



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, January 17, 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. Staff Introductions
 - b. Electricity Supply (Paul Kalas, Vanguard Energy)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

p. 3 a. Approve Minutes of the December 20, 2017 Regular Board of Trustees Meeting

p. 10 b. Receive and file Financial Report for December

8. Regular Agenda

p. 17 a. Approve payments for the period of December 21, 2017-January 17, 2018 **(ACTION)**

p. 19 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

p. 20 a. Update on Library District's Cooperation with City and Airhart Construction Related to Residential Development of Civic Center Redevelopment Site #1 (CCRS #1) *(discussion only)*

10. New Business

- p. 21 a. Adopt Resolution#R-215 Resolution Confirming Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Ways to the City of Warrentville **(ACTION)**
- p. 25 b. March Board Meeting Date **(ACTION)**
- p. 26 c. Review Staff Report on FY18 Strategic Action Steps *(discussion only)*
- p. 28 11. Director's Report
- p. 30 12. Department Head Reports
- 13. President's Report
- p. 36..... a. Next meetings or events
- p. 38..... 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- p. 41..... a. Personnel Committee
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- p. 42..... a. Per Capita Grant Requirement: Review Chapter 5 "Policymaking", Trustee Facts File (Trustee Richardson)
- 19. Closed Session
- 20. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**



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6. Correspondence
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 - a. Approve payments for the period of December 21, 2017-January 17, 2018 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
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 - a. Update on Library District's Cooperation with City and Airhart Construction Related to Residential Development of Civic Center Redevelopment Site #1 (CCRS #1) *(discussion only)*

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 - a. Adopt Resolution#R-215 Resolution Confirming Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Ways to the City of Warrentonville **(ACTION)**
 - b. March Board Meeting Date **(ACTION)**
 - c. Review Staff Report on FY18 Strategic Action Steps *(discussion only)*
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
 - a. Personnel Committee
17. Trustee Comments
18. Items for information and/or discussion (No Action)
 - a. Per Capita Grant Requirement: Review Chapter 5 "Policymaking", Trustee Facts File (Trustee Richardson)
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Board of Trustees Meeting
Wednesday, December 20, 2017 – 7:00 p.m.

1. Call to order – Trustee Picha called the meeting to order at 7:03 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren
ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Approval of the agenda

Trustee Stull moved Items 7.a. Approve Minutes of the November 15, 2017 Truth in Taxation Public Hearing and 7.b. Approve Minutes of the November 15, 2017 Regular Board of Trustees Meeting to Regular Agenda as items c. and d.

Trustee Stull removed items #19 – Closed Session and Item #20 – Discussion/action resulting from the above closed session.

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

Voice vote:

Ayes – all

Nays – none

Motion carried

4. Presentations – None

5. Public comments – None

6. Correspondence

Director Whitmer presented a thank you received by Youth Services staff for participating in District 200's Stem Expo.

7. Consent Agenda

Trustee Stull read the amended Consent Agenda as follows:

- a. Receive and file Financial Report for November
- b. Adopt Ordinance #17-18-05 Fixing Regular Meetings for 2018
- c. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County

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

Roll call vote:

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

Nays – None

Motion carried

8. Regular Agenda

a. Approve payments for the period of November 16 – December 20, 2017

MOTION: Trustee Warren moved to approve payments in the amount of \$41,558.87 for the period of November 16, 2017 – December 20, 2017 including electronic payments and checks #6196 - 6236. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Motion carried

b. Approve transfer of funds

MOTION: Trustee Stull moved to approve transfer of \$100,000 from the MB NOW Account to the MB Operating Account. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

9. Unfinished Business

a. Approve Reimbursement of Trustee Picha Travel Expenses

MOTION: Trustee Ruzicka moved to approve travel reimbursement to Trustee Picha in the amount of \$44.41. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Abstain – Trustee Picha

Motion carried

b. Approve Reimbursement of Trustee Richardson Travel Expenses

MOTION: Trustee Stull moved to approve travel reimbursement to Trustee Richardson in the amount of \$44.41. Trustee DuRocher seconded.

Minutes of the Regular Board of Trustees Meeting

December 20, 2017

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Roll call vote:

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

Nays – None

Abstain – Trustee Richardson

Motion carried

10. New Business

- a. Approve Resolution #214 – Resolution Adopting Policy Prohibiting Harassment, Discrimination and Retaliation (and procedures for reporting and investigating complaints)

Director Whitmer stated Trustee Lezon had asked her before the meeting began if there was training in place for this policy. Director Whitmer stated there is no training scheduled, however, she is more concerned about training staff to manage inappropriate comments from patrons.

This policy is incorporated into the Employee Handbook. Each employee signs a paper stating they have received and read the new policy.

Director Whitmer stated the existing Harassment Policy in the Employee Handbook was updated to include all the required language mandated by State Legislature.

MOTION: Trustee DuRocher moved to approve Resolution #214 – Resolution Adopting Policy Prohibiting Harassment, Discrimination and Retaliation (and procedures for reporting and investigating complaints). Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Consideration of Proposal from Sikich for Audit Services for Fiscal Years 2018 through 2020

MOTION: Trustee Stull moved to accept Proposal from Sikich for Audit Services for Fiscal years 2018 through 2020. Trustee Warren seconded.

Director Whitmer stated Mr. LeFevre is the lead on the team with the CPAs conducting the audit fieldwork changing every couple of years.

Roll call vote:

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

Nays – None

Motion carried

- c. Authorize Library Staff to Submit the FY18 Public Library Per Capita Grant Application and FY16 Expenditure Report to the Illinois State Library

MOTION: Trustee Stull moved to Authorize Library Staff to submit the FY18 Public Library Per Capita Grant application and FY16 Expenditure Report to the Illinois State Library. Trustee Lezon seconded.

Trustee Warren asked if Trustees have to fill out a Conflict of Interest Statement. Director Whitmer explained the Conflict of Interest Statement is used in other parts of the State. In DuPage County only the Economic Interest Statement is required.

Voice Vote:

Ayes – ayes

Nays – None

Motion carried

- c. Distribute 2018 Calendar of Responsibilities

Trustee DuRocher asked if board meeting start time will be revisited again during the year. Trustee Picha stated discussion will begin in the summer of 2018. Trustee Lezon suggested the board meeting date be changed in December to a week earlier.

11. Director's Report

- Trustee Picha stated she found the list of the Manager's tasks very informative.
- Trustee Warren questioned the Tech Assistant position to help Cynthia Makowski. Director Whitmer explained a part time assistant is really needed and it is one of Director Whitmer's top priorities also to fill this position which was included in the FY17/18 budget.
- Trustee DuRocher asked if the Library is going to have a new website. Director Whitmer stated they are planning on a new website. A consultant will be hired for some of the design work. The current website is information heavy and can be highly improved.
- Communico, the new platform for the room reservation system, has a website module. The Library plans to launch the program registration and room reservation modules in February. Members will be able to login with their library card. There is a page called "my reservations" to find out what programs they are registered for. The staff is hoping to have Communico up and running by February 1, 2018. Director Whitmer will plan a demo for the February Board Meeting.
- Trustee DuRocher would like the item request form be streamlined and be mobile friendly. She explained some of the items wrong with the online form.

- Director Whitmer reported Amarelis Morales, Graphic Artist, resigned. A new Graphic Artist has been hired and will begin employment on January 2, 2018.
- Trustee Picha asked if the check for Mendel Plumbing is the final cost for the plumbing issue. Director Whitmer stated it is the final cost and the Library's Maintenance Man will be able to route the lines when plugged now.
- Trustee Picha asked why the Marketing Team was taken on a driving tour of Warrenville. Director Whitmer explained she felt they should know where main points of interest are located in town.
- Trustee Ruzicka is very upset the City did not extend their holiday lighting to the front of the Library.
- Trustee Stull questioned if anything has progressed with the street lamps. Director Whitmer spoke with the City regarding transferring ownership of the five Stafford Place streetlights not located on Library property. Director Whitmer has a letter drafted for Trustee Picha to review as this item will be on the Community Development Committee meeting agenda on Monday, January 8. Director Whitmer is planning on attending that meeting. The utility easement at the island at the end of the staff parking is also included.
- Trustee Ruzicka asked when Airhart plans to break ground. Director Whitmer stated they plan to break ground in the spring.
- Trustee Lezon asked why the Library is no longer notifying members when their card expires. She is upset there is no expiration date on the card and no notification sent to members who do not have email. Director Whitmer will ask Patty Dybala to prepare options to include in next year's budget request. Trustee Richardson stated she feels mailing a notice will not be helpful and is just another expense. Director Whitmer stated she is not in favor of placing expiration date stickers on the library card. She stated St. Charles Public Library mails a postcard and unless the card is returned to the Library the card is automatically renewed. Trustee DuRocher asked why an expiration date is necessary if the card is automatically renewed. Director Whitmer stated this is a way of being able to purge cards not being used.

12. Department Head Reports

Alyssa Murphy, Adult Services Librarian, resigned effective December 26 for a full time position at another library.

Trustee Ruzicka stated she feels the marketing department is doing an excellent job and taking the Marketing Department on a driving tour of Warrenville was an excellent idea.

Trustee Warren asked why Lou Carlile is meeting with Baker & Taylor for preprocessing of materials. Director Whitmer stated he is investigating having the books arrive shelf-ready. Some libraries have Baker & Taylor do all the processing with only cataloging done at the library. Director Whitmer asked Mr. Carlile to investigate the cost and to find out if it would speed up the process of books getting put on the shelf and free up staff for other activities.

13. President's Report

a. Next meetings or events

Trustee Picha stated there is a Personnel Committee Meeting on January 4 to discuss the Director's Evaluation Process.

Information regarding the Legislative Lunch was distributed to each trustee. Trustees are to inform Director Whitmer if they would like to attend either function.

14. Treasurer's Report – Trustee Lezon reported the MB Financial Certificate of Deposit did not earn a lot of interest. In December 2018 other options will be investigated. The CD matures in January 2019.

15. Secretary's Report - none

16. Committee Reports - none

17. Trustee Comments

- a. Trustee Warren stated last month Paula Voegtler talked about the Personnel Handbook and she has not received any feedback from the Library. Kate Perkins, a Warrenville resident, mentioned to Trustee Warren, Mrs. Voegtler was hoping for some sort of resolution.

Trustee Ruzicka stated during her employment at the Library the Paid Time Off (PTO) accrual was in effect for many years and when you are employed you have a commitment to work your shifts. Personal special events occur for everyone, however, you must follow the policies of your employer.

Trustee Warren feels the main issue was the policy as orally presented was different from the written policy in the manual. It was Mrs. Voegtler's idea the policy should reflect the actual situation.

Director Whitmer made two suggestions:

- The Library's relation is with the employee and communication should be with the employee, not the parent.
- The Library will review the policy manual to make sure all items are easy to understand and clear. The policy Mrs. Voegtler referred to was regarding employees being able to switch shifts. The Library allows for Paid Time Off and expects the employee to be responsible with this time. Switching is only to take place after the employee has used all accrued PTO and the schedules are in place. PTO is offered to employees so department heads can manage the schedules more efficiently.

Director Whitmer along with her Assistant will conduct a complete review of the policy next fiscal year.

- b. Trustee Picha asked about net neutrality and is there anything the Board should do. Director Whitmer stated the FCC has approved it but there is a lawsuit in court regarding this. Everyone should contact his or her elected officials regarding this issue. The good news is that most of the officials representing our area are in favor of it.
- c. Trustee Lezon asked if Paul Kalas, Vanguard Energy Services will have information on green energy. Director Whitmer asked him and he said he will have some information to present.
- d. Trustee Ruzicka stated in the past the Library had a holiday staff/trustee/foundation dinner. She would like to see this included in next year's budget. Director Whitmer stated it became a budget concern.

Trustee DuRocher stated instead of an annual event, employees received a monetary award for every 5 years of employment.

Director Whitmer will include funds in the next year's budget for an event to be discussed at the budget meeting.

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee Richardson moved to adjourn the meeting at 8:19p.m. Trustee Lezon seconded.

Voice vote:

Ayes - All

Nays - None

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

December 31, 2017

WARRENVILLE LIBRARY INCOME	DECEMBER 2017	FUND BALANCES										PAGE 1	
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC.		% RECEIVED	AUDITED FUND BAL 6/30/2017	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES		UNAUDITED CURRENT
				CUR. MTH	Y.T.D. RECEIVED								
CORPORATE	1698315	94.9290%	16880	1695798	99.85%	336630	3661	28651	103563	939244	1122035		
BLDG. & MAIN.	90722	5.0710%	902	90588	99.85%	82381	0	0	12121	31726	141243		
TOTAL TAX (LEVIED)	1789037	100.00%	17782	1786386	99.85%	419211	3661	28651	115684	970970	1263278		
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0		
WORKING CASH	0		0	0		225847	0	0	0	0	225847		
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0		
SPECIAL RESERVE	0		0	0		507949	0	0	2627	313045	184904		
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524		
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0		
TOTAL	1789037	100.00%	17782	1786386	99.85%	1176531	3661	28651	118311	1284015	1707553		
FORMULA = A+B+C-D=E				A		B		C		D		E	

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

	CORPORATE FUND				
	1 Month Ended	6 Months Ended	Budget	Balance	% Received /
	Dec. 31, 2017	Dec. 31, 2017			Expended
Income					
Taxes Levied	16,879.76	1,695,630.59	1,698,315.00	2,684.41	99.84%
Back Taxes	0.00	167.12	0.00	(167.12)	0.00%
Copier	468.16	3,526.78	7,000.00	3,473.22	50.38%
Extended Use Fees	1,924.37	9,797.71	22,000.00	12,202.29	44.54%
Fees	28.00	116.25	250.00	193.75	46.50%
Interest	597.72	2,308.32	2,200.00	(108.32)	104.92%
Book Sales	0.00	16.00	2,000.00	1,984.00	0.80%
Lost Books	256.00	2,236.63	3,500.00	1,263.37	63.90%
Gifts / Memorials	200.00	200.00	1,000.00	800.00	20.00%
Miscellaneous	186.51	1,891.72	1,000.00	(891.72)	189.17%
Hotel/Motel Tax	0.00	8,557.50	12,725.00	4,167.50	67.25%
Grants - Per Capita	0.00	0.00	10,450.00	10,450.00	0.00%
	20,540.52	1,724,448.62	1,760,440.00	35,991.38	97.96%
Expenses					
Sal. - Administration	14,828.09	97,433.02	196,500.00	99,066.98	49.58%
Sal. - Circulation	8,953.34	60,073.37	118,000.00	57,926.63	50.91%
Sal. - Maintenance	1,710.63	10,777.66	21,500.00	10,722.34	50.13%
Sal. - Public Services	25,012.84	165,264.48	342,000.00	176,735.52	48.32%
Sal. - Tech Services	14,924.64	99,332.30	217,500.00	118,167.70	45.67%
I.M.R.F. - Expense	7,261.86	49,146.24	98,000.00	48,853.76	50.15%
Fica - Expense	4,890.51	32,338.99	68,500.00	36,161.01	47.21%
Unemp. Comp.	0.00	419.13	1,300.00	880.87	32.24%
Op - Mat'l Processing/Tech	410.34	7,355.33	9,100.00	1,744.67	80.83%
Op - Mat'l Processing/Circ	263.93	558.94	2,300.00	1,741.06	24.30%
Op - Postage	100.28	2,023.28	5,865.00	3,841.72	34.50%
Op - Office Supplies	251.65	1,592.93	4,650.00	3,057.07	34.26%
Op - Bank Fee's	50.56	312.43	850.00	537.57	36.76%
Op - Automation Supplies	0.00	910.26	3,000.00	2,089.74	30.34%
Op - Publishing	43.70	1,076.63	1,200.00	123.37	89.72%
Equip. - Purchases	558.00	3,663.76	7,700.00	4,036.24	47.56%
Equip. - Maintenance	212.13	1,839.44	4,000.00	2,160.56	45.99%
Auto. - Software	19.99	12,899.43	13,475.00	575.57	95.73%
Auto. - Purchases	77.93	1,246.38	7,000.00	5,753.62	17.81%
Auto. - Maintenance	3,050.16	36,365.03	50,240.00	13,874.97	72.38%
L. Ins. - Workmen's Comp	0.00	93.94	3,000.00	2,906.06	3.13%
Ins. - Multi Peril Package	0.00	12,030.00	11,100.00	(930.00)	108.38%
Ins. - Health / Life	3,369.93	20,945.51	63,800.00	42,854.49	32.83%
Pd - Recruiting	90.00	270.00	500.00	230.00	54.00%
Pd - Staff Appreciation	0.00	273.79	1,250.00	976.21	21.90%
Pd - Staff / Dues	537.00	1,637.00	2,800.00	1,163.00	58.46%
Pd - Staff / Meetings	0.00	415.30	6,600.00	6,184.70	6.29%
Pd - Staff / Transportation	122.63	440.14	1,000.00	559.86	44.01%
Pd - Trst / Dues	0.00	270.00	270.00	0.00	100.00%
Pd - Trst / Mtgs	0.00	1,010.00	2,690.00	1,680.00	37.55%
Pd - Trst / Transportation	0.00	61.80	700.00	638.20	8.83%
Pd - Trustee Misc.	13.98	196.29	500.00	303.71	39.26%
Cont. - Lawyer	0.00	1,785.00	5,000.00	3,215.00	35.70%
Cont. - Accounting	824.52	5,094.84	10,000.00	4,905.16	50.95%
Cont. - Collections	62.65	179.00	1,000.00	821.00	17.90%

See Accountants Compilation Letter

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

CORPORATE FUND

	<u>1 Month Ended</u> <u>Dec. 31, 2017</u>	<u>6 Months Ended</u> <u>Dec. 31, 2017</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Cont. - Audit	1,250.00	5,750.00	7,950.00	2,200.00	72.33%
Cont. - Consultants	0.00	1,870.00	4,700.00	2,830.00	39.79%
Lib. Mat. - Adult Books	4,818.12	26,951.16	67,000.00	40,048.84	40.23%
Lib. Mat. - Youth Books	1,945.02	16,371.38	32,000.00	15,628.62	51.16%
Lib. Mat. - Adult AV	1,662.31	12,933.64	27,000.00	14,066.36	47.90%
Lib. Mat. - Youth AV	534.72	2,550.64	7,000.00	4,449.36	36.44%
Lib. Mat. - EBooks	0.00	965.00	24,000.00	23,035.00	4.02%
Lib. Mat. - Periodicals	0.00	10,617.51	11,500.00	882.49	92.33%
Lib. Mat. - Internet Subsc...	0.00	24,370.29	41,000.00	16,629.71	59.44%
Ps - Programs Adult	15.77	2,863.69	6,500.00	3,636.31	44.06%
Ps - Programs Youth	713.22	2,236.27	6,500.00	4,263.73	34.40%
Ps - Hotel/Motel	130.00	7,805.00	18,325.00	10,520.00	42.59%
Ps - Refunds / Fines / Fees	0.00	39.99	500.00	460.01	8.00%
Ps - Printing	0.00	7,741.39	20,100.00	12,358.61	38.51%
Ps - PR / Publicity	158.68	1,791.88	4,550.00	2,758.12	39.38%
Ps - Misc.	150.00	981.99	1,300.00	318.01	75.54%
Maintenance	7.85	7.85	0.00	(7.85)	0.00%
Gas	404.27	1,245.53	9,000.00	7,754.47	13.84%
B & M - Water / Sewer	129.20	410.00	800.00	390.00	51.25%
Electricity	2,542.05	17,928.20	40,000.00	22,071.80	44.82%
Telephone	973.84	6,913.69	14,480.00	7,566.31	47.75%
B & M - Landscape Maint	278.00	5,414.00	10,000.00	4,586.00	54.14%
Gifts	0.00	1,262.20	2,300.00	1,037.80	54.88%
Contingency	209.10	1,489.09	10,000.00	8,510.91	14.89%
Debt Repayment	0.00	149,402.50	167,550.00	18,147.50	89.17%
	<u>103,563.44</u>	<u>939,244.53</u>	<u>1,816,945.00</u>	<u>877,700.47</u>	<u>51.69%</u>

See Accountants Compilation Letter

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

	BUILDING & MAINTENANCE FUND				
	1 Month Ended	6 Months Ended	Budget	Balance	% Received /
	Dec. 31, 2017	Dec. 31, 2017			Expended
Income					
Taxes Levied	901.68	90,578.66	90,722.00	143.34	99.84%
Back Taxes	0.00	8.93	0.00	(8.93)	0.00%
	<u>901.68</u>	<u>90,587.59</u>	<u>90,722.00</u>	<u>134.41</u>	<u>99.85%</u>
Expenses					
Maintenance	9,850.00	23,740.32	44,520.00	20,779.68	53.33%
Maintenance Supplies	267.48	1,837.03	2,200.00	362.97	83.50%
Security	0.00	1,107.08	4,750.00	3,642.92	23.31%
Snow Removal	1,804.78	2,335.18	20,000.00	17,664.82	11.68%
Hvac	190.00	1,314.94	10,900.00	9,585.06	12.06%
Janitorial Supplies	8.44	1,391.43	3,500.00	2,108.57	39.76%
	<u>12,120.70</u>	<u>31,725.98</u>	<u>85,870.00</u>	<u>54,144.02</u>	<u>36.95%</u>

See Accountants Compilation Letter

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

SPECIAL RESERVE FUND					
	1 Month Ended Dec. 31, 2017	6 Months Ended Dec. 31, 2017	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	2,000.00	2,000.00	0.00%
Auto. - Purchases	2,627.49	4,517.49	21,750.00	17,232.51	20.77%
Capital Improvement ...	0.00	308,527.18	500,000.00	191,472.82	61.71%
	2,627.49	313,044.67	523,750.00	210,705.33	59.77%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	12,769.29
Cash / Copier Change	75.00
MB Operating	171,442.08
MB Business NOW	497,868.91
MB Business Money Market	825,292.33
MB Certificate of Deposit	<u>202,715.89</u>

1,710,573.50

General Fixed Assets

6,180,189.00

TOTAL ASSETS

\$ 7,890,762.50

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.

3,020.27

3,020.27

LONG-TERM LIABILITIES

Debt Certificate Payable

1,950,000.00

1,950,000.00

EQUITY

Fund Balance

5,937,742.23

TOTAL LIABILITIES & FUND BALANCE

\$ 7,890,762.50

See Accountants Compilation Letter

REGULAR AGENDA

Approve payments for the period of December 21, 2017 –
January 17, 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
December 21, 2017 - January 17, 2018

Date	Num	Name	Amount
01/17/2018	6237	Accounting Services, Inc.	-498.00
01/17/2018	6238	Ambius	-278.00
01/17/2018	6239	Baker & Taylor	-2,195.98
01/17/2018	6240	Baker & Taylor	-1,887.13
01/17/2018	6241	Baker & Taylor	-2,522.58
01/17/2018	6242	Batavia Artist's Association	-150.00
01/17/2018	6243	ComEd	-2,661.45
01/17/2018	6244	Davis, Jackie	-11.13
01/17/2018	6245	Demco	-176.09
01/17/2018	6246	Jerri Picha	-44.41
01/17/2018	6247	Keyes, Laura	-316.00
01/17/2018	6248	William Hazelgrove	-250.00
01/17/2018	6249	Konica Minolta Business Solutions	-210.30
01/17/2018	6250	Library Furniture International	-300.00
01/17/2018	6251	Midwest Tape	-2,813.16
01/17/2018	6252	Midwest Tape	-442.76
01/17/2018	6253	Minuteman Press	-159.95
01/17/2018	6254	OverDrive	-1,044.81
01/17/2018	6255	Jill Richardson	-44.41
01/17/2018	6256	Service Master Commercial Cleaning	-1,600.00
01/17/2018	6257	Sikich LLP	-2,200.00
01/17/2018	6258	Teaz, Serene	-150.00
01/17/2018	6259	Technology Management Revolving Fund	-450.00
01/17/2018	6260	Tom Sharpe	-550.00
01/17/2018	6261	TSI Commercial Floor Covering	-840.00
01/09/2018	6262	U.S. Postmaster	-350.00
01/17/2018	6264	Unique Management Services, Inc.	-35.80
01/17/2018	6265	Warrenville Ace Hardware	-10.78
01/17/2018	6266	Winfield Flower Shoppe	-69.95
01/17/2018	6267	AT&T	-383.97
01/17/2018	6268	Petty Cash Fund	-4.00
01/17/2018	6269	Quill Corporation	-991.93
12/21/2017	Electronic	Paylocity	-228.36
12/27/2017	Electronic	Northern Illinois Gas	-404.27
01/02/2018	Electronic	AFLAC	-112.68
01/04/2018	Electronic	Konica Minolta Premier Finance	-391.00
01/04/2018	Electronic	Konica Minolta Premier Finance	-167.00
01/04/2018	Electronic	Paylocity	-109.58
01/05/2018	Electronic	MegaPath	-60.87
01/10/2018	Electronic	Call One	-140.01

-25,256.36

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

Update on Library District's Cooperation with City and Airhart Construction Related to Residential Development of Civic Center Redevelopment Site #1 (CCRS #1) *(discussion only)*

Director Whitmer is working with Attorney Ritzman and Court Airhart to finalize the Library District's Temporary Construction Easement Agreement with Airhart Construction.

The agreement formalizes the Library's intent to cooperate with Airhart Construction for certain aspects of the residential development planned for the lot next to the Library. A resolution adopted at the September 7 Special Board Meeting authorized the Board President, Board Secretary and Library Director to execute documents and take the actions reasonably necessary to cooperate with the developer on the following points (all at the Developer's expense):

- Align sidewalk on Stafford with new sidewalk along Stafford Place on west side of Library building
- Removal of existing chain link fence (and removal of nuisance vegetation)
- Minor grading at northwest edge of Library property

In an email dated January 3, 2018, the developer reported:

"As an update, we plan to close by the end of January. Hopefully we will get started with clearing trees and fence removal by the end of February. Earthwork will be weather dependent and start mid-April."

Director Whitmer expects the agreement will be fully executed prior to the February Board Meeting. Another update will be given at that time.

NEW BUSINESS

Adopt Resolution#R-215 - Resolution Confirming Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Ways to the City of Warrenville **(ACTION)**

At the September 6, 2017 Special Board Meeting, the Board adopted a resolution which authorized the Board President, Board Secretary and Library Director to execute documents and take the actions reasonably necessary to transfer ownership of the following streetlamps to the City:

- The existing streetlamp at the west edge of the parking spaces located on Library property along the south side of Stafford Place, west of the Library building, including dedication of the landscape island this streetlamp is located on as a public right-of-way.
- Two streetlamps in City right-of-way along the north side of Mount Street adjacent to the entry drive to the Library parking lot.

At the meeting, the Library expressed a desire to transfer ownership of the five streetlamps on the North side of Stafford Place (along the Prairie Path and public parking spaces) to the City. Three of these lamps are located on County property; two are located on City property.

What's different from what was discussed in September? In late 2017, Library and City Staff began investigating the possibility of transferring ownership of the five Stafford Place streetlamps. It was determined the conduit for the five streetlamps would be difficult to separate from the three streetlamps on Library property on the south side of Stafford Place along the front of the Library building. Director Whitmer asked if a dedicated right-of-way for the three streetlamps on Library property would be an appropriate solution. City staff agreed this was the most appropriate course of action to facilitate the transfer of ownership of the Stafford Place streetlamps.

City staff asked the Library to prepare a request to be presented to the City Council's February 12 Public Works and Infrastructure Committee Meeting. (Director Whitmer and Trustee Picha will attend the meeting.)

To move request forward in a timely manner, Director Whitmer recommends the Library Board adopt a resolution that outlines the Library's intent and authorizes the Board President, Secretary and Library Director to execute the necessary documents and agreements, to facilitate the transfer of ownership and dedication of right-of-ways.

SUGGESTED MOTION: Approve Resolution #215 – Resolution Confirming Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Ways to the City of Warrenville (ACTION)

RESOLUTION #R-215

RESOLUTION CONFIRMING LIBRARY DISTRICT'S INTENT TO TRANSFER OWNERSHIP OF DECORATIVE STREETLAMPS AND DEDICATE RIGHT-OF-WAYS TO THE CITY OF WARRENVILLE

Relates to the Warrenville Public Library District's intent to transfer ownership, maintenance and operation responsibilities for certain decorative streetlamps to the City of Warrenville

Recitals

1. During discussions with the City of Warrenville in September 2017 related to the proposed development of Civic Center Redevelopment Site #1, the Library indicated a desire to transfer ownership of several decorative streetlamps on Stafford Place and Mount Street to the City. (See attached Exhibit A for a graphic depiction of the location of these streetlamps):

- a. Three streetlamps located on DuPage County Property and two streetlamps located on City property along the north side of Stafford Place.
- b. Three streetlamps located on Library property along the south side of Stafford Place and adjacent to the front façade of the Library. The Library District intends to dedicate a public utility easement for these three streetlamps.
- c. The existing streetlamp at the west edge of the parking spaces located on Library property along the south side of Stafford Place, west of the Library building. As part of the City's approval of Airhart' Stafford Place Project, the Library agreed to dedicate the landscape island this streetlamp is located on as a public right-of-way. It is the Library's understanding that this

streetlamp will be removed and replaced by Public Works in conjunction with the development of the Stafford Place Project.

- d. Two streetlamps are located in City right-of-way along the north side of Mount Street. It is the Library's understanding that these streetlamps will also be removed and relocated in conjunction with the development of the Stafford Place Project.

2. The transfer of ownership will result in consistent, timely maintenance of the streetlamps and a cost-savings to the Library District.

3. If the City is in agreement with these requests, an amendment to the existing Intergovernmental Agreement for Light Maintenance (City Resolution No. 2009-14) will be necessary. The Agreement authorizes City staff to perform routine maintenance (bulbs, ballasts and starters) on Library-owned streetlamps. The Library reimburses the City for the cost of all materials, supplies and labor. The amendment would remove the streetlamps on Stafford Place and Mount Street from Light Maintenance Agreement's Exhibit A (map of streetlamp locations).

Resolved

NOW, THEREFORE, it is resolved by the Library District as follows:

- A. The Library District will submit a request to the City of Warrenville to assume ownership of the streetlamps identified in "Recitals" above.
- B. The President and Secretary of the Board of Library Trustees and the Library Director, with advice from the Library District's Attorney, are authorized to execute documents and take any action reasonably necessary consistent with this Resolution.

Adopted January 17, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

ATTEST:

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

NEW BUSINESS

March Board Meeting Date (ACTION)

Three of seven trustees will not be physically present at the March 21 Board Meeting. All three will have the option to participate remotely if a quorum of four trustees is physically present at the Library.

The Board can choose one of the following:

- Keep the March 21 meeting date (no action needed)
- Change the meeting date to March 28
The motion for this action is: ***Reschedule the March 21, 2018 Regular Meeting of the Library Board of Trustees to March 28, 2017.***

NEW BUSINESS

Review Staff Report on FY18 Strategic Action Steps (**ACTION**)

FY18 STRATEGIC ACTION STEPS (approved March 15, 2017)

- Revise Job Descriptions and engage the services of consultant to complete a benchmark study and revise the pay grades and wage scale.

Update: Staff feedback on job descriptions has been gathered. Director Whitmer will work with Managers to finalize job descriptions by June 30, 2018. Job Descriptions will be submitted to consultant for benchmark study and pay grade/wage scale revisions in FY19.

- Prepare a report to the Board on needs and opportunities for use of lower level "meeting" space including book sale, makerspace and youth/teen program room.

Update: Public Services Manager Leila Heath and her team will submit a draft report to Director Whitmer by January 31, 2018.

- Develop strategic partnerships to enhance community support and to expand programs and services.

Update: Here are some examples of library/community partnerships:

- Community Unit School District 200 – staff provide on-site STEM programming at Bower and Johnson Elementary schools twice per year. Staff present information about the Summer Reading Program at elementary, middle and high schools. resolutionDistrict 200 posts library information when submitted.
- Wheaton Warrenville Early Childhood Collaborative – The Library is a member of WWECC. Diana Abraham represents WPLD at WWECC meetings. Youth Services staff participate in "Day of Play." WWECC often shares our social media posts, especially those focused on early learning ideas and opportunities.
- Warrenville Youth and Family Services – the Library provides a multi-session introduction to library resources for children and teens.
- Warrenville Historical Society – The Warrenville Historical Society presents at least one program each year and supports other programs with a pre-program "reception" (i.e. cookies & tea/coffee)
- City of Warrenville – Hotel Motel Tax Grants provide funding for Concerts on the Commons and Sunday Music Matinees (a total of 18 performances in FY18)

- Warrenville Park District / Western DuPage Chamber of Commerce – these organizations waive the exhibitor fees for our participation in Summer Daze, Art on the Prairie and Community Health & Wellness Fair.
- Identify and document best practices and procedures for each department.

Update: Following the completion of the renovation, both our Public Services and Member Services teams have been carefully evaluating most procedures and establishing best practices so all staff provide a consistent level of service. The Technical Services team has also been reviewing and documenting procedures with an eye toward establishing more efficient workflows.

- Review Reference Service and Circulation Policies to ensure efficient, friendly and professional service.

Update: These specific policies were not reviewed as other policies took precedent (Library Use, Study Rooms, Computer Use, Meeting Rooms)

- Establish a style guide for Library communications.

Update: Prior to her resignation, Amarelis Morales drafted a visual style guide and established a color palette and a new design for Reading Matters. Kathy Gaydos developed some standards for written communication. Kathy will work with new graphic designer Molly Schlecht to complete the full style guide by the end of the fiscal year.

- Develop a responsive website.

Update: The implementation of Communico's program calendar and room reserve modules was delayed early in the process. These two modules are expected to be online in February. The website implementation is a longer process that will likely be delayed to next fiscal year. Additional time is needed to evaluate what content to include on the website and to develop a structure that is intuitive for those who visit the site.

Staffing Updates

Earlier this month, Paul Asta joined the Member Services team and Molly Schlecht began her work as graphic designer.

In late December, Meghan Reese joined us as a Collection Support Specialist.

Alyssa Murphy's last day at the Adult Services Desk was December 26. She accepted a full-time position at Elmhurst Public Library. We are seeking qualified applicants for a part-time Adult Services Associate.

New Event Calendar & Room Reservation System (Communico)

Following staff testing and a variety of adjustments, we are moving ahead with the implementation of the program calendar (registration) and room reservation modules of Communico. If all goes well, we anticipate both systems will be "live" in early February.

Budget Process Begins

The Management Team has begun the budgeting process for FY19. Our upcoming steps include:

- Review Strategic Priorities & Project Ideas for FY19 (January 30)
- Board submits Strategic Priority Ideas/Requests (February 21)
- Department Budget Requests due to Director (March 15)

Building & Maintenance Updates

Windows – a window in the lower level hallway shattered overnight on December 26/27 due to extremely cold temps and a broken seal. Ly secured cardboard over the shattered glass which was still intact within the window frame. We asked Shales McNutt for a recommended window specialist and called out Reliant Glass to provide a repair quote. Reliant provided a quote for replacing the broken window (\$385). While they were at the Library we asked for a proposal to fix a number of units with bad seals. They identified 30+ failed units (\$10,600). Jackie and I intend to move forward with both proposals.

Fireplace – The fireplace was placed out of service on January 3. After a visit from the sales rep, Mark Zipoy from Shales McNutt stopped by and confirmed that the "warping" of the frame was actually a solid surface piece that had too little adhesive applied to hold it in place. A new piece is being fabricated by Hargrave Builders. We expect the fireplace to be up and running by the end of the month.

New Boiler – The new boiler failed again and Barr Mechanical techs have been on site several times. The most recent "fix" was to replace the frequency drive. The boiler is currently running, but is operating outside of the building automation system.

December Meetings/Programs/Outreach (Sandy)

December 1 – City of Warrenville Time Capsule Burial (also Jackie)

December 4, 6, 7 – Management Team mid-year evaluation conferences (6)

December 5, 19 - Management Team Meetings (also Jackie)

December 5 – Webinar: 10 Tips for Complying with FOIA (also Jackie)

December 11, 12 – Graphic Designer Interviews (3) (with Kathy)

December 11 – Outreach visit to homebound member

December 14 – Tech Team Meeting (Communico Demo, Intro)

STATISTICAL SUMMARY

December 2017

	DEC 2017	DEC 2016	% change	+/-
TOTAL CIRCULATION ***	17,099	15,777	8.4%	1,322
Print	7,560	6,749	12.0%	811
NonPrint	8,249	8,007	3.0%	242
Equipment (mobile dev., in-house laptops, etc.)	55	33	66.7%	22
Downloadables	1,235	988	25.0%	247
OVERDRIVE (eBooks & eAudiobooks)	707	682	3.7%	25
ZINIO (eMagazines)	43	52	-17.3%	-9
Hoopla	433	138	213.8%	295
Tumblebooks	52	116	-55.2%	-64
ITEM REQUESTS PROCESSED	184	222	-17.1%	-38
INTERLIBRARY LOANS RECEIVED	179	204	-12.3%	-25
MATERIALS ADDED	870	735	18.4%	135
MATERIALS WITHDRAWN	383	241	58.9%	142
TOTAL COLLECTION SIZE*	113,117	106,934	5.8%	6,183
PROGRAMS				
Number of Adult Programs	5	1	400.0%	4
Adult Program Attendance	92	6	1433.3%	86
Number of Teen Programs	4	-	#DIV/0!	4
Teen Program Attendance	6	-	#DIV/0!	6
Number of Children's Programs	3	-	#DIV/0!	3
Children's Program Attendance	89	-	#DIV/0!	89
Book-A-Librarian	7	1	600.0%	6
Book-a-Librarian Attendance	7	1	600.0%	6
RECIPROCAL BORROWER CIRCULATION	1,117	1,188	-6.0%	-71
RESIDENT CARDS ACTIVE	5,883	6,190	-5.0%	-307
RECIPROCAL BORROWER CARDS ACTIVE	329	315	4.4%	14
VISITOR COUNT **	6,452	7,175	-10.1%	-723
COMPUTER SESSIONS	1,045	1,291	-19.1%	-246
DATABASE USAGE	245	333	-26.4%	-88
WEBSITE VISITS	56,397	7,022	703.1%	49,375
UNIQUE WEBSITE VISITORS	51,952	5,535	838.6%	46,417

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

**March 2016 installed new counter at main entrance. Collects only entry through exterior doors.

Detailed statistical reports will be available at the Board Meeting

Note: From November 2016 through May 2017, the Library's interior renovation project was ongoing. Library usage was decreased during this period.

PUBLIC SERVICES REPORT

December 2017

Leila Heath

InterLibrary Loan

Item Requests Processed: 184 (222 LY); Materials Received: 179; Materials Lent: 72

Programming

Adult:

Sunday Matinee – Celebrate the Season 12/3: 35

Tech Gift Ideas 12/5: 4

Book Discussion 12/7: 5

Movies & Gift Wrap 12/12: 10

Vintage Cocktails 12/14: 38

Book a Librarian (7): 7

Teen:

Nintendo 12/1: 1

Teen Writing Club 12/6: 2

Teen Hangout 12/8: 1

Smash Tournament 12/15: 2

Youth:

Toddler Bubble Bash 12/7: 59

Nature-Telling 12/13: 15

Lego 12/28: 15

Outreach / PR

Submitted Spring newsletter content to Marketing.

Teen Volunteers: 1; Hours: 1

Weeding/Shelf Shifts

E Nonfiction; DVDs

Reference

Trained two Library Assistants.

Meetings / Continuing Ed

Management Meetings: Leila

Engaging Reluctant Readers Webinar 12/1: Nayeli

Designing High Participation Summer Reading 12/2: Alyssa

Review/Mid-Year Review 12/4: Leila

AS Managers SIG 12/6: Leila

Bodily Fluids Procedures 12/13: Leila, Diana, Nayeli

WYFS 12/13: Leila, Diana

Steam Room Ideas 12/13: Leila, Jen, Jane

Mid-Year Reviews 12/13-12/21: Leila, Jen, Sylvia, Alyssa, Diana, Jane, Nayeli

Tech Team Meeting 12/14: Jen, Sylvia, Alyssa, Rebecca, Diana, Jane, Nayeli, Lydia

Readers' Advisory

NextReads eNewsletter: 157 (147 LY) subscribers

Beyond Dust Jackets Blog: Views 12/1-31: 1298; Total views 2017: 15482

OverDrive eAudiobooks/eBooks

New User accounts 12/1-31: 13

Checkouts 12/1-31: 707

Total checkouts 2017: 8759; Total checkouts FY: 4259

Zinio eMagazines

User accounts thru 12/31: 202

Checkouts 12/1-31: 43

Total checkouts 2017: 813; Total checkouts FY: 376

Hoopla

New User accounts 12/1-31: 19

Checkouts 12/1-31: 433

Total checkouts 2017: 3551; Total checkouts FY: 2108

MEMBER SERVICES REPORT

December 2017

Patty Dybala

Library Card Monthly Stats		
	December 2017	December 2016
# of new cards Issued	63	41
# of renewed cards (expiring 12/2017)	26 (79 notices sent*) *email only effective 7/2017	47 (151 notices sent)
Warrenville Resident cards (active)	5,883	6,190
Reciprocal Borrower cards (active)	329	315

Miscellaneous Monthly Circulation Stats		
	December 2017	December 2016
Self-Checkout Station	5,164 items (32% of total circulation)	3,627 items (24% of total circulation)
Reciprocal Borrower Circulation	1,117	1,188
# of Outgoing Book Discussion ILL Requests	40 (18% of total item requests)	17 (17% of total item requests)
Mobile Device Circulation	42	28
Mobile Device In-house Circulation	13	5

Professional Growth/Meetings/Outreach

Management Team Meetings- Patty

12/4-12/12 Circulation Staff Mid-Year Reviews- Patty, Ellen, Jaime, Sandy, Stephanie

12/6 Review and Mid-year Review - Patty

12/14 Tech Team Meeting- Jaime, Patty

Department Updates

Paul Asta accepted the position of Customer Service Specialist; his first day was January 3.

Homebound Delivery

None this month.

MARKETING REPORT

December 2017

Kathy Gaydos

Collateral Creation

Spring Reading Matters: edited content submitted by Public Services; drafted cover story and feature articles; mocked up content and articles for Graphic Designer.

eNews (Constant Contact)

January eNews (sent December 26)

	Sent	Open Rate	Click Rate
Jan. 2018	610	35%	18%
Dec. 2017	608	33%	23%
Nov. 14 Special Edition	611	34%	33%
Nov. 2017	608	34%	13%
Oct. 2017	618	33%	15%

Social Media

Facebook

	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Total Page Followers	698	723	748	752	771	777	786
Total Page Likes	721	745	772	778	786	793	799

Twitter

	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Average Daily views	69	117	151	98	103	121	165
Average Engagement Rate	0.6%	0.3%	0.3%	0.3%	1.5%	0.5%	1.0%

Press Notices

No submissions in December.

Graphics Created

Program or Display Slides/Flyers: Already completed through February (winter cycle)

Overhead display signage: Already completed through February 19

Miscellaneous signs: Holiday closings, Emily Dickinson, Reader Review binder cover

Other tasks: Graphics Style Guide created (work in progress)

Graphic Designer Position: Reviewed resume submissions; conducted 3 interviews including administering mock-up exercise; prepared materials for new hire.

Meeting Attendance: December 5 & 19: Management Team – Kathy

Other: Participated in mid-year review; completed Management Team mid-year review form.

TECHNICAL SERVICES REPORT

December 2017

Lou Carlile

Collection statistics for the month:

*870 items were added. (522 books, 112 AV, 136 periodicals, 100 eBooks/eAudio, 0 equipment)

*383 items were deleted. (157 books, 120 AV, 106 periodicals, 0 eBooks/eAudio, 0 equipment)

Activities:

*Mid-year evaluations performed for Technical Services department.

*Kept track of day-to-day activities of Technical Services staff for 2 weeks. These stats will help develop benchmarks for average time it takes for activities.

*Process of review and updating Tech Services policy manual. Policies reviewed and updated:
Puzzles. Item giveaway list for Rails.

*Management Meetings. (Lou Carlile)

*Megan Reese has accepted the position of Collection Support Specialist. Meghan started December 27.

Collection Maintenance:

*71 books were repaired.

*133 AV were cleaned / repaired.

*Completed switching Easy nonfiction collection to Juvenile nonfiction collection.

COMPUTER SERVICES REPORT

December 2017

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (1)
 - Mid-year evaluation w/Sandy
 - Tech Team meeting – Communico demo w/Sandy
2. Continued testing to manage Microsoft updates for servers, PCs and laptops.
3. Catalog PCs continue to demonstrate disk, boot or blue screen issues. Reverted to earlier version.
4. Set up accounts for new Collection Support Specialist Meghan Reese, Customer Service Specialist Paul Asta, Youth Services Assistant Lydia Butler, Adult Services Associate Rebecca Hayes and Graphic Designer Molly Schlecht.
5. Worked w/SirsiDynix to install Web Services 2017.09.01 upgrade on HIP server.
6. Turned OFF item level holds in the Enterprise catalog.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, January 11, 2018)

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

Tuesday, February 6 at 4:30 pm
Personnel Committee Meeting (Trustees DuRocher & Warren)
Purpose: Review drafts of Director's Evaluation Process and
Director's Job Description
Library Meeting Room

Wednesday, February 21 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Community Meetings / Events

Monday, February 12 at 7 pm
City Council Public Works and Infrastructure Committee Meeting
at City Hall
The Library's request related to streetlamps will be introduced and discussed.
Director Whitmer and Trustee Picha will attend.

Tuesday, February 28 at 6 pm
State of the City Address
Director Whitmer will email additional details (including RSVP info) at a later date



Future Agenda Items:

February

- Comminico Demo of Event Calendar/Registration and Room Reservation
- Trustees bring suggestions for strategic priorities / action steps for FY19; review action steps suggested by staff; discuss and prioritize priorities and action steps
- Review (and approve) Personnel Committee recommendations for revised Director Job Description and revised evaluation process for the Director
- Consider closures for Staff In-Service, July 3 Parade, Summer Daze
- Six-month Review of Closed Session Minutes
- Adopt revisions to Wage Scale (annual market adjustments)

March

- Revise Policy No. 360 - Use of Library Display Facilities (Artwork Exhibits)
- Revise Policy No. 350 – Distribution of Free Materials / Community Information
- Non-resident library card participation
- Personnel Committee distributes Director's self-evaluation and evaluation forms

TREASURER'S REPORT

DuPage Foundation - Warrenville Public Library Designated Fund

As of November 30, 2017, the balance in the Warrenville Public Library District Fund was \$24,223.90.

DuPage Foundation will distribute \$880 to the Library District in February. Director Whitmer recommends these funds be used to match the Science Kits Grant if awarded.

The WPL Designated Fund was established by Warrenville Library Foundation Board Member Virginia Haldeman in 2000. Haldeman passed away in 2005. Per her instructions, the fund is managed by DuPage Foundation to benefit the Library. Each year, the DuPage Foundation Board approves a spending policy used to calculate the distribution amount.

Developer Donations Balance

According to City of Warrenville Finance Director, Kevin Dahlstrand, as of December 31, 2017, the balance of Developer Donations collected by the City is \$4,936.89.



3000 Woodcreek Dr., Suite 310
Downers Grove, Illinois 60515-5408

Fund Statement
Warrenville Public Library Designated Fund
WLFE
For the Month Ending 11/30/2017

	Monthly <u>11/1/17– 11/30/17</u>	Fiscal YTD <u>7/1/17–11/30/17</u>
Beginning Balance – Cash & Investments	23,920.02	22,734.61
Beginning Balance – Other	0.00	0.00
Beginning Balance – Fund Liabilities	0.00	0.00
<u>TOTAL BEGINNING BALANCE</u>	<u>\$23,920.02</u>	<u>\$22,734.61</u>
<u>REVENUE</u>		
Gifts & Contributions	0.00	0.00
Inter-fund Gifts	0.00	0.00
Realized Gain (Loss)	5.86	21.94
Unrealized Gain (Loss)	277.03	1,402.62
Investment Income	20.99	141.53
Other Revenues	0.00	0.00
<u>TOTAL REVENUES</u>	<u>\$303.88</u>	<u>\$1,566.09</u>
<u>EXPENSES</u>		
Grants	0.00	0.00
Distributions	0.00	0.00
Endowment Fund Expense	0.00	0.00
Inter-fund Grants	0.00	0.00
Administrative Fees	0.00	57.91
Investment Management Fees	0.00	18.89
Other Expenses	0.00	0.00
<u>TOTAL EXPENSES</u>	<u>\$ 0.00</u>	<u>\$76.80</u>
<u>TOTAL ENDING BALANCE</u>	<u>\$24,223.90</u>	<u>\$24,223.90</u>

December 19, 2017

Ms. Sandy Whitmer
Director
Warrenville Public Library District
28W751 Stafford Pl.
Warrenville, IL 60555

Dear Ms. Whitmer,

Thank you for establishing your endowment fund(s) at the DuPage Foundation. We appreciate your confidence in the Foundation's ability to steward these charitable dollars on your behalf.

To determine the distribution budget for your fund(s), the Foundation has adopted a 12-quarter rolling average spending policy based on September 30, 2017 fund balances.

This year the Board approved a 4.15% spending policy to calculate the following distribution budget for your organization:

Warrenville Public Library Designated Fund

\$880

An automatic distribution will be generated from your fund(s) listed above on February 21 and a check will be sent to you shortly thereafter.

If you have questions regarding this process or if you would like to schedule an in-person presentation on your fund(s) to your senior staff, finance committee, development committee or board of directors, please contact David Weisz, Vice President for Finance, at 630-598-5310 or david@dupagefoundation.org.

Sincerely,



Barb Szczepaniak
Vice President for Programs

Fund ID: WLFE

Officers
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Chair
Ernest J. Mrozek
Vice Chair
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COMMITTEE REPORT

PERSONNEL COMMITTEE

The Personnel Committee (Trustees DuRocher and Warren) met with Director Whitmer and Trustee Picha on Thursday, January 4 to discuss potential revisions to the Director's Evaluation process.

The Committee reviewed materials gathered by Director Whitmer. After discussion, the committee agreed to revise both the Director's Job Description and the evaluation form used by the Board. All agreed that the evaluation process should be meaningful and should be based on three factors:

- Library Goals
- Job Description
- Behavioral Traits

There was discussion regarding the Management Team's participation in the process and the Assistant to the Director's role of compiling the results. The committee agreed both practices should be discontinued. Director Whitmer suggested the Library's grievance procedure be reviewed to ensure staff have a clear process for communicating grievances, including those involving a manager or the Director.

The Committee asked Director Whitmer to draft both documents.

The Committee will meet again on Tuesday, February 6 at 4:30 pm. The purpose of the meeting is to review the draft documents with the goal of having documents and process to present to the Board at the February 21 Board Meeting.

Items for information and/or discussion (No Action)

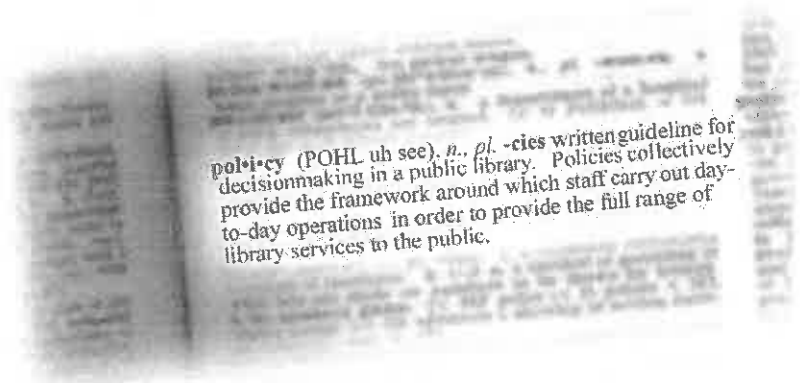
Per Capita Grant Requirement: Review Chapter 5 “Policymaking”, Trustee Facts File (Trustee Richardson)

Please read Chapter 5 of the Trustee Facts File prior to the meeting.
Trustee Richardson will lead the discussion of the Chapter.

You can view the complete publication online at
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Chapter 5

POLICYMAKING



Like other public institutions, a library must endeavor to meet public expectations in a consistent, efficient way. A library with haphazard hours, a disorganized collection, and a confused staff would be of little use to the community. The most important tools with which library trustees and staff provide effective service to the community are written, codified policies. Because the public collectively owns its public library, the library's written collection of policies is made available to all.

More specifically, a comprehensive set of well-defined, well-written policies is important to a public library because it

- guides trustees and library staff in carrying out their duties.
- helps ensure high-quality service to meet community needs.
- communicates privileges and duties regarding library use to the public.
- helps ensure fair treatment of all patrons and staff.
- helps ensure conformity to local, state, and federal laws.

An excellent source for policy models is available on the Illinois State Library Web site: go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm; select **Policy Model**.

Policies Versus Procedures

A policy, as defined above, is a written principle for guiding trustees and staff in providing the full range of library service to the community. A *procedure* is a specification of the steps needed to carry out a specific task. The library board of trustees develops, approves, and codifies all policies, based on input from the library director or other staff. In most cases, effective boards delegate procedural work to the library director and staff. Policies tend to be broad statements of intent, while procedures deal with specifics—the “nuts and bolts.” The following graphic summarizes the differences between policies and procedures.

Summarizing Differences Between Policy and Procedure

Policy

Definition: Written statement to guide trustees and staff in providing library service to the public

Example: The library's Green Room shall be made available for public use in one-hour blocks (renewable) on weekends.

Author: Board of Trustees

Procedure

Definition: Specification of the steps needed to carry out a particular task

Example: The library staff maintains a sign-in book for weekend use of the Green Room and tracks the usage.

Author: library director or other staff (typically)

How the Board Makes and Codifies Policies

The crafting of a specific policy is usually prompted by a specific problem or need. Often, the issue is brought to the board's attention by the library director or other staff member—the people “on the front lines” of library administration. The board discusses an appropriate policy response, writes a policy draft, and revises the draft after further discussion. The board or its appropriate committee also codifies new policies; that is, dates, numbers, and files them appropriately. The following flowchart summarizes the policymaking process.

Policymaking Flowchart



Standards for Policies

Policies can be crafted—and written—well or poorly. Well-designed, well-written policies should

- be stated unambiguously.
- be capable of being applied consistently and fairly.
- be reasonable and capable of being implemented.
- comply with local, state, and federal laws.
- reflect the library's goals and objectives (its mission statement).

The table on page 19 provides examples of “good” and “bad” policies.

Codifying Policies

Because policies should be easily identifiable, each policy should acquire a unique identifier (number) upon board approval. Another important piece of information is the date of approval; identifier and date might be combined in a single code. Most likely the board will assign to a committee the task of managing policy codification.

All relevant policies should be collected in an easy-to-update manual such as a ring binder. The policy manual should have a table of contents and an index. Both of these features will need to be updated regularly.

Every trustee and every library staff member should receive a copy of the policy manual. In addition, the manual must be made available to the public.

Illinois law requires that important public records be retained by the library for a designated number of years. Policy manuals are included in this category. Contact the Illinois Local Records Commission for more information and assistance. (Illinois State Archives Building, Springfield, IL 62756; phone: (217) 782-7075)

Changing Policies

It is not at all unusual for libraries to revise policies periodically or even to discard them after a time. Types and level of service change frequently, due to such factors as rising or falling funding levels or changing community needs.

Some changes in library service are driven by cultural or technological developments. Consider how cultural attitudes to gender and ethnicity have changed since the civil rights movements of the 1950s, 1960s, and later. Recall the changes technology has wrought in your lifetime.

For these reasons, it is vitally important that the library board review policies on a regular basis. One policy your library board will surely want to document is a statement of how frequently it will review policy. *Serving Our Public: Standards for Illinois Public Libraries*, Core Standard 6, recommends reviewing policies at least every three years.

"Good" and "Bad" Library Policies

Subject of Policy	"Bad" Example	Critique	"Good" Example
Loan period for books, audiotapes	Patrons may borrow books and audiotapes for a period of three weeks or two weeks.	Stated ambiguously.	Patrons may borrow books for three weeks. Patrons may borrow audiotapes for two weeks.
Loaned materials lost by patrons	Patrons who lose loaned materials may be asked to pay for them.	Leaves room for inconsistent application and unequal treatment.	Patrons who lose loaned materials will be charged the cost of the materials.
Posting notices on a public bulletin board	The board of trustees will give or deny permission for all postings on the public bulletin board.	Implementation of the policy is too specific for the board's involvement; board properly establishes the bulletin-board policy but does not implement it.	The library will provide a self-posting public bulletin board; library staff will regularly review postings to remove obsolete items or items that do not conform to board policies.
Responding to patron challenges to particular materials	Someone from the library should respond promptly to a patron challenge to particular materials.	Not specific enough.	In the case of a patron challenge to particular materials, the board will designate a staff member to contact the patron within 24 hours to explain the library's policy and procedures regarding challenged materials.
Overdue fines	The overdue fine for a book is 5¢ per day; the daily fine doubles every seven days and continues accruing.	Open to various interpretations; no fine maximum specified; policy may be unfair and counterproductive to the return of materials.	The overdue fine for a book is 5¢ per day; the fine continues accruing until such time as it exceeds the replacement cost of the book. Patrons will not be charged a fine greater than replacement cost.

Areas Addressed by Specific Policies

The library board, in its policymaking role, must address a wide range of issues. The following list highlights general areas addressed by policies. The list is not intended to be exhaustive; policies not mentioned here may be addressed in the Administrative Ready Reference Web page, cited in the opening section of this chapter.

Policy Areas...

- A mission statement
- Hours/days of library operation
- Lending rules, including registration for borrowing privileges
- Development and management of the collection
 - ♦ Collection development policy establishes guidelines for collection of new materials with recognition of different formats, age levels, multiple copies, and other factors. Guidelines must be issued for how to "weed out" damaged or obsolete materials from the collection. By law, the library board must review the policy for selection of library materials at least every two years (75 ILCS 5/4-7.2; 75 ILCS 16/30-60).
- Level of cooperation or interaction with other libraries or systems
 - ♦ Public libraries participate in interlibrary loan and reciprocal borrowing.
- Provision of specialized services
 - ♦ For example, libraries provide braille materials and books on tape for visually impaired persons; they may provide special ESL (English as a second language) services for patrons not proficient in English; or they may serve congregate living sites. Each type of service may require policies to guide operations.
- Provision of child-oriented services
 - ♦ Libraries may offer storytelling and other special activities for young children that require special policy considerations.
- Policies defining acceptable/unacceptable patron behavior
 - ♦ Such policies should be reviewed by legal counsel and include instructions for dealing with problem behaviors.
- Purchasing and disposing of library materials and other assets
- Use of computers and the Internet
- Public use of meeting rooms and display spaces
- Acceptance and use of gifts and memorials
 - ♦ See Chapter 11, "Fundraising."

- Public relations, including interaction with local media
 - ♦ See Chapter 12, "Advocacy," and Chapter 13, "Public Relations."
- Human resources (personnel)
 - ♦ See Chapter 8, "Human Resources."
- Continuing education for trustees and staff
 - ♦ See Chapter 14, "Trustee Continuing Education."
- Mechanism for responding to patron complaints
 - ♦ See Chapter 6, "Intellectual Freedom," Chapter 12, "Advocacy," and Chapter 13, "Public Relations."
- Whether/how to use volunteer services
- Periodic review of all library policies
- Solicitation by outside groups or individuals (such as Girl Scouts selling cookies or petition gatherers)
- Posting of non-library fliers and announcements

Resources

- Baughman, James C. *Policy Making for Public Library Trustees*. Englewood, Colo.: Libraries Unlimited, Inc., 1993.
- Illinois Library Association. *Serving Our Public: Standards for Illinois Public Libraries*, revised ed. Chicago: Illinois Library Association, 1997.
- Nelson, Sandra and June Garcia. *Creating Policies for Results: From Chaos to Clarity*. Chicago: American Library Association, 2003.