



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, February 21, 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. Authorize Remote Attendance and Participation **(ACTION)**
4. 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.*

5. Presentations

- p. 3** a. Overview of New Program Calendar & Online Meeting Room Reservations
(Director Whitmer)

6. Public comments

7. Correspondence

8. Consent Agenda **(ACTION)**

- p. 4** a. Approve Minutes of the January 17, 2018 Regular Board of Trustees Meeting

- p. 11** b. Receive and file Financial Report for January

- p. 18** c. Receive and file Minutes of the January 4, 2018 Personnel Committee Meeting

- p. 20** d. Apply a 2% Market Adjustment to the Wage Scale Effective July 1, 2018

- p. 25** e. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2018 Audit Services

9. Regular Agenda

- p. 33 a. Approve payments for the period of January 18 – February 21, 2018
(ACTION)
- p. 35 b. Approve transfer of funds **(ACTION)**
- p. 37 c. Approve Minutes of the February 6, 2018 Personnel Committee Meeting
(ACTION)

10. Unfinished Business

- p. 39 a. Update on Library District's Cooperation with Airhart Construction Related to Residential Development of Civic Center Redevelopment Site #1 (CCRS #1) *(discussion only)*
- p. 40 b. Update on Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Way and Utility Easements to City of Warrentonville *(discussion only)*
- p. 42..... c. Review Recommendations for Electricity Supply and Authorize Staff to Execute Contract **(ACTION)**

11. New Business

- p. 43 a. Approve Revised Library Director Job Description and Revised Library Director Evaluation Process **(ACTION)**
- p. 60 b. Provide Input and Feedback on Strategic Priorities and Action Steps for FY19 *(discussion only)*
- p. 61 c. Review Plan for Outreach / Community Event Participation and Approve the Following Early Closures: Tuesday, July 3 at 5 pm and Friday, August 3 at 5 pm **(ACTION)**
- p. 62 d. Approve Closure on Friday, October 5 for Staff In-Service **(ACTION)**

p. 63 12. Director's Report

p. 66 13. Department Head Reports

p. 72 14. President's Report

a. Next meetings or events

15. Treasurer's Report

16. Secretary's Report

17. Committee Reports

18. Trustee Comments

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

- p. 73 20. Closed session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

21. Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes **(ACTION)**

22. Closed Session

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

24. Adjournment **(ACTION)**



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Discussion only items may also be added to the regular agenda at this time.*
5. Presentations
 - a. Overview of New Program Calendar & Online Meeting Room Reservations (Director Whitmer)
6. Public comments
7. Correspondence
8. Consent Agenda **(ACTION)**
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 - b. Receive and file Financial Report for January
 - c. Receive and file Minutes of the January 4, 2018 Personnel Committee Meeting
 - d. Apply a 2% Market Adjustment to the Wage Scale Effective July 1, 2018
 - e. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2018 Audit Services

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 - b. 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)*
 - c. Review Recommendations for Electricity Supply and Authorize Staff to Execute Contract **(ACTION)**
11. New Business
 - a. Approve Revised Library Director Job Description and Revised Library Director Evaluation Process **(ACTION)**
 - b. Provide Input and Feedback on Strategic Priorities and Action Steps for FY19 *(discussion only)*
 - c. Review Plan for Outreach / Community Event Participation and Approve the Following Early Closures: Tuesday, July 3 at 5 pm and Friday, August 3 at 5 pm **(ACTION)**
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12. Director's Report
13. Department Head Reports
14. President's Report
 - a. Next meetings or events
15. Treasurer's Report
16. Secretary's Report
17. Committee Reports
18. Trustee Comments
19. Items for information and/or discussion (No Action)
20. Closed session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."
21. Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes **(ACTION)**
22. Closed Session
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24. Adjournment **(ACTION)**

PRESENTATIONS

Overview of New Program Calendar & Online Meeting Room Reservations

Director Whitmer will share an overview of these new website features.

Program Calendar (warrenville.com; "Program" tab)

- For programs requiring registration, entering Library Card & PIN allows the system to "autofill" patron information that is in our database (name, phone, email); Library card is not required for most programs.
- Allows patrons to register guests
- Easy to "filter" programs by type, age group, keyword
- View as list or calendar
- Color coding for event types
- Can include an image on each program page
- Easy sharing to Facebook, Twitter, Email, Calendar, etc.
- Use of "tags" for ease in finding similar programs
- Updated in our current mobile app.
- Logo takes users back to Library home page.

Meeting Room Reservation (warrenville.com; "Services" tab; "Meeting Spaces")

- Online Meeting Room Reservations for Warrenville cardholders only
- Others may reserve by completing a reservation form and submitting it to Jackie
- Availability is shown for each configuration (East, West or Combined)
- Select date, then times
- Complete form and submit
- Jackie reviews, follows up on requests for "added" services, confirms reservations and collects fees.

Study Room Reservation

- This will be launched in April
- Works similar to the Meeting Room Reservation
- Online reservations for Warrenville cardholders only
- Will be unmediated (reservations will be automatically approved if the room is available)

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Board of Trustees Meeting
Wednesday, January 17, 2018 – 7:00 p.m.

1. Call to order – Trustee Picha called the meeting to order at 7:01 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

STAFF ATTENDING: Technical Services Gail Smith and Meghan Reese, Adult Services Rebecca Hayes

PUBIC ATTENDING: Paul Kalas, Vanguard Energy

3. Approval of the agenda

MOTION: Trustee Stull moved to approve the agenda. Trustee DuRocher seconded

Trustee Picha removed items #19 – Closed Session and Item #20 -
Discussion/Action from Closed Session

Trustee Stull moved to amend her motion to approve the agenda as amended. Trustee DuRocher seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

4. Presentations

- a. Staff Introductions

Director Whitmer introduced Rebecca Hayes, Adult Services Associate. Rebecca grew up in LaGrange and lived in Seattle while obtaining her Master of Library Science degree. She currently lives in Warrenville.

Director Whitmer introduced Meghan Reese from Tech Services. She is a Collection Support Specialist responsible for organizing the materials and shelving. She lives in Wheaton and is currently attending North Central College studying Business with a Psychology Minor.

Ms. Hayes and Ms. Reese left the meeting at this time.

b. Electricity Supply – Mr. Paul Kalas, Vanguard Energy

Trustee Picha introduced Mr. Paul Kalas from Vanguard Energy. Mr. Kalas distributed a brochure and a quote sheet. He explained Vanguard Energy is an energy-buying co-op and brokered the Library's agreement in March 2017 with Dynegy Energy.

Mr. Kalas reviewed the quote sheet and explained the capacity charge is at an all-time high due to the polar vortex a few years ago.

Trustee Lezon asked about a new tax if you are not buying energy from a renewable source. Mr. Kalas replied he does not know about a new tax, however, everyone pays a surcharge on their bill for renewable compliance charge.

The Library's current electrical contract expires in May. Mr. Kalas recommends locking in the fixed energy price only, since it is at an all-time low, not the capacity and other fees as these fees could decrease.

Trustee Stull asked if the price fluctuates every day. Mr. Kalas stated the price does change every day.

Mr. Kalas left the meeting at this time.

The consensus of the Board is to have Director Whitmer add this item to the February Board Meeting Agenda as an action item.

5. Public comments – None
6. Correspondence - None
7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the December 20, 2017 Regular Board of Trustees Meeting.
- b. Receive and file Financial Report for December

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

Trustee Warren stated there was a correction in the December 20, 2017 Board of Trustees Meeting Minutes on page 4. The voice vote should be corrected to read "Voice vote: Ayes – all".

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 December 21, 2017 – January 17, 2018

MOTION: Trustee Stull moved to approve payments in the amount of \$37,421.96 for the period of December 21, 2017 – January 17, 2018 including electronic payments and checks #6237 - 6282. Checks #6262 and #6280 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Approve transfer of funds

MOTION: Trustee DuRocher moved to approve transfer of \$150,000 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. Update on Library District's Cooperation with City and Airhart Construction Related to Residential Development of Civic Center Redevelopment site #1 (CCRS #1)

Director Whitmer stated she has been working with Attorney Roger Ritzman and Court Airhart, Airhart Construction. The agreement has been executed formalizing the Library's intent to cooperate with Airhart Construction for certain aspects of the residential development planned for the lot next to the Library. Airhart is planning to close on the property at the end of January. Tree and fence removal will begin in April and grading will begin in April.

10. New Business

- 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 Warrenville

MOTION: Trustee DuRocher moved to 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. Trustee Stull seconded.

Trustee Lezon asked who owns the three streetlamps on Stafford Place. Director Whitmer responded the Library currently owns them but will transfer ownership to the City. Director Whitmer asked the City if a 5' dedicated right-of-way would be an appropriate solution for these streetlamps and the City agreed. The Library will continue to maintain the easement and the City will acquire the electric charges.

The Library will also transfer ownership to the City for the two streetlamps located at Mount Street and five streetlamps by the Prairie Path. The City will maintain and pay all costs associated with these lamps.

Trustee Warren asked if banners or flower baskets are located on these streetlamps. Trustee Ruzicka responded Warrenville in Bloom provides flower baskets in the summer for the streetlamps. Director Whitmer stated the Library does have banners that are hung on the streetlamps.

Trustee Lezon asked if the City could provide more parking spaces along the Prairie Path eastwards.

Roll call vote:

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

Nays – None

Motion carried

b. March Board Meeting Date

Director Whitmer stated she misunderstood Trustee DuRocher's absence at the March board meeting. Trustees Warren and Stull will be absent, leaving five trustees to attend. Four trustees must attend for a quorum.

After discussion, the consensus of the Board is to keep the meeting on March 21. Trustees Stull and Warren will be able to attend remotely, including participation in discussion and voting on motions.

c. Review Staff Report on FY18 Strategic Action Steps

Director Whitmer reviewed the items one by one with the following highlights:

Lower Level "Meeting" Space:

- She explained Head of Public Services Leila Heath and her team have been working on the needs and opportunities for use of the lower level "meeting" room. Some suggestions were book sale, makerspace and youth/teen program space. Trustee Ruzicka stated she would like a book sale on the lower level,

Establish a style guide for Library Communications

- Director Whitmer explained former employee Amaralis Morales drafted a visual style guide, color palette and new design for the Library newsletter. Kathy Gaydos, along with new graphic designer Molly Schlecht, are working to complete the full style guide by the end of the fiscal year.
- Trustee Warren would like a copy of the style guide once completed.

Develop a Responsive Website

- Director Whitmer stated development of the website will be completed next fiscal year.

11. Director's Report

- Director Whitmer stated a window in the lower level hallway shattered over the Christmas holiday. A quote was obtained for \$385 to replace this window and the window will be replaced as soon as possible. A proposal was obtained at the same time to repair 30+ failed window units for \$10,600 which was accepted and work will be scheduled in the spring.
- Due to the new boiler failing, Barr Mechanical replaced the frequency drive. The boiler is currently running, but is operating outside of the building automation system. Barr Mechanical is working with the automation system reps to fix the problem.
- The fireplace is still out of service due to the frame warping from lack of enough adhesive. Hargrave Builders is building a replacement piece and installation is scheduled to be completed by the end of the month.
- Director Whitmer asked the Board to suggest items for the strategic plan for next year and items for staff to focus on during FY 18-19.

12. Department Head Reports – no questions

13. President's Report

a. Next meetings or events

Trustee Picha announced the upcoming meetings and events including some agenda items for the February and March board meetings.

14. Treasurer's Report

- Trustee Lezon stated the Library will receive a disbursement of \$880 from the DuPage Foundation in February. Director Whitmer recommends these funds be used to match the Science Kits Grant if awarded.
- Trustee Lezon reported the Library's balance of Developer Donations collected by the City is \$4,936.89. After discussion, the consensus of the Board is to leave these funds on deposit to use towards renovating the lower level meeting room.

15. Secretary's Report – Trustee Stull reported everything looks good and reminded the Board to appoint a Secretary Pro-Tem in March due to her absence.

16. Committee Reports

a. Personnel Committee

Trustee DuRocher reported the Personnel Committee met on January 4 to discuss potential revisions to the Director's evaluation process.

Trustee DuRocher thanked Director Whitmer for doing an amazing job of gathering and compiling materials for the Committee to review.

The consensus of the Committee is to make the evaluation process useful for Director Whitmer and based on three factors:

- Library Goals
- Job Description
- Behavioral Traits

The Committee agreed the Management Team will no longer participate in the evaluation process and the Assistant to the Director will no longer compile the evaluation results.

The next Committee Meeting is on February 6, 2018 at 4:30 p.m.

17. Trustee Comments

- a. Trustee Warren stated he has not contacted Paula Voegtle to inform her the Board discussed her concerns at last month's board meeting. He considers the matter closed.

18. Items for information and/or discussion

- a. Per Capita Grant Requirement: Review Chapter 5: Policymaking", Trustee Facts File

Trustee Richardson shared three main points from the publication:

- A good policy does not include procedures that would make it confusing for leadership or staff.
- All policies must be made public; therefore it's important to keep the guidelines in mind of being unambiguous, fair and reasonable if the public is going to see them.
- Important to review policies for appropriateness and ability to follow through as times change, people and situations change.

Trustee Picha asked Director Whitmer if the Library reviews policies on a regular basis. Director Whitmer replied staff does review policies as needed. Trustee Warren stated the Library Board must review the policy for Selection of Library Materials at least every two years. Director Whitmer stated this review is scheduled for next fiscal year and could be included as a strategic priority.

19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 8:30 p.m. Trustee DuRocher 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

January 31, 2018

WARRENVILLE LIBRARY INCOME	JANUARY 2018	FUND BALANCES										PAGE 1
		% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED 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	
LEVY	LEVY EXT											
	1698315	94.9290%	0	1695798	99.85%	336830	2944	31594	116305	1055541	1008681	
	90722	5.0710%	0	90588	99.85%	82381	0	0	6265	37999	134970	
	1789037	100.00%	0	1786386	99.85%	419211	2944	31594	122570	1093540	1143651	
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	194904	
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	2944	31594	125197	1406585	1587926	
FORMULA = A+B+C-D=E			A			B		C		D	E	

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

	CORPORATE FUND				
	1 Month Ended	7 Months Ended			% Received /
	Jan. 31, 2018	Jan. 31, 2018	Budget	Balance	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	358.81	3,885.59	7,000.00	3,114.41	55.51%
Extended Use Fees	1,509.00	11,306.71	22,000.00	10,693.29	51.39%
Fees	10.00	126.25	250.00	123.75	50.50%
Interest	154.84	2,463.16	2,200.00	(263.16)	111.96%
Book Sales	63.00	79.00	2,000.00	1,921.00	3.95%
Lost Books	205.50	2,442.13	3,500.00	1,057.87	69.78%
Gifts / Memorials	100.00	300.00	1,000.00	700.00	30.00%
Miscellaneous	542.46	2,434.18	1,000.00	(1,434.18)	243.42%
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%
	2,943.61	1,727,392.23	1,760,440.00	33,047.77	98.12%
Expenses					
Sal. - Administration	15,646.59	113,079.61	196,500.00	83,420.39	57.55%
Sal. - Circulation	10,503.20	70,576.57	118,000.00	47,423.43	59.81%
Sal. - Maintenance	1,813.68	12,591.34	21,500.00	8,908.66	58.56%
Sal. - Public Services	28,876.08	194,140.56	342,000.00	147,859.44	56.77%
Sal. - Tech Services	16,303.36	115,635.66	217,500.00	101,864.34	53.17%
I.M.R.F. - Expense	7,456.42	56,602.66	98,000.00	41,397.34	57.76%
Fica - Expense	5,086.83	37,425.82	68,500.00	31,074.18	54.64%
Unemp. Comp.	113.77	532.90	1,300.00	767.10	40.99%
Op - Mat'l Processing/Tech	1,787.27	9,142.60	9,100.00	(42.60)	100.47%
Op - Mat'l Processing/Circ	0.00	558.94	2,300.00	1,741.06	24.30%
Op - Postage	350.00	2,373.28	5,865.00	3,491.72	40.47%
Op - Office Supplies	295.59	1,888.52	4,650.00	2,761.48	40.61%
Op - Bank Fee's	45.50	357.93	850.00	492.07	42.11%
Op - Automation Supplies	991.93	1,902.19	3,000.00	1,097.81	63.41%
Op - Publishing	0.00	1,076.63	1,200.00	123.37	89.72%
Equip. - Purchases	558.00	4,221.76	7,700.00	3,478.24	54.83%
Equip. - Maintenance	210.30	2,049.74	4,000.00	1,950.26	51.24%
Auto. - Software	439.99	13,339.42	13,475.00	135.58	98.99%
Auto. - Purchases	0.00	1,246.38	7,000.00	5,753.62	17.81%
Auto. - Maintenance	2,245.54	38,610.57	50,240.00	11,629.43	76.85%
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	3,487.62	24,433.13	63,800.00	39,366.87	38.30%
Pd - Recruiting	135.00	405.00	500.00	95.00	81.00%
Pd - Staff Appreciation	90.91	364.70	1,250.00	885.30	29.18%
Pd - Staff / Dues	0.00	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	5.14	445.28	1,000.00	554.72	44.53%
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	88.82	150.62	700.00	549.38	21.52%
Pd - Trustee Misc.	13.98	210.27	500.00	289.73	42.05%
Cont. - Lawyer	0.00	1,785.00	5,000.00	3,215.00	35.70%
Cont. - Accounting	848.68	5,943.52	10,000.00	4,056.48	59.44%
Cont. - Collections	35.80	214.80	1,000.00	785.20	21.48%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended	7 Months Ended			% Received /
	Jan. 31, 2018	Jan. 31, 2018	Budget	Balance	Expended
Cont. - Audit	2,200.00	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	3,943.98	30,895.14	67,000.00	36,104.86	46.11%
Lib. Mat. - Youth Books	2,382.63	18,754.01	32,000.00	13,245.99	58.61%
Lib. Mat. - Adult AV	2,072.18	15,005.82	27,000.00	11,994.18	55.58%
Lib. Mat. - Youth AV	442.76	2,993.40	7,000.00	4,006.60	42.76%
Lib. Mat. - EBooks	1,044.81	2,009.81	24,000.00	21,990.19	8.37%
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	870.00	3,733.69	6,500.00	2,766.31	57.44%
Ps - Programs Youth	92.17	2,328.44	6,500.00	4,171.56	35.82%
Ps - Hotel/Motel	550.00	8,355.00	18,325.00	9,970.00	45.59%
Ps - Refunds / Fines / Fees	23.00	62.99	500.00	437.01	12.60%
Ps - Printing	0.00	7,741.39	20,100.00	12,358.61	38.51%
Ps - PR / Publicity	0.00	1,791.88	4,550.00	2,758.12	39.38%
Ps - Misc.	0.00	981.99	1,300.00	318.01	75.54%
Gas	912.87	2,158.40	9,000.00	6,841.60	23.98%
B & M - Water / Sewer	0.00	410.00	800.00	390.00	51.25%
Electricity	2,661.45	20,589.65	40,000.00	19,410.35	51.47%
Telephone	1,094.83	8,008.52	14,480.00	6,471.48	55.31%
B & M - Landscape Maint	278.00	5,692.00	10,000.00	4,308.00	56.92%
Gifts	0.00	1,262.20	2,300.00	1,037.80	54.88%
Contingency	306.00	1,795.09	10,000.00	8,204.91	17.95%
Debt Repayment	0.00	149,402.50	167,550.00	18,147.50	89.17%
	116,304.68	1,055,541.36	1,816,945.00	761,403.64	58.09%

See Accountants Compilation Letter

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

BUILDING & MAINTENANCE FUND

	<u>1 Month Ended</u> <u>Jan. 31, 2018</u>	<u>7 Months Ended</u> <u>Jan. 31, 2018</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
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	2,631.96	26,380.13	44,520.00	18,139.87	59.25%
Maintenance Supplies	10.78	1,847.81	2,200.00	352.19	83.99%
Security	158.34	1,265.42	4,750.00	3,484.58	26.64%
Snow Removal	3,428.40	5,763.58	20,000.00	14,236.42	28.82%
Hvac	0.00	1,314.94	10,900.00	9,585.06	12.06%
Janitorial Supplies	35.96	1,427.39	3,500.00	2,072.61	40.78%
	6,265.44	37,999.27	85,870.00	47,870.73	44.25%

See Accountants Compilation Letter

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

SPECIAL RESERVE FUND				
	1 Month Ended Jan. 31, 2018	7 Months Ended Jan. 31, 2018	Budget	% Received / Expended
Income				
	0.00	0.00	0.00	0.00%
Expenses				
Equip. - Purchases	0.00	0.00	2,000.00	0.00%
Auto. - Purchases	0.00	4,517.49	21,750.00	20.77%
Capital Improvement	0.00	308,527.18	500,000.00	61.71%
	0.00	313,044.67	523,750.00	59.77%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	13,126.37
Cash / Copier Change	75.00
MB Operating	201,433.76
MB Business NOW	347,905.74
MB Business Money Market	825,397.47
MB Certificate of Deposit	202,715.89

1,591,064.23

General Fixed Assets	6,180,189.00
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TOTAL ASSETS	<u>\$ 7,771,253.23</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	3,137.51
	3,137.51

LONG-TERM LIABILITIES

Debt Certificate Payable	1,950,000.00
	1,950,000.00
EQUITY	
Fund Balance	5,818,115.72

TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,771,253.23</u>
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See Accountants Compilation Letter

CONSENT AGENDA

Receive and File Minutes of the January 4, 2018 Personnel Committee Meeting

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Personnel Committee Meeting
Thursday, January 4, 2018, 11:00 a.m.
Location: Library Meeting Room

1. Call to order – Trustee DuRocher called the meeting to order at 11:07 a.m.
2. Roll Call

ATTENDING: Trustees DuRocher and Warren

ALSO ATTENDING: Library Director Sandy Whitmer and Trustee Picha

3. Approval of the agenda

MOTION: Trustee Warren moved to approve the agenda. Trustee DuRocher seconded. Motion approved by voice vote.

4. Public comments – None

5. New Business

a. Director's Evaluation Process

b. Director's Job Description

The committee reviewed a packet of material prepared by Director Whitmer. The material included general information on evaluation of library directors, sample job descriptions and sample evaluation processes and forms.

The committee agreed that the evaluation process should be a useful tool rather than a rote annual task. The process should allow the Board to provide feedback and set goals for the Director with the intention of continual improvement of library service to the community.

After considerable discussion, the committee agreed to:

- Recommend discontinuation of staff participation in the director's evaluation process,
- Recommend the committee compile board feedback for the director's evaluation (discontinue delegation of this task to administrative staff),
- Develop a new evaluation process and form that focus on three factors: job description, goals and behavioral traits and
- Revise the Director's job description.

The committee asked Director Whitmer to draft a revised job description and evaluation form.

The committee will review the documents at a committee meeting scheduled for 4:30 p.m. on Tuesday, February 6.

6. Adjournment

The meeting adjourned at 12:15 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Richard W. Warren Jr.", written in a cursive style.

Richard W. Warren Jr.

Personnel Committee, Library Board of Trustees

Warrenville Public Library District

CONSENT AGENDA

Apply a 2% Market Adjustment to the Wage Scale Effective July 1, 2018

Each year, the Management Association of Illinois recommends a market-based adjustment to the Library's wage scale. This year, the recommended adjustment is a 2% increase.

The revised wage scale and classification plan is included on the following page.

Note: This adjustment is made to the wage scale, not employee pay rates. It only impacts existing employee pay rates if the employee's rate of pay falls below the minimum rate for his or her position. In this case, the employee will receive an increase to at least the minimum rate. All other pay rate increases are merit-based.

2% market adjustment applied to 7/1/17 pay grades
Maintains 11.8478% midpoint-to-midpoint spread
Maintains 20% difference from midpoint to minimum/maximum

For Review & Approval 2/21/18

1.95% market adjustment applied to 7/1/16 pay grades
Maintains 11.8478% midpoint-to-midpoint spread
Maintains 20% difference from midpoint to minimum/maximum

Approved 1/18/2017

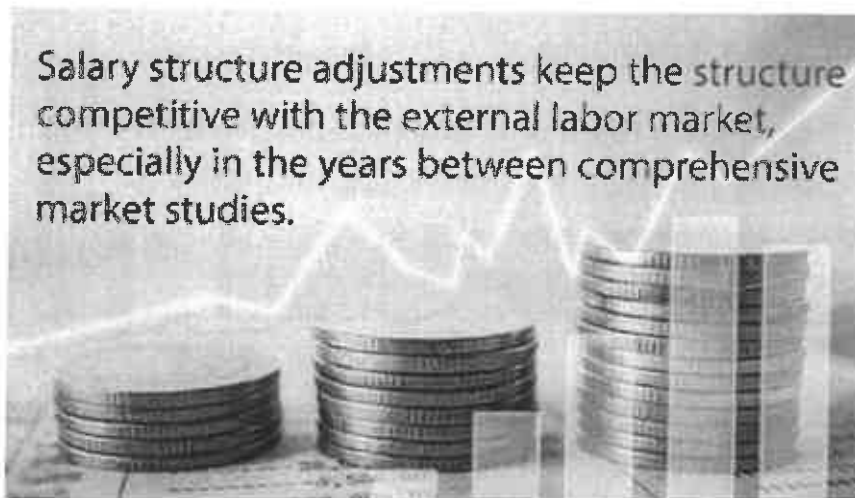


2018 Structure Adjustments Now Available

By Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP, Director, Compensation Services

Published November 14, 2017

Most compensation systems utilize a salary structure with grade levels. Each level identifies a minimum, midpoint, and maximum pay rate. Salary structure adjustments keep the structure competitive with the external labor market, especially in the years between comprehensive market studies.



For those organizations that manage their compensation programs on a calendar year, now is the time when data is collected, and decisions are made regarding

salary structure adjustments for the upcoming year. These decisions are generally based on employer surveys of compensation practices. The Management Association has gathered data to provide structure adjustment recommendations for 2018.

Our **general industry** recommendations, based on this data, are as follows:

- Pay structures specifically covering production, service, and maintenance positions: 1.95% increase;
- Pay structures specifically covering non-exempt office and technical positions: 2.0% increase;
- Pay structures specifically covering exempt professional and managerial positions: 2.10% increase; and
- Pay structures including two or more of the previously identified groups: 2.0%.

To adjust your pay grade structure, modify all range midpoints using the fixed percentage supplied above. Once all range midpoints have been adjusted, expand outwards to recalculate range minimums and maximums.

Structure adjustments are a perfectly acceptable and recommended pay practice, but they should not be a replacement for compensation benchmarking at regular intervals. We generally recommend that all jobs be formally benchmarked every three to four years. In the off years, it is acceptable to apply structure adjustments.

The Management Association has a team of compensation specialists that can help with your compensation needs. Call us at 800-448-4584 to speak with one of our professionals or email us at info@hrsourcem.org.



CONSENT AGENDA

Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2018 Audit Services

Fiscal Year 2018 is the first year of a three-year proposal from Sikich, LLC that was approved by the Library Board.

The cost for FY18 audit services, barring any unusual activity or findings, will be \$6,960. In addition, an additional one-time fee of \$850 will be charged for the implementation of GASB Statement No. 75 (post-employment benefits other than pensions).

Director Whitmer requests that the Board authorize her to sign the engagement letter for services for FY18.

January 23, 2018

The Honorable President
Members of the Board of Trustees
Warrenville Public Library District
28W751 Stafford Place
Warrenville, Illinois 60555

Dear Ladies and Gentlemen:

This engagement letter (the "Agreement") between Sikich LLP, an Illinois limited liability partnership, ("Sikich," "we," "us" or "our") and Warrenville Public Library District (the "Client," "you" or "your") sets forth the mutual agreements of the parties regarding the audit of the Client's basic financial statements for the year ended June 30, 2018.

The Services will include an audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information and the related notes to the financial statements, which collectively comprise the basic financial statements of the Client as of and for the year ended June 30, 2018.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information ("RSI"), such as management's discussion and analysis ("MD&A"), to supplement the Client's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our Services, we will apply certain limited procedures to the Client's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Employer Contributions for the Illinois Municipal Retirement Fund.
3. Schedule of Changes in the Employer's Net Pension Liability and Related Ratios for the Illinois Municipal Retirement Fund.

We have also been engaged to report on supplementary information other than RSI that accompanies the Client's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining and Individual Fund Financial Statements and Schedules.

AUDIT OBJECTIVE

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

The accounting records of the District are presently prepared on the cash basis of accounting. Accordingly, our opinion on those statements will be limited to an expression of opinion as to the fairness with which those financial statements present assets, liabilities, and fund balances arising from cash transactions and the related statements of revenue collected and expenditures paid. Such statements do not purport to present financial statement position or changes in financial position in conformity with generally accepted accounting principles.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions and to render the required report. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the Agreement

AUDIT PROCEDURES - GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

AUDIT PROCEDURES - INTERNAL CONTROL

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under AICPA professional standards.

AUDIT PROCEDURES - COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Client's compliance with provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

OTHER SERVICES

We will also assist in preparing the financial statements and related notes of the Client in conformity with U.S. generally accepted accounting principles based on information provided by you.

Other nonattest Services expected to be performed during our audit of the financial statements as of and for the year ended June 30, 2018 and other deliverables are as follows:

1. Prepare a draft of the financial statements and note disclosures from the adjusted trial balances prepared by the District.
2. Prepare ten (10) copies of the annual financial report (AFR) of the District.
3. Prepare ten (10) copies of the management letter, communicating any material weaknesses or significant deficiencies found during the audit and our recommendations for improvement.
4. Prepare five (5) paper copies (and electronic filing) of the Annual Financial Report to the Comptroller of the State of Illinois.
5. Report to the District in accordance with the Statement on Auditing Standards (SAS) No. 114, Communication with those Charged with Governance.

MANAGEMENT RESPONSIBILITIES

Management is responsible for designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management,

(2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit Services we provide; oversee the nonaudit Services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those Services; and accept responsibility for them.

ENGAGEMENT ADMINISTRATION, FEES AND OTHER

In accordance with professional standards, any discussions during the period of the Agreement between any individual representing the Client and a member of the Sikich engagement team regarding potential employment or association with the Client creates an impairment of independence for the Sikich employee and possibly Sikich. Such a situation could require us to temporarily or permanently remove that person from your engagement or to perform additional procedures or re-perform procedures, which would increase our fees. Should we not become aware of the impairment until after the conclusion of the Agreement, Sikich's independence would be deemed to have been impaired. Please inform appropriate Client personnel to refrain from any such discussions with any Sikich staff while the engagement is ongoing and notify Brian D. LeFevre immediately if you or anyone else at the Client becomes aware that any such discussions may have occurred.

Client hereby explicitly acknowledges and consents to Sikich's use of third-party cloud computing services to store confidential and proprietary information and other data of the Client, and agrees that Sikich's use of such cloud services coupled with the use of encrypted devices, password protections and firewall protection shall constitute the best efforts of Sikich to safeguard such information and data from unauthorized disclosure. Client further agrees that, subject to applicable law, Sikich shall only be liable if it has finally judicially been determined that Sikich did not take commercially reasonable measures to protect the confidential and proprietary information and other data of the Client from unauthorized disclosure.

The assistance to be supplied by Client personnel is described in the workpaper request lists for preliminary (interim) and final fieldwork, which outline the specific schedules and information we are requesting for this Agreement. The workpaper request lists will be discussed with and coordinated with Sandra L. Whitmer, Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. This Agreement assumes that all records, documentation and information we requested in connection with our audit (and outlined in the workpaper request lists) are complete and available at the beginning of the respective phases of the engagement. It also assumes that key personnel are available

to us during the duration of the audit. The accuracy of these assumptions will allow us to conduct our audit without any delays or inefficiencies for the fee noted in this Agreement. If the assumptions are not accurate and you fail to provide the records, documentation, information and key personnel required, there may be additional fees to cover our cost for the delays and possible rescheduling of the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We understand that your employees will prepare all cash, accounts receivable and other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not contemplated by this Agreement. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this Agreement. Notwithstanding the foregoing, this Agreement will not include any services related to the Affordable Care Act or consideration of taxable fringe benefits including those impacted by Affordable Care Act; in all circumstances, services related to the Affordable Care Act and other taxable fringe benefit reporting will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.

We will provide copies of our reports to the Client; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

The audit documentation for this Agreement is the property of Sikich and constitutes confidential information. However, subject to applicable laws and regulations, audit and examination documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant or oversight agency for audit or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sikich personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, regulatory inquiry (other than that mentioned in the previous paragraph) or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request.

The audit documentation for this Agreement will be retained for a minimum of seven years after the report release date or for any additional period requested by the cognizant or oversight agency for audit or its designee. Sikich does not keep any original client records so we will return those to you at the completion of the Services rendered under this Agreement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Final reports will be issued upon your approval of the preliminary drafts. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. Brian D. LeFevre is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services consistent with our proposal dated December 8, 2017, will not exceed \$6,960 for the District audit, which includes out-of-pocket costs such as report reproduction, postage, etc. In addition, there is a one-time fee for the implementation of GASB Statement No. 75 of \$850. These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Services will be invoiced to you from time-to-time as work progresses. In accordance with Illinois Compiled Statutes, payments for all Services are due within sixty days of receipt of an invoice. Invoices not paid within sixty days are subject to finance charges of 1% per month (12% annually).

We reserve the right to suspend or terminate Services for reasonable cause, such as failure to pay our invoices on a timely basis or failure to provide the information or cooperation necessary for successful performance of the Services. Our Services will be deemed to be completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

You hereby agree to indemnify and hold harmless Sikich and its partners, directors, employees, agents or subcontractors against all costs, expenses, losses, judgments, damages and liabilities (including reasonable attorneys' fees and expenses) associated with any third party claim, threat or proceeding relating to the performance of the Services by Sikich under this Agreement, other than as determined through mediation to have been caused by our own gross negligence or willful misconduct.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the Services will be limited to the amount of fees we receive from you under this Agreement, except to the extent determined to result from our gross negligence or willful misconduct. You agree that this limitation applies to any and all liability or cause of action against us, however alleged or arising, unless otherwise prohibited by law or professional standards. Additionally, our liability as auditors shall be limited to the period covered by our audit and shall not extend to later periods for which we are not engaged as auditors or prior periods before we were engaged as auditors. In no event will Sikich be liable to you or any third party, whether a claim be in tort, contract or otherwise, for any amount in excess of the total professional fees paid pursuant to this Agreement to which the claim relates, or for any consequential, indirect, lost profit, punitive or similar damages relating to Sikich's Services provided under this Agreement.

If any dispute, controversy or claim arises in connection with the performance or breach of the Agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Mediation Rules of the American Arbitration Association. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy. Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations. The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

ACCEPTANCE

You acknowledge having read this Agreement in its entirety, have had full opportunity to consider its terms in consultation with your attorney, have had full and satisfactory explanation of the same and fully understand and agree to be bound by the terms of this Agreement.

Please indicate your understanding and acceptance of this Agreement and your intention to be legally bound hereby by executing this Agreement in the space provided below where indicated and return it to our offices, indicating your authorization for us to proceed on the above terms and conditions.

We appreciate the opportunity to be of service to you and believe this Agreement accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,



By: Brian D. LeFevre, CPA, MBA
Partner
On behalf of Sikich LLP

RESPONSE:

This letter correctly sets forth the understanding of the Warrenville Public Library District.

By: _____

Title: _____

Date: _____

REGULAR AGENDA

Approve payments for the period of January 18 – February 21, 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

January 18 - February 21, 2018

Date	Num	Name	Amount
02/21/2018	6283	Accounting Services, Inc.	-498.00
02/21/2018	6284	Ambius	-278.00
02/21/2018	6285	American Library Association	-213.00
02/21/2018	6286	AT&T	-383.97
02/21/2018	6287	Atlas	-15.00
02/21/2018	6288	Baker & Taylor	-3,455.80
02/21/2018	6289	Baker & Taylor	-2,540.84
02/21/2018	6290	Baker & Taylor	-1,215.33
02/21/2018	6291	Baker & Taylor	-2,253.03
02/21/2018	6292	Business Card	-2,440.04
02/21/2018	6293	Cavendish Square	-177.93
02/21/2018	6294	CFB Computers	-4,750.00
02/21/2018	6295	Chapman, J. Kevin	-250.00
02/21/2018	6296	ComEd	-3,075.87
02/21/2018	6297	Demco	-117.04
02/21/2018	6298	Grainger	-165.25
02/21/2018	6299	LIMRICC Purchase of Health Insurance Prog	-4,539.76
02/21/2018	6300	Midwest Tape	-2,461.05
02/21/2018	6301	Midwest Tape	-563.65
02/21/2018	6302	Petty Cash Fund	-63.28
02/21/2018	6303	Provantage LLC	-1,686.85
02/21/2018	6304	Service Master Commercial Cleaning	-1,799.19
02/21/2018	6305	Sound, Inc.	-90.00
02/21/2018	6306	Technology Management Revolving Fund	-450.00
02/21/2018	6307	Today's Business Solutions, Inc.	-213.76
02/21/2018	6308	Unique Management Services, Inc.	-98.45
2/21/2018	6309	Shari Pontillo	-375.00
02/21/2018	6310	Warren, Richard	-283.83
02/21/2018	6311	Warrenville Historical Society	-25.00
02/21/2018	6312	Waterlogic East LLC	-157.88
02/21/2018	6313	SYNCHRONY BANK/AMAZON	-464.49
02/21/2018	6314	Jamie Perpich	-38.52
02/21/2018	6315	Whitmer, Sandy	-17.66
01/18/2018	Electronic	Paylocity	-241.10
01/22/2018	Electronic	MegaPath	-59.98
01/23/2018	Electronic	Northern Illinois Gas	-912.87
02/01/2018	Electronic	Paylocity	-97.80
02/05/2018	Electronic	Konica Minolta Premier Finance	-167.00
02/06/2018	Electronic	Pitney Bowes, Inc.	-396.00
02/13/2018	Electronic	Konica Minolta Premier Finance	-391.00
02/13/2018	Electronic	Call One	-140.07
02/14/2018	Electronic	AFLAC	-213.84
02/15/2018	Electronic	Paylocity	-449.12

-38,226.25

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.

REGULAR AGENDA

Approve Minutes of the February 6, 2018 Personnel Committee Meeting **(ACTION)**

Note: Any trustee may make a motion and/or second this agenda item. Only those present at the meeting may vote (Trustees DuRocher, Warren and Picha). All other trustees should abstain.

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Personnel Committee Meeting
Tuesday, February 6, 2018, 4:30 p.m.
Location: Library Meeting Room

1. Call to order – Trustee DuRocher called the meeting to order at 4:34 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher and Warren

ALSO ATTENDING: Library Director Sandy Whitmer and Trustee Picha

3. Approval of the agenda

MOTION: Trustee Warren moved to approve the agenda. Trustee DuRocher seconded. Motion approved by voice vote.

4. Public comments – None

5. Approval of the Minutes of the January 4, 2018 Personnel Committee Meeting

MOTION: Trustee DuRocher moved to approve the Minutes of the January 4, 2018 Personnel Committee Meeting. Trustee Warren seconded. Motion approved by voice vote.

6. Unfinished Business

a. Director's Job Description & Evaluation Process

The Committee reviewed the revised job description prepared by Director Whitmer. Several minor changes were made. The same changes will be made to the evaluation form.

The Committee reviewed the draft evaluation form and timeline prepared by Director Whitmer.

The Committee agreed the form is an appropriate tool for evaluating the Director on three factors: job description, goals and behavioral traits

A few minor revisions to the evaluation form were suggested.

The Committee discussed the evaluation timeline and concluded the discussion of goals should be separated into two steps: evaluation of prior year goals and consideration of next year goals. Director Whitmer will adjust the timeline.

The Committee asked the Director to make the revisions to the job description, evaluation form and timeline and add an action item to the February Board Meeting Agenda. The Committee will present the information to the Board.

7. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting. Trustee Warren seconded. Motion approved by voice vote. Meeting adjourned at 5:34 p.m.

Respectfully submitted,

Richard W. Warren Jr.
Personnel Committee, Library Board of Trustees
Warrenville Public Library District

UNFINISHED BUSINESS

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

The Temporary Construction Agreement was signed by both parties (Library and Airhart Construction) on January 15, 2018.

The agreement provides access to Library property for the developer to:

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

The temporary easement automatically expires when the project is complete or on December 31, 2021, whichever occurs first.

Airhart closed on the property at the end of January.

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*)

Director Whitmer continues to work with City staff on this matter.

After investigating location of existing streetlamp conduit, the City determined an existing conduit is located on Airhart's property. This conduit will be abandoned and a new conduit will be run beneath the Library's parking spaces at the northwest corner of the Library. This new conduit requires the public utility easement to extend through the parking spaces. Director Whitmer and Trustee Picha discussed the extension and agree that it is necessary and appropriate. (See exhibit easement on next page.)

Director Whitmer and Trustee Picha attended the February 12, 2018, City's Public Works/Infrastructure Committee of the Whole Meeting. At the meeting, The committee voted unanimously to recommend the City Council take the following action:

- Approve the ownership transfer of 11 streetlamps from the Library to the City,
- Authorize the City's attorney and staff to draft an amendment to the existing light maintenance intergovernmental agreement (removing the 11 streetlamps from the agreement), and
- Pass an ordinance approving the plat of dedication of easement and right of way.

City staff and attorney are finalizing the plat of dedication. City Council is expected to take action on the above items at the March 5 Council meeting.

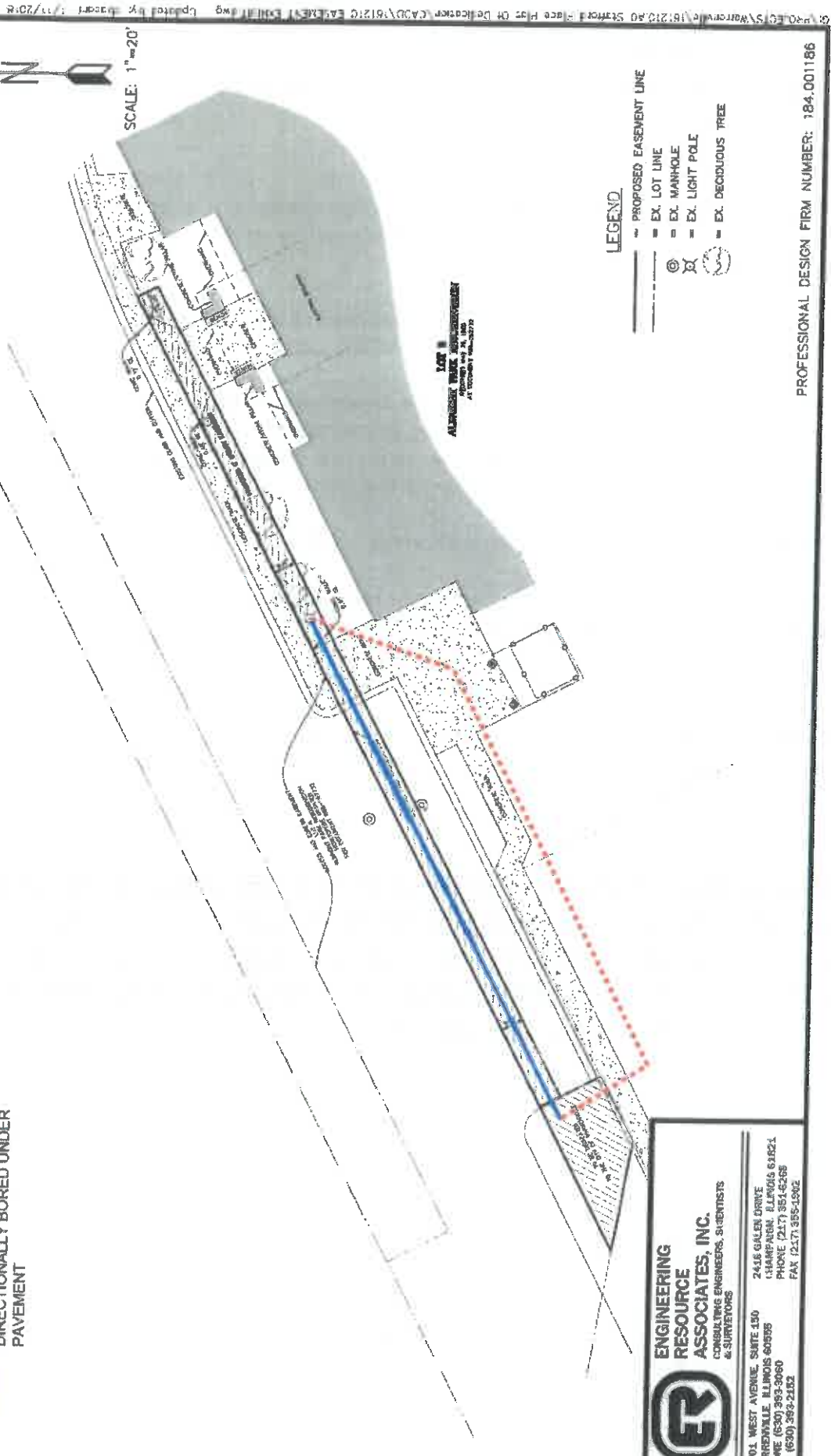
Helpful Terminology:

Right of Way – Property owner dedicates ownership to City.

Easement – Property owner maintains ownership, but grants an easement so City can use the property for utilities. City has the right to enter property to maintain the utility. If property is disturbed as a result of maintenance (including installation / removal), then City is responsible for restoring the property.

EASEMENT EXHIBIT

- EXISTING - TO BE ABANDONED
- PROPOSED - TO BE DIRECTIONALLY BORED UNDER PAVEMENT



- LEGEND**
- PROPOSED EASEMENT LINE
 - EX. LOT LINE
 - ⊗ EX. MANHOLE
 - ⊗ EX. LIGHT POLE
 - ⊗ EX. DECIDUOUS TREE

**ENGINEERING
RESOURCE
ASSOCIATES, INC.**

CONSULTING ENGINEERS - SURVEYORS

35704 WEST AVENUE, SUITE 150
WILMINGTON, ILLINOIS 60555
PHONE (630) 385-2050
FAX (630) 385-2152

2416 GALEN DRIVE
CHAMPAIGN, ILLINOIS 61821
PHONE (217) 351-6258
FAX (217) 355-1562

PROFESSIONAL DESIGN FIRM NUMBER: 184.001186

UNFINISHED BUSINESS

Review Recommendations for Electricity Supply and Authorize Staff to Execute Contract (ACTION)

Paul Kalas from Vanguard Energy, the Library's energy consultant, presented information about the Library's options for electricity supply at the January 17, 2018, Board Meeting.

The Library's current electricity supply contract expires in May. In January, Mr. Kalas shared a quote sheet and reviewed the energy rates, capacity charges and other fees.

Because energy costs are at an all-time low, Mr. Kalas suggested the Library consider a 4-year term with a fixed rate for energy. He recommended the Library select a supplier that does not lock in the fees for capacity because the capacity charges are at an all-time high and could decrease over the term of the contract.

The recommended supplier also had an option for 100% renewable energy.

Although the rates for energy are low, the higher fees will result in a total energy charge that exceeds the Library's current per kWh costs.

The Board asked for an action item to be included on the February agenda.

Based on the information provided by Mr. Kalas at last month's meeting, Director Whitmer recommends the Library move forward with his recommendations.

Suggested Motion: Authorize Library staff to direct Vanguard Energy to request quotes for terms of twelve to 48 months from energy suppliers and authorize staff to enter into a contract for electricity supply, inclusive of renewable energy, for a term not to exceed 48 months based on the recommendations of the energy consultant.

NEW BUSINESS

Approve Revised Library Director Job Description and Revised Library Director Evaluation Process (ACTION)

The Personnel Committee recommends adoption of the revised job description and evaluation process that are included on the following pages.

Job Description Notes

The job description was last revised in 2005.

The proposed revision:

- Updates the essential functions
- Adds Education and Experience requirements
- Includes General Performance Requirements (currently called "core" and "elective" competencies that apply to all employees)
- Adds Physical Demands/Work Environment

Performance Evaluation Notes

The goal of the performance evaluation process is to provide feedback and set goals for the Director with the intention of continual improvement of library services to the community. The Personnel Committee agreed that the evaluation process should be a useful tool rather than a rote, annual task.

The proposed Evaluation Process is similar to the existing process, with a focus on:

- Director's essential functions (from job description)
- General Performance Requirements (behavioral traits)
- Performance Goals

Rating options have been reduced from five to three:

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

A fourth option, N/A, is available if the evaluator doesn't have sufficient information to provide a rating.

The evaluation form requires additional comments only when a rating of "Needs Improvement" is given.

The proposed process does not include staff evaluation of the Director.

The Personnel Committee will be responsible for compiling individual Trustee responses.

The Personnel Committee felt it was important to separate the evaluation of the Director's prior year performance (looking back one year) from setting performance goals for the next evaluation period (looking forward one year). Because of this, the evaluation timeline extends from March (distribution of Director's self evaluation and Trustee evaluation forms) through May (discussion and approval of goals for next evaluation period).

SUGGESTED MOTION: Adopt revised Library Director Job Description and revised Library Director Evaluation Process

JOB DESCRIPTION

JOB TITLE: Library Director

DEPARTMENT: Administration

FLSA STATUS: Non-exempt

REPORTS TO: Library Board of Trustees

PAY GRADE: Set by Board

SUPERVISES: Directly supervises Management Team; Indirectly supervises all other employees

JOB SUMMARY

Performs highly responsible strategic and administrative work. Within the goals, policies and guidelines established by the Library Board of Trustees, the Library Director assumes overall responsibility for the development and delivery of high-quality library services. The Director is responsible for the administration, operation and security of the Library.

ESSENTIAL FUNCTIONS OF THE JOB

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description. The employee is expected to possess the knowledge, skills and abilities needed to carry out these essential functions.

1. Act as advisor to the Library Board of Trustees
 - Attend Board and Committee meetings
 - Communicate the status of the Library and its resources
 - Prepare reports and materials for Board and Committee meetings
 - Recommend and help formulate policies and policy changes
2. Coordinate planning efforts of the Staff and Board
 - Identify priorities, develop work plans and allocate resources
 - Develop, implement and evaluate services
3. Oversee day-to-day operations, delegating as appropriate
 - Provide excellent service and user experiences
 - Build and maintain a strong, balanced, up-to-date and useful collection of library materials and resources
 - Offer programs that inform, educate and build community
 - Maintain information technology and equipment that functions as intended
 - Maintain a database that provides for easy access to physical and electronic collections
 - Maintain a clean, comfortable and secure facility

4. Develop and prepare the annual budget, appropriation and levy
 - Maintain a balanced budget and reserves in accordance with policies and relevant statutes
 - Develop plans based on forecasted changes in income and expenditures
 - Identify and develop sources of non-tax revenue
5. Oversee the development of an engaged, friendly, efficient and knowledgeable staff
 - Provide final determination for all personnel actions including staffing levels, initial employment, classification changes, promotion, evaluations and terminations
 - Provide opportunities for ongoing development
 - Facilitate communication among staff
 - Maintain safe, respectful, collegial working
6. Inform the community of Library services
 - Develop consistent messages to promote programs and services
 - Communicate through a variety of channels including print and digital
 - Establish and maintain effective working relationships with community leaders and officials
 - Represent the Library at community meetings and events
7. Stay informed of new technologies, library trends and community needs
 - Attend conferences, workshops and meetings
 - Read professional literature
 - Actively monitor online information sources
 - Scan business publications and literature
 - Pursue and maintain contact with community and professional organizations
8. Uphold Library policies and ensure compliance with relevant federal, state and local laws

EDUCATION AND EXPERIENCE REQUIRED

1. Master's Degree in Library Science from an American Library Association accredited school.
2. Five years progressively responsible full-time professional experience in a public library.
3. Two years administrative or managerial experience as library administrator, assistant library administrator or head of a department of at least two full time equivalents including other professional librarians.

GENERAL PERFORMANCE REQUIREMENTS

In order to perform these duties effectively and in a manner consistent with the Library's commitment to high quality public service, the Library Director must possess, and will be expected to consistently exhibit, the following qualities and capabilities. Specific examples of behaviors for each competency are available upon request.

- **Teamwork**
Builds good working relationships with staff members across the Library. Shows respect for others and values their contributions. Cooperates with others and works as part of a team to make valuable contributions toward achieving Library goals.
- **Communication**
Communicates clearly, effectively and concisely in both written and verbal forms. Actively listens to others' ideas and perspectives. Communicates with tact and diplomacy, and remains sensitive to the diverse communication styles of others. Presents a positive demeanor through tone and phrasing of messages.
- **Customer Service/Interaction with Others**
Offers friendly, thorough and timely service to a diverse group of internal and external customers, including but not limited to library members, guests and fellow staff. Takes time to fully explore customers' needs and tailors a response for each situation. Shares information openly to increase others' knowledge and ultimately improve the customers' experience.
- **Job Knowledge & Application**
Applies knowledge to accomplish the primary responsibilities of the position and achieve results within established procedures, policies and timeframes. Maintains quality and performance standards in all situations, and accepts responsibility and accountability for all tasks performed. Utilizes resources (time, equipment, budget, etc.) to maximize efficiency and productivity.
- **Flexibility/Adaptability**
Modifies behaviors and work methods in response to new information, changing conditions or unexpected obstacles. Responds to and handles unexpected and/or difficult situations calmly and appropriately. Accepts, adapts to and encourages change as necessary.

- **Image/Integrity**
Ensures all interactions are conducted with genuine honesty, dignity, and openness. Demonstrates behaviors that reflect positively on the Library and uphold the Library values and image. Exhibits energy and enthusiasm for the job and the organization.
- **Problem Solving & Decision Making**
Recognizes and fully identifies problems. Gathers and analyzes data, evaluates a variety of options and determines the best course of action. When appropriate, obtains necessary approvals, implements and then ensures effectiveness of decisions.
- **Innovation**
Generates new ideas and solutions. Challenges the status quo. Actively pursues new or improved ways of accomplishing tasks or supporting Library objectives. Stays abreast of trends, remains open to new ideas and focuses on continuous improvement.
- **Planning and Organizing**
Understands needs, establishes priorities and appropriately utilizes resources (time, technology, budgets) to proactively develop work plans. Monitors and adjusts ongoing plans to implement projects correctly and ensures they are completed in an effective and efficient manner.
- **Self Development**
Pursues additional knowledge and skills to enhance personal growth and contribute to the success of the organization. Seeks opportunities for learning new areas and participates in new projects to keep skills current and broaden knowledge.
- **Leadership**
Encourages others to perform to the best of their ability. Communicates clear directions, defines realistic expectations and appropriately delegates work. Provides ongoing guidance, meaningful feedback and support by mentoring, developing and motivating others in the execution of organizational goals and individual objectives.

PHYSICAL DEMANDS / WORK ENVIRONMENT

These physical demands are needed to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At least 50% of the employee's regular duties involve the use of a computer (keyboard, mouse). Specific vision abilities required by the job include close vision and the ability to adjust focus. Occasionally, the employee may be required to walk, push, move, bend, stand, sit, squat, reach and stretch. The employee must be able to lift 25 pounds.

The employee must maintain effective auditory and visual discrimination and perceptions needed for making observations, communicating with others, reading, writing and operating assigned equipment. This position requires an extensive amount of verbal communication.

Work is performed in a normal office environment where there is little or no physical discomfort associated with changes in the weather or discomfort associated with noise. Occasionally, the employee may be required to work at a location other than the Library, including outdoors.

Revision Log

Adopted mm/dd/yyyy

Library Director Evaluation Process

Evaluation Process Goals

- Communicate the Board's expectations of the Director in a constructive manner
- Review and evaluate the Director's performance during a set period of time
- Help the Board determine whether or not the Director will receive increased compensation as a result of her performance, as well as the nature and scope of any increase
- Help the Board and Director establish performance goals for the next evaluation period
- Support continual improvement of library services for the community

Evaluation Process Timeline

March Board Meeting

Director distributes completed self-evaluation using the trustee evaluation form.

Personnel Committee distributes the Evaluation Form Overview, Evaluation Form and any necessary instructions.

April 1

Completed individual trustee evaluation forms/responses are due to the Personnel Committee. To simplify the compilation process, the Personnel Committee may require trustees to complete an electronic form or online survey. Trustee names will be included on the submission to the Personnel Committee, but not on the final, compiled evaluation.

No later than 1 week prior to April Board Meeting

Personnel Committee prepares a compiled evaluation and distributes copies to the trustees. The compiled evaluation includes all individual ratings and comments plus a list of potential performance goals.

April Board Meeting

In closed session without the Director present, the Board discusses the compiled evaluation results and changes to the Director's compensation. Following the Board's discussion, the Director is invited into the closed session and is given a copy of the compiled evaluation. The Personnel Committee shares highlights from the evaluation and informs the Director about any changes in compensation. The Director has the opportunity to ask questions and discuss any concerns with the Board. The Director distributes a list of 2-3 potential performance goals for the next evaluation period. The Personnel Committee distributes a form for trustees to submit suggested performance goals.

In open session, the Board votes to approve any changes in compensation. This vote must be specific, identifying any percentage or dollar increase in salary and/or any change in benefits. The evaluation cover sheet is signed by those present for the evaluation discussion, attached to a copy of the compiled evaluation form and filed in the Director's personnel file.

May 1

Trustees return suggested performance goals to Personnel Committee. To simplify the compilation process, the Personnel Committee may require trustees to submit the goals electronically. Trustee names will be included on the submission to the Personnel Committee, but not on the compiled document.

No later than 1 week prior to May Board Meeting

Personnel Committee prepares a compiled list of performance goals for the next evaluation period and distributes copies to the trustees.

May Board Meeting

In open session, the Board and Director discuss and select no more than three performance goals for the next evaluation period. The Board approves the selected goals.

Trustees provide feedback on the evaluation process for the Committee to consider for the next evaluation cycle.

June-January

If needed, the Personnel Committee meets to revise the Evaluation Process, Timeline and Forms.

Revision Log

Adopted mm/dd/yyyy

Library Director Evaluation Form Overview

Evaluation Items

The items to be evaluated in the accompanying form derive from the Director's Job Description, Performance Goals established during the prior evaluation process and General Performance Requirements.

Rating System

When rating the Director on Job Description items and Performance Goals, select one of the following:

Exceeds expectations

Results achieved exceed in most areas of job competencies and goals. Level of contribution and expertise is generally recognized within and beyond the immediate work group. Demonstrates better than planned progress toward many targeted results.

Meets expectations

Results achieved consistently meet and sometimes exceed performance expectations in all areas of job competencies and goals. Overall performance is thoroughly acceptable for the requirements of the position. Demonstrates progress as planned toward targeted results.

Needs Improvement

Results achieved do not consistently meet and often fall below basic competencies and goals. May achieve expectations in some categories, but overall level of achievement does not accomplish job responsibilities. Fails to demonstrate progress as planned toward targeted results. Improvement is needed to fulfill all major job objectives. Close supervision is required.

N/A

Evaluator does not have sufficient information or evidence to provide a rating.

If "Needs Improvement" is given, the trustee must document the reasons for this under "Comments," citing specific examples of output, activities, behavior, etc. Comments are not required for other ratings, but are appreciated.

Library Director Evaluation Form Return to Personnel Committee by April 1

Director's Name	
Evaluation Period	
Name of Evaluator	
Date	

Section 1. Job Description – Essential Functions

Exceeds Expectations	Meets Expectations	Needs Improvement	N/A	
				<p>Act as advisor to the Library Board of Trustees</p> <ul style="list-style-type: none"> • Attend Board and Committee meetings • Communicate the status of the Library and its resources • Prepare reports and materials for Board and Committee meetings • Recommend and help formulate policies and policy changes <p>Comments:</p>
				<p>Coordinate planning efforts of the Staff and Board</p> <ul style="list-style-type: none"> • Identify priorities, develop work plans and allocate resources • Develop, implement and evaluate services <p>Comments:</p>
				<p>Oversee day-to-day operations, delegating as appropriate</p> <ul style="list-style-type: none"> • Provide excellent service and user experiences • Build and maintain a strong, balanced, up-to-date and useful collection of library materials and resources • Offer programs that inform, educate and build community • Maintain information technology and equipment that functions as intended • Maintain a database that provides for easy access to physical and electronic collections • Maintain a clean, comfortable and secure facility <p>Comments:</p>

Exceeds Expectations	Meets Expectations	Needs Improvement	N/A	
				<p>Develop and prepare the annual budget, appropriation and levy</p> <ul style="list-style-type: none"> • Maintain a balanced budget and reserves in accordance with policies and relevant statutes • Develop plans based on forecasted changes in income and expenditures • Identify and develop sources of non-tax revenue <p>Comments:</p>
				<p>Oversee the development of an engaged, friendly, efficient and knowledgeable staff</p> <ul style="list-style-type: none"> • Provide final determination for all personnel actions including staffing levels, initial employment, classification changes, promotion, evaluations and terminations • Provide opportunities for ongoing development • Facilitate communication among staff • Maintain safe, respectful and collegial work environment <p>Comments:</p>
				<p>Inform the community of Library services</p> <ul style="list-style-type: none"> • Develop consistent messages to promote programs and services • Communicate through a variety of channels including print and digital • Establish and maintain effective working relationships with community leaders and officials • Represent the Library at community meetings and events <p>Comments:</p>

Exceeds Expectations	Meets Expectations	Needs Improvement	N/A	
				<p>Stay informed of new technologies, library trends and community needs</p> <ul style="list-style-type: none"> • Attend conferences, workshops and meetings • Read professional literature • Actively monitor online information sources • Scan business publications and literature • Pursue and maintain contact with community and professional organizations <p>Comments:</p>
				<p>Uphold Library policies and ensure compliance with relevant federal, state and local laws</p> <p>Comments:</p>

Section 2. Performance Goals

Exceeds Expectations	Meets Expectations	Needs Improvement	N/A	
				Goal 1 / Description Comments:
				Goal 2 / Description Comments:
				Goal 3 / Description Comments:

Section 3. Job Description - General Performance Requirements

Rate each of the General Performance Requirements as “meets expectations” or “needs improvement.” Comments are encouraged, especially if you have specific examples for areas where the Director excels or needs improvement.

Meets Expectations	Needs Improvement	
		<p>Teamwork Builds good working relationships with staff members across the Library. Shows respect for others and values their contributions. Cooperates with others and works as part of a team to make valuable contributions toward achieving Library goals.</p>
		<p>Communication Communicates clearly, effectively and concisely in both written and verbal forms. Actively listens to others’ ideas and perspectives. Communicates with tact and diplomacy, and remains sensitive to the diverse communication styles of others. Presents a positive demeanor through tone and phrasing of messages.</p>
		<p>Customer Service/Interaction with Others Offers friendly, thorough and timely service to a diverse group of internal and external customers, including but not limited to library members, guests and fellow staff. Takes time to fully explore customers’ needs and tailors a response for each situation. Shares information openly to increase others’ knowledge and ultimately improve the customers’ experience.</p>
		<p>Job Knowledge & Application Applies knowledge to accomplish the primary responsibilities of the position and achieve results within established procedures, policies and timeframes. Maintains quality and performance standards in all situations, and accepts responsibility and accountability for all tasks performed. Utilizes resources (time, equipment, budget, etc.) to maximize efficiency and productivity.</p>
		<p>Flexibility/Adaptability Modifies behaviors and work methods in response to new information, changing conditions or unexpected obstacles. Responds to and handles unexpected and/or difficult situations calmly and appropriately. Accepts, adapts to and encourages change as necessary.</p>
		<p>Image/Integrity Ensures all interactions are conducted with genuine honesty, dignity, and openness. Demonstrates behaviors that reflect positively on the Library and uphold the Library values and image. Exhibits energy and enthusiasm for the job and the organization.</p>

Meets Expectations	Needs Improvement	
		<p>Problem Solving & Decision Making Recognizes and fully identifies problems. Gathers and analyzes data, evaluates a variety of options and determines the best course of action. When appropriate, obtains necessary approvals, implements and then ensures effectiveness of decisions.</p>
		<p>Innovation Generates new ideas and solutions. Challenges the status quo. Actively pursues new or improved ways of accomplishing tasks or supporting Library objectives. Stays abreast of trends, remains open to new ideas and focuses on continuous improvement.</p>
		<p>Planning and Organizing Understands needs, establishes priorities and appropriately utilizes resources (time, technology, budgets) to proactively develop work plans. Monitors and adjusts ongoing plans to implement projects correctly and ensures they are completed in an effective and efficient manner.</p>
		<p>Self Development Pursues additional knowledge and skills to enhance personal growth and contribute to the success of the organization. Seeks opportunities for learning new areas and participates in new projects to keep skills current and broaden knowledge.</p>
		<p>Leadership Encourages others to perform to the best of their ability. Communicates clear directions, defines realistic expectations and appropriately delegates work. Provides ongoing guidance, meaningful feedback and support by mentoring, developing and motivating others in the execution of organizational goals and individual objectives.</p>

Section 4. Comments about General Performance Requirements:

Library Director Evaluation Cover Sheet

for Director's Personnel File, attach to compiled evaluation form

Library Director Name _____

Date of Evaluation _____

This evaluation was shared and discussed with the Director at a closed session of the Library Board of Trustees Meeting.

The following changes to the Director's Compensation were approved:

Effective _____

Board President Signature _____

Board Vice President Signature _____

Board Secretary Signature _____

Board Treasurer Signature _____

Trustee Signature _____

Trustee Signature _____

Trustee Signature _____

Library Director Signature _____

Library Director Comments: _____

Suggested Performance Goals for Next Evaluation Period (OPTIONAL)

Return to Personnel Committee by May 1.

The Director has suggested 2-3 performance goals. If you have additional ideas for performance goals, these guidelines will help you formulate goals for the Personnel Committee to share with the Board in May.

When developing individual goals, consider the following questions:

- What are the goals of the library?
- What personal or individual goals does the employee have?
- What is the primary purpose of this position?
- How does this job reflect the organizational and department goals?
- Who are the internal and external customers of this position?
- What does the employee need to accomplish for career development?

A goal is a specific statement of what the employee is expected to accomplish during the evaluation period. Goals are different from job descriptions. Job descriptions describe the general activities, responsibilities, and scope of authority for a job. Job descriptions are an excellent resource to use to help develop performance goals.

Using SMART Criteria to Develop Goals

In order to achieve goals employees need to have clear and specific performance goals that give them a road map to follow, and, let them know what their role is in accomplishing these goals. When writing performance goals the elements of the **SMART** criteria need to be followed. These elements are:

S = SPECIFIC

M = MEASURABLE

A = ACHIEVABLE/ACCEPTED

R = RELEVANT/RESULTS-ORIENTED

T = TIME-RELATED

Goal 1:

Goal 2:

Goal 3:

NEW BUSINESS

Provide Input and Feedback on Strategic Priorities and Action Steps for FY19 (discussion only)

The Management Team gave thoughtful consideration to several ideas for priorities and action steps for next fiscal year. Director Whitmer recommends the following priorities and action steps:

Priority #1 - Plan for the Future

- Hire a consultant to work with the Community, Staff and Board to develop a 3-5 year strategic plan
- Establish values, mission, vision statements
- Develop a tagline for Library brand

Priority #2 - Maintain a Safe, Efficient Facility

- Develop a long-term capital maintenance plan with budget
- Develop and implement a facilities inspection and maintenance checklist (daily, weekly, monthly, quarterly, annually)
- Conserve energy and reduce energy expenses through retrofit and replacement of lighting fixtures with LED (parking streetlamps, exterior door fixtures, clearstory lighting)
- Install security cameras
- Update intrusion alarm system
- Secure staff office and work area

Priority #3 - Communicate and Engage with the Community

- Launch a reorganized / redesigned / mobile-responsive website
- Conduct at least one large-scale community event
- Develop instructional videos for members explaining common library functions and services (how to, booktalks, collection tour, mobile device intro, etc.)

These recommendations, together with suggestions from the Board of Trustees can be discussed at the February Board Meeting. Director Whitmer will need consensus from the Board this month to complete a document for approval at the March Board Meeting.

The Management Team considered other priorities and action steps, some of which can be addressed through employee goals (develop schedule for review of policies, evaluate impact of eliminating extended use fees, expand opportunities for members to learn about technologies and applications). Other actions steps would benefit from community feedback that will be gathered during a formal strategic planning process (launch laptop/hotspot kits for circulation, develop and implement a plan to reach the Hispanic population, develop a makerspace or maker share facilities).

NEW BUSINESS

Review Plan for Outreach / Community Event Participation and Approve the Following Early Closures: Tuesday, July 3 at 5 pm and Friday, August 3 at 5 pm **(ACTION)**

The Management Team has discussed plans for participation in community events through the end of 2018. The following plan is recommended by Director Whitmer. This recommendation is based on staffing levels, member feedback and value of participation in past years. We will collect statistics and anecdotal data to inform our decisions for 2019.

Decisions on closures are needed at this time for planning and publicity.

Parade – Tuesday, July 3

- Library to close at 5 pm (normal closing time: 9 pm)
- Staff normally scheduled for evening shift will march in parade (6 employees)
- Other staff can opt-in with manager approval

Summer Daze – Friday, August 3 and Saturday August 4

- Library to remain open both days
 - Close at 5 pm on Friday (normal closing time: 7 pm)
 - Normal operating hours on Saturday (9:30 am – 5 pm)
- Library will not staff a booth/table at the event

National Night Out

- Two public services staff will participate in the event
- Other staff TBD
- No library closure required

Art on the Prairie – Saturday, September 15 and Sunday, September 16

- Library to open normal hours both days
 - Saturday – 9:30 am – 5 pm
 - Sunday – 1 pm – 5 pm
 - In prior years, hours were extended to match event hours (6 pm closure on Saturday, 10 am open on Sunday)
- Library will not staff a booth/table at the event
- Consider conducting an art sale/silent auction for artwork no longer in use

SUGGESTED MOTION: Approve early closures at 5 pm on Tuesday, July 3 for the Warrenville Parade and at 5 pm on Friday, August 3 for Summer Daze.

NEW BUSINESS

Approve Closure on Friday, October 5 for Staff In-service **(ACTION)**

Director Whitmer recommends the Library be closed for an all-day, all-staff in-service on Friday, October 5. The agenda is to be determined.

October 5 is not a State, National or religious holiday.

October 5 is regular attendance day for Community Unit District 200.

SUGGESTED MOTION: Approve closure of Library on Friday, October 5 for an all-day, all-staff in-service

DIRECTOR'S REPORT

Sandy Whitmer

Hotel/Motel Grant Update

City Council approved our Hotel/Motel Tax Grant applications on February 5:

Concert on the Commons – Requested \$14,155, Granted \$14,155

Sunday Music Matinees – Requested \$3,170, Granted \$3,050 (no bookmarks)

Concerts on the Commons performers are scheduled. We are waiting on all contracts to be signed before announcing the full lineup. The Barefoot Hawaiian musicians and dancers will kick off the series at 7 pm on Wednesday, June 6. Only 3 of the twelve performers are "repeats" for Concerts on the Commons. Molly Schlecht is working on a new design for the series to use in our publicity including flyers, bookmark schedules and streetlamp banners.

Electricity Usage Report (July – December 2017)

The following is an updated report on electricity usage. It covers the first six months of the fiscal year.

	2016 kWh	2017 kWh	% reduction		2016 cost	2017 cost	% reduction
Jul	44,247	37,246	15.8%		\$4,387	\$2,475	43.6%
Aug	44,389	36,306	18.2%		\$4,357	\$3,353	23.0%
Sep	45,769	31,512	31.1%		\$4,457	\$2,960	33.6%
Oct	36,684	32,854	10.4%		\$3,706	\$2,622	29.2%
Nov	32,415	27,628	14.8%		\$3,346	\$2,542	24.0%
Dec	42,577	30,787	27.7%		\$4,146	\$2,661	35.8%
TOTAL	246,081	196,333	20.2%		\$24,399	\$16,613	31.9%

Building & Maintenance Updates

Windows – Reliant Glass was on site the week of February 12 to replace 30+ panes of glass.

Fireplace – After review of materials used for the fireplace trim, it was determined that different materials were more suitable for replacing the warped piece. Hargrave Builders visited the Library to take measurements and match colors. Shales McNutt informed the Library that the installation was expected the week of February 12.

New Boiler – We've asked Shales McNutt to get involved in helping us resolve the issue with the boiler. As reported last month, the boiler is running, but is operating outside of the building automation system. Barr Mechanical is supposed to be working with Automated Logic (the controls system) and Elara Engineering to resolve this matter.

Staffing Updates

Paul Asta resigned from the Member Services Team. Paul accepted a position at the Library of Congress. Patty reviewed past applicants and has determined it is necessary to re-post this position.

Elizabeth Riotto is no longer employed as a Collection Support Specialist. Lou will review past applicants before re-filling this position.

Nora Jimenez joined the Public Services team as a part-time Adult Services Specialist. Nora is also employed at the Gail Borden Public Library District.

Other Items

We launched the new online program calendar and meeting room reservation modules of Communico on February 7. Many thanks to the staff who worked to make the launch possible including Leila Heath, Jen Moore and Rebecca Hayes.

Registration for spring programs begins February 19. *Reading Matters*, the Library's quarterly publication, will be delivered to Warrenville addresses the week of February 19.

I completed and submitted the annual Library certification to the State Library.

Buffalo Wild Wings held a quarterly, regional meeting at the Library on January 31. The local BWW manager was referred to us by the Candlewood Suites Director of Sales. The hotel rep attended the Warrenville Hospitality Group meeting at the Library and asked about availability of the meeting room for the hotel's business customers. BWW paid \$200 for setup/take down and use of the AV Systems.

I will be out of the office beginning Tuesday, February 27. I will return on Thursday, March 15. The Management Team will be able to contact me if any emergencies arise.

January Meetings/Programs/Outreach (Sandy)

January 4 – Personnel Committee

January 9, 30 – Management Team Meetings

January 11 – Compliance with the Open Meetings Act (webinar)

January 16 – ComEd Public Sector Program (webinar)

January 18 – RAILS Member Update (webinar)

January 19 – Warrenville Hospitality Group (hosted meeting)

January 23 – DuPage Area Director's Group

January 29 – Forward DuPage "The Future Looks Bright for Solar: The Impact of FEJA (Future Energy Jobs Act) in DuPage County"

January Meetings/Programs/Outreach (Jackie)

January 9, 30 – Management Team Meetings

January 31 – Business Managers Meeting

STATISTICAL SUMMARY

January 2018

	JAN 2018	JAN 2017	% change	+/-
TOTAL CIRCULATION ***	19,798	16,826	17.7%	2,972
Print	9,721	7,787	24.8%	1,934
NonPrint	8,678	7,697	12.7%	981
Equipment (mobile dev., in-house laptops, etc.)	80	43	86.0%	37
Downloadables	1,319	1,299	1.5%	20
OVERDRIVE (eBooks & eAudiobooks)	771	792	-2.7%	-21
ZINIO (eMagazines)	50	85	-41.2%	-35
Hoopla	463	213	117.4%	250
Tumblebooks	35	209	-83.3%	-174
ITEM REQUESTS PROCESSED	293	275	6.5%	18
INTERLIBRARY LOANS RECEIVED	221	222	-0.5%	-1
MATERIALS ADDED	866	836	3.6%	30
MATERIALS WITHDRAWN	1,201	1,256	-4.4%	-55
TOTAL COLLECTION SIZE*	113,323	106,624	6.3%	6,699
PROGRAMS				
Number of Adult Programs	7	5	40.0%	2
Adult Program Attendance	105	77	36.4%	28
Number of Teen Programs	4	.	#DIV/0!	4
Teen Program Attendance	12		#DIV/0!	12
Number of Children's Programs	18	3	500.0%	15
Children's Program Attendance	588	62	848.4%	526
Book-A-Librarian	4	5	-20.0%	-1
Book-a-Librarian Attendance	4	5	-20.0%	-1
RECIPROCAL BORROWER CIRCULATION	1,454	1,339	8.6%	115
RESIDENT CARDS ACTIVE	5,852	6,173	-5.2%	-321
RECIPROCAL BORROWER CARDS ACTIVE	347	309	12.3%	38
VISITOR COUNT **	5,282	9,387	-43.7%	-4,105
COMPUTER SESSIONS	1,375	1,398	-1.6%	-23
DATABASE USAGE	275	359	-23.4%	-84
WEBSITE VISITS	88,345	5,089	1636.0%	83,256
UNIQUE WEBSITE VISITORS	82,388	2,364	3385.1%	80,024

*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

January 2018

Leila Heath

InterLibrary Loan

Item Requests Processed: 293 (275 LY); Materials Received: 221; Materials Lent: 66

Programming

Adult:

Book Discussion 1/4: 7

Meditation 1/11: 13

Sunday Matinee – Opera 1/14: 20

Personal Digital Organizing 1/16: 18

Afternoon Movie 1/23: 4

Tea 1/25: 35

Computer Maintenance 1/27: 8

Book a Librarian (4): 4

Puzzles: 1

750 piece: *Out of This World Hot Air Balloon*

Teen:

Teen Writing Club 1/3: 2

Nintendo 1/5: 4

Smash Tournament 1/19: 4

Teen Craft 1/24: 2

Youth:

Family Storytime (4): 139

Toddler Time (3): 161

Snap Circuits 1/4: 20

NatureTelling 1/10: 20

Art Club Jr 1/11: 24

PAWS 1/13: 12

Crafty Kids 1/17: 25

Science Plus 1/18: 16

Royal Bash 1/20: 54

All Ages:

Winter Library Club 12/26-1/31: 24 (8 adults, 16 youth)

Guess How Many 12/26-1/31: 102 (33 adult jar, 69 youth jar); Declan Duffy won the youth prize and Giovany Vazquez won the adult prize for a \$10 Target gift card.

Outreach / PR

Youth:

Bower Lego 1/30: 38

Bower Snap Circuits 1/31: 33

Bower Robots 2/1: 30

Teen Volunteers: 14; Hours: 28

Weeding/Shelf Shifts

YA Nonfiction reclassifying and shifting

Nonfiction shelf switches

Weeding:

Fiction, 800's, YA Fiction, YA GN, Holiday CD collection

Reference

Interviewed and hired a Library Assistant. Prepared training materials.

Continued training two new Library Assistants.

Worked with Sandy and AS Staff on Communico applications, procedures and content.

Meetings / Continuing Ed

Management Meetings: Leila

STEAM Room Ideas 1/9, 1/16: Leila, Jen, Jane

Tech Team Meeting 1/11: Jen, Sylvia, Rebecca, Diana, Jane, Nayeli, Lydia

WWECC 1/17: Diana

Communico 1/18: Leila

Fall for New Nonfiction SLJ Webinar 1/20: Diana

Behavioral Health in Your Toddler 1/22: Diana

Communico 1/22: Leila, Rebecca

New Youth Nonfiction for Winter and Beyond 1/29: Diana

New Blog parameters/procedures 1/31: Leila, Jen

Digital Resources

Beyond Dust Jackets Blog:

Views 1/1-31: 1429

Total views 2018: 1429; Total views FY: 10118

NextReads Newsletters:

Subscribers thru 1/31: 159

Newsletters sent 1/1-31: 635

Total newsletters sent 2018: 635; Total newsletters sent FY: 3920

OverDrive eAudiobooks/eBooks:

New User accounts 1/1-31: 20

Checkouts 1/1-31: 771

Total checkouts 2018: 771; Total checkouts FY: 5030

Zinio eMagazines:

User accounts thru 1/31: 202

Checkouts 1/1-31: 50

Total checkouts 2018: 50; Total checkouts FY: 426

Hoopla:

New User accounts 1/1-31: 35

Checkouts 1/1-31: 463

Total checkouts 2018: 463; Total checkouts FY: 2571

MEMBER SERVICES REPORT

January 2018

Patty Dybala

Library Card Monthly Stats		
	January 2018	January 2017
# of new cards issued	93	83
# of renewed cards (expiring 1/2018)	29 (125 notices sent*) *email only effective 7/2017	115 (253 notices sent)
Warrenville Resident cards (active)	5,852	6,173
Reciprocal Borrower cards (active)	347	309

Miscellaneous Monthly Circulation Stats		
	January 2018	January 2017
Self-Checkout Station	7,167 items (38% of total circulation)	4,045 items (26% of total circulation)
Reciprocal Borrower Circulation	1,454	1,339
# of Outgoing Book Discussion ILL Requests	33 (10% of total item requests)	33 (9% of total item requests)
Mobile Device Circulation	38	36
Mobile Device In-house Circulation	42	7

Professional Growth/Meetings/Outreach

1/9; 1/30 Management Team Meetings- Patty

1/11 Tech Team- Jaime

1/24 Meeting w/Kathy Gaydos re: eNews Sign-up- Patty

1/31 Technology Orientation w/Cynthia- Paul

Department Updates

Trained new Customer Service Specialist.

Homebound Delivery

1/23 - Patty & Leila

MARKETING REPORT

January 2018

Kathy Gaydos

Collateral Creation

Spring 2018 *Reading Matters*: finalized and approved for print.

eNewsletter (Constant Contact)

February eNews (sent January 30)

	Sent	Open Rate	Click Rate
Feb. 2018	601	38%	11%
Jan. 2018	610	35%	18%
Dec. 2017	608	33%	23%
Nov. 14 Special Edition	611	34%	33%
Nov. 2017 (comparison)	608	34%	13%

Social Media

Facebook

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

Twitter

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

Press Notices

Submissions to either or all: Chicago Trib Local, SpinGo (Daily Herald), Plan It Life (Suburban Life), DuPage Convention Bureau: 3 programs

Graphics Created

Program or Display Slides/Flyers: Completed through May (spring cycle) except for NLW

Miscellaneous signs: Created 9 generic (without dates) slides for ongoing programs

Other tasks in progress: Bookshelf signage throughout library; Style Guide and Graphics/Branding Style Guide

Graphic Designer Position: Welcomed new hire Molly Schlecht who started January 2; reviewed general Marketing procedures throughout the month.

Meeting Attendance: Management Team January 9 & 30, Tech Team January 11 and LACONI Large-Scale Event planning January 25

TECHNICAL SERVICES REPORT

January 2018

Lou Carlile

Collection statistics for the month:

- *866 items were added. (523 books, 132 AV, 153 periodicals, 58 eBooks/eAudio, 0 equipment)
- *1201 items were deleted. (1060 books, 24 AV, 117 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed:

- *Tech Team meeting 1/11: Lou
- *That's not what I said! 1/18: Colleen
- *How successful libraries thrive 1/24: Marty
- *Having fun at work again 1/25: Gail
- *How successful libraries thrive in uncertain times 1/25: Therese
- *Tactics for time management and organizational skills 1/26: Colleen
- *Readers Advisory Services 1/26 & 1/29: Gail
- *Look first; Creating exceptional patron experiences 1/30: Marty
- *Assisting patrons with e-Readers 1/30: Therese
- *Serving older patrons in a changing world 1/30: Therese
- *Management Meetings: Lou

Activities:

- *Posted a withdrawn book giveaway to Rails libraries. Donated 29 books to libraries.
- *Performed count of shelves needing bookends so we will have proper inventory of bookends.
- *Young adult reclassification

Collection Maintenance:

- *130 books were repaired.
- *166 AV were cleaned / repaired.

COMPUTER SERVICES REPORT

January 2018

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (1)
 - Technology orientation (2) – Molly Schecht, Paul Asta
 - Tech Team meeting – Communico testing feedback, Tech Showcase assignments, MyPC & PaperCut upgrades, new TBS Portal for guest passes & printing
2. Worked with Kent/CFB to identify Dual Scan issue affecting Windows 10/Server 2016 installations and WSUS.
3. Worked with Faronics to upgrade DeepFreeze and Anti-Virus to support the latest Feature Updates to Windows 10 and Server 2016.
4. Worked with TBS to upgrade MyPC & PaperCut on the Public PCs, and to install the TBS Portal (guest passes, print job management) on four service desk PCs.
5. Set up new user profiles for RebeccaH and Lydia on staff laptops.
6. Set 2018 holiday schedules in MyPC and Horizon.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, February 15, 2018)

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

Wednesday, March 21 – Saturday, March 24
Public Library Association Conference

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

Sunday, April 1
Library Closed

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

Community Meetings / Events

Wednesday, February 28 at 6 pm
State of the City Address
Please inform Sandy at February Board Meeting if
you wish to attend so she can register you.



Future Agenda Items:

March

- Revise Policy No. 360 - Use of Library Display Facilities (Artwork Exhibits)
- Non-resident library card participation
- Approve FY 19 Strategic Priorities and Action Steps
- Personnel Committee distributes Director's self-evaluation and evaluation forms

April

- Presentation of first draft of the FY2019 Working Budget (Committee of the Whole meeting at 6 pm)
- Revise Policy No. 350 – Distribution of Free Materials / Community Information
- Economic Interest Statements due to County by April 30.

CLOSED SESSION

REVIEW OF CLOSED SESSION MINUTES

A closed session for the six-month review of closed session minutes has been placed on the agenda. Director Whitmer reviewed the minutes.

- There are no minutes to be released at this time.
- The following verbatim recordings should be destroyed:
 - May 18, 2016 Closed Session

If the Board wishes to discuss this matter further, then the closed session can be held.

If no further discussion is needed, then the meeting agenda should be amended as follows: remove the closed session and move the closed session agenda item to the Regular Agenda. The status of the six-month review can then be recorded in the minutes.

SUGGESTED MOTION: Approve destruction of verbatim recording of the May 18, 2016 Closed Session.

