



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, April 18, 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)

p. 13. Approval of the agenda (ACTION)

*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*

4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

p. 3 a. Approve Minutes of the March 21, 2018 Regular Board of Trustees Meeting

p. 8 b. Receive and file Financial Report for March

8. Regular Agenda

p. 15 a. Approve payments for the period of March 22 – April 18, 2018 (ACTION)

p. 18 b. Approve transfer of funds (ACTION)

p. 19..... c. Approve Reimbursement of Trustee Expenses (ACTION)

9. Unfinished Business

**p. 22 a. Update on Library District's Intent to Transfer Ownership of Decorative
Streetlamps and Dedicate Right-of-Way and Utility Easements to City of
Warrenville (discussion only)**

10. New Business

p. 23 11. Director's Report

p. 24 12. Department Head Reports

- p. 3413. President's Report
- a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
- a. Public Library Association Conference Report (Trustees Stull & Warren)
18. Items for information and/or discussion (No Action)
19. Closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." (Director's Evaluation)
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**



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1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**
*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the March 21, 2018 Regular Board of Trustees Meeting
 - b. Receive and file Financial Report for March
8. Regular Agenda
 - a. Approve payments for the period of March 22 – April 18, 2018 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
 - c. Approve Reimbursement of Trustee Expenses **(ACTION)**
9. Unfinished Business
 - a. Update on Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Way and Utility Easements to City of Warrenville *(discussion only)*
10. New Business
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
 - a. Public Library Association Conference Report (Trustees Stull & Warren)
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20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
WEDNESDAY, MARCH 21, 2018**

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

2. Roll Call

ATTENDING: Trustee DuRocher, Lezon, Picha, Richardson, Stull (remotely) and Ruzicka

ABSENT: Trustee Warren

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

3. Appoint Secretary Pro-tem

MOTION: Trustee DuRocher moved to appoint Trustee Richardson as Secretary Pro-Tem. Trustee Lezon seconded.

Voice vote:

Ayes – all

Abstain – Trustee Stull

Absent – Warren

Nays – none

Motion carried

4. Authorize Remote Attendance and Participation

MOTION: Trustee DuRocher moved to authorize Trustee Stull to remotely attend and participate in the meeting. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Abstain – Trustees Stull

Absent – Trustee Warren

Motion carried

5. Approval of the agenda

Director Whitmer removed items #21 – Closed Session and #22 – Discussion/action resulting from the closed session.

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

Roll call vote:

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

Nays – None

Absent – Trustee Warren

Motion carried

6. Presentations – none
7. Public comments – none
8. Correspondence – none
9. Consent Agenda

Trustee Richardson read the Consent Agenda as follows:

- a. Approve Minutes of the February 21, 2018 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for February
- c. Approve Non-resident Library Card Participation for FY19 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

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

Roll call vote:

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

Nays – None

Absent – Trustee Warren

Motion carried

10. Regular Agenda

- a. Approve payments for the period of February 22 – March 21, 2018

MOTION: Trustee Ruzicka moved to approve payments in the amount of \$40,019.43 for the period of February 22, 2018 through March 21, 2018 including electronic payments and checks #6329 - #6370 with check #6349 voided. Trustee DuRocher seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Warren

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – None

Absent – Trustee Warren

Motion carried

10. Unfinished Business

- a. Update on Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Way and Utility Easements to City of Warrenville

Director Whitmer provided a brief update. City Council is expected to take final action on April 2.

- b. Adopt Strategic Priorities and Action Steps for FY19

MOTION: Trustee Lezon moved to adopt Strategic Priorities and Action Steps for FY19. Trustee DuRocher seconded.

Trustee Picha asked if the Library has a Mission Statement. Director Whitmer stated there is one, but it is approximately 20 years old and needs to be revised.

Roll call vote:

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

Nays – None

Absent – Trustee Warren

Motion carried

11. New Business

- a. Approve Revised Policy No. 360 Art Exhibits Policy

MOTION: Trustee DuRocher moved to approve Revised Policy No. 360 – Art Exhibits Policy. Trustee Lezon seconded.

- Director Whitmer pointed out the previous policy did not encompass the areas now available for display, and the policy needed to be more precise.
- She has been collecting names of artists who would like to display their artwork.
- Trustee Stull inquired if any library-owned artwork, currently in storage, will be displayed. Director Whitmer stated this policy does not apply to library-owned artwork.
- Trustee DuRocher asked if this would include high school students. Director Whitmer replied it could.
- Trustee Picha asked if a photo inventory should be done once the display is complete, indicating what was actually displayed. Director Whitmer stated this is a good point and will be added to the policy.
- Trustee Stull asked if very provoking art would be displayed. Director Whitmer stated if it would be considered obscene then it will not be

displayed. The policy states the Library has final decision on approval of any exhibit.

Roll call vote:

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

Nays – None

Absent – Trustee Warren

Motion carried

12. Director's Report

- Director Whitmer reported the Library received a settlement claim from the Illinois Attorney General in the amount of \$1,238 for LCD price fixing.
- Airhart Construction has begun construction of homes next to the Library.
- Trustee Picha stated there was an article regarding the Airhart development in the Chicago Tribune.
- The Summer Concerts are booked. The season will begin on June 6 with The Barefoot Hawaiian musicians and dancers.
- The preliminary tax levy worksheet was obtained from the County Clerk's office. This worksheet informs the library of the expected property tax income for the next fiscal year. The library will be receiving approximately \$57,000 more in income. The tax rate decreased due to a \$35 million increase in the assessed valuation.

13. Department Head Reports

- Trustee Picha likes the Outreach/PR section included in the Public Services Report.
- Trustee DuRocher commented on how well received the self-checkout stations are and was wondering about adding one in a different location. Director Whitmer stated she would like to locate a station in the Youth Services Area but believes all the ports are currently being used.
- Trustee Picha would like to see signage indicating the book drops.
- Trustee Richardson asked if there is a way to obtain information on how members found out about a program. Director Whitmer stated Kathy Gaydos, Marketing, would like to survey program participants.
- Director Whitmer reported Cynthia Makowski hired a part time assistant.

14. President's Report

a. Next meetings or events

Trustee Picha shared the upcoming meetings and events.

- The April board meeting will begin at 6 p.m. with dinner and a Committee of the Whole budget meeting. There will also be a closed session during the regular meeting to discuss the Director's Evaluation.

- Director Whitmer reported National Library Week is the week of April 8, and there will be two technology showcases held during the week.

15. Treasurer's Report – financials look good

16. Secretary's Report – none

17. Committee Reports

a. Personnel Committee – Director's FY18 Evaluation

- Trustee DuRocher informed Trustees the evaluation form will need to be completed online. Director Whitmer explained how the form will appear online and how to fill out the form.
- Director Whitmer will send the invitation to all trustees with the link to the evaluation.
- Trustee DuRocher stated the evaluation should take approximately 10 minutes, and she would like to have them completed before April 1.
- Trustee DuRocher will be compiling the results and comments and will share the results with the Board at the April board meeting in closed session.
- Director Whitmer will send a reminder email to the Board to complete the evaluation.

19. Trustee Comments

- Trustee Stull is really enjoying her time at Public Library Association and attended the Opening Session.

20. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 7:49 p.m. Trustee DuRocher seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Warren

Motion carried.

Respectfully submitted,

Jill Richardson, Secretary Pro-Tem
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

March 31, 2018

WARRENVILLE LIBRARY INCOME	MARCH 2018	FUND BALANCES							PAGE 1		
LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2017	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	1698315	94.9290%	0	1695798	99.85%	336830	4927	39426	149342	1319685	752389
BLDG. & MAIN.	90722	5.0710%	0	90588	99.85%	82381	0	0	4423	60469	112500
TOTAL TAX (LEVIED)	1789037	100.00%	0	1786386	99.85%	419211	4927	39426	153765	1380134	864889
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	0	324030	183919
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%	0	1786386	99.85%	1176531	4927	39426	153765	1704164	1298179
FORMULA =		A		B		C		D		E	
A+B+C-D=E											

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

	CORPORATE FUND				
	1 Month Ended Mar. 31, 2018	9 Months Ended Mar. 31, 2018	Budget	Balance	% Received / Expended
Income					
Taxes Levied	0.00	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	645.70	5,179.78	7,000.00	1,820.22	74.00%
Extended Use Fees	1,556.00	14,494.22	22,000.00	7,505.78	65.88%
Fees	24.00	172.25	250.00	77.75	68.90%
Interest	133.37	2,728.11	2,200.00	(528.11)	124.01%
Book Sales	0.00	135.00	2,000.00	1,865.00	6.75%
Lost Books	358.75	3,162.88	3,500.00	337.12	90.37%
Gifts / Memorials	880.00	1,180.00	1,000.00	(180.00)	118.00%
Miscellaneous	1,328.79	3,815.97	1,000.00	(2,815.97)	381.60%
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%
	4,926.61	1,735,223.42	1,760,440.00	25,216.58	98.67%
Expenses					
Sal. - Administration	23,587.76	151,172.34	196,500.00	45,327.66	76.93%
Sal. - Circulation	13,296.96	91,848.81	118,000.00	26,151.19	77.84%
Sal. - Maintenance	2,493.81	16,739.10	21,500.00	4,760.90	77.86%
Sal. - Public Services	38,864.68	255,952.22	342,000.00	86,047.78	74.84%
Sal. - Tech Services	22,210.57	151,687.38	217,500.00	65,812.62	69.74%
I.M.R.F. - Expense	7,355.13	71,534.38	98,000.00	26,465.62	72.99%
Fica - Expense	7,531.99	49,874.59	68,500.00	18,625.41	72.81%
Unemp. Comp.	0.00	532.90	1,300.00	767.10	40.99%
Op - Mat'l Processing/Tech	1,299.22	11,200.28	9,100.00	(2,100.28)	123.08%
Op - Mat'l Processing/Circ	7.30	664.08	2,300.00	1,635.92	28.87%
Op - Postage	225.00	3,582.28	5,865.00	2,282.72	61.08%
Op - Office Supplies	422.01	2,394.93	4,650.00	2,255.07	51.50%
Op - Bank Fee's	50.11	462.15	850.00	387.85	54.37%
Op - Automation Supplies	0.00	2,032.25	3,000.00	967.75	67.74%
Op - Publishing	0.00	1,076.63	1,200.00	123.37	89.72%
Equip. - Purchases	391.00	5,495.64	7,700.00	2,204.36	71.37%
Equip. - Maintenance	166.17	2,437.47	4,000.00	1,562.53	60.94%
Auto. - Software	19.99	13,379.40	13,475.00	95.60	99.29%
Auto. - Purchases	0.00	1,507.12	7,000.00	5,492.88	21.53%
Auto. - Maintenance	704.19	45,847.12	50,240.00	4,392.88	91.26%
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	3,303.66	36,468.13	63,800.00	27,331.87	57.16%
Pd - Recruiting	0.00	450.00	500.00	50.00	90.00%
Pd - Staff Appreciation	8.97	373.67	1,250.00	876.33	29.89%
Pd - Staff / Dues	0.00	1,875.00	2,800.00	925.00	66.96%
Pd - Staff / Meetings	25.00	1,027.07	6,600.00	5,572.93	15.56%
Pd - Staff / Transportation	122.95	643.89	1,000.00	356.11	64.39%
Pd - Trst / Dues	0.00	270.00	270.00	0.00	100.00%
Pd - Trst / Mtgs	0.00	1,364.48	2,690.00	1,325.52	50.72%
Pd - Trst / Transportation	0.00	734.45	700.00	(34.45)	104.92%
Pd - Trustee Misc.	8.98	238.24	500.00	261.76	47.65%
Cont. - Lawyer	0.00	1,785.00	5,000.00	3,215.00	35.70%
Cont. - Accounting	1,013.75	8,002.19	10,000.00	1,997.81	80.02%
Cont. - Collections	44.75	358.00	1,000.00	642.00	35.80%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended Mar. 31, 2018	9 Months Ended Mar. 31, 2018	Budget	Balance	% Received / Expended
Cont. - Audit	0.00	7,950.00	7,950.00	0.00	100.00%
Cont. - Consultants	0.00	1,870.00	4,700.00	2,830.00	39.79%
Lib. Mat. - Adult Books	4,350.37	40,936.68	67,000.00	26,063.32	61.10%
Lib. Mat. - Youth Books	2,949.17	25,013.52	32,000.00	6,986.48	78.17%
Lib. Mat. - Adult AV	1,768.25	19,235.12	27,000.00	7,764.88	71.24%
Lib. Mat. - Youth AV	393.77	3,950.82	7,000.00	3,049.18	56.44%
Lib. Mat. - EBooks	4,561.93	12,571.74	24,000.00	11,428.26	52.38%
Lib. Mat. - Periodicals	0.00	10,617.51	11,500.00	882.49	92.33%
Lib. Mat. - Internet Subsc...	693.00	19,063.29	41,000.00	21,936.71	46.50%
Ps - Programs Adult	769.23	4,896.41	6,500.00	1,603.59	75.33%
Ps - Programs Youth	609.99	3,066.64	6,500.00	3,433.36	47.16%
Ps - Hotel/Motel	450.00	9,055.00	18,325.00	9,270.00	49.41%
Ps - Refunds / Fines / Fees	0.00	62.99	500.00	437.01	12.60%
Ps - Printing	3,186.70	11,065.42	20,100.00	9,034.58	55.05%
Ps - PR / Publicity	87.42	1,918.50	4,550.00	2,631.50	42.16%
Ps - Misc.	0.00	981.99	1,300.00	318.01	75.54%
Gas	1,125.30	4,759.49	9,000.00	4,240.51	52.88%
B & M - Water / Sewer	0.00	521.28	800.00	278.72	65.16%
Electricity	3,071.72	26,737.24	40,000.00	13,262.76	66.84%
Telephone	1,107.40	10,306.41	14,480.00	4,173.59	71.18%
B & M - Landscape Maint	278.00	6,248.00	10,000.00	3,752.00	62.48%
Gifts	498.00	1,760.20	2,300.00	539.80	76.53%
Contingency	288.00	2,539.35	10,000.00	7,460.65	25.39%
Debt Repayment	0.00	149,402.50	167,550.00	18,147.50	89.17%
	149,342.20	1,319,665.23	1,816,945.00	497,279.77	72.63%

See Accountants Compilation Letter

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

	BUILDING & MAINTENANCE FUND				
	1 Month Ended Mar. 31, 2018	9 Months Ended Mar. 31, 2018	Budget	Balance	% Received / Expended
Income					
Taxes Levied	0.00	90,578.66	90,722.00	143.34	99.84%
Back Taxes	0.00	8.93	0.00	(8.93)	0.00%
	0.00	90,587.59	90,722.00	134.41	99.85%
Expenses					
Maintenance	1,600.00	34,353.91	44,520.00	10,166.09	77.17%
Maintenance Supplies	109.72	2,371.99	2,200.00	(171.99)	107.82%
Security	132.81	1,488.23	4,750.00	3,261.77	31.33%
Snow Removal	2,186.40	18,721.38	20,000.00	1,278.62	93.61%
Hvac	0.00	1,314.94	10,900.00	9,585.06	12.06%
Janitorial Supplies	393.69	2,218.46	3,500.00	1,281.54	63.38%
	4,422.62	60,468.91	85,870.00	25,401.09	70.42%

See Accountants Compilation Letter

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

	SPECIAL RESERVE FUND				
	1 Month Ended	9 Months Ended			% Received /
	Mar. 31, 2018	Mar. 31, 2018	Budget	Balance	Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	2,000.00	2,000.00	0.00%
Auto. - Purchases	0.00	4,517.49	21,750.00	17,232.51	20.77%
Capital Improvement ...	0.00	319,512.18	500,000.00	180,487.82	63.90%
	0.00	324,029.67	523,750.00	199,720.33	61.87%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
III National Bank E-Pay Account	13,450.17
Cash / Copier Change	75.00
MB Operating	162,653.72
MB Business NOW	97,942.28
MB Business Money Market	825,597.61
MB Certificate of Deposit	<u>202,715.89</u>

1,302,844.67

General Fixed Assets

6,180,189.00

TOTAL ASSETS

\$ 7,483,033.67

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>4,665.27</u>
	4,665.27

LONG-TERM LIABILITIES

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

EQUITY

Fund Balance	5,528,368.40
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TOTAL LIABILITIES & FUND BALANCE

\$ 7,483,033.67

See Accountants Compilation Letter

REGULAR AGENDA

Approve payments for the period of March 22 – April 18, 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
March 22 - April 18, 2018

Date	Num	Name	Amount
04/18/2018	6371	Accounting Services, Inc.	0.00
04/18/2018	6372	Alarm Detection Systems, Inc.	0.00
04/18/2018	6373	Alarm Detection Systems, Inc.	-158.34
04/10/2018	6374	Accounting Services, Inc.	-498.00
04/18/2018	6375	Ambius	-278.00
04/18/2018	6376	Baker & Taylor	-1,773.19
04/18/2018	6377	Baker & Taylor	-234.82
04/18/2018	6378	Baker & Taylor	-2,625.75
04/18/2018	6379	Baker & Taylor	-3,143.39
04/18/2018	6380	Baker & Taylor	-58.20
04/18/2018	6381	Cavendish Square	-177.93
04/18/2018	6382	CDW Government, Inc.	-1,286.52
04/18/2018	6383	Chem-Wise Pest Management	-595.00
04/18/2018	6384	ComEd	-2,762.21
04/18/2018	6385	Davis, Jackie	-33.09
04/18/2018	6386	Davis, Kimberly	-350.00
04/18/2018	6387	Esau, David	-325.00
04/18/2018	6388	Findley, Daniel	-225.00
04/18/2018	6389	JanWay Company	-23.68
04/18/2018	6390	Konica Minolta Business Solutions	-304.04
04/18/2018	6391	LIMRICC Purchase of Health Insurance Prog	-4,539.76
04/18/2018	6392	Marquee Movie Presentations, LLC	-250.00
04/18/2018	6393	Midwest Tape	-396.79
04/18/2018	6394	Midwest Tape	-2,470.93
04/18/2018	6395	Petty Cash Fund	-43.42
04/18/2018	6396	Pine Landscaping	-370.00
04/18/2018	6397	Provantage LLC	-1,247.00
04/18/2018	6398	RACO Industries	-64.93
04/18/2018	6399	Service Master Commercial Cleaning	-1,600.00
04/18/2018	6400	SYNCHRONY BANK/AMAZON	-2,356.06
04/18/2018	6401	Team One Repair, Inc.	-159.60
04/18/2018	6402	Technology Management Revolving Fund	-450.00
04/18/2018	6403	U.S. Postmaster	-450.00
04/18/2018	6404	Unique Management Services, Inc.	-17.90
04/18/2018	6405	Very Smart People LLC	-200.00
04/18/2018	6406	Wylly, David	-100.00
04/18/2018	6407	Business Card	-4,453.10
04/18/2018	6408	Stull, Heather	-675.00
04/18/2018	6409	Whitmer, Sandy	-633.81
4/18/2018	6410	Alarm Detection Systems, Inc.	-6,873.50
03/26/2018	Electronic	MegaPath	-122.35

03/29/2018	Electronic	Northern Illinois Gas	-1,125.30
03/29/2018	Electronic	Paylocity	-239.46
04/06/2018	Electronic	Konica Minolta Premier Finance	-391.00
04/06/2018	Electronic	Konica Minolta Premier Finance	-167.00
04/09/2018	Electronic	AFLAC	-142.56
04/10/2018	Electronic	Warrenville, City of	-160.56

-44,552.19

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.

Heather Stull PLA Expenditure report

Meetings (6154-01)	Budgeted	\$ 1,095.00	Travel (6155-01)	Budgeted	\$ 300.00
Meetings Paid to date		\$ 1,095.00			
9/20/2017 Conference Registration	\$	280.00	Travel Paid to date	\$	300.00
1/24/2018 Adult Author Lunch	\$	60.00	2/21/2018 Airfare (partial)	\$	300.00
1/24/2018 Audiopublishers Assoc. Dinner	\$	80.00			
4/18/2018 Hotel/Lodging (partial)	\$	675.00			
Balance remaining	\$		Balance remaining	\$	-

Request submitted	Meetings (6154-01)	\$ 101.11	Requests Submitted	Travel (6155-01)	\$ 116.22
3/21 Snack/Lunch	\$	7.91	Mileage - RT O'Hare (depart)	\$	29.43
3/21 Dinner	\$	25.33	Mileage - RT O'Hare (return)	\$	29.43
3/24 Breakfast	\$	12.96	Airfare (balance)	\$	50.61
3/24 Lunch	\$	12.53	Train (PHL airport to city)	\$	6.75
3/24 Hotel/Lodging (balance)	\$	42.38			
Additional request submitted	Postage (6069-01)	\$ 216.82			
3/21 Fed Ex	\$	89.80			
3/22 Fed Ex	\$	40.61			
3/23 Fed Ex	\$	86.41			

TOTAL REQUESTS FOR CONSIDERATION AND APPROVAL 4/18/18 \$ 434.15

EXPENSE REIMBURSEMENT REQUEST FORM (4/1/2018)

NAME Heather Stull

POSITION/TITLE Trustee

Please COMPLETE FORM and ATTACH:

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

Employee Signature _____ Date _____ Supervisor's Signature _____ Date _____

MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
3/21/18	Ride to Airport	O'Hare RT	54
3/24/18	Ride from Airport	O'Hare RT	54
TOTAL MILES			108
REIMBURSEMENT RATE PER MILE			0.545
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			58.86

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

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

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

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

TOTAL REIMBURSEMENT AMOUNT \$ _____

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

DATE(s)	PURPOSE	LOCATION	DOLLAR AMOUNT
2/13/18	Airfare - Balance		50.61
3/21/18	Train - PHL Airport to City		6.75
DOLLAR AMOUNT TO BE REIMBURSED FOR OTHER TRAVEL			57.36

MEALS & LODGING REIMBURSEMENT

DATE(s)	PURPOSE	LOCATION	DOLLAR AMOUNT
3/21/18	Snack/Lunch	Unconv. Gifts	7.91
3/21/18	Dinner	Kabuki Japanes	25.33
3/24/18	Dinner	Aloft	12.96
3/24/18	Lunch	Hunger Burger	12.53
3/24/18	Hotel/Lodging/meals	Aloft	42.38
DOLLAR AMOUNT TO BE REIMBURSED FOR MEALS & LODGING			101.11

OTHER REIMBURSEMENT

DATE(s)	PURPOSE	DOLLAR AMOUNT	BUDGET LINE
3/21/18	Fed EX } ship books	89.80	6069-01
3/22/18	Fed EX } materials	40.61	6069-01
3/23/18	Fed EX }	86.41	6069-01
DOLLAR AMOUNT TO BE REIMBURSED FOR OTHER ITEMS			216.82

UNFINISHED BUSINESS

Update on Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Way and Utility Easements to City of Warrenville (*discussion only*)

At its April 2 meeting, Warrenville's City Council accepted the recommendation of the City's Public Works and Infrastructure Committee and passed resolution R2018-11, approving an amendment to an Intergovernmental Agreement for light maintenance services between the City of Warrenville and the Warrenville Library District and a related bill of sale and plat.

Once final documents are received from the City, the Library Board President and Secretary will sign the documents as authorized by Library District 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).

Building & Maintenance Updates

New boiler - Josh Campanelli from Shales McNutt was successful in gathering the necessary parties to discuss the situation with the new boiler. The building automation system is now programmed to the specifications agreed upon by all parties, including the Library. This boiler will run as our main boiler. The second (older) boiler will be called upon only if the new boiler fails or needs a boost in extreme temperatures.

Fireplace – Josh Campanelli located a source for the granite needed to replace the failed material on the fireplace. As soon as the granite is milled, Hargrave will schedule a date to install the new material.

Meeting Room AV system – Leila Heath is working with the AV system installers to resolve an issue with one of the projectors. The projector is no longer receiving a signal from the source (laptop, DVD player).

Jackie met with a couple of companies to secure quotes for the building security system (intrusion alarms, motion detectors). We plan to complete this project before the end of the fiscal year.

We ordered new outdoor trash receptacles for both public entries. The old containers' lids had broken hardware that could not be replaced.

The chain link fence was removed by Airhart Construction on April 10. To date, the construction has not had any negative impact on the Library.

March Meetings/Programs/Outreach (Sandy)

March 19 – hosted Library Directors Gathering

March 20 – Management Team Meeting

March 22-23 – Met with individual managers re: itemized budget requests

March Meetings/Programs/Outreach (Jackie)

March 1 – HR Checkup (met with HR Specialist to review personnel files)

March 8 – HR Conference

March 20 – Management Team Meeting

STATISTICAL SUMMARY

March 2018

	MAR 2018	MAR 2017	% change	+/-
TOTAL CIRCULATION ***	21,398	18,152	17.9%	3,246
Print	10,826	8,538	26.8%	2,288
NonPrint	9,012	8,465	6.5%	547
Equipment (mobile dev., in-house laptops, etc.)	111	55	101.8%	56
Downloadables	1,449	1,094	32.4%	355
OVERDRIVE (eBooks & eAudiobooks)	803	742	8.2%	61
ZINIO (eMagazines)	49	71	-31.0%	-22
Hoopla	525	243	116.0%	282
Tumblebooks	72	38	89.5%	34
ITEM REQUESTS PROCESSED	268	308	-13.0%	-40
INTERLIBRARY LOANS RECEIVED	210	255	-17.6%	-45
MATERIALS ADDED	1,663	1,063	56.4%	600
MATERIALS WITHDRAWN	1,457	649	124.5%	808
TOTAL COLLECTION SIZE*	113,744	106,556	6.7%	7,188
PROGRAMS				
Number of Adult Programs	6	5	20.0%	1
Adult Program Attendance	102	13	684.6%	89
Number of Teen Programs	4	2	100.0%	2
Teen Program Attendance	19	1	1800.0%	18
Number of Children's Programs	25	11	127.3%	14
Children's Program Attendance	505	235	114.9%	270
Book-A-Librarian	4	4	0.0%	0
Book-a-Librarian Attendance	4	4	0.0%	0
RECIPROCAL BORROWER CIRCULATION	1,422	1,464	-2.9%	-42
RESIDENT CARDS ACTIVE	5,867	6,060	-3.2%	-193
RECIPROCAL BORROWER CARDS ACTIVE	340	314	8.3%	26
VISITOR COUNT **	8,639	7,042	22.7%	1,597
COMPUTER SESSIONS	1,173	1,424	-17.6%	-251
DATABASE USAGE	262	362	-27.6%	-100
WEBSITE VISITS	56,083	5,248	968.7%	50,835
UNIQUE WEBSITE VISITORS	50,654	2,400	2010.6%	48,254

*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

March 2018

Leila Heath

InterLibrary Loan

Item Requests Processed: 268 (308 LY); Materials Received: 210; Materials Lent: 96

Programming

Adult:

Book Discussion 3/1: 7

Sunday Matinee – Bagpipes 3/4: 36

Appy Hour 3/6: 8

Recycled Wreaths 3/15: 21

IW&P 3/20: 22

Afternoon at the Movies 3/27: 8

Book a Librarian (4): 4

Teen:

Nintendo 3/2: 6

Teen Writing Club 3/7: 3

Smash Tournament 3/16: 9

Bad Art Night 3/28: 1

Youth:

Family Storytime (2): 56

Toddler Time (3): 116

Spanish Storytime (2): 16

Art Club Jr 3/8: 16

PAWS 3/10: 16

NatureTelling 3/14: 24

Science Plus 3/15: 16

Oz Bash 3/17: 38

Crafty Kids 3/21: 24

Legos 3/28: 10

Pilkey 3/29: 20

Take and Make Crafts (10) 3/26-30: 153

Outreach / PR

Planned, compiled and submitted Summer Programming information to Marketing.

Teen Volunteers: 5; Hours: 15

Weeding/Shelf Shifts

Weeding:

Fiction, YA Fiction, Audiobooks, CDs

Reference

Trained new Library Assistants.

Meetings / Continuing Ed

Management Meetings: Leila

Staff Touch Bases: Leila, AS/YS Staff

3-Month Reviews: Leila, Lydia, Rebecca

Spring Into Picture Books Webinar 3/5: Diana
Conversion Training (Self-Directed) 3/5: Lydia, Nayeli
AS Managers SIG 3/8: Leila
Tech Team Meeting 3/8: Diana, Lydia, Rebecca, Jane, Nora, Sylvia
Computer Systems Training 3/13: Lydia, Rebecca, Nora
ATLAS Mental Illness and Customer Service 3/13: Rebecca
WWECC 3/14: Diana
Parent Council 3/19: Diana
Touch Base with Sandy: 3/21: Leila
Budget Requests FY18/19: Leila
Newest Graphic Novels Webinar 3/22: Jane
Interactive Public Art & Maker Mentality 3/22: Jane
New Spring Nonfiction 3/22: Jane
Current in Comics 3/22: Jane
Outreach Recap 3/23: Leila, Diana, Jane
Staying on Top of Leisure Reading Trends 3/24: Leila, Jen
Innovative Technologies & Tech Trends 3/26: Leila
Relevant, Relatable Reference Services 3/27: Leila
Spring YA 2018 3/27: Leila
Hoopla/OverDrive Sharing Session 3/27: Leila, Jen, Sylvia, Nora
AV Inventory & Troubleshooting, AS Programming Checklist 3/28: Leila, Jen, Sylvia
Spring Into Series Nonfiction 3/29: Leila
Feminist Reads 3/30: Jane

Digital Resources

Beyond Dust Jackets Blog:

Views 3/1-31: 2140

Total views 2018: 5416; Total views FY: 14105

NextReads Newsletters:

Subscribers thru 3/31: 163

Newsletters sent 3/1-31: 653

Total newsletters sent 2018: 1899; Total newsletters sent FY: 5184

OverDrive eAudiobooks/eBooks:

New User accounts 3/1-31: 12

Checkouts 3/1-31: 803

Total checkouts 2018: 2278; Total checkouts FY: 6537

Zinio eMagazines:

User accounts thru 3/31: 204

Checkouts 3/1-31: 49

Total checkouts 2018: 154; Total checkouts FY: 530

Hoopla:

New User accounts 3/1-31: 26

Checkouts 3/1-31: 525

Total checkouts 2018: 1430; Total checkouts FY: 3538

MEMBER SERVICES REPORT**March 2018****Patty Dybala**

Library Card Monthly Stats		
	March 2018	March 2017
# of new cards issued	81	63
# of renewed cards (expiring 3/2018)	32 (90 notices sent*) *email only effective 7/2017	65 (223 notices sent)
Warrenville Resident cards (active)	5,867	6,060
Reciprocal Borrower cards (active)	340	314

Miscellaneous Monthly Circulation Stats		
	March 2018	March 2017
Self-Checkout Station	8,142 items (40% of total circulation)	4,406 items (25% of total circulation)
Reciprocal Borrower Circulation	1,422	1,464
# of Outgoing Book Discussion ILL Requests	25 (8% of total item requests)	37 (11% of total item requests)
Mobile Device Circulation	73	31
Mobile Device In-house Circulation	38	24

Professional Growth/Meetings/Outreach

3/6; 3/8; 3/12 Interviews for Customer Service Specialist Position- Patty

3/8 Tech Team Meeting- Jaime

3/13 ATLAS Academy- Jaime

3/18 Privacy Literacy at Your Library Webinar- Sandy K

3/19; 3/21 Meeting with Sandy re: Customer Service Specialist Position- Patty

3/21 Putting the Public Back in Public Libraries Webinar- Stephanie

3/22 Budget Meeting w/ Sandy- Patty

3/23 Keeping Patrons Safe Webinar- Mary

3/24 Tech Team Recap- Stephanie

3/27 Dealing with Angry Patrons Webinar- Sandy K

Department Updates

- Marcia Koenen accepted the position of Customer Service Specialist. Her first day was on April 4.
- In February, we implemented re-designed library card registration forms. The new forms are included on the pages following this report.
 - Library Card Application – Adult
Used for individual adults
 - Library Card Application – Under 18 (2-sided)
An adult parent/guardian can fill out this form for themselves and up to 7 children, saving the parent time by eliminating repetitive information (address, phone, signature) required on each individual library application in the past.

Homebound Delivery

None this month.

LIBRARY CARD APPLICATION- ADULT

MEMBER INFORMATION

PLEASE PRINT

Name (Nombre) _____

Street Address (Dirección) _____

City (Ciudad) _____ Zip (Código Postal) _____

Date of Birth (Fecha de nacimiento) _____

Phone Number (Número de teléfono) _____ ☐ Home Phone ☐ Cell Phone

Email Address (Dirección electrónica) _____

☐ Sign me up for eNews! Receive emails about the latest Library events and services.Due Date Receipts (at checkout): ☐ Print ☐ Email ☐ Both

NOTIFICATIONS

*This is the way we will contact you regarding your account, including item holds and overdue material.*Please choose one [El método preferido de notificación (escoja uno)]☐ Phone Calls/Mail Receive phone calls when holds are available. Receive mailed notices for overdue material.

-OR-

☐ Email Receive email notices before items are due, when holds are available and when items are overdue.

I apply for the right to use the Warrenville Public Library District and agree to comply with all its rules and regulations. I understand that I am responsible for all materials checked out on this card, and for any charges, costs or fees that may result from the late return, loss or damage of materials borrowed.

Solicito esta aplicación para el derecho de utilizar la Biblioteca Pública de Warrenville y obedeceré todas sus reglas y regulaciones. Comprendo que no hay restricciones de edad en el préstamo de artículos de la biblioteca. Acepto la responsabilidad de las selecciones de artículos de mi niño. Comprendo que soy responsable por el préstamo de artículos que tengo con esta tarjeta. Comprendo que soy responsable por todos los artículos atrasados. Comprendo que soy responsable por cualquier multa resultando de la pérdida o el daño de artículos prestados.

Signature _____

FOR STAFF USE ONLY BELOW THIS LINE

WPLD Resident ____
RBP ____
Non-Resident (fee card) ____

Proof of Address

D.L. or State ID ____
Other ____

Exp. Date ____

Staff Initials ____ Date ____

LIBRARY CARD APPLICATION- UNDER 18 PARENT/GUARDIAN INFORMATION

Are you applying for a library card for yourself?

☐ Yes ☐ No, I have a library card on file ☐ No, not at this time

PLEASE PRINT

Name (Nombre) _____

Street Address (Dirección) _____

City (Ciudad) _____ Zip (Código Postal) _____

Date of Birth (Fecha de nacimiento) _____

Phone Number (Número de teléfono) _____ ☐ Home Phone ☐ Cell Phone

Email Address (Dirección electrónica) _____

☐ Sign me up for eNews! Receive emails about the latest Library events and services.

Due Date Receipts (at checkout): ☐ Print ☐ Email ☐ Both

NOTIFICATIONS

This is the way we will contact you regarding your account, including item holds and overdue material.

Please choose one [El método preferido de notificación (escoja uno)]

☐ Phone Calls/Mail Receive phone calls when holds are available. Receive mailed notices for overdue material.

-OR-

☐ Email Receive email notices before items are due, when holds are available and when items are overdue.

INFORMATION FOR CHILD(REN) UNDER 18 Library Accounts are not linked together.

CHILD #1

Name (Nombre) _____

Date of Birth (Fecha de nacimiento) _____

Phone Number (if different than parent/guardian) _____ ☐ Home Phone ☐ Cell Phone

Email address (if different than parent/guardian) _____

CHILD #2

Name (Nombre) _____

Date of Birth (Fecha de nacimiento) _____

Phone Number (if different than parent/guardian) _____ ☐ Home Phone ☐ Cell Phone

Email Address (if different than parent/guardian) _____

I apply for the right to use the Warrenville Public Library District and agree to comply with all its rules and regulations. I am aware that there are no age restrictions on borrowing any library materials and I accept the responsibility for my child's selection of materials. I understand that I am responsible for all materials checked out on this card, and for any charges, costs or fees that may result from the late return, loss or damage of materials borrowed.

Solicito esta aplicación para el derecho de utilizar la Biblioteca Pública de Warrenville y obedeceré todas sus reglas y regulaciones. Comprendo que no hay restricciones de edad en el préstamo de artículos de la biblioteca. Acepto la responsabilidad de las selecciones de artículos de mi niño. Comprendo que soy responsable por el préstamo de artículos que tengo con esta tarjeta. Comprendo que soy responsable por todos los artículos atrasados. Comprendo que soy responsable por cualquier multa resultando de la pérdida o el daño de artículos prestados.

Signature of adult (Firma) _____

FOR STAFF USE ONLY BELOW THIS LINE

WPLD Resident _____

RBP _____

Non-Resident (fee card) _____

Internet Agreement Form Filled out: Y/N

Proof of Address

D.L. or State ID _____

Other _____

Staff Initials _____ Date _____

Exp. Date _____

INFORMATION FOR CHILD(REN) UNDER 18 *Library Accounts are not linked together.***CHILD #3**

Name (Nombre) _____

Date of Birth (Fecha de nacimiento) _____

Phone Number (if different than parent/guardian) _____ ☐ Home Phone ☐ Cell Phone

Email Address (if different than parent/guardian) _____

CHILD #4

Name (Nombre) _____

Date of Birth (Fecha de nacimiento) _____

Phone Number (if different than parent/guardian) _____ ☐ Home Phone ☐ Cell Phone

Email Address (if different than parent/guardian) _____

CHILD #5

Name (Nombre) _____

Date of Birth (Fecha de nacimiento) _____

Phone Number (if different than parent/guardian) _____ ☐ Home Phone ☐ Cell Phone

Email Address (if different than parent/guardian) _____

CHILD #6

Name (Nombre) _____

Date of Birth (Fecha de nacimiento) _____

Phone Number (if different than parent/guardian) _____ ☐ Home Phone ☐ Cell Phone

Email Address (if different than parent/guardian) _____

CHILD #7

Name (Nombre) _____

Date of Birth (Fecha de nacimiento) _____

Phone Number (if different than parent/guardian) _____ ☐ Home Phone ☐ Cell Phone

Email Address (if different than parent/guardian) _____

MARKETING REPORT

March 2018

Kathy Gaydos

Collateral Creation/Distribution

Completed new overhead bookshelf sign installation throughout library.
Summer Reading Matters in progress.

eNewsletter (Constant Contact)

	Sent	Open Rate	Click Rate
April 2018	631	34%	16%
March 2018	614	33%	10%
Feb. 20 Special Edition	603	40%	34%
Feb. 2018	601	38%	11%
Jan. 2018	610	35%	18%

Social Media

Facebook

	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
Total Page Followers	698	723	748	752	771	777	786	791	805	811
Total Page Likes	721	745	772	778	786	793	799	804	817	822

Twitter

	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
Average Daily views	69	117	151	98	103	121	165	176	150	148
Average Engagement Rate	0.6%	0.3%	0.3%	0.3%	1.5%	0.5%	1.0%	0.6%	1.0%	0.4%

Graphics Created

Program or Display Slides/Flyers: Youth Banner (1)

Miscellaneous graphics/slides/flyers: eLibrary 2-sided rack card (1/3 page on cardstock); Community Fair large poster; Live & Learn (6 variations); NLW Talking Points for staff.

Other tasks in progress: Summer Concert series bookmarks and large banner; Summer Reading logs Youth, Youth Spanish, Teen and Adult; Style Guide and Graphics Style Guide.

Meeting Attendance

TechSoup Facebook webinar, 3/1, Kathy
RAILS Marketing Meeting, 3/2, Kathy
Budge Meeting, 3/22, Sandy and Kathy
Teen Suggestion box/Message system, 3/22, Kathy, Molly, Nayeli

Giveaways Purchased compasses for NLW giveaway item for being curious; purchased pens to giveaway with new library card sign up and other events.

TECHNICAL SERVICES REPORT

March 2018

Lou Carlile

Collection statistics for the month:

*1663 items were added. (805 books, 134 AV, 166 periodicals, 557 eBooks/eAudio, 1 equipment)

*1457 items were deleted. (782 books, 500 AV, 175 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed:

*Management Meetings: (Lou)

*Tech Team meeting (Lou)

*Budget request meeting (Lou)

*Laconi Technical Services Section meeting. Technical Services workflow: (Lou, Therese)

*Innovative technology and trends: (Lou)

Activities:

*JoAnn Hill has accepted the position of Collection Support Specialist. JoAnn's first day was on March 20th.

*Converted remaining puzzles in storage to new bags. Puzzles are now on library circulation.

*The new juvenile magazines can be checked out instead of having current issue being library use only.

*Filled out Rails customer satisfaction survey with Head of Member Services – Patty. (Lou)

Collection Maintenance:

*88 books were repaired.

*160 AV were cleaned / repaired.

COMPUTER SERVICES REPORT

March 2018

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (1)
 - Budget meeting w/Sandy
 - Technology Associate candidate interviews (2); meet w/Sandy to approve candidate hire
 - Technology orientation – Lydia Butler, Rebecca Hayes, Nora Jimenez
 - Tech Team meeting – Technology Associate interview suggestions, PaperCut popup status, feedback from PCs/users updated to Windows 10 v1709 & current schedule for updates, procedures for Conversion Station checkout, training, deployment, etc.
2. Prepared IT department budget.
3. Prepared Technology Associate interview questions, technology test, evaluation criteria. Reviewed 3 application packets; conducted 2 interviews. Hired Peter Baklashev with start date 4/10/18.
4. Completed migrating Catalog and most Staff PCs to new source for Windows updates. Continued testing distribution of Microsoft updates via manual process and via automated/scheduled process.
5. Completed updating most Staff PCs to Windows 10 v1709. Began experiencing an issue with the Horizon client becoming unresponsive; advised staff of the workaround while SirsiDynix attempts to re-create and resolve the issue. Experienced no issues in daily use on the Catalog PC previously upgraded to Windows 10 v1709.
6. Created user accounts for new hires JoAnn Hill and Marcia Koenen.
7. Renewed Mobile Beacon/Sprint internet service for 4 hotspots; purchased replacement device and service plan for hotspot Lost more than 90 days ago.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, April 12, 2018)

Wednesday, April 18 at 6 pm

Library Board Committee of the Whole Meeting (Budget)

Library Meeting Room

Wednesday, April 18 at 7 pm

Regular Library Board of Trustees Meeting

Library Meeting Room

Wednesday, May 16 at 6 pm

(tentative) Library Board Committee of the Whole Meeting (Budget)

Library Meeting Room

Wednesday, May 16 at 7 pm

Regular Library Board of Trustees Meeting

Library Meeting Room

Sunday, May 27 and Monday, May 28

Library Closed (Memorial Day)

Future Agenda Items:

May

- Presentation of second draft of the FY2019 Working Budget (Committee of the Whole meeting at 6 pm, if needed)
- Revise Policy No. 350 – Distribution of Free Materials / Community Information
- Discuss and Approve FY19 Goals for Director