



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, May 16, 2018, 7:00 p.m.
Location: Library Meeting Room

AGENDA

Visitors are welcome to all meetings of the Board of Trustees. Anyone who wishes to address the Board during Public Comments must fill out a sign up sheet prior to the start of the meeting. Speakers are limited to three (3) minutes. The Board requests that a group appoint one (1) speaker to present the views of the entire group. Speakers will state name and address before addressing the Board. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**

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

4. Presentations
 - a. Science Kits Grant (Norman Phoenix, IEEE-Chicago Section)
 - b. Staff Introductions
 - c. Employee Recognition (Ellen Seiberlich, 5 years)

5. Public comments

6. Correspondence

7. Consent Agenda **(ACTION)**

- p. 3** a. Approve Minutes of the April 18, 2018 Committee of the Whole Meeting
- p. 7** b. Approve Minutes of the April 18, 2018 Regular Board of Trustees Meeting
- Under separate cover.....** c. Approve Minutes of the Closed Session of the April 18, 2018 Regular Board of Trustees Meeting
- p. 13** d. Receive and file Financial Report for April

8. Regular Agenda

- p. 20** a. Approve payments for the period of April 19 – May 16, 2018 **(ACTION)**
- p. 22** b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

- p. 23 a. Approve Library Director's Goals for FY19 (ACTION)
- p. 24 b. Discuss and Provide Feedback to Personnel Committee on Director's Evaluation Process (*discussion only*)
- p. 25 11. Director's Report
- p. 29 12. Department Head Reports
- p. 37 13. President's Report
 - a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed session
- 20. Discussion/action resulting from the above closed session (**ACTION**)
- 21. Adjournment (**ACTION**)



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 - b. Discuss and Provide Feedback to Personnel Committee on Director's Evaluation Process (*discussion only*)
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
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18. Items for information and/or discussion (No Action)
19. Closed session
20. Discussion/action resulting from the above closed session (**ACTION**)
21. Adjournment (**ACTION**)

WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees Committee of the Whole Meeting
Wednesday, April 18, 2018

1. Call to Order – Trustee DuRocher called the meeting to order at 6:04 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Richardson (arrived at 6:47 p.m.), Ruzicka, Stull and Warren

ABSENT: Trustee Picha

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

3. Public Comments – none
4. Review of the first draft of the FY19 Working Budget

FUND BALANCES

- The Library relies on both the Corporate and Building Maintenance Fund balances to balance the FY18/19 budget. Conservative projections indicate there will be sufficient fund balances over the next four years to maintain the 25% target in the Corporate/Working Cash Funds and in the Building Maintenance Fund.
- The Building Maintenance Fund rate is a flat .02%. As the assessed valuation of the district property increases, the library receives more money in this fund. Director Whitmer recommends moving some expenses from the Corporate Fund to the Building Maintenance Fund.

INCOME

- Property tax is up by 3%, CPI was 2.1% and will be 2.1% for the next tax levy. Because of new construction in the community the tax revenue will increase.
- Use fees have decreased (copier, extended use fees, lost/damaged materials). This is expected to continue on a downward trend in future years.
- Total income is up by 3%.

EXPENDITURES

- Funds are included for the FY19 Strategic Priorities:
 - Priority #1 – Plan for the future
 - Strategic Planning Consultant - \$15,000

Priority #2 – Maintain a Safe, Efficient Facility

- LED retrofits (\$20,000 to be supplemented by a grant)
- Security cameras (\$3,100) plus additional funds for wiring.
- Intrusion Alarm/Secure Staff Work Areas – Administration has contracted with Alarm Detection Systems for installation of this system in the current fiscal year.

Priority #3 – Communicate and Engage with the Community

- Additional staff hours for public services and marketing
- Website Development (\$8,000)

- Annual appreciation dinner for staff and trustees - \$2,000
- Library card expiration date notification - \$250

EMPLOYEE EXPENSES

- Currently, the budget includes up to 2% merit increase for all current employees. Director Whitmer stated after receiving confirmation of the Per Capita Grant she recommends a 3% merit increase, adding \$6,000 to the budget. The Board agreed with the recommendation.
- The Library's IMRF contribution rate will decrease from 12.97% in 2018 to 11.02% in 2019.
- The Library's Unemployment rate decreased from 0.31% to 0.28%.
- IT salary costs will be removed from Technical Services salary costs and placed on a new line item.
- Additional hours/new positions are included in the budget. Staffing two public service desks requires additional hours to maintain existing level of service and adequate desk coverage.
 - A current Adult Services Librarian position will be promoted to full-time.
 - Two 16 hour positions are added for Public Services.
 - Marketing Supervisor will increase to 22 hours per week and Graphic Designer to 18 hours per week.
 - The IT Assistant will increase by 2 hours to 18 hours per week.
 - One Member Services Associate will increase by 6 hours.
 - One 16 hour position is added for Member Services.
- Health insurance costs assume a 10% increase. Dental, vision, and life insurance assume a 5% increase.

OPERATING EXPENSES

- Pre-processing of library materials will be expanded to include barcode application on most books and spine labels on several collections. This will allow reallocating staff hours.

AUTOMATION/IT EXPENSES

- Software includes upgrade of public and staff PCs to Microsoft Office 2019.
- Printer replacements are included but will be carried out only if printers begin to fail.
- Planned preventative replacements of a server, several switches and a self-check station.

PROFESSIONAL DEVELOPMENT

- No funds were budgeted for either the American Library Association Conference or Illinois Library Association Conference for staff or trustees.
- The Marketing Specialist plans to attend a Library Marketing Conference in St. Louis.
- There is a Staff In-Service Day on October 5, 2018 focusing on harassment training.
- \$500 is included for Trustee workshops and seminars.

LIBRARY MATERIALS

- Funding for library materials was adjusted according to prior years' spending. Books and AV were decreased and eBooks, including Hoopla, were increased.
- The budget for Internet subscriptions was reduced. Any database used less than 5 times a month or cost more than \$60 per use may be discontinued. Director Whitmer explained how she acquired the statistics.

PUBLICITY

- "Reading Matters" will remain 8 pages in length instead of expanding to 12 pages, reducing the budget for printing.
- The Marketing Specialist requested \$300 for Facebook ads/boosts.

LOWER LEVEL ROOM

Director Whitmer stated Public Services staff wrote a report regarding turning the lower level room into a program room. Because science programs can be very messy Director Whitmer is recommending this be completed. STEM and robotic programs are usually at full capacity. This will allow more programming space.

Director Whitmer is including \$1,000-\$2,000 for improvements to the room. The maintenance man will paint the room and add shelving.

Trustee Richardson arrived at this time (6:47 p.m.)

Discussion was held concerning a book sale, however, Director Whitmer feels the room is better suited to programming and the book sale just did not generate enough income to offset staff costs associated with receiving donations, supervising volunteers and managing the sale.

OTHER

Trustee Picha asked if there are funds available to replace the front entrance doors. Director Whitmer responded the maintenance man will sand and stain the doors once the weather warms up. Funds will be included for replacement of the doors if refinishing is not successful.

5. Review need for May 16, 2018 Committee of the Whole Meeting

Consensus of the Board is no meeting is needed in May.

6. Items for Information/Discussion - none

7. Adjournment

MOTION: Trustee Warren moved to adjourn the Committee of the Whole Meeting at 6:55 p.m. Trustee Richardson seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Picha

Motion Carried

Respectfully submitted,

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
WEDNESDAY, APRIL 18, 2018**

1. Call to order – Trustee Picha called the meeting to order at 7:04 p.m.

2. Roll Call

ATTENDING: Trustee DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren

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

3. Approval of the agenda

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

Voice vote:

Ayes – all

Nays – None

Motion carried

4. Presentations - none

5. Public comments - none

6. Correspondence

Director Whitmer shared information on the following:

- a. A memo from Attorney Ritzman regarding use of personal devices for library business. He stated the personal devices can be subject to FOIA.
- b. The FY18 Per Capita Grant Award Letter indicates grants are being funded at the statutory maximum of \$1.25 per resident. The library will receive approximately \$17,000.
- c. Youth Services Librarian, Jane Jankowski, received notification that The Institute of Electrical and Electronics Engineers (IEEE)—Chicago Section the Library will award a \$2,000 grant for science kits. Ms. Jankowski and Adult Services Librarian Jen Moore submitted the grant in 2017. The Library will provide an additional \$1,000 in local matching funds from the DuPage Community Foundation funds, and private donations from individuals. A representative from IEEE will present the check at the May board meeting. There will be an open house on June 2 to present the kits.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the March 21, 2018 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for March

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

Roll call vote:

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

Nays – None

Abstain – Trustee Stull and Warren

Motion carried

8. Regular Agenda

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

MOTION: Trustee DuRocher moved to approve payments in the amount of \$53,150.00 for the period of March 18, 2018 through April 18, 2018 including electronic payments and checks #6371 – 6420 with check #6371 and 6372 voided. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Abstain – Trustees Stull and Warren

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Richardson moved to approve transfer of \$125,000 from the MB Business Money Market Account to the MB Operating Account. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Motion carried

- c. Approve Reimbursement of Trustee Expenses

MOTION: Trustee Lezon moved to approve the reimbursement for trustee expenses.

Discussion:

Trustee Picha asked Trustee Stull what percentage of the postage requested was at the request of the Library Director. Trustee Stull stated none of the postage was at the Library Director's request. The cost was high due to purchasing the box, paying for Federal Express to pack the box and the postage. Federal Express was the only option available at the conference for shipping.

After discussion, it was the consensus of the Board to reimburse Trustee Stull in the amount of \$307.13.

MOTION: Trustee Lezon moved to amend her motion to read "approve reimbursement of \$307.13 for Trustee Stull and approve reimbursement of \$307.58 for Trustee Warren". Trustee Richardson seconded.

ROLL CALL:

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

Nays – None

Abstain – Trustees Stull and Warren

Motion carried

9. Unfinished Business

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

Director Whitmer reported Airhart Construction has one house under construction and work has begun on site improvements.

The plat which gives the City the right-of-way and the Bill of Sale have been received from the City. The President and Secretary will sign them tonight.

10. New Business – None

11. Director's Report

- Director Whitmer stated the boiler issues have been resolved.
- The granite for the fireplace has not arrived yet. Once it is milled, Hargrave will schedule a date to install the new material.
- One of the meeting room projectors is not connecting to any devices. A crew will be here on Friday, April 20 to resolve this issue.
- Administration secured bids for a building security system and selected Alarm Detection Systems. This will be installed before the end of this fiscal year. The system will include door contacts, motion detectors, and key fob entry system.
- Three new employees have joined the staff:
JoAnn Hill, Collection Support Specialist
Marcia Koenen – Customer Support Specialist

Trustee Picha asked Director Whitmer if she had been contacted by Dorothy Deer regarding a butterfly garden. Director Whitmer responded no.

Trustee Picha asked if there was any more discussion about moving one of the self check-outs to the Youth Services area. Director Whitmer responded that wiring would need to be installed.

12. Department Head Reports

- The April 8 Sunday concert, *Girls Like Us*, was filled to capacity.
- Youth and Adult Services are weeding the collections so new materials can be added.
- Youth and Adult Services are preparing for the Summer Reading program "Reading Takes You Everywhere". Youth Services staff will be visiting the schools in May.
- Member Services reported the cardholder rate is increasing from month-to-month.
- Member Services included a copy of the new library card application form. The new form makes it easier for a parent to register all their children at one time.
- Marketing – the summer issue of *Reading Matters* will arrive in Warrenville mailboxes the week of May 14.

13. President's Report

- Trustee Picha thanked Director Whitmer for the phenomenal job on the budget.
- There will not be a May 16 Committee of the Whole Budget meeting.
- Trustee Picha reminded trustees to file their Economic Interest Statement.
- Approval of the budget will be at the June Board Meeting.

14. Treasurer's Report – financials look good

15. Secretary's Report – Trustee Stull thanked Trustee Richardson for being Secretary Pro-Tem in March.

16. Committee Reports

Trustee Picha thanked Trustee DuRocher for compiling the Director Evaluation results and stated all trustees participated in the evaluation.

17. Trustee Comments

a. Public Library Association Conference Report

Trustee Warren stated there were many topics presented appropriate to the size of Warrenville including:

- Community and getting the message of libraries out to the largest number of people, from youth to seniors.
- Promoting harmony and community in the neighborhoods and cities they serve.

Trustee Stull stated:

- The library is the one last free democratic space inclusive and accessible to many people.
- Emphasis was on discontinuing extended use fees. Staff did not have to deal with negative feedback and funds were not spent on collecting the fees.
- She attended strategic planning sessions. One point made is for something front and center it must be measureable and sustainable.
- Trustee Stull shared a summary of a book by Steve Pemberton, the first Chief Diversity Officer at Walgreens. Mr. Pemberton was a speaker at the conference.
- Trustee Stull was disappointed some of the programs were cancelled because speakers were unable to travel due to the weather.
- She shared some of the giveaways she brought home.
- Overall, it was an amazing conference and wonderful experience.

18. Items for Information and/or discussion

Trustee DuRocher stated she feels the north wall in the meeting room needs artwork. Most programs are oriented towards that direction and she wants to see something other than a blank wall.

Some trustees feel artwork on the wall would take away from the presenter and cause a distraction.

19. Closed session

MOTION: Trustee Stull moved to enter into closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" at 7:57 p.m. Trustee Warren seconded.

Roll call vote:

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

Motion carried

Sandy Whitmer and Jackie Davis left the meeting at this time.

Returned to open session at 8:10 p.m.

A short break was taken at this time.

Returned to regular open meeting at 8:13 p.m.

ROLL CALL:

Trustee Picha called roll call:

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and
Warren (arrived at 8:14 p.m.)

ALSO ATTENDING: Library Director Sandy Whitmer

20. Discussion/action resulting from the above closed session

The Board shared the evaluation summary with Director Whitmer.

MOTION: Trustee DuRocher moved to award Director Whitmer a 3% increase in salary and a maximum of 26 days to work offsite effective July 1. Trustee Lezon seconded.

Roll call vote:

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

Motion carried

Director Whitmer distributed her suggested goals for next Fiscal Year. Trustees can submit additional goals to the Personnel Committee by May 1. Goals will be discussed and approved at the May Board Meeting.

21. Adjournment

MOTION: Trustee Richardson moved to adjourn the regular board meeting at 8:24 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

April 30, 2018

WARRENVILLE LIBRARY INCOME	APRIL 2018	FUND BALANCES										PAGE 1	
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED 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													
CORPORATE	1698315	94.9290%	0	1695798	99.85%	336830	14606	54032	121630	1441295	645365		
BLDG. & MAIN.	90722	5.0710%	0	90588	99.85%	82381	0	0	2363	62852	110117		
TOTAL TAX (LEVIED)	1789037	100.00%	0	1786386	99.85%	419211	14606	54032	124013	1504147	755482		
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	11255	335285	172664		
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	14606	54032	135268	1839432	1177517		
FORMULA = A+B+C-D=E				A		B		C		D		E	

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

	CORPORATE FUND				
	1 Month Ended	10 Months Ended	Budget	Balance	% Received /
	Apr. 30, 2018	Apr. 30, 2018			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	921.86	6,101.64	7,000.00	898.36	87.17%
Extended Use Fees	2,000.01	16,494.23	22,000.00	5,505.77	74.97%
Fees	37.00	209.25	250.00	40.75	83.70%
Interest	541.74	3,269.85	2,200.00	(1,069.85)	148.63%
Book Sales	30.00	165.00	2,000.00	1,835.00	8.25%
Lost Books	377.00	3,539.88	3,500.00	(39.88)	101.14%
Gifts / Memorials	0.00	1,180.00	1,000.00	(180.00)	118.00%
Miscellaneous	176.90	3,992.87	1,000.00	(2,992.87)	399.29%
Hotel/Motel Tax	0.00	8,557.50	12,725.00	4,167.50	67.25%
Grants - Per Capita	10,521.54	10,521.54	10,450.00	(71.54)	100.68%
	14,606.05	1,749,829.47	1,760,440.00	10,610.53	99.40%
Expenses					
Sal. - Administration	15,451.71	166,624.05	196,500.00	29,875.95	84.80%
Sal. - Circulation	8,920.60	100,769.41	118,000.00	17,230.59	85.40%
Sal. - Maintenance	1,648.80	18,387.90	21,500.00	3,112.10	85.53%
Sal. - Public Services	25,796.62	281,748.84	342,000.00	60,251.16	82.38%
Sal. - Tech Services	15,175.24	166,862.62	217,500.00	50,637.38	76.72%
I.M.R.F. - Expense	11,246.67	82,781.05	98,000.00	15,218.95	84.47%
Fica - Expense	4,998.69	54,873.28	68,500.00	13,626.72	80.11%
Unemp. Comp.	571.13	1,104.03	1,300.00	195.97	84.93%
Op - Mat'l Processing/Tech	775.43	11,975.71	9,100.00	(2,875.71)	131.60%
Op - Mat'l Processing/Circ	224.53	888.61	2,300.00	1,411.39	38.64%
Op - Postage	452.25	4,034.53	5,865.00	1,830.47	68.79%
Op - Office Supplies	94.39	2,489.32	4,650.00	2,160.68	53.53%
Op - Bank Fee's	44.73	506.88	850.00	343.12	59.63%
Op - Automation Supplies	0.00	2,032.25	3,000.00	967.75	67.74%
Op - Publishing	0.00	1,076.63	1,200.00	123.37	89.72%
Equip. - Purchases	558.00	6,053.64	7,700.00	1,646.36	78.62%
Equip. - Maintenance	304.04	2,741.51	4,000.00	1,258.49	68.54%
Auto. - Software	19.99	13,399.39	13,475.00	75.61	99.44%
Auto. - Purchases	3,070.10	4,577.22	7,000.00	2,422.78	65.39%
Auto. - Maintenance	212.16	46,059.28	50,240.00	4,180.72	91.68%
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	3,660.06	40,128.19	63,800.00	23,671.81	62.90%
Pd - Recruiting	135.00	585.00	500.00	(85.00)	117.00%
Pd - Staff Appreciation	4.68	378.35	1,250.00	871.65	30.27%
Pd - Staff / Dues	0.00	1,875.00	2,800.00	925.00	66.96%
Pd - Staff / Meetings	1,419.47	2,446.54	6,600.00	4,153.46	37.07%
Pd - Staff / Transportation	73.84	717.73	1,000.00	282.27	71.77%
Pd - Trst / Dues	0.00	270.00	270.00	0.00	100.00%
Pd - Trst / Mtgs	1,290.00	2,654.48	2,690.00	35.52	98.68%
Pd - Trst / Transportation	16.17	750.62	700.00	(50.62)	107.23%
Pd - Trustee Misc.	48.66	286.90	500.00	213.10	57.38%
Cont. - Lawyer	0.00	1,785.00	5,000.00	3,215.00	35.70%
Cont. - Accounting	844.92	8,847.11	10,000.00	1,152.89	88.47%
Cont. - Collections	17.90	375.90	1,000.00	624.10	37.59%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	<u>1 Month Ended</u>	<u>10 Months Ended</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u>
	<u>Apr. 30, 2018</u>	<u>Apr. 30, 2018</u>			<u>Expended</u>
Cont. - Audit	0.00	7,950.00	7,950.00	0.00	100.00%
Cont. - Consultants	0.00	1,870.00	4,700.00	2,830.00	39.79%
Lib. Mat. - Adult Books	4,408.45	45,345.13	67,000.00	21,654.87	67.68%
Lib. Mat. - Youth Books	3,165.32	28,178.84	32,000.00	3,821.16	88.06%
Lib. Mat. - Adult AV	2,470.93	21,706.05	27,000.00	5,293.95	80.39%
Lib. Mat. - Youth AV	396.79	4,347.61	7,000.00	2,652.39	62.11%
Lib. Mat. - EBooks	1,089.76	13,661.50	24,000.00	10,338.50	56.92%
Lib. Mat. - Periodicals	0.00	10,617.51	11,500.00	882.49	92.33%
Lib. Mat. - Internet Subsc...	3,899.62	22,962.91	41,000.00	18,037.09	56.01%
Ps - Programs Adult	1,122.41	6,018.82	6,500.00	481.18	92.60%
Ps - Programs Youth	380.39	3,447.03	6,500.00	3,052.97	53.03%
Ps - Hotel/Motel	350.00	9,405.00	18,325.00	8,920.00	51.32%
Ps - Refunds / Fines / Fees	0.00	62.99	500.00	437.01	12.60%
Ps - Printing	0.00	11,065.42	20,100.00	9,034.58	55.05%
Ps - PR / Publicity	1,487.54	3,406.04	4,550.00	1,143.96	74.86%
Ps - Misc.	12.99	994.98	1,300.00	305.02	76.54%
Gas	1,041.82	5,801.31	9,000.00	3,198.69	64.46%
B & M - Water / Sewer	160.56	681.84	800.00	118.16	85.23%
Electricity	2,762.21	29,499.45	40,000.00	10,500.55	73.75%
Telephone	1,037.70	11,344.11	14,480.00	3,135.89	78.34%
B & M - Landscape Maint	648.00	6,896.00	10,000.00	3,104.00	68.96%
Gifts	120.00	1,880.20	2,300.00	419.80	81.75%
Contingency	0.00	2,539.35	10,000.00	7,460.65	25.39%
Debt Repayment	0.00	149,402.50	167,550.00	18,147.50	89.17%
	<u>121,630.27</u>	<u>1,441,295.50</u>	<u>1,816,945.00</u>	<u>375,649.50</u>	<u>79.33%</u>

See Accountants Compilation Letter

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

	BUILDING & MAINTENANCE FUND				
	<u>1 Month Ended</u>	<u>10 Months Ended</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u>
	<u>Apr. 30, 2018</u>	<u>Apr. 30, 2018</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	2,195.00	36,548.91	44,520.00	7,971.09	82.10%
Maintenance Supplies	0.00	2,371.99	2,200.00	(171.99)	107.82%
Security	188.34	1,676.57	4,750.00	3,073.43	35.30%
Snow Removal	0.00	18,721.38	20,000.00	1,278.62	93.61%
Hvac	0.00	1,314.94	10,900.00	9,585.06	12.06%
Janitorial Supplies	0.00	2,218.46	3,500.00	1,281.54	63.38%
	2,383.34	62,852.25	85,870.00	23,017.75	73.19%

See Accountants Compilation Letter

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

	SPECIAL RESERVE FUND				
	<u>1 Month Ended</u> <u>Apr. 30, 2018</u>	<u>10 Months Ended</u> <u>Apr. 30, 2018</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	2,422.91	2,422.91	2,000.00	(422.91)	121.15%
Auto. - Purchases	0.00	4,517.49	21,750.00	17,232.51	20.77%
Capital Improvement ...	8,832.60	328,344.78	500,000.00	171,655.22	65.67%
	11,255.51	335,285.18	523,750.00	188,464.82	64.02%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
III National Bank E-Pay Account	13,758.66
Cash / Copier Change	75.00
MB Operating	164,587.47
MB Business NOW	97,946.30
MB Business Money Market	700,693.23
MB Certificate of Deposit	203,140.76

1,180,611.42

General Fixed Assets	<u>6,180,189.00</u>
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TOTAL ASSETS \$ 7,360,800.42

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>3,095.09</u>
	3,095.09

LONG-TERM LIABILITIES

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

EQUITY

Fund Balance	5,407,705.33
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TOTAL LIABILITIES & FUND BALANCE \$ 7,360,800.42

See Accountants Compilation Letter

REGULAR AGENDA

Approve payments for the period of April 19 – May 16, 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

April 19 - May 16, 2018

Date	Num	Name	Amount
05/01/2018	6421	Digging Records, Inc.	-600.00
05/01/2018	6422	The Barefoot Hawaiian, Inc.	-625.00
05/16/2018	6423	Accounting Services, Inc.	-498.00
05/16/2018	6424	Ambius	-278.00
05/16/2018	6425	Baker & Taylor	-2,649.23
05/16/2018	6426	Baker & Taylor	-2,972.78
05/16/2018	6427	Baker & Taylor	-205.40
05/16/2018	6428	Baker & Taylor	-2,952.48
05/16/2018	6429	Ricky Baker	-1,200.00
05/16/2018	6430	The Barefoot Hawaiian, Inc.	-625.00
05/16/2018	6431	Chase	-18,022.77
05/16/2018	6432	Cintas Fire Protection	-1,126.90
05/16/2018	6433	ComEd	-2,480.72
05/16/2018	6434	David Clark	-225.00
05/16/2018	6435	Davis, Jackie	-9.23
05/16/2018	6436	LIMRICC Purchase of Health Insurance Prog	-4,539.76
05/16/2018	6437	Management Association	-1,010.00
05/16/2018	6438	Midwest Tape	-555.19
05/16/2018	6439	Midwest Tape	-1,597.83
05/16/2018	6440	Minuteman Press	-120.00
05/16/2018	6441	Ollis Book Corporation	-2,116.49
05/16/2018	6442	OverDrive	-478.96
05/16/2018	6443	Peregrine, Stime, Newman, Ritzman & Bruck	-1,470.00
05/16/2018	6444	Petra van Nuis	-900.00
05/16/2018	6445	Petty Cash Fund	-50.86
05/16/2018	6446	Pine Landscaping	-370.00
05/16/2018	6447	Service Master Commercial Cleaning	-1,778.63
05/16/2018	6448	Stull, Heather	-307.13
05/16/2018	6449	Technology Management Revolving Fund	-450.00
05/16/2018	6450	Today's Business Solutions, Inc.	-210.24
05/16/2018	6451	Trusted Media Brands, Inc.	-31.95
05/16/2018	6452	Unique Management Services, Inc.	-35.80
05/16/2018	6453	Warren, Richard	-307.58
05/16/2018	6454	Warrenville Ace Hardware	-5.51
05/16/2018	6455	Waterlogic East LLC	-157.88
05/16/2018	6456	Wheaton Park District	-40.00
05/16/2018	6457	Whitmer, Sandy	-56.19
05/08/2018	6458	Apple Books	-431.32
04/24/2018	Electronic	Northern Illinois Gas	-1,041.82
04/26/2018	Electronic	Paylocity	-243.30
04/30/2018	Electronic	AFLAC	-142.56
05/02/2018	Electronic	Konica Minolta Premier Finance	-167.00
05/03/2018	Electronic	Pitney Bowes, Inc.	-94.50
05/10/2018	Electronic	Paylocity	-103.26

-53,284.27

REGULAR AGENDA

Approve transfer of funds

A transfer recommendation with SUGGESTED MOTION will be provided at Board Meeting if needed

Each month, a transfer of funds to the MB Bank Operating account may be necessary to cover anticipated expenditures.

NEW BUSINESS

Approve Library Director's Goals for FY19 (ACTION)

At the April Board Meeting, Director Whitmer provided the Board with three suggested goals for Fiscal Year 2019:

Goal #1

Working with a consultant, gather input from the community, staff and board to develop a 3-5 year strategic plan that includes values, mission and vision statements plus at least 3 primary goals with action steps that can be implemented beginning in July 2019.

Goal #2

Identify a team of staff and work with a consultant to redesign and launch a mobile-responsive website by the end of 2018.

Goal #3

Complete the revision of all job descriptions, then work with a consultant to benchmark the positions and create a wage scale with job classifications by February 2019 so that wage adjustments and job reclassifications can be implemented as part of the budget process for the fiscal year beginning July 2019.

As part of the Director's evaluation process, Trustees could suggest other goals to the Personnel Committee by May 1. No suggestions were received.

In open session at the May Board Meeting, the Board and Director will discuss and select no more than three performance goals for the next evaluation period.

SUGGESTED MOTION: Approve Library Director's Goals for FY19 as presented

NEW BUSINESS

Discuss and Provide Feedback to Personnel Committee on Director's Evaluation Process (*discussion only*)

The evaluation process adopted in February provides the Board with an opportunity to give feedback to the Personnel Committee in May.

Please be prepared to share any thoughts with the Committee.

The following comment has already been received:

- If we stay with Google Forms to collect responses, instructions should be clear that responses can not be edited once the form is submitted.

The process calls for the Personnel Committee to meet anytime from June to January to consider the comments received and make adjustments to the process prior to the next evaluation cycle.

Sunday Music Matinee – Final Report Submitted

On April 29, Sylvia Thompson hosted the final performance in our Sunday Music Matinee series. A total of 9 performances were held on Sunday afternoons from September through April. A total of 381 people attended the performances, bringing the average attendance to 42 per performance (up from 36 per performance last year). The performer costs (\$3,005) will be fully reimbursed by a City of Warrenville Hotel/Motel Tax Grant.

FOIA Request

We responded to a request for 2017 payroll expenditures from Better Government Association.

Building & Maintenance Updates

Fireplace – New granite trim installed on April 26.

Meeting Room AV system – System reprogrammed to fix an issue with one of the projectors. Staff continue to monitor the system for problems and document processes.

Building Security – Intrusion alarm, motion detectors and key fob entry system are scheduled for install week of May 14.

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

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

April Meetings/Programs/Outreach (Sandy)

April 3 – Conducted Library Tour for LaGrange Park Public Library staff

April 3, 24 – Management Team Meeting

April 6 – City Meeting re: Parking Occupancy Study (preliminary study related to planned improvements to Prairie Path, Trailhead)

April 6 – Meeting with resident re: Writers group

April 9 – Western DuPage Chamber Meeting re: China trip (hosted at WPLD)

April 10 – Webinar: Budget & Levy Secrets for Libraries

April 12 – TIF Joint Review Board Meetings for TIF #3 and TIF #4

April 20 – Warrenville Hospitality Group

April 24 – Harassment Training for Supervisors (attended by Management Team at WPLD, instructor from Management Association of Illinois)

April 25 – Webinar: Tutor.com Learning Suite Platform

April 26 – Webinar at RAILS: Strategies to Recognize and Address Sexual Harassment in the Library

April 28 – A.L.I.C.E. Training (active shooter) in Elgin

April Meetings/Programs/Outreach (Jackie)

April 3, 24 – Management Team Meeting

April 24 – Harassment Training for Supervisors (attended by Management Team at WPLD, instructor from Management Association of Illinois)

April 26 – Webinar at RAILS: Strategies to Recognize and Address Sexual Harassment in the Library



**FY18 Hotel/Motel Tax Grant
Final Report
2017-2018 Sunday Musical Matinees**

FACTS IN BRIEF

Number of Concerts: 9
Total Attendance: 381 (avg. 42)
Total Event Expenditures: \$3,005.00
Grant Expenditures: \$3,005.00
Cost per participant: \$7.89

This was the second year for this series of Sunday afternoon concerts. Reponse was overwhelmingly positive. Average attendance was up from last year's average of 36 per concert. Because costs for some performers were less than anticipated, we were able to host 9 performances instead of the 8 performances proposed in the grant application.

Publicity included:

- Outdoor signage in the days prior to each concert (weather permitting)
- Distribution of 500 brochures
- Inclusion in the Fall, Winter and Spring Library Newsletters (each delivered to 6,000+ residential and business addresses)
- Online postings to Facebook generated more than 9,000 impressions. Event info was also shared on Twitter, Library Website, ArtsDuPage website and DuPage Convention and Visitors Bureau online calendar
- Flyers were posted at the Library
- Slides were posted to Channel 10

Concerts were held on Sunday afternoons at 2 p.m. at the Library

The 2017-2018 Concert lineup included the following performers (attendance):

September 24	The Music and Influence of Johnny Cash (28)
October 22	Terra Guittarra (55)
November 12	Classical Guitar from Around the World (37)
December 3	Celebrate the Season (35)
January 14	An Hour at the Opera (20)
February 11	Tom Sharpe World Music Ensemble (43)
March 4	Myths & History of the Great Highland Bagpipes (36)
April 8	Girls Like Us – The Music of Carole King, Carly Simon and Joni Mitchell (86)
April 29	The Piano in Latin America (41)



STATISTICAL SUMMARY

April 2018

	APR 2018	APR 2017	% change	+/-
TOTAL CIRCULATION ***	18,256	16,373	11.5%	1,883
Print	9,220	7,536	22.3%	1,684
NonPrint	7,462	7,720	-3.3%	-258
Equipment (mobile dev., in-house laptops, etc.)	103	54	90.7%	49
Downloadables	1,471	1,063	38.4%	408
OVERDRIVE (eBooks & eAudiobooks)	739	739	0.0%	0
ZINIO (eMagazines)	14	58	-75.9%	-44
Hoopla	529	244	116.8%	285
Tumblebooks	189	22	759.1%	167
ITEM REQUESTS PROCESSED	287	274	4.7%	13
INTERLIBRARY LOANS RECEIVED	258	183	41.0%	75
MATERIALS ADDED	764	630	21.3%	134
MATERIALS WITHDRAWN	1,523	1,240	22.8%	283
TOTAL COLLECTION SIZE*	113,561	106,737	6.4%	6,824
PROGRAMS				
Number of Adult Programs	10	4	150.0%	6
Adult Program Attendance	372	110	238.2%	262
Number of Teen Programs	6	4	50.0%	2
Teen Program Attendance	25	31	-19.4%	-6
Number of Children's Programs	14	10	40.0%	4
Children's Program Attendance	373	330	13.0%	43
Book-A-Librarian	2	3	-33.3%	-1
Book-a-Librarian Attendance	2	3	-33.3%	-1
RECIPROCAL BORROWER CIRCULATION	1,204	1,141	5.5%	63
RESIDENT CARDS ACTIVE	5,857	6,012	-2.6%	-155
RECIPROCAL BORROWER CARDS ACTIVE	343	304	12.8%	39
VISITOR COUNT **	9,633	6,613	45.7%	3,020
COMPUTER SESSIONS	1,306	1,265	3.2%	41
DATABASE USAGE	235	227	3.5%	8
WEBSITE VISITS	53,549	8,708	514.9%	44,841
UNIQUE WEBSITE VISITORS	48,153	6,139	684.4%	42,014

*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

April 2018

Leila Heath

InterLibrary Loan

Item Requests Processed: 287 (274 LY); Materials Received: 258; Materials Lent: 76

Programming

Adult:

Book Discussion 4/5: 10

Mindgames 4/3: 42

Sunday Matinee – Carole, Carly, Joni 4/8: 86

Call Me Amy 4/12: 49

Bikes & Trails 4/17: 36

Chef Dave 4/19: 59

Afternoon at the Movies 4/24: 6

Medicare 4/24: 30

Manage Money Online 4/26: 13

Sunday Matinee – Latin Piano 4/29: 41

Book a Librarian (2): 2

Puzzles: 1

1000 piece: *Spirit of Flight*

Teen:

Teen Writing Club 4/4: 3

Nintendo 4/6, 4/13: 6

Teen Tech 4/18: 1

D&D Pop-Up 4/19: 6

Blackout Poetry 4/25: 9

Youth:

Family Storytime (4): 115

Toddler Time (4): 175

NatureTelling 4/11: 19

Robots 4/12: 11

PAWS 4/14: 12

Crafty Kids 4/18: 20

Snap Circuits 4/19: 9

Treasure Hunt 4/21: 12

Outreach / PR

Youth:

AGAPE 4/24: 25

AGAPE 4/25 (2): 47

WYFS 4/25: 15

Adult:

Health & Wellness Fair 4/17: 109

Teen Volunteers: 2; Hours: 3

Weeding/Shelf Shifts

Weeding:

Fiction, Mystery, SciFi/Fantasy, YA Fiction, Beginning Readers, J Fiction

Meetings / Continuing Ed

Management Meetings: Leila

Keeping Patrons Safe Webinar: Nora

Diverse Titles for Youth and Young Adults Webinar: Diana, Jane

Integrating Technology into MakerSpaces: Jane

Boosting STEM engagement Through Play Webinar: Leila, Jane

Accessible to All Webinar: Leila, Jane

Coding for Librarians: Jane

Time Management Fundamentals (Lynda.com): Leila

ATLAS FOIA, Patron Privacy, Policies 4/10: Rebecca

Meeting with Sales Rep (Jean-Ollis) 4/11: Diana, Jane

Google Calendar Essentials, Get Started with Google Drive (Lynda.com): Leila

Increasing Hours and Access with Open+ Webinar: Leila

Navigating the Wild World of Apps Webinar: Leila

Parent Council 4/16: Diana

Science Kits 4/18, 4/19: Leila, Jen, Jane, Lou

Meeting with High School Librarian 4/20: Nayeli

Crestron AV Repair/Meeting 4/20: Leila, Jen, Sylvia

Developing/Supporting the LGBTQ Collection Webinar: Jen

Harassment Training 4/24: Leila

Tutor.com Learning Suite 4/25: Leila, Sylvia, Rebecca, Jen, Lydia

Collection Weeding Webinar: Leila, Jane

Negotiating Vendor Contracts Webinar: Leila

Excel Quick Tips: Jen

Instructional Design: Adult Learners: Jen

Serving Library Users on the Autism Spectrum Webinar: Jen

Extreme Customer Service Every Time Webinar: Jen

Dealing with Angry Patrons Webinar: Jen

Job Search Strategies Webinar: Jen

Digital Resources

Beyond Dust Jackets Blog:

Views 4/1-30: 1937

Total views 2018: 7353; Total views FY: 16042

NextReads Newsletters:

Subscribers thru 4/30: 163

Newsletters sent 4/1-30: 629

Total newsletters sent 2018: 2528; Total newsletters sent FY: 5813

OverDrive eAudiobooks/eBooks:

New User accounts 4/1-30: 10

Checkouts 4/1-30: 739

Total checkouts 2018: 3017; Total checkouts FY: 7276

Zinio eMagazines:

User accounts thru 4/30: 205

Checkouts 4/1-30: 14

Total checkouts 2018: 168; Total checkouts FY: 544

Hoopla:

New User accounts 4/1-30: 37

Checkouts 4/1-30: 529

Total checkouts 2018: 1929; Total checkouts FY: 4067

MEMBER SERVICES REPORT**April 2018****Patty Dybala**

Library Card Monthly Stats		
	April 2018	April 2017
# of new cards issued	94	54
# of renewed cards (expiring 4/2018)	37 (89 notices sent*) <i>*email only effective 7/2017</i>	35 (158 notices sent)
Warrenville Resident cards (active)	5,857	6,012
Reciprocal Borrower cards (active)	343	304

Miscellaneous Monthly Circulation Stats		
	April 2018	April 2017
Self-Checkout Station	6,761 items (39% of total circulation)	4,910 items (32% of total circulation)
Reciprocal Borrower Circulation	1,204	1,141
# of Outgoing Book Discussion ILL Requests	39 (12% of total item requests)	29 (10% of total item requests)
Mobile Device Circulation	48	29
Mobile Device In-house Circulation	55	25

Professional Growth/Meetings/Outreach

4/3; 4/24 Management Team Meetings – Patty

4/10 ATLAS Academy: FOIA, Patron Privacy, and Policy Requests- Jaime

4/12; 4/14 Tech Showcase- Sandy, Jaime

4/24 Harassment and Discrimination Manager Training- Patty

4/25 Technology Orientation w/ Cynthia- Marcia

Innovative Technology & Tech Trends Webinar- Ellen, Sandy, Stephanie

Trends in Safety and Security Webinar- Sandy

Dealing with Angry Library Patron Behaviors- Ellen, Sandy

Intergenerational Programming Webinar- Patty

Navigating the Changing Landscape of Patron Privacy Webinar- Patty

BlueCloud Circulation Updates Webinar- Patty
BlueCloud Mobile App Webinar- Patty
Basic Web Based Reference Webinar- Sandy
Ethics and Public Service- Sandy

Department Updates

- Trained new Customer Services Specialist.
- During National Library Week, April 8-14, Member Services staff promoted services, including My Account, library card registration and Library Elf. Members were offered a compass for being curious about our services.

Homebound Delivery

None this month.

MARKETING REPORT

April 2018

Kathy Gaydos

Collateral Creation/Distribution

Summer Reading Matters sent to printer April 26.

eNewsletter (Constant Contact)

	Sent	Open Rate	Click Rate
May 2018	658	34%	9%
NLW Special Edition 4/7	633	30%	15%
April 2018	631	34%	16%
March 2018	614	33%	10%
Feb. 20 Special Edition	603	40%	34%

Social Media

Facebook

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April
Total Page Followers	723	748	752	771	777	786	791	805	811	828
Total Page Likes	745	772	778	786	793	799	804	817	822	834

Twitter

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April
Average Daily views	117	151	98	103	121	165	176	150	148	176
Average Engagement Rate	0.3%	0.3%	0.3%	1.5%	0.5%	1.0%	0.6%	1.0%	0.4%	0.1%

Graphics Created

Program or Display Slides/Flyers: All summer programs and concerts.

Other tasks completed: Summer Concert series bookmarks and large banner; Summer Reading logs: Youth, Youth Spanish, Teen and Adult; "Join Our Email List" box; Community Puzzle slide.

Meeting Attendance

Management Team Meetings 4/3 and 4/24, Kathy
Three-Month Performance Review, 4/5, Molly and Kathy
Novelist Webinar, 4/12, Kathy
ILA Marketing Conference, 4/20, Kathy
Sexual Harassment Training for Managers, 4/24, Kathy

TECHNICAL SERVICES REPORT

April 2018

Lou Carlile

Collection statistics for the month:

*764 items were added. (476 books, 93 AV, 163 periodicals, 32 eBooks/eAudio, 0 equipment)

*1523 items were deleted. (1354 books, 28 AV, 141 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed:

*Management Meetings: (Lou)

*Having fun at work again webinar: (Therese)

*Budget levy secrets for library webinar: (Lou)

*Whole person librarianship webinar: (Marty)

*Adult programs on a \$0 budget webinar: (Colleen)

*Time management essentials – Lynda.com: (Lou)

*Google Calendar essential training – Lynda.com: (Lou)

*Harassment training (speaker at library from Management Association): (Lou)

*Reading incentive program for summer and beyond webinar: (Colleen)

*The accidental cataloger (Alex)

Activities:

*Began doing data entry for catalog records for new science kits.

*Finished relabeling and data entry for full name format for all graphic novel collections

Collection Maintenance:

*47 books were repaired.

*145 AV were cleaned / repaired.

COMPUTER SERVICES REPORT

April 2018

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (2), plus Harassment Training for Managers
 - Technology Associate candidate interviews (2); meet w/Sandy to approve candidate hire
 - Technology orientation – Marsha Koenen
 - Tech Team meeting – cancelled due to Technology Showcase
2. Created and implemented training plan for new Technology Associate Peter Baklashev, including setting up user accounts, work schedule, and department cross-training schedule.
3. In response to an issue found in testing our item request form in the Communico environment, began testing the latest version of OpenKiosk on a test Catalog PC.
4. Experienced no issues in daily use on the Catalog PC previously upgraded to Windows 10 v1709; deployed 2nd of 3 Catalog PCs with this version.
5. Worked with Jen, Jane, Jaime, Sandy K and Peter to host the Technology Showcase for our mobile device collection, robot-centered programming and the reintroduction of the VHS to DVD and Cassette to CD media conversion stations.
6. Worked with SirsiDynix to install the latest Web Services upgrade on the HIP server.
7. Updated Schedule3W software on Patty's, Leila's and my test PC

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, April 10, 2018)

Wednesday, May 16 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Sunday, May 27 and Monday, May 28
Library Closed (Memorial Day)

Wednesday, June 20 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Future Agenda Items:

June

- o Review and approve final draft of FY19 Working Budget
- o Adopt Prevailing Wage Ordinance
- o Authorize Preparation of Tentative Budget & Appropriation Ordinance
- o Revise Policy No. 350 – Distribution of Free Materials / Community Information

July

- o Discuss changing day of week for Board Meeting; change December meeting to 2nd Wednesday (from November 2017)
- o Review proposals for Strategic Planning Consultant
- o Appoint 2 trustees to audit Secretary's records for Annual Report
- o Adopt Tentative Budget & Appropriation Ordinance
- o Adopt Public Notice of B&A Hearing
- o Adopt Building & Maintenance (.02%) Levy Ordinance

