legislative Meet-up! I know from experience that it was an informative and rewarding use of your, your staff's, and your trustees' time. The Legislative Meet-ups are a coordinated effort between ILA, the ILA Advocacy Committee, and regional libraries. There are now eight across the state. The most established Legislative Breakfast in Buffalo Grove is celebrating its 28th year, while the newest, in Galesburg, is celebrating its first!

Whether you are a first time attendee or have been attending for many years, there are ways you can make the most of the experience:

- **Share your stories.** What impact does your library make in your community? What impact would prospective legislation have on your ability to serve your community? Give your legislators examples of the ways you benefit your population.
- **Invite your Trustees and prepare them to be advocates.** Legislators realize that as librarians we have a professional and personal stake in legislation affecting libraries. Trustees, as volunteers, can communicate the library's value without a perception of bias.
- **Invite staff.** Advocacy isn't just for management. If you are able to spare staff, register them too! Each staff member brings a unique perspective. Youth Services staff are great advocates who deal directly with families using the library. Technical Services staff understand the impact legislation has on access to materials and technology.

Legislators benefit from the meet-ups as well. Watch this [video](#) by Advocacy Committee Co-Chairs Celeste Choate and Denise Raleigh to hear Illinois State Senators Pat McGuire and Scott M. Bennett discuss the importance of these meet-ups.

Ways to stay connected after the Meet-up:

- Follow up with your representatives and thank them for attending. While they will already be receiving thank yous from the Meet-up coordinators, that extra acknowledgment of appreciation can go a long way! Didn't have an opportunity to share a great story or photo with your legislator? Now's your chance!
- Join the Legislative Action Network – Sign up [here](#). You will only be notified when it is time to contact your representative to take action on a specific piece of library-related legislation.
- Keep abreast with developing legislation. The ILA website is an excellent source of information and resources regarding [advocacy](#). The ILA Legislative Issues [page](#) contains current information to help you stay informed.
- Volunteer! Submit your name to volunteer for the [ILA Advocacy Committee](#). The Legislative Meet-up Coordinators always welcome extra help, too. Helping with a Legislative Meet-up often means making phone calls to regional libraries and representatives. The Advocacy Committee can help connect you with your region's Coordinator.

by Kate Kite, MSLIS, Research and Instruction Librarian, Teen Services, Six Mile Regional Library District--Johnson Road