



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, November 15, 2017, 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. Presentation of the FY2017 Audit (Brian LeFevre, Sikich LLC)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 4.....**
 - a. Approve Minutes of the October 18, 2017 Regular Board of Trustees Meeting
- p. 11**
 - b. Receive and file Financial Report for October
- p. 18**
 - c. Certify Compliance with the Truth in Taxation Act
- p. 19.....**
 - d. Adopt Ordinance #17-18-04 Levy Ordinance for Fiscal Year 2017-2018
- p. 25**
 - e. Approve Notice of Availability of Audit Report for Publication
8. Regular Agenda
 - p.26**
 - a. Approve payments for the period of October 19 – November 15, 2017 **(ACTION)**
 - p 29**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
 - p. 30**
 - a. Approved Revisions to Policy No. 371 – Study Rooms **(ACTION)**

10. New Business

- p. 35 a. Approve Reimbursement of Trustee Travel Expenses **(ACTION)**
- p. 38 b. Approve Resolution #213 – Resolution Transferring Funds to the Special Reserve Fund **(ACTION)**
- p. 40 c. Consideration of Options for Future Electricity Supply (*discussion only*)
- p. 42 d. Review Proposed Board Meeting Schedule for 2018 (*discussion only*)
- p. 43 ... 11. Director's Report
- p. 46 ... 12. Department Head Reports
- 13. President's Report
- p. 53 a. Next meetings or events
- p. 54 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- p. 57 a. Per Capita Grant Requirement: Review Chapter 4 "Legal Responsibilities & Liability", Trustee Facts File (Trustee Stull)
- p. 57 b. Per Capita Grant Requirement: Review Chapter 3 "Board Organization", Trustee Facts File, emphasis on Library Board Bylaws (Director Whitmer)
- p. 57 c. Per Capita Grant Requirement: Illinois State Library Literacy Program (Director Whitmer)
- p. 58 d. Per Capita Grant Requirement: Review of Chapter 12, "Safety," Serving Our Public 3.0 (Director Whitmer)
- 19. Closed Session
- 20. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**



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WARRENVILLE PUBLIC LIBRARY DISTRICT
Truth in Taxation Public Hearing
Wednesday, November 15, 2017, 7:00 p.m.

AGENDA

Location: Library Meeting Room

1. Call to Order
2. Roll Call
3. Public Comments on the Proposed Property Tax Increase (Truth in Taxation)
4. Trustee Comments on the Proposed Property Tax Increase (Truth in Taxation)
5. Adjournment



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1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**
Trustees may request to remove any items from the consent or regular agenda at this time. Discussion only items may also be added to the regular agenda at this time.
4. Presentations
 - a. Presentation of the FY2017 Audit (Brian LeFevre, Sikich LLC)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the October 18, 2017 Regular Board of Trustees Meeting
 - b. Receive and file Financial Report for October
 - c. Certify Compliance with the Truth in Taxation Act
 - d. Adopt Ordinance #17-18-04 Levy Ordinance for Fiscal Year 2017-2018
 - e. Approve Notice of Availability of Audit Report for Publication
8. Regular Agenda
 - a. Approve payments for the period of October 19 – November 15, 2017 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
 - a. Approved Revisions to Policy No. 371 – Study Rooms **(ACTION)**

10. New Business
 - a. Approve Reimbursement of Trustee Travel Expenses **(ACTION)**
 - b. Approve Resolution #213 – Resolution Transferring Funds to the Special Reserve Fund **(ACTION)**
 - c. Consideration of Options for Future Electricity Supply *(discussion only)*
 - d. Review Proposed Board Meeting Schedule for 2018 *(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
17. Trustee Comments
18. Items for information and/or discussion (No Action)
 - a. Per Capita Grant Requirement: Review Chapter 4 "Legal Responsibilities & Liability", Trustee Facts File (Trustee Stull)
 - b. Per Capita Grant Requirement: Review Chapter 3 "Board Organization", Trustee Facts File, emphasis on Library Board Bylaws (Director Whitmer)
 - c. Per Capita Grant Requirement: Illinois State Library Literacy Program (Director Whitmer)
 - d. Per Capita Grant Requirement: Review of Chapter 12, "Safety," Serving Our Public 3.0 (Director Whitmer)
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, October 18, 2017

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

ATTENDING: Trustees DuRocher (arrived at 7:11 p.m.), Lezon, Picha, Richardson, Ruzicka, Stull and Warren

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Leila Heath, and Technical Services Assistant Gail Smith

3. Approval of the Agenda

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

Voice vote:

Ayes – all

Motion carried

4. Presentations

- a. Online Classes: Lynda.com & Universal Class Library Edition – Leila Heath, Head of Public Services

Leila Heath distributed a handout with information about Universal Class and Lynda.com.

She explained the Library has had Universal Class for a number of years. Lynda.com had been considered in previous years but not purchased. This year the staff decided to try it due to new features.

Ms. Heath explained the broad range of classes offered by Universal Class. Universal Class is geared towards personal interest topics with some business classes. Last year there were 85 uses for a cost of \$1,500 for the year. Use of Universal Class is unlimited.

Trustee DuRocher arrived (7:11 p.m.)

Ms. Heath explained Lynda.com is brand new to the Library and will be available to members in November.

Lynda.com is geared towards businesses, IT and software and is updated continuously. Lynda.com costs \$2,500 per year with a limit of five Library members simultaneously on the database.

Trustee DuRocher asked why would a staff member want to use Lynda.com and Ms. Heath stated they could use it to learn how to use a new electronic device or if they are interested in changing their career.

Trustee Warren asked if there are courses geared towards students and Ms. Heath stated Learning Express or Tutor.com are better suited for students.

Ms. Heath explained how to access the databases.

5. Public Comments - none
6. Correspondence
 - a. A thank you was received from Bower PTA for a donation made by Youth Services.
 - b. A thank you was received from the Havana Public Library for book ends.
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

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

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

Roll call vote:

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

Motion carried

8. Regular Agenda

- a. Approve payments for the period of September 21 – October 18, 2017

MOTION: Trustee Richardson moved to approve payments in the amount of \$49,160.46 for the period of September 21, 2017 through October 18, 2017 including electronic payments and checks #6082 – 6140 with check #6092 voided. Trustee Stull seconded.

Roll call vote:

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

Motion carried

- b. Approve transfer of Funds

MOTION: Trustee DuRocher moved to approve a transfer of \$125,000 from Business NOW Account to Operating Account. Trustee Stull seconded.

Roll call vote:

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

Motion carried

9. Unfinished Business - none

10. New Business

a. Approve Revisions to Policy No. 250 Public Access Computers

Director Whitmer distributed a revised copy of Policy No. 250 with some very minor changes made at the October 17 Management Team meeting.

MOTION: Trustee DuRocher moved to approve revisions as presented to Policy No. 250 Public Access Computers. Trustee Ruzicka seconded.

DISCUSSION:

Director Whitmer stated that Leila Heath and the public services staff worked on all the policy revisions except for the Purchasing Policy.

Trustee Picha asked if other libraries were benchmarked for comparison. Director Whitmer stated they were not, however in terms of access for children we are consistent with other libraries. Depending on which library you look at, we are more generous with time limits. If the computers are fully occupied time extensions are not allowed.

Director Whitmer stated she and Ms. Heath's main goal is to have resources in use as much as possible.

Trustee Stull asked how they determine if a Library member is viewing inappropriate material. Director Whitmer stated it is dealt with on a case-by-case situation and where the person is located in the Library.

Roll call vote:

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

Nays – None

Motion carried

b. Approve Revisions to Policy No. 320 Library Use

MOTION: Trustee Ruzicka moved to approve Revisions to Policy No. 320 Library Use. Trustee Lezon seconded.

DISCUSSION:

Director Whitmer stated three major revisions were made after the renovation project was completed.

- Adult study rooms are for adults, youth study rooms are for children, and the teen room is for teens.

If the adult study rooms are unavailable due to maintenance, the staff has the ability to use their best judgement and direct an adult to use a youth study room.

The Youth Restroom is intended for children and adult caregivers. In special circumstances, staff may permit other individuals to use this restroom, i.e. an adult needing companion assistance. This restroom is a gender inclusive restroom; however, it is not handicap accessible.

- Staff suggested snacks be permitted in certain areas, including the Teen Lounge. Staff will be responsible for monitoring and cleaning the areas.

Trustee Lezon suggested allowing snacks in the café area. Director Whitmer stated that allowing food throughout the library means more crumbs and wrappers everywhere which attract rodents.

- The addition of "disrupts other users" to the statement regarding personal hygiene is intended to address fragrance sensitivities.

Ruzicka stated the wording "drugs" could mean prescribed drugs. After discussion, the consensus of the Board is "drugs" used in conjunction with "alcohol", would mean street drugs, not prescription drugs or medications.

Roll call vote:

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

Nays – None

Motion carried

c. Approve Revisions to Policy No. 120 Purchasing & Contracts

MOTION: Trustee Stull moved to approve Revisions to Policy No. 120 Purchasing & Contracts. Trustee Lezon seconded.

Director Whitmer explained the change was due to Public Act 100-0338 amending the Illinois Municipal Code increasing the threshold for contracts requiring competitive bids from \$20,000 to \$25,000. This policy will be reviewed in its entirety at a later date.

Roll call vote:

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

Nays – None

Motion carried

b. Review Proposed Revisions to Policy No. 371 Study Room

Director Whitmer stated revisions are for discussion only. Head of Public Services Leila Heath will present a new Study Room policy for approval by the Board at the November board meeting.

The Study Room Policy needs revision to clarify the existing policy and procedures due to the increased number of study rooms, separation of the public service departments and increased usage and demand.

Public Services staff began a trial period on October 16 using the new policy statements to guide reservations and use of the rooms.

Director Whitmer stated there are no changes for a Warrenville cardholder and anyone can make a same day reservation in person or by phone. The reservations will be limited to one per day and first use of a room will have a maximum reservation time of 3 hours. Challenges have been when there is morning use and then they come back later in the day. A second use on the same day will be permitted on a walk-in basis only. Second use will be allowed until a first-time user needs the room.

Ms. Heath wants the rooms to be available equitably to all users.

Trustee Picha inquired where the term "Warrenville Members" came from. Director Whitmer stated a survey was conducted of library users and "Members" was the number one choice.

e. Health Insurance Renewal

Director Whitmer reviewed the few changes to the health insurance renewal for 2018. No changes will be made to the plans offered and/or premium responsibility percentages for the Library and employees.

11. Director's Report

- Director Whitmer stated electricity use has decreased due to the LED lighting and August/September being cooler than normal.
- Director Whitmer will follow up with Airhart Developers to see if any work will commence this fall.
- Director Whitmer stated the plumbing system had a major blockage on October 17-18. The public restrooms were not available for two days. Administration has asked for a proposal to add a clean-out to the piping system to allow easier access to the area where the blockages occur.
- Trustee Picha asked if there should be concern with the loss of over 400 library cards. Director Whitmer said it is an acceptable parameter.
- Trustee Picha asked why there was a decrease in computer usage. Director Whitmer stated computer usage may be less due to members bringing in their own laptops and there is no way to capture that information. In addition, in-house laptops and hot spots are very popular.

- Trustee Picha asked if Director Whitmer watched a webinar on energy. Director Whitmer stated she watched a webinar sponsored by the Illinois Resource Center on rebates and incentives utility companies are offering. Beginning in January 2018 there will be incentives offered directly by the utility companies including ComEd and Nicor Gas.

12. Department Head Reports

- Trustee Picha loves the Marketing Report. Director Whitmer stated they are currently working on the new quarterly publication.
- Leila Heath announced Jeanine Vaughn, Youth Services Assistant, has resigned. Nayeli Rios, Youth Services Assistant, will assume the duties of serving the teens. Ms. Heath stated the teen program numbers are soft but the room is frequently in use. It is stocked with games, art supplies, origami, etc. for the teens to use.
- Trustee Picha and Ruzicka loved the Autumn Leaves Painting Workshop
- Trustee Picha asked if the OverDrive checkouts are for the calendar year. Ms. Heath stated the statistics are for the fiscal year.
- Trustee Warren asked what the Father-Kid Camp program was. Ms. Heath responded it was a program for fathers and children. They set up tents, built play campfires, etc.
- Trustee Picha, along with the Board, thanked Ms. Heath and her department for a job well done.
- Trustee Picha asked if the student volunteer in Tech Services has a job coach. Director Whitmer stated a coach is in attendance at all times.
- Alex Murillo has accepted the new position in Tech Services and Head of Technical Services Lou Carille is obtaining candidate references to fill the Collection Support Specialist position vacated by Alex.

13. President's Reports

- Trustee Picha reminded Trustees to complete their Per Capita Grant training.
- Trustee Picha reviewed the upcoming meetings and events.
- Trustee Picha stated former Circulation Manager Joe Filapek attended the ILA Trustee Day.

14. Treasurer's Report – Trustee Lezon reported the financials look good.

15. Secretary's Report - none

16. Committee Reports –

Director Whitmer mentioned the Personnel Committee might want to review the Director's Review Process.

17. Trustee Comments

- Trustee Picha thanked the Board for allowing her to go to ILA Trustee Day.
- Trustee Richardson stated she was excited about the Citizenship flash cards displayed at ILA.
- Trustee Picha was interested in an incentive program displayed at ILA.

18. Items for information and/or discussion

- a. Per Capita Grant Requirement: Review Chapter 2 "Orientation for New Trustees" and Chapter 3 "Board Organization", Trustee Fact Files – Trustee Ruzicka

Chapter 2 "Orientation for New Trustees"

- Trustee Ruzicka gave a brief history of how libraries evolved and there are over 16,000 public libraries in the United States today.

Chapter 3 "Board Organization"

- Trustee Ruzicka attended a program for new trustees at the Mt. Prospect Library.
- At the Illinois Library Association Conference, she learned a Board of Trustees is one voice, they work together and for a common goal, respect each other, facilitate and not dictate.

Trustee Picha thanked Trustee Ruzicka for a job well done.

Trustee Picha stated she came away from the Illinois Library Association Conference being very thankful for a wonderful Director and staff.

19. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 8:18 p.m. Trustee DuRocher seconded.

Voice vote: All ayes

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

October 31, 2017

WARRENVILLE LIBRARY INCOME	OCTOBER 2017	FUND BALANCES				UNAUDITED FUND BAL 6/30/2017	OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
		% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED					
LEVY	LEVY EXT									
CORPORATE	1698315	94.9290%	20215	1661972	97.86%	586830	22236	121234	562758	1708280
BLDG. & MAIN	90722	5.0710%	1080	88781	97.86%	82381	0	3059	12823	158339
TOTAL TAX (LEVIED)	1789037	100.00%	21295	1750753	97.86%	669211	22236	124293	575581	1866619
DEFERRED REVENUE	0		0	0		0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0
SPECIAL RESERVE	0		0	0		257949	0	1890	310417	52468
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	23524
CAPITAL PROJECT	0		0	0		0	0	0	0	0
TOTAL	1789037	100.00%	21295	1750753	97.86%	1176531	22236	126183	885998	2063522
FORMULA = A+B+C-D=E			A			B	C	D		E

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

	CORPORATE FUND				
	<u>1 Month Ended</u>	<u>4 Months Ended</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u>
	<u>Oct. 31, 2017</u>	<u>Oct. 31, 2017</u>			<u>Expended</u>
Income					
Taxes Levied	20,215.44	1,661,804.73	1,698,315.00	36,510.27	97.85%
Back Taxes	0.00	167.12	0.00	(167.12)	0.00%
Copier	943.83	2,588.49	7,000.00	4,411.51	36.98%
Extended Use Fees	2,036.84	6,319.14	22,000.00	15,680.86	28.72%
Fees	17.25	78.25	250.00	171.75	31.30%
Interest	624.74	1,539.87	2,200.00	660.13	69.99%
Book Sales	0.00	16.00	2,000.00	1,984.00	0.80%
Lost Books	419.99	1,463.68	3,500.00	2,036.32	41.82%
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00%
Miscellaneous	682.61	1,672.82	1,000.00	(672.82)	167.28%
Hotel/Motel Tax	8,557.50	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%
	33,498.20	1,684,207.60	1,760,440.00	76,232.40	95.67%
Expenses					
Sal. - Administration	15,014.59	67,562.76	196,500.00	128,937.24	34.36%
Sal. - Circulation	8,976.16	42,126.50	118,000.00	75,873.50	35.70%
Sal. - Maintenance	1,679.72	7,397.62	21,500.00	14,102.38	34.41%
Sal. - Public Services	25,522.08	115,107.35	342,000.00	226,892.65	33.66%
Sal. - Tech Services	14,365.05	69,960.55	217,500.00	147,539.45	32.17%
I.M.R.F. - Expense	7,458.53	34,687.97	98,000.00	63,312.03	35.40%
Fica - Expense	4,889.59	22,578.86	68,500.00	45,921.14	32.96%
Unemp. Comp.	195.28	419.13	1,300.00	880.87	32.24%
Op - Mat'l Processing/Tech	1,755.91	4,885.02	9,100.00	4,214.98	53.68%
Op - Mat'l Processing/Circ	0.00	159.60	2,300.00	2,140.40	6.94%
Op - Postage	590.00	1,921.61	5,865.00	3,943.39	32.76%
Op - Office Supplies	658.39	1,223.73	4,650.00	3,426.27	26.32%
Op - Bank Fee's	40.58	222.04	850.00	627.96	26.12%
Op - Automation Supplies	535.72	725.33	3,000.00	2,274.67	24.18%
Op - Publishing	479.78	775.33	1,200.00	424.67	64.61%
Equip. - Purchases	558.00	2,389.88	7,700.00	5,310.12	31.04%
Equip. - Maintenance	271.84	1,426.22	4,000.00	2,573.78	35.66%
Auto. - Software	1,990.00	11,158.20	13,475.00	2,316.80	82.81%
Auto. - Purchases	0.00	1,119.50	7,000.00	5,880.50	15.99%
Auto. - Maintenance	3,551.61	32,926.36	50,240.00	17,313.64	65.54%
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	3,485.20	14,095.67	63,800.00	49,704.33	22.09%
Pd - Recruiting	0.00	135.00	500.00	365.00	27.00%
Pd - Staff Appreciation	0.00	229.38	1,250.00	1,020.62	18.35%
Pd - Staff / Dues	100.00	735.00	2,800.00	2,065.00	26.25%
Pd - Staff / Meetings	65.46	270.30	6,600.00	6,329.70	4.10%
Pd - Staff / Transportation	78.76	258.65	1,000.00	741.35	25.87%
Pd - Trst / Dues	0.00	270.00	270.00	0.00	100.00%
Pd - Trst / Mtgs	560.00	1,010.00	2,690.00	1,680.00	37.55%
Pd - Trst / Transportation	0.00	61.80	700.00	638.20	8.83%
Pd - Trustee Misc.	67.04	177.02	500.00	322.98	35.40%
Cont. - Lawyer	0.00	0.00	5,000.00	5,000.00	0.00%
Cont. - Accounting	828.40	3,438.67	10,000.00	6,561.33	34.39%
Cont. - Collections	26.85	53.70	1,000.00	946.30	5.37%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended Oct. 31, 2017	4 Months Ended Oct. 31, 2017	Budget	Balance	% Received / Expended
Cont. - Audit	0.00	1,500.00	7,950.00	6,450.00	18.87%
Cont. - Consultants	765.00	1,870.00	4,700.00	2,830.00	39.79%
Lib. Mat. - Adult Books	4,309.83	16,783.93	67,000.00	50,216.07	25.05%
Lib. Mat. - Youth Books	3,174.89	10,513.99	32,000.00	21,486.01	32.86%
Lib. Mat. - Adult AV	2,498.93	9,054.25	27,000.00	17,945.75	33.53%
Lib. Mat. - Youth AV	403.80	1,533.17	7,000.00	5,466.83	21.90%
Lib. Mat. - EBooks	0.00	965.00	24,000.00	23,035.00	4.02%
Lib. Mat. - Periodicals	0.00	550.00	11,500.00	10,950.00	4.78%
Lib. Mat. - Internet Subsc...	8,500.00	24,020.29	41,000.00	16,979.71	58.59%
Ps - Programs Adult	572.05	2,358.41	6,500.00	4,141.59	36.28%
Ps - Programs Youth	789.74	1,435.88	6,500.00	5,064.12	22.09%
Ps - Hotel/Motel	750.00	7,325.00	18,325.00	11,000.00	39.87%
Ps - Refunds / Fines / Fees	0.00	39.99	500.00	460.01	8.00%
Ps - Printing	0.00	4,771.39	20,100.00	15,328.61	23.74%
Ps - PR / Publicity	0.00	1,571.62	4,550.00	2,978.38	34.54%
Ps - Misc.	0.00	752.22	1,300.00	547.78	57.86%
Maintenance	(77.00)	0.00	0.00	0.00	0.00%
Security	380.00	380.00	0.00	(380.00)	0.00%
Gas	127.59	718.53	9,000.00	8,281.47	7.98%
B & M - Water / Sewer	138.16	280.80	800.00	519.20	35.10%
Electricity	2,959.82	12,764.62	40,000.00	27,235.38	31.91%
Telephone	1,549.07	4,906.49	14,480.00	9,573.51	33.88%
B & M - Landscape Maint	648.00	4,488.00	10,000.00	5,512.00	44.88%
Gifts	0.00	1,262.20	2,300.00	1,037.80	54.88%
Contingency	0.00	1,279.99	10,000.00	8,720.01	12.80%
Debt Repayment	0.00	0.00	167,550.00	167,550.00	0.00%
	121,234.42	562,758.46	1,816,945.00	1,254,186.54	30.97%

See Accountants Compilation Letter

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

BUILDING & MAINTENANCE FUND

	<u>1 Month Ended</u> <u>Oct. 31, 2017</u>	<u>4 Months Ended</u> <u>Oct. 31, 2017</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
Taxes Levied	1,079.89	88,771.74	90,722.00	1,950.26	97.85%
Back Taxes	0.00	8.93	0.00	(8.93)	0.00%
	<u>1,079.89</u>	<u>88,780.67</u>	<u>90,722.00</u>	<u>1,941.33</u>	<u>97.86%</u>
Expenses					
Maintenance	1,677.00	8,237.82	44,520.00	36,282.18	18.50%
Maintenance Supplies	367.80	1,466.18	2,200.00	733.82	66.64%
Security	478.74	727.08	4,750.00	4,022.92	15.31%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	369.84	1,044.30	10,900.00	9,855.70	9.58%
Janitorial Supplies	166.12	1,348.04	3,500.00	2,151.96	38.52%
	<u>3,059.50</u>	<u>12,823.42</u>	<u>85,870.00</u>	<u>73,046.58</u>	<u>14.93%</u>

See Accountants Compilation Letter

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

	SPECIAL RESERVE FUND				
	1 Month Ended Oct. 31, 2017	4 Months Ended Oct. 31, 2017	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	2,000.00	2,000.00	0.00%
Auto. - Purchases	1,890.00	1,890.00	21,750.00	19,860.00	8.69%
Capital Improvement ...	0.00	308,527.18	500,000.00	191,472.82	61.71%
	1,890.00	310,417.18	523,750.00	213,332.82	59.27%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill. National Bank E-Pay Account	12,102.48
Cash / Copier Change	75.00
MB Operating	189,368.81
MB Business NOW	837,129.84
MB Business Money Market	825,085.49
MB Certificate of Deposit	<u>202,282.50</u>
	2,066,454.12

General Fixed Assets	<u>4,461,551.00</u>
----------------------	---------------------

TOTAL ASSETS	<u>\$ 6,528,005.12</u>
---------------------	-------------------------------

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>2,932.71</u>
	2,932.71

LONG-TERM LIABILITIES

0.00

EQUITY

Fund Balance	6,100,072.41
Fund Balance Special Reserve	<u>425,000.00</u>
	6,525,072.41

TOTAL LIABILITIES & FUND BALANCE	<u>\$ 6,528,005.12</u>
---	-------------------------------

See Accountants Compilation Letter

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION OF COMPLIANCE
WITH THE TRUTH IN TAXATION LAW

I, JERRI L. PICHA, the duly qualified and presiding officer of the WARRENVILLE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, hereby certifies that the attached Levy Ordinance of THE WARRENVILLE PUBLIC LIBRARY DISTRICT for the fiscal year beginning July 1, 2017, was adopted in full compliance with the provisions of Section 4 through 7 of the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this 15th day of November 2017.

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

(SEAL)

ORDINANCE 17-18-04

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018 FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS

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

Section 1: That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Warrenville Public Library District be and the same is hereby levied for the purposes specified against all taxable property in the Warrenville Public Library District for the fiscal year commencing on the 1st day of July 2017 and ending on the 30th day of June 2018.

1. GENERAL:

	<u>APPROPRIATED</u>	<u>LEVIED</u>
A. Salaries:		
Administration	\$210,000	\$195,000
Public Services	\$375,000	\$340,000
Technical Services	\$225,000	\$215,000
Circulation	\$140,000	\$120,000
Maintenance	\$40,000	\$22,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$892,000
Appropriated from sources other than current levy	\$98,000	
B. Illinois Municipal Retirement Fund	\$120,000	\$90,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$90,000
Appropriated from sources other than current levy	\$30,000	
C. Federal Insurance Contributions	\$80,000	\$65,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$65,000
Appropriated from sources other than current levy	\$15,000	
D. Unemployment Compensation	\$3,000	\$2,000
Levied for the foregoing expenses of salaries from the General Public Library Tax		\$2,000
Appropriated from sources other than current levy	\$1,000	
E. Building Expenses:		
Maintenance	\$100,000	\$1,000
Utilities	\$100,000	\$59,000
Levied for the foregoing expenses of Building Expenses from the General Public Library Tax		\$60,000

	<u>APPROPRIATED</u>	<u>LEVIED</u>
Appropriated from sources other than current levy	\$140,000	
F. Operating Expenses:		
Postage	\$10,000	\$6,000
Office	\$10,000	\$6,000
Publishing	\$6,000	\$2,000
Materials Processing	\$20,000	\$10,000
Levied for the foregoing expenses of Operating Expenses from		\$24,000
Appropriated from sources other than current levy	\$22,000	
G. Insurance		
Multi-Peril	\$20,000	\$13,000
Bonds	\$1,000	\$500
Health/Life	\$80,000	\$54,000
Umbrella	\$1,000	\$500
Officers/Directors	\$5,000	\$1,000
Workers Compensation	\$6,000	\$3,000
Levied for the foregoing expenses of Insurance from the General Public Library Tax		\$72,000
Appropriated from sources other than current levy	\$41,000	
H. Contractual:		
Legal	\$20,000	\$5,000
Accounting	\$15,000	\$10,000
Collection	\$2,000	\$1,000
Consultants	\$20,000	\$5,000
Audit	\$10,000	\$8,000
Levied for the foregoing expenses of Contractual Services from the General Public Library Tax		\$29,000
Appropriated from sources other than current levy	\$38,000	
I. Personnel Development:		
Staff:		
Dues	\$4,000	\$3,000
Meetings & Education	\$10,000	\$4,500
Travel	\$5,000	\$1,000
Employee Appreciation	\$3,000	\$1,000
Recruitment	\$1,000	\$500
Trustees:		
Dues	\$1,000	\$500
Meetings & Education	\$5,000	\$5,000
Travel	\$1,000	\$500
Levied for the foregoing expenses of Personnel Development from the General Public Library Tax		\$16,000
Appropriated from sources other than current levy	\$14,000	

	<u>APPROPRIATED</u>	<u>LEVIED</u>	
J. Equipment:			
Purchases	\$30,000	\$8,000	
Maintenance	\$10,000	\$4,000	
Levied for the foregoing expenses of Equipment from the General Public Library Tax			\$12,000
Appropriated from sources other than current levy	\$28,000		
K. Library Materials:			
Print	\$150,000	\$100,000	
Non-Print	\$60,000	\$58,000	
Subscriptions	\$80,000	\$41,000	
Levied for the foregoing expenses of Library Materials from the General Public Library Tax			\$199,000
Appropriated from sources other than current levy	\$91,000		
L. Public Service:			
Programs	\$45,000	\$13,000	
Printing	\$30,000	\$15,000	
Refunds/Fees	\$2,000	\$1,000	
PR/Publicity	\$15,000	\$6,000	
Levied for the foregoing expenses of Public Service from the General Public Library Tax			\$35,000
Appropriated from sources other than current levy	\$57,000		
M. Automation:			
Software, hardware	\$50,000	\$30,000	
Misc. purchases	\$10,000	\$3,000	
Maintenance	\$75,000	\$51,000	
Levied for the foregoing expenses of Automation from the General Public Library Tax			\$84,000
Appropriated from sources other than current levy	\$51,000		
N. Contingency	\$50,000	\$20,000	
Levied for the foregoing expenses of Contingency from the General Public Library Tax			\$20,000
Appropriated from sources other than current levy	\$30,000		
O. Gift Expenditures	\$100,000		
Levied for the foregoing expenses of Gift Expenditures from the General Public Library Tax			\$0
Appropriated from sources other than current levy	\$100,000		

	<u>APPROPRIATED</u>	<u>LEVIED</u>
P. Debt Repayment	\$200,000	\$200,000
Levied for the foregoing expenses of Debt Repayment from the General Public Library Tax		\$200,000
Appropriated from sources other than current levy	\$0	
By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."		
2. SPECIAL RESERVE FUND (Capital Improvements)		
Building Maintenance/Construction	\$500,000	
Automation Purchases	\$50,000	
Furniture/Equipment Purchases	\$50,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than the current levy	\$600,000	
3. WORKING CASH FUND (Capital Improvements):	\$250,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than the current levy	\$250,000	
4. BUILDING AND MAINTENANCE (.02%)	\$150,000	\$110,000
Levied for the foregoing expenses of Building and Maintenance from a SPECIAL TAX in addition to all other taxes levied by the District		\$110,000
Appropriated from sources other than the current levy	\$40,000	
5. GIFT FUND	\$30,000	
Levied for the foregoing expenses of the Gift Fund from a SPECIAL TAX in addition to all other taxes levied by the District.		\$0
Appropriated from sources other than current levy	\$30,000	
6. CAPITAL PROJECTS FUND	\$500,000	
Levied for the foregoing expenses of the Capital Projects Fund from a SPECIAL TAX in addition to all other taxes levied by the District.		\$0
Appropriated from sources other than current levy	\$500,000	

	<u>APPROPRIATED</u>	<u>LEVIED</u>
7. DEVELOPER DONATIONS	\$50,000	
Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax		\$0
Appropriated from sources other than a current tax levy	\$50,000	

SUMMARY

Appropriated from sources other than a current levy	\$2,226,000	
Levied as the General Public Library Tax		\$1,800,000
Levied from Special Taxes		\$110,000
TOTAL LEVY		\$1,910,000

Section 2: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 15th day of November 2017, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 15th day of November 2017.

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

ATTEST:

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

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION OF AUTHENTICITY
(LEVY ORDINANCE)

I, HEATHER J. STULL, hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I further certify that attached is a true and correct copy of the Levy Ordinance levying and assessing taxes for said Library District for the fiscal year beginning July 1, 2017 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on November 15, 2017.

I further certify that the attached Levy Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have placed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois at Warrenville, Illinois this 15th day of November 2017.

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

(SEAL)

Notice of Availability of Audit Report

Notice is given pursuant to the Public Funds Statement Publication Act of the availability of an audit report for the Warrenville Public Library District.

1. The audit report covers the period from July 1, 2016 to June 30, 2017.
2. The audit was conducted by Sikich LLP, certified public accountants.
3. The audit report is available for inspection at the Warrenville Public Library District, 28W751 Stafford Place, Warrenville, Illinois between the hours of 9:30 a.m. and 4:30 p.m. Monday through Friday.
4. The audit report is available online at

<http://www.warrenville.com/about/budgetandfinances.php>.

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

REGULAR AGENDA

Approve payments for the period of October 19-November 15, 2017

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
October 19 - November 15, 2017

Date	Num	Name	Amount
11/15/2017	6141	Accounting Services, Inc.	-498.00
11/15/2017	6142	AT&T	-383.97
11/15/2017	6143	Atlas	-50.00
11/15/2017	6144	Baker & Taylor	-380.83
11/15/2017	6145	Baker & Taylor	-2,119.52
11/15/2017	6146	Baker & Taylor	-3,163.99
11/15/2017	6147	Baker & Taylor	-4,106.48
11/15/2017	6148	Bayscan Technologies	-324.00
11/15/2017	6149	Chase	-149,402.50
11/15/2017	6150	ComEd	-2,621.53
11/15/2017	6151	Davis, Jackie	-8.50
11/15/2017	6152	Demco	-384.00
11/15/2017	6153	Konica Minolta Business Solutions	-181.95
11/15/2017	6154	LACONI	-100.00
11/15/2017	6155	Malouf, tom	-350.00
11/15/2017	6156	Mendel Plumbing	-4,052.50
11/15/2017	6157	Midwest Tape	-482.75
11/15/2017	6158	Midwest Tape	-2,192.09
11/15/2017	6159	Peregrine, Stime, Newman, Ritzman & Bruck	-1,785.00
11/15/2017	6160	Pine Landscaping	-370.00
11/15/2017	6161	Quill Corporation	-276.37
11/15/2017	6162	Sam's Club	-26.90
11/15/2017	6163	Service Master Commercial Cleaning	-1,703.37
11/15/2017	6164	Sikich LLP	-3,000.00
11/15/2017	6165	SirsiDynix	-1,870.00
11/15/2017	6166	Technology Management Revolving Fund	-450.00
11/15/2017	6167	Very Smart People LLC	-200.00
11/15/2017	6168	Waterlogic East LLC	-157.88
11/15/2017	6169	Wheaton Park District	-40.00
11/15/2017	6170	Whitmer, Sandy	-16.80
11/15/2017	6171	Alessio, Amy	-200.00
11/15/2017	6172	Johnstone Supply	0.00
11/15/2017	6173	LIMRICC Purchase of Health Insurance Prog	0.00
11/15/2017	6174	Unique Management Services, Inc.	0.00
11/15/2017	6175	Johnstone Supply	0.00
11/08/2017	6176	Johnstone Supply	-140.64
11/08/2017	6177	LIMRICC Purchase of Health Insurance Prog	-4,447.27
11/08/2017	6178	Unique Management Services, Inc.	-62.65
10/26/2017	Electronic	Paylocity	-232.30
10/27/2017	Electronic	Harland Clarke Check Order	-229.16
10/27/2017	Electronic	Northern Illinois Gas	-127.59

10/30/2017	Electronic	MegaPath	-60.39
10/30/2017	Electronic	Pitney Bowes, Inc.	-90.00
10/31/2017	Electronic	AFLAC	-112.68
11/08/2017	Electronic	Konica Minolta Premier Finance	-391.00
11/08/2017	Electronic	Konica Minolta Premier Finance	-167.00
11/09/2017	Electronic	Paylocity	-98.10

-187,057.71

REGULAR AGENDA

Approve transfer of funds

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

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

UNFINISHED BUSINESS

Approve Revisions to Policy No. 371 Study Rooms (ACTION)

Leila Heath, Head of Public Services, will be at the November meeting to answer any questions regarding the policy revisions. The revised policy is included on the following pages.

Proposed revisions were introduced at the October Board Meeting. The Public Services Team implemented the revisions during a trial period that began on October 16. During the trial period it was determined that the proposed revisions addressed the most significant challenges presented by the increased number of study rooms and demand for use.

Ultimately, the Library's goal is to maximize the use of the study rooms in a manner that is consistent and equitable while providing the courtesy of advance reservations to residents of the Library District.

The main intents of this policy remain the same:

- WPLD residents may reserve a study room up to 7 days in advance
- Maximum reservation length is 3 hours
- An individual may have 1 reservation per day
- Time may be extended if no one is waiting to use a room

The most substantial changes to the policy clarify different types of reservations/uses:

- Advance and Walk-in Reservations
- Same Day Return Use

The current policy is available online at
<http://www.warrenville.com/about/Policies/371StudyRoom.pdf>.

SUGGESTED MOTION: Approve Revisions to Policy No. 371 Study Rooms

Policy No. 371

STUDY ROOMS

I. PURPOSE

The study rooms are intended for use by individuals or small groups. This policy provides guidelines for advance reservations and walk in use.

Deleted: is

III. ENDORSEMENT

Use of a study room by outside groups/organizations does not constitute the Library's endorsement of viewpoints expressed by participants. No advertisement or announcement implying such endorsement will be permitted.

Deleted: ¶

II. PRIORITIES¶

¶

A. Library sponsored or co-sponsored programs or meetings. ¶

¶

B. Meetings or programs of all other individuals, businesses or organizations. ¶

¶

Deleted: the meeting

Deleted: in programs

Any flyer, brochure, or press release announcing an event or meeting in a Library study room must include the following statement: "Sponsored by (name of organization). This program/meeting is neither sponsored nor endorsed by the Warrenville Public Library District."

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IV. EQUAL OPPORTUNITY

Activities taking place in a study room must not be closed to any person due to age, gender, race, religion, national origin, disabling condition or any other legally protected category.

Deleted: the

V. FEES

There is no fee to use a study room.

Deleted: the

Deleted: ¶

VI. RESERVATIONS AND SCHEDULING

A. The Library may reserve a study room at any time for meetings or programs sponsored or co-sponsored by the Library.

Deleted: the

B. A study room may be reserved for use only during the hours that the Library is open for public service.

Deleted: The

C. Advance and Walk-in Reservations

- Warrenville Library members may reserve up to 7 days in advance.
- Warrenville Library members and guests may place a same day advance reservation or place a walk-in reservation for immediate use.
- Limit of 1 reservation (advance or walk-in) per day
- Maximum reservation is 3 hours
- Reservations are allotted in 15 minute increments

D. Same-Day Return Use

- No advance reservation – first come, first served if a room is available

- The user must vacate prior to the next reservation or within 10 minutes of the arrival of a walk-in reservation.

- E. A reservation may be extended beyond the allotted time if the room has not been requested. The user must vacate prior to the next reservation or within 10 minutes of the arrival of a walk-in reservation.
- F. Reservations will be held for 10 minutes after which time the reservation will be forfeited.
- G. Must be 8 years or older to make a reservation. This is in accordance with Library Use Policy (No. 320).

Deleted: <#>Warrenville Library cardholders may reserve the room up to seven days in advance by phone or in person. ¶
<#>¶
<#>Anyone may make a same day reservation by phone or in person. ¶
<#>¶
<#>Limit 1 reservation per day. ¶
<#>¶
<#>Maximum reservation length is 3 hours. Reservations are allotted in 15-minute increments. ¶
<#>¶

Deleted: <#>in one hour increments if the room is not in use. Extensions should be requested by the user within the last 15 minutes of the current use period. If no extension is requested and the user stays beyond the allotted reservation, 1

Deleted: the Library's Unattended Children Policy.

VII. OTHER

- A. Users must abide by Policy No. 320 Library Use.
- B. Covered beverages are permitted.
- C. Study rooms must be left clean and orderly, including erased whiteboards.
- D. Maximum study room capacity may not be exceeded.
- E. If a user has three or more no-shows in a four-week period, his or her reservation privileges will be suspended for three months.

Deleted: A. .

Deleted: the Library's General Rules of Conduct and Unattended Children Policies

Deleted: B. .

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F. Equipment in a room (HDMI cable, markers, etc.) may not be removed from the room.

G. Furniture may not be added or removed from a room except in special circumstances as directed by staff.

H. Study rooms are not soundproof or private. Use caution when displaying personal data on the TV screen or making private calls.

I. At the discretion of the Library Director, study room privileges may be suspended for violation of this policy.

Deleted: F.

Policy Revision Log

Revised and Presented for Approval 11/15/17

Approved 10/21/2015

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NEW BUSINESS

Approve Reimbursement of Trustee Travel Expenses (ACTION)

Trustees Picha and Richardson are eligible for reimbursement of mileage expenses for travel to and from the ILA Annual Conference in Tinley Park.

Round trip mileage is 83 miles

IRS Reimbursement rate is \$0.535 per mile

Each trustee is eligible for reimbursement in the amount of \$44.41

If approve, these reimbursements will be submitted for payment in December.

Board Approval is required for any reimbursement to a Library Trustee.

SUGGESTED MOTION: Approve travel reimbursement to Trustees Picha and Richardson in the amount of \$44.41 each.

EXPENSE REIMBURSEMENT REQUEST FORM (2/2017)NAME Jenni PichaPOSITION/TITLE Trustee

Please COMPLETE FORM and ATTACH :

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

Employee Signature

Date

Supervisor's Signature

Date

MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
10/12/17	ILA Trustee Day	Tinley Park	83
TOTAL MILES			83
REIMBURSEMENT RATE PER MILE			0.535
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			44.41

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

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

6152-01 (Staff Travel) \$ _____ 6155-01 (Trustee Travel) \$ 44.41

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

TOTAL REIMBURSEMENT AMOUNT \$ 44.41

EXHIBIT B – REIMBURSEMENT REQUEST FORM

ORDINANCE NO. 16-17-07

ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

EXPENSE REIMBURSEMENT REQUEST FORM (2/2017)

NAME Jill Richardson

POSITION/TITLE Trustee

Please COMPLETE FORM and ATTACH :

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

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

MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
10/12/17	ILA Trustee Day	Tinley Park	83
TOTAL MILES			83
REIMBURSEMENT RATE PER MILE			0.535
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			44.41

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

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

6152-01 (Staff Travel) \$ _____ 6155-01 (Trustee Travel) \$ 44.41

_____ \$ _____ _____ \$ _____

_____ \$ _____ _____ \$ _____

TOTAL REIMBURSEMENT AMOUNT \$ 44.41

EXHIBIT B – REIMBURSEMENT REQUEST FORM

ORDINANCE NO. 16-17-07

ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

NEW BUSINESS

Approve Resolution #213 – Resolution Transferring Funds to the Special Reserve Fund **(ACTION)**

The Library's Fund Balance Policy states:

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

Director Whitmer recommends the transfer of \$250,000 from the Corporate Fund to the Special Reserve Fund.

June 30, 2017 Balances:

Corporate Fund	\$586,818
<u>Working Cash</u>	<u>\$225,847</u>
Total	\$812,665 (A)

FY18 Budget for Expenditures	\$1,816,945
Three months' expenditures	\$454,236 (B)

Available to transfer (=A-B): \$358,429

SUGGESTED MOTION:

Approve Resolution #213, a resolution transferring \$250,000 from the Corporate Fund to the Special Reserve Fund

RESOLUTION # R-213

**RESOLUTION OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT,
DUPAGE COUNTY, ILLINOIS,
TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND**

Be it resolved by the Board of Trustees of the Warrenville Public Library District that
\$250,000.00 be hereby transferred from the Corporate Fund to the Special Reserve Fund.

Adopted this 15th day of November 2017 by roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

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

ATTEST:

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

NEW BUSINESS

Consideration of Options for Future Electricity Supply *(discussion only)*

Director Whitmer would like to work with Paul Kalas, Vanguard Energy Services, to get quotes for the next electricity supply contract. She asks the Board for direction regarding the preferred term. In the past, the Library has approved electricity supply contracts for one-, two- and three-year terms.

Director Whitmer met with Paul Kalas of Vanguard Energy Services on November 1. Mr. Kalas provided an overview of the Illinois Gas Cooperative, an explanation of energy market trends, and a comparative report on 10/30 quotes for electric supply.

In March 2017 the Library signed a one-year agreement (through May 2018) with Dynegy Energy for electric supply.

The Library's current total energy charges are \$0.06290 per kWh. (The energy price is \$0.03451. The balance of the total charge consists of various tariffs.)

Mr. Kalas suggests that the Library consider going to bid soon for the next electricity supply contract. Because energy prices vary day-to-day, the 10/30 quote is just an example of rates and total energy charges from various suppliers for terms from one year to four years.

Although the cost of electricity is trending downward, the various tariffs are increasing. In some cases, the tariffs exceed the cost of electricity. Generally, total costs for electricity are expected to increase.

The table below represents the projected annual energy cost based on the 10/30 quotes using the Library's electricity usage from November 2016 through September 2017. This projection does not include ComEd delivery costs or take into consideration the anticipated decreased usage because of LED retrofits.

term	rate	kWh	cost	Savings over 1-year term	Savings over 2-year term	Savings over 3-year term
current	\$ 0.06290	428,000	\$ 26,921.20			
1 year	\$ 0.07445	428,000	\$ 31,864.60			
2 years	\$ 0.07304	428,000	\$ 31,261.12	\$603.48		
3 years	\$ 0.07223	428,000	\$ 30,914.44	\$950.16	\$346.68	
4 years	\$ 0.07098	428,000	\$ 30,379.44	\$1,485.16	\$881.68	\$535.00

If the Board is interested, Director Whitmer can ask Mr. Kalas to make an informational presentation to the Board in December or January.

Warrenville Public Library District

Quote Date 10/30/2017

12 Month (May 2018 - May 2019)							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total Energy Charges
Dynegy Energy	\$ 0.03461	\$ 0.00216	\$ 0.02573	\$ 0.01148	\$ 0.00038	\$ 0.00009	\$ 0.07445
Constellation Energy	\$ 0.03216	\$ 0.00188	\$ 0.04036	*	*	\$ 0.00010	\$ 0.07450
Direct Energy	\$ 0.03029	(b)	(b)	(b)	(b)	(b)	\$ 0.07529
Champion Energy	\$ 0.03629	#	\$ 0.02845	\$ 0.01223	#	#	\$ 0.07697
Engie Resources	\$ 0.03574	\$ 0.00191	\$ 0.02846	\$ 0.01100	\$ 0.00037	\$ 0.00013	\$ 0.07761
Hudson Energy	\$ 0.07830	(a)	(a)	(a)	(a)	(a)	\$ 0.07830
MidAmerican Energy	\$ 0.03444	\$ 0.00235	\$ 0.02896	\$ 0.01103	\$ 0.00240	\$ 0.00017	\$ 0.07935

24 Month (May 2018 - May 2020)							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total Energy Charges
Constellation Energy	\$ 0.03177	\$ 0.00186	\$ 0.03934	*	*	\$ 0.00007	\$ 0.07304
Dynegy Energy	\$ 0.03397	\$ 0.00211	\$ 0.02491	\$ 0.01178	\$ 0.00040	\$ 0.00009	\$ 0.07326
Direct Energy	\$ 0.03001	(b)	(b)	(b)	(b)	(b)	\$ 0.07378
Champion Energy	\$ 0.03565	#	\$ 0.02741	\$ 0.01227	#	#	\$ 0.07533
Engie Resources	\$ 0.03514	\$ 0.00190	\$ 0.02756	\$ 0.01100	\$ 0.00043	\$ 0.00007	\$ 0.07610
Hudson Energy	\$ 0.07670	(a)	(a)	(a)	(a)	(a)	\$ 0.07670
MidAmerican Energy	\$ 0.03424	\$ 0.00234	\$ 0.02779	\$ 0.01103	\$ 0.00240	\$ 0.00009	\$ 0.07789

36 Month (May 2018 - May 2021)							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total Energy Charges
Constellation Energy	\$ 0.03175	\$ 0.00186	\$ 0.03857	*	*	\$ 0.00005	\$ 0.07223
Dynegy Energy	\$ 0.03352	\$ 0.00208	\$ 0.02424	\$ 0.01205	\$ 0.00043	\$ 0.00009	\$ 0.07241
Direct Energy	\$ 0.02979	(b)	(b)	(b)	(b)	(b)	\$ 0.07271
Champion Energy	\$ 0.03542	#	\$ 0.02667	\$ 0.01232	#	#	\$ 0.07441
Engie Resources	\$ 0.03493	\$ 0.00190	\$ 0.02680	\$ 0.01100	\$ 0.00054	\$ 0.00005	\$ 0.07522
Hudson Energy	\$ 0.07590	(a)	(a)	(a)	(a)	(a)	\$ 0.07590
MidAmerican Energy	\$ 0.03419	\$ 0.00233	\$ 0.02645	\$ 0.01103	\$ 0.00240	\$ 0.00006	\$ 0.07646

48 Month (May 2018 - May 2022)							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total Energy Charges
Constellation Energy	\$ 0.03196	\$ 0.00187	\$ 0.03711	*	*	\$ 0.00004	\$ 0.07098
Direct Energy	\$ 0.02968	(b)	(b)	(b)	(b)	(b)	\$ 0.07204
Champion Energy	\$ 0.03557	#	\$ 0.02607	\$ 0.01234	#	#	\$ 0.07398
Engie Resources	\$ 0.03492	\$ 0.00191	\$ 0.02628	\$ 0.01100	\$ 0.00064	\$ 0.00003	\$ 0.07478
MidAmerican Energy	\$ 0.03418	\$ 0.00233	\$ 0.02577	\$ 0.01103	\$ 0.00240	\$ 0.00004	\$ 0.07575

Current Agreement (May 2017 - May 2018), Signed 03/09/2017							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total Energy Charges
Dynegy Energy	\$ 0.03451	\$ 0.00217	\$ 0.01710	\$ 0.00573	\$ 0.00300	\$ 0.00019	\$ 0.06290

Note: (#) Line Losses, Ancillary and Renewable Compliance Charges Included in the Fixed Energy Price

Note: (*) Transmission and Ancillary Charges Included in the Capacity Price (RTO)

Note: (a) All Energy Component Charges Included in the Fixed Energy Price

Note: (b) Line Losses, Capacity, Transmission, Ancillary and Renewable Compliance Charges Included in the Total Energy Price

NEW BUSINESS

Review Proposed Board Meeting Schedule for 2018 (discussion only)

In December, the Board will adopt an ordinance that sets Board Meeting dates and times for 2018.

Several months ago, the Board expressed an interest in an earlier start time during the summer months when concerts are scheduled (June, July and August).

The staff needs direction from the Board on this matter so that the ordinance can be prepared. If the Board wishes to change the start time of the meeting, Director Whitmer recommends that the change in start time be applied to all regular Board Meetings.

If the Board wishes to continue to meet on the third Wednesday of each month, the dates are as follows:

2018

January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

The third Wednesday in November falls on the day before Thanksgiving. Director Whitmer recommends the November meeting be moved to the second Wednesday, November 14.

The Board always has the option to change meeting dates and times or cancel any meeting after the ordinance is adopted. If a change is made in regular meeting dates, notice must be given at least 10 days in advance by posting a notice at the Library and sending a notice to any news medium that filed a request to receive such notices. The Library must also publish a notice in the newspaper.

Building Project / Maintenance Updates

Shales McNutt has ordered magnetic closures for the Computer Lab Doors.

We are conditioning the fireplace. Conditioning requires various steps to cure materials used to manufacture the fireplace. We are targeting Wednesday, November 15 to complete the final conditioning step, running the fireplace for 12 continuous hours.

Mendel Plumbing provided two options for installing a sewer line cleanout for the public restrooms. After consulting with appropriate staff and Trustee Picha, we have selected the second option, placing a clean out in the floor of the lobby (near the drinking fountain). This option will allow the Library's maintenance staff to perform routing of the sewer line. The cost of this option is \$7,000 and does not include carpet replacement. Ly will take up the carpet and we have a supply to replace the carpet. The plumbing work is expected to take one day during which the Stafford Place entrance and lobby will be closed. The main level restrooms will be closed until carpet is replaced. The lower level restrooms will be opened. (Option 1 was quoted as an hourly project and proposed installing a clean out on a line behind a urinal. While less expensive, Mendel could not guarantee that this cleanout installation would be successful. Even if this installation were successful, any time the line needed to be cleared, the urinal would need to be removed from the wall to access the cleanout.)

Science Kits Grant

Jane Jankowski (Youth Services Librarian) and Jen Moore (Adult Services Librarian) submitted a grant to IEEE Chicago Section for circulating science kits. Public Libraries can apply to the Chicago Section of the Institute of Electrical and Electronics Engineers for grants of up to \$2,000. Some of the kits proposed include a telescope, robots, magnetics and engineering. The grant application requests \$1,978 from IEEE. If the grant is awarded, the Library will support additional kits and expenses with approximately \$1,100 in library foundation funds.

Per Capita Grant Safety Training

Nearly all library employees have completed the safety training component required by the state library for this year's per capita grant application. Employees were asked to report at least one thing they learned from the training. The most common responses were:

- Be firm, fair, consistent and assertive with everyone
- Be aware of your surroundings

The Public Services and Member Services teams are striving to ensure that policies and procedures are applied consistently.

Update: Illinois Senate Bill 851 – Property Tax Freeze

On November 8, the Illinois House passed SB0851, which includes a two-year property tax freeze and expanded exemptions for homeowners and seniors. The bill moved to the Senate and the Senate took no action. ILA reports the bill is "dead" for this year.

Update: Civic Center Redevelopment Site #1

Work is expected to begin in spring. The developer would like to have the temporary construction easements in place before the end of the year.

September Meetings/Programs/Outreach (Sandy)

October 16, 25 – Conducted Evacuation Situations Training with “new” staff
October 17, 31 – Management Team Meetings
October 17 – Webinar: Assessing and Improving Your Library’s Website, Part 1
October 18 – Webinar: Illinois Library Association – Public Sector Energy Rebates and Programs
October 24 – Director’s Roundtable Discussion
October 24 – Webinar: Assessing and Improving Your Library’s Website, Part 2
October 27 – Judge for Warrenville Park District’s Fall Fest Bakeoff

September Meetings/Programs/Outreach (Jackie)

October 3 – LIMRiCC Health Insurance Meeting
September 12, 19 – Management Team Meetings

STATISTICAL SUMMARY

October 2017

	OCT 2017	OCT 2016	% change	+/-
TOTAL CIRCULATION ***	18,335	23,879	-23.2%	-5,544
Print	9,188	8,667	6.0%	521
NonPrint	8,266	7,826	5.6%	440
Equipment (mobile dev., in-house laptops, etc.)	77	52	48.1%	25
Downloadables	804	7,334	-89.0%	-6,530
OVERDRIVE (eBooks & eAudiobooks)	674	728	-7.4%	-54
ZINIO (eMagazines)	50	64	-21.9%	-14
Hoopla	373	123	203.3%	250
Tumblebooks	80	6,542	-98.8%	-6,462
ITEM REQUESTS PROCESSED	295	282	4.6%	13
INTERLIBRARY LOANS RECEIVED	231	197	17.3%	34
MATERIALS ADDED	1,041	1,066	-2.3%	-25
MATERIALS WITHDRAWN	949	1,569	-39.5%	-620
TOTAL COLLECTION SIZE*	112,604	109,287	3.0%	3,317
PROGRAMS				
Number of Adult Programs	9	7	28.6%	2
Adult Program Attendance	178	206	-13.6%	-28
Number of Teen Programs	4	6	-33.3%	-2
Teen Program Attendance	12	33	-63.6%	-21
Number of Children's Programs	25	18	38.9%	7
Children's Program Attendance	562	635	-11.5%	-73
Book-A-Librarian	7	2	250.0%	5
Book-a-Librarian Attendance	7	2	250.0%	5
RECIPROCAL BORROWER CIRCULATION	1,216	1,476	-17.6%	-260
RESIDENT CARDS ACTIVE	5,914	6,337	-6.7%	-423
RECIPROCAL BORROWER CARDS ACTIVE	334	306	9.2%	28
VISITOR COUNT **	9,902	9,505	4.2%	397
COMPUTER SESSIONS	1,622	1,644	-1.3%	-22
DATABASE USAGE	229	260	-11.9%	-31
WEBSITE VISITS	43,846	5,979	633.3%	37,867
UNIQUE WEBSITE VISITORS	38,293	2,777	1278.9%	35,516

*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

*** In October 2016, Tumblebooks computers were removed from the Youth Services area resulting in a significant decrease in the number of Tumblebooks accessed. If Tumblebooks stats are excluded from the total circulation figures, then total circulation increased by 5.3 % over the same month last year.

MARKETING REPORT

October 2017

Kathy Gaydos

Collateral Creation

Member Services – New multi-fold brochure for new members to replace folder.
Winter *Reading Matters* – New design created in-house; completed October 26.

eNewsletter (Constant Contact)

November 2017 eNews (sent October 31)

	Sent	Open Rate	Click Rate
Special eNews re: upgrade	610	39%	5%
Nov. 2017	608	34%	13%
Oct. 2017 (comparison)	618	33%	15%
Sept. 2017 (comparison)	619	35%	14%

Social Media

Facebook

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

Twitter

	June	July	Aug	Sept.	Oct.
Avg. Daily views	69	117	151	98	103
Avg. Engagement Rate	0.6%	0.3%	0.3%	0.3%	1.5%

Press Notices

Submissions to either or all: Chicago Trib Local, SpingGo (Daily Herald) or Plan It Life (Suburban Life): 9 programs

Graphics Created

Program or Display Slides/Flyers: 5

Overhead display signage: Youth, 2

Miscellaneous signs: Restroom

Other tasks:

Community Relations: Provided 150 Warrenville Library self-adhesive notepads for the Warrenville Cemetery Walk; gave to Marty Rogers who appeared as a librarian at the event.

Meeting Attendance

October 12: *Reading Matters* printing logistics: Kathy & Amarelis with Don Anderson
Creekside Printing (phone meeting)

October 14: New *Reading Matters* design – Sandy, Kathy, Amarelis

October 17 & 31: Management Team – Kathy

PUBLIC SERVICES DEPARTMENT REPORT

October 2017

Leila Heath

InterLibrary Loan

Item Requests Processed: 295 (282 LY); Materials Received: 231; Materials Lent: 75

Programming

Adult:

Book Discussion 10/5: 8

Putting Your Garden to Bed 10/3: 23

Code Club 10/11, 10/25: 2

Chef Dave - Tapas 10/12: 64

Fake News 10/17: 17

Sunday Matinee – Julie Patchouli 10/22: 55

Afternoon Movie 10/24: 7

Halloween Evening Movie 10/31: 2

Book a Librarian (7): 7

Puzzles: 2

1000 piece: *Twilight Calm*, *Halloween*

Teen:

Teen Writing Club 10/4: 3

Nintendo 10/13: 9

DIY Costume 10/18: 1

Smash Tournament 10/27: 9

Youth:

Family Storytime (5): 147

Toddler Time (4): 184

Spanish Storytime (5): 28

Nature-Telling 10/11: 24

Tech Club Jr 10/12: 17

PAWS 10/14: 7

Art Camp 10/17: 4

Crafty Kids 10/18: 15

Tech Club 10/19: 5

Science Explorers 10/26: 30

Fall Ball 10/28: 53

Outreach / PR

Youth:

Agape Preschool (3): 48

Created Winter Library Club guidelines & procedures.

Teen Volunteers: 17; Hours: 33

Weeding/Shelf Shifts

E Nonfiction, J Fiction

Nonfiction shelving switch

Reference

Launched Lynda.com

Coordinated staff revisions for Policy #250 Public Access Computers, Policy #320 Library Use and Policy #371 Study Rooms.

Meetings / Continuing Ed

Management Meetings: Leila

Fall for New Nonfiction for Kids 10/3: Leila

Build a Makerspace Webinar 10/9: Diana, Nayeli

Using Books in Creating Ways Webinar 10/11: Diana

Tech Team Meeting 10/12: Jen, Sylvia, Diana, Jane, Nayeli

Library Board Meeting Lynda.com/Universal Class presentation 10/18: Leila

Science Kits Grant 10/20: Leila, Jen, Jane

School STEM Outreach Procedures 10/20: Leila, Diana, Jane

Keeping Patrons Safe Webinar 10/21: Leila, Sylvia, Alyssa, Nayeli

1000 Books/Teaching Moments 10/24: Leila, Diana

YS Spring Programming meeting 10/24: Leila, Diana, Jane, Nayeli

Communico Online Training/Troubleshooting 10/25: Leila

Evacuation Situations 10/26: Nayeli

AS Spring Programming meeting 10/27: Leila, Jen, Sylvia

Email, Facebook and Big Data in Libraries 10/28: Diana

Communico Procedures 10/30: Leila, Alyssa

Teen Procedures & Plans 10/31: Leila, Nayeli

Readers' Advisory

NextReads eNewsletter: 149 (146 LY) subscribers

Beyond Dust Jackets Blog: Views 10/1-31: 1520; Total views 2017: 12646

OverDrive eAudiobooks/eBooks

New User accounts 10/1-31: 9

Checkouts 10/1-31: 647

Total checkouts 2017: 7366; Total checkouts FY: 2866

Zinio eMagazines

User accounts thru 10/31: 201

Checkouts 10/1-31: 50

Total checkouts 2017: 713; Total checkouts FY: 276

Hoopla

New User accounts 10/1-31: 24

Checkouts 10/1-31: 373

Total checkouts 2017: 2757; Total checkouts FY: 1314

TECHNICAL SERVICES REPORT

October 2017

Louis Carlile

Collection statistics for the month:

*1041 items were added. (696 books, 129 AV, 177 periodicals, 39 eBooks/eAudio, 0 equipment)

*949 items were deleted. (388 books, 320 AV, 241 periodicals, 0 eBooks/eAudio, 0 equipment)

Other items:

*75 books were repaired.

*97 AV were cleaned / repaired.

Activities:

*Elizabeth Riotto has accepted the position of Collection Support Specialist. Elizabeth's first day will be November 14th. Elizabeth will replace Alex Murillo who is being promoted to Technical Services Specialist.

* Sierra Benda has resigned from her position as Collection Support. Sierra's last day will be November 20th. Tech Services will begin advertising for a replacement in November.

*Management Meetings. (Lou Carlile)

*Meeting: Evacuation Situations (Sierra Benda)

*Library wide spine label project: Finished changing records in computer and on spine labels for juvenile fiction. New format shows full name of author.

CIRCULATION REPORT

October 2017

Patty Dybala

Library Card Monthly Stats		
	October 2017	October 2016
# of new cards issued	88	74
# of renewed cards (expiring 10/2017)	36 (102 notices sent*) *email only effective 7/2017	20 (119 notices sent)
Warrenville Resident cards (active)	5,914	6,337
Reciprocal Borrower cards (active)	334	306

Miscellaneous Monthly Circulation Stats		
	October 2017	October 2016
Self-Checkout Station	6,124 items (34% of total circulation)	4,053 items (24% of total circulation)
Reciprocal Borrower Circulation	1,216	1,476
# of Outgoing Book Discussion ILL Requests	17 (5% of total item requests)	18 (6% of total item requests)
Mobile Device Circulation	34	35
Mobile Device In-house Circulation	43	17

Professional Growth/Meetings/Outreach

Management Team Meetings- Patty

10/4 Phone Conference w/SirsiDynix & Cynthia re: MobileCirc Offline Mode- Patty

10/6 Circulation Desk Procedure Competency Assessment w/Patty- Mary

10/12 Tech Team Meeting- Jaime

10/16 Phone Conference w/SirsiDynix & Cynthia re: PC Reliance- Patty

10/21 Violence Prevention in the Workplace Webinar- Stephanie

10/25 Evacuation Situations Training- Ellen, Mary, Olivia

10/25 Think and Do Customer Service at the Library Webinar- Stephanie

Department Updates

The Marketing Department created a new Member Services brochure, which includes information about Library services and spaces and an overview of circulation policies, including loan periods and fees. The brochure will replace the "new patron folder" and will be shared with all new members who register for a library card.

Homebound Delivery

None this month.

COMPUTER SERVICES REPORT

October 2017

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (2)
 - Tech Team – Express Station feedback, PaperCut pop-up feedback
2. Worked with Patty & SirsiDynix to set up offline circulation software. Worked with SirsiDynix to install Horizon, HIP & SIP upgrades on servers, and Horizon 7.5.4.1 client on staff PCs and laptops.
3. Worked with Hoopla, Lynda.com and SirsiDynix to install SIP for Lynda.com and configure the authentication settings to match our subscription database access policies.
4. Configured new virtual server to manage Microsoft updates.
5. Upgraded Windows 10 version on Catalog PCs. Upgraded two staff laptops and two staff PCs.
6. Purchased 4 USB-C charging cables and added to mobile device charging cable kits. Updated box photos and catalog descriptions.
7. Worked with TBS to update PaperCut. Worked with Patty and TBS to confirm and report barcode scanning issue with New User function in Edge and Internet Explorer browsers. Discussed repetition of Guest Pass barcodes and scheduled MyPC upgrade and TBS Portal installation for December.
8. Completed the upgrade of Faronics Anti-Virus on Staff PCs and laptops.
9. Updated Adobe Creative Cloud apps on three staff PCs and one staff laptop. Modified Dreamweaver CC subscription from annual to monthly.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, November 8, 2017)

Wednesday, November 15 at 7 pm

Truth in Taxation Public Hearing

followed immediately by:

Regular Library Board of Trustees Meeting

Library Meeting Room

Wednesday, November 22 – Library closes at 1 pm

Thursday, November 23 – Library closed

Wednesday, December 20 at 7 pm

Regular Library Board of Trustees Meeting

Library Meeting Room

Future Agenda Items:

December

- Approve FY18 Per Capita Grant Application
- Adopt Ordinance Setting Board Meeting Dates for 2018
- Distribute Calendar of Responsibilities for 2018

Treasurer's Report

Potential Refunding of Existing Bonds

Ehlers, Inc., the Library's Municipal Advisor, continues to monitor market trends and advise the Library regarding potential refunding opportunities for the Series 2016 Debt Certificates that were issued last year.

The latest update indicates that refunding would not generate sufficient savings to be considered.

A copy of the letter and status report are included on the following pages.

Principal Payment Due December 1

This month, we make the first of 13 principal payments for the Debt Certificates. The payment to Chase includes \$130,000 principal and \$19,402.50 interest. Each year, an interest-only payment is due June 1; a principal & interest payment is due December 1.

October 26, 2017

Sandra Whitmer, Director
Warrenville Public Library District, DuPage County, Illinois
28W751 Stafford Place
Warrenville, IL 60555

RE: Potential Refunding of Existing Bonds

As your Municipal Advisor one of the services we provide is to monitor your outstanding bond issues and alert you to any potential refunding opportunities. An updated status report for your outstanding debt is attached. It includes general information about your existing debt and a brief comment regarding potential savings based on current market conditions. We will continue to monitor your issues on an ongoing basis and will contact you if we identify refunding opportunities that merit consideration.

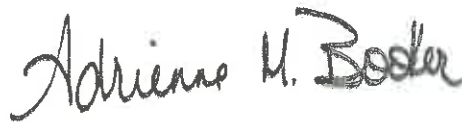
If you have any questions about this information, please contact me.

Sincerely,

Ehlers



John Piemonte
Municipal Advisor



Adrienne Booker
Municipal Advisor

Warrenville Public Library District
Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Call Date	Callable Amount	Callable Rates		Status
				Low	High	
\$1,950,000	Debt Certificates, Series 2016	12/01/2024	\$825,000	1.990%	1.990%	As of October 26, 2017, we estimate that this refunding would not generate sufficient savings to be considered.

Items for information and/or discussion (No Action)

Per Capita Grant Requirement: Review Chapter 4 "Legal Responsibilities & Liability", Trustee Facts File (Trustee Stull)

Please read Chapter 4 of the Trustee Facts File prior to the meeting.
Trustee Stull will lead the discussion of the Chapter.

In December, Trustee Richardson will lead the discussion of Chapter 5: Policymaking

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

Per Capita Grant Requirement: Review Chapter 3 "Board Organization", Trustee Facts File, emphasis on Library Board Bylaws (Director Whitmer)

The per capita grant application was released in late October. The application asks the Board to review Chapter 3 with an emphasis on Library Board Bylaws. The Library is required to describe the Board's plans to modify or create bylaws as a result of the review. Director Whitmer reviewed the WPLD Bylaws in relation to the checklist provided in Trustee Facts File. In general, the WPLD Bylaws are in good shape. The following should be specified in the next revision/amendment:

- Parliamentary procedure
- Procedure for filling a vacancy
- Standing Committees

The Board Bylaws were last amended in 2011 and are posted online at
<http://www.warrenville.com/about/Policies/110Bylaws.pdf>

Per Capita Grant Requirement: Illinois State Library Literacy Program (Director Whitmer)

The State Library's Literacy Office administers the Adult Literacy grant programs that provide basic adult literacy instruction to enhance reading, writing, math or English proficiency for participants. Ultimately, the goal of these programs is to enable citizens to participate fully in their family, work and community role.

Adult Literacy Grants are offered in three categories:

- Adult Volunteer Literacy – utilize volunteer tutors to provide one-on-one instruction
- Penny Severns Family Literacy – equip parents and their children (together and separately) to improve basic reading, math, writing or language skills
- Workplace Skills Enhancement – provide on-site basic skills learning opportunities to adults at their place of work

Family Reading Night is celebrated annually on the third Thursday in November. The State Library provides bookmarks and posters to promote this statewide effort to encourage families to spend an evening reading together.

The Illinois Adult Learning Hotline (800-321-9511) provides referrals to adult education classes in English as a Second Language, Citizenship Preparation, Adult Literacy, High School Equivalency Preparation and Spanish GED. (The hotline is managed by the Adult Learning Resource Center in Arlington Heights and is partially funded by a grant from the Illinois State Library.)

You can learn more about the State Library's Literacy Program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Per Capita Grant Requirement: Review of Chapter 12, "Safety," Serving Our Public 3.0 (Director Whitmer)

Director Whitmer reviewed the "Safety" chapter and checklist in Serving Our Public 3.0. The publication provides guidelines and best practices for Illinois public libraries. While the Library meets most of the checklist items, there are five items Director Whitmer identified for staff to complete over the next year:

1. Revise Emergency Procedures Manual (in progress)
2. Investigate installation of an Automatic External Defibrillator and staff training (to be included in FY19 budget)
3. Prepare a priority list for salvage in case of disaster
4. Create a building safety checklist that identifies tasks to be completed daily, weekly, monthly, annually.
5. Update contact list for building maintenance contractors, utilities, etc.

LEGAL RESPONSIBILITIES AND LIABILITY



As a library trustee, you have become a member of a public body—the board of trustees of a public library. In Illinois law, a public body is defined as a legislative, executive, administrative, or advisory body that expends tax revenue (5 ILCS 120).

As a public servant, you enact the role of a fiduciary—that is, a person who holds something in trust for others. A public library is a community asset that you and the other board members, in your fiduciary role, hold in trust for the public. Violations of that trust could result in legal consequences for you and other trustees. Such violations might include active errors, as for example, exceeding legal authority; or passive errors, as in failing to meet responsibilities to provide a safe, accessible library environment.

Illinois law endows library trustees with specific powers and duties. The Illinois Local Library Act (75 ILCS 5/4) and the Public Library District Act of 1991 (75 ILCS 16/30) summarize powers of library boards of trustees.

At minimum, a library board of trustees holds the following legal obligations:

- To organize the board with written bylaws and elected officers
- To meet regularly in conformance with the Illinois Open Meetings Law (See Chapter 3, “Board Organization.”)
- To provide written minutes of every meeting of the board and its committees and to archive the minutes after approval by the board
- To prepare and maintain audio or video recordings of closed (executive) sessions of the board
- To provide bonding of the treasurer or other person designated by the board to receive and disperse funds
- To submit an annual report to the host municipality, i.e., village, township, or city (for local libraries only; does not apply to district libraries)
- To submit an online annual report in compliance with the requirements of the Illinois State Library
- To conduct all library business in accordance with federal, state, and local laws

Trustees should become familiar with the following laws and be certain to meet their requirements:

- Americans with Disabilities Act (ADA)
- Fair Labor Standards Act (FLSA)
- Minimum wage
- Prevailing wage
- Family Medical Leave Act (FMLA)
- Health Insurance Portability and Accountability Act of 1996 (HIPPA)
- Drug-free workplace

Trustees and the library director should work with their regional library system, the Illinois State Library, and ILA to monitor new laws or revisions to existing acts.

Risks of Liability for Library Trustees

A library board of trustees has legal status similar to that of a corporation: it can enter into contracts and take title to property under a specific legal name, such as "The Board of Library Trustees of (name of governmental unit)." Like other corporations, the library board can sue—and it can be sued.

So long as a trustee is operating within the lawful authority of his/her position, a trustee will not be held personally liable for his/her actions. However, there is no way to prevent someone from individually initiating a suit against a trustee. For that reason, library boards typically purchase insurance against liabilities related to the public library, and Illinois law specifically authorizes library boards to purchase such insurance. Insurance companies offer policies specifically tailored to protecting public officials. Such policies may be called "directors and officers liability" insurance or "errors and omissions" insurance.

For a sample policy to insure library trustees and staff against liability, go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**; select **Financial Policies**; select **Indemnification & Insurance**.

Liability may result from injury or harm that a person receives while on library property. If a library patron falls on a slippery floor and breaks an arm, for example, that person might have legal ground to sue the library board for damages. Liability may also result from malfeasance committed by one or more library trustees, in gross violation of trustee fiduciary responsibility. The section of this chapter entitled "Ways to Minimize Risks of Liability" will help you understand how to carry out your board responsibilities properly so as to minimize legal risks.

Trustees may be held liable for actions committed by staff employees. For example, if a staff member destroys library records in violation of Illinois statutes mandating retention of such records, the board could be held legally

liable. The same might be true if a staff member commits a discriminatory act against a patron. For these reasons, a library board should carefully and in good faith exercise its responsibility in hiring a library director who understands the legal implications of library administration.

A situation known as _____ arises if any library trustee or trustee relative or associate receives any gain, tangible or intangible, in the course of the trustee's service on the library board. Conflict of interest is one of the most serious forms of public malfeasance, and it may be prosecuted criminally. Liability may well extend to board members other than the perpetrator, if there is any appearance of collusion or even passive tolerance.

The following are examples of situations in which there is a conflict of interest.

EXAMPLE: The library board enters into a contract with a company that will provide a service to the library; a trustee on the board is a relative of the company president.

EXAMPLE: A library trustee accepts a gift from a person or entity that could have an interest in the conduct of library board business.

EXAMPLE: The board hires one of its trustee members, an attorney, to provide legal counsel.

EXAMPLE: The board purchases a lot for library construction from a real estate company with which a trustee is associated.

Collectively, the board of trustees can conduct its business in such a way as to minimize risks of liability. The following lists summarize steps trustees can take to minimize risks of liability as a board and as individuals.

- Comply with all provisions of the Illinois Open Meetings Law (5 ILCS 120) to ensure that all meetings, records, and communications meet statutory requirements.
- Comply with the state Officials and Employee Ethics Act (Public acts 93-615 and 93-617), which requires the adoption of an ordinance or resolution regulating political activities and solicitation and acceptance of gifts by library officers and employees.
- Rigorously avoid any conflict of interest, even the appearance of such.

- Ensure that the library is operated in a safe manner. Maintain physical facilities properly. (See Chapter 9, "Facilities.")
- Hire a qualified library director and perform annual evaluations that include a review of staff management.
- Carefully follow any procedures established by the board for the avoidance of personal conflicts and the reporting of ethical violations.
- If aware of a legal or ethical violation, contact the appropriate executive or law enforcement agency.
- If unsure of any legal obligation, seek the advice of an attorney, and when appropriate, consider seeking an advisory opinion from the Illinois Attorney General's office.
- Establish legally defensible library policies. The following are examples of policies that could be construed as indefensible:
 - ♦ The library imposes extreme penalties; for example, a patron has library privileges revoked for a minor infraction, such as bringing food or drink into a posted off-limits area.
 - ♦ The library engages in a practice that might be viewed as discriminatory, such as enforcing policies differently for identifiable groups (homeless visitors, minority groups, etc.)
- Post library rules and regulations openly.
- Review financial records regularly. Submit financial records to annual audit, as provided for by law. Libraries having annual revenues of less than \$850,000 are not required by law to conduct audits. (See 50 ILCS 310.) However, providing for regular audits is highly recommended.
- Conduct regular audits of meeting minutes. Such audits ensure that these important records are complete, accurate, and approved by appropriate signature(s). An audit of the secretary's minutes is a requirement of the district library's annual report sent to the state library.
- File all mandatory reports promptly.
- Ensure that all library policies and regulations conform to federal, state, and local laws.
- Retain services of an attorney to advise the board from time to time on legal aspects of board business and decisions.
- In board proceedings, follow standard rules, such as
 - ♦ For example, if an individual or group within the community protests availability of a particular material, alleging that the material is offensive in some way (for example, obscene), the board's designated representative will respond to the specific complaint. The person so designated—the library director, for example—should be able to mount an effective response based upon codified library policies, law, and public libraries' commitment to freedom of information.
- Review liability insurance coverage annually to determine whether it is adequate.
- Carefully avoid all possibilities of conflict of interest.
- If you suspect conflict of interest on the board, make a written record of protest, such as a letter to the board president. Committing your protest to writing may protect you from liability.
- If an issue comes before the board for a vote and you do not yet have the information you need to make a decision, request a tabling of the issue or abstain from voting.
- Review minutes to affirm that they accurately represent your statements and votes. It is especially important that an accurate record of member voting be kept.
- Perform your trustee duties to the best of your ability and in good faith.
- Actively seek information about new or changing laws that will apply to the library.
- If unsure about legal issues, consult an attorney for professional advice.
- Remember that the board operates as a team and not as individuals. As individuals, board members have no authority, except for that specifically delegated by the board.

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