WARRENVILLE PUBLIC LIBRARY DISTRICT

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, August 15, 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. Employee Recognition (Sandy Kozurek, 10 years)

5. Public comments

6. Correspondence

7. Consent Agenda **(ACTION)**

   a. Approve Minutes of the July 18, 2018 Regular Board of Trustees Meeting

   b. Receive and file Financial Report for July

   c. Approve Annual Statement of Income & Disbursements for FY18

8. Regular Agenda

   a. Approve payments for the period of July 19 – August 15, 2018 **(ACTION)**

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

9. Unfinished Business

10. New Business

    a. Review and Accept Proposal for Strategic Planning Services **(ACTION)**

    b. Review and Approve Illinois Public Library Annual Report for FY2018 **(ACTION)**

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

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

21. Adjournment **(ACTION)**

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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. Employee Recognition (Sandy Kozurek, 10 years)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
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   a. Approve payments for the period of July 19 – August 15, 2018 **(ACTION)**
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9. Unfinished Business
10. New Business
    a. Review and Accept Proposal for Strategic Planning Services **(ACTION)**
    b. Review and Approve Illinois Public Library Annual Report for FY2018 **(ACTION)**

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
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20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JULY 18, 2018

1. Call to order – President Picha called the meeting to order at 7:01 p.m.

2. Roll call

ATTENDING: Trustees Picha, Richardson (arrived at 7:15 pm), Ruzicka, Stull and Warren
ABSENT: Trustee DuRocher and Lezon
ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, and Head of Technical Services Lou Carlile
PUBLIC ATTENDING: Gail Smith, Hai Carlile

3. Approval of the Agenda

Trustee Picha removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.

Trustee Picha moved Item 7.a – Approval of the June 20, 2018 Minutes to the Regular Agenda 8.c.

MOTION: Trustee Stull moved to approve the agenda as amended. Trustee Ruzicka seconded.
Voice vote:
Ayes – all
Nays - none
Absent – Trustees DuRocher, Lezon and Richardson
Motion carried

4. Presentations

   a. Employee Recognition – Lou Carlile

      Director Whitmer presented a 5 year award certificate to Lou Carlile, Head of Technical Services. He oversees three Technical Services Assistants and five Collection Support Specialists.

      Lou's big challenge this year is to have materials processed and shelf-ready when they arrive. He will be attending the October board meeting to share how the project is going.

      Trustee Ruzicka stated she had the pleasure to work with Lou and he was always courteous and very helpful.

A break was taken at 7:06 p.m. to enjoy refreshments

Meeting resumed at 7:15 p.m.

Trustee Richardson arrived at 7:15 p.m.

5. Public Comments - none

6. Correspondence - none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

a. Receive and file Financial Report for June
b. Adopt Ordinance #18-19-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2018-2019
c. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
d. Adopt Ordinance #18-19-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2018-2019

MOTION: Trustee Warren moved to approve the Consent Agenda as read. Trustee Ruzicka seconded.
Roll call vote:
Ayes – Trustees Picha, Richardson, Ruzicka, Stull and Warren
Nays - none
Absent- Trustee DuRocher and Lezon
Motion carried.

8. Regular Agenda

a. Approve payments for the period June 21, 2018 – July 18, 2018

MOTION: Trustee Stull moved to approve payments in the amount of $111,372.86 for the period of June 21, 2018 – July 18, 2018 including electronic payments and checks #6536 – 6607. Checks #6553, 6563, 6578, 6579, and 6585 are voided. Trustee Warren seconded.
Ayes – Trustees Picha, Richardson, Ruzicka, Stull and Warren
Nays - None
Absent – Trustees DuRocher and Lezon
Motion carried

b. Approve Transfer of Funds

MOTION: Trustee Warren moved to transfer $200,000.00 from the Business NOW Account to the Operating Account. Trustee Ruzicka seconded.
Roll Call vote:
Ayes – Trustees Picha, Richardson, Ruzicka, Stull and Warren
Nays - None
Absent – Trustees DuRocher and Lezon
Motion carried

c. Approve Minutes of the June 20, 2018 Regular Board of Trustees Meeting

MOTION: *Trustee Stull moved to approve the June 20, 2018 Regular Board of Trustees Meeting. Trustee Warren seconded.*
Voice vote:
Ayes – Trustees Picha, Ruzicka, Stull, Warren
Nays – None
Abstain – Trustee Richardson
Absent – Trustees DuRocher and Lezon
Motion carried.

9.   Unfinished Business - none

10.   New Business

    a.   Appoint Two Trustees to Review Secretary's Records for FY18

MOTION: *Trustee Stull moved to appoint Trustees Ruzicka and Warren to review Secretary's Records for FY18. Trustee Richardson seconded.*
Voice vote:
Ayes – Trustees Picha, Richardson, Ruzicka, Stull, Warren
Nays – None
Absent – Trustees DuRocher and Lezon
Motion carried

    b.   Approve Intergovernmental Agreement By and Between the City of Warrenville and the Warrenville Public Library District Regarding Subdivision Land Dedications and Cash Contributions in Lieu

        Director Whitmer stated this is simply an intergovernmental agreement to incorporate parts of the existing distribution process for developer contributions. The IGA will simplify the request process by incorporating hold harmless and indemnity language currently required as separate documentation for each distribution request submitted to the City.

        The Library's attorney reviewed the IGA and has no concerns.

MOTION: Trustee Ruzicka moved to approve Intergovernmental Agreement By and Between the City of Warrenville and the Warrenville Public Library District Regarding Subdivision Land Dedications and Cash Contributions in Lieu and authorize Board Officers to execute the agreement. Trustee Stull seconded.
Roll call vote:
Ayes – Trustees Picha, Richardson, Ruzicka, Stull, Warren
Nays – None
Absent – Trustees DuRocher and Lezon
Motion carried

11.   Director's Report

Director Whitmer thanked everyone who participated in the July 3 parade. The library was awarded "Best Demonstrates Theme" for a walking unit. The theme of the parade was "Red, White and Blues".

Trustee Lezon donated dog biscuits to hand out during the parade. The remaining biscuits were given to ARF (Animal Rescue Foundation) by Gail Smith.

The Library is supporting a new group, the Warrenville Writers Connection, by providing a meeting space, promotion and support. Warrenville resident Betsy Dudak approached Director Whitmer about hosting this group. Trustee Richardson is also a member.

The paving on the lower level parking lot is completed and sidewalk construction has begun. Director Whitmer reminded everyone to look both ways when exiting the parking lot. Director Whitmer will contact the City to inquire about installing a stop sign.

Director Whitmer met with the insurance broker and has renewed the package insurance, worker's compensation and added a Cyber & Data Breach Liability Policy.

Trustee Picha asked if there is a report on the extended use fees not captured during the parking lot closure. Trustee Warren asked if this forgave long overdue materials. Director Whitmer stated yes, but was only promoted for materials due during the closure period.

The public restrooms backed up during the June 27 concert. Ly Tran, our maintenance custodian, was able to clear the blockage by accessing the cleanout installed near the bathrooms. ServiceMaster reported to Director Whitmer the same thing occurred the week before on a different evening. Staff will now be checking each stall at closing.

Director Whitmer hired Midwest Environment Consulting to test for lead in the library's drinking water. The report came back with readings below the action threshold.

Director Whitmer reported there are two trustees up for reelection in the April 2, 2019 election. More information may be available next month.

Director Whitmer signed an agreement with Menard Consulting to complete the actuarial valuation report in order to comply with GASB Statement No. 75 for the FY18 audit.

12. Department Head Reports

Director Whitmer put the summer reading participation numbers from last year and to date this year on the white board. As of the same date last year, the adult participation doubled, teens are down and youth is up. Summer reading ends July 31.

When the fourth section of the large puzzle is completed, it will be sealed and mounted on foam core board. Plans are to hang it in the Computer Lab.

Trustee Picha pointed out the total for self-checkout was 44% in June.

Trustee Picha asked about the 17% of total item requests being outgoing book discussion. Director Whitmer stated ILL requests are items members have requested from other libraries including items for the four book discussion groups the library manages requests for. The books for each book discussion are bundled into one bag for pickup, distribution and return by one member of the group.

Trustee Warren asked Lou Carlile how the staff decides which items to withdraw. Mr. Carlile explained Leila Heath, Head of Public Services, has certain criteria and the general rule is an item is withdrawn for every item added. Director Whitmer stated having open space in the shelving also allows for better browsing. Mr. Carlile indicated many of the items withdrawn have gone to new homes in smaller libraries.

Gail Smith stated the Robert Rowe Library in Sheridan received most of the withdrawn duplicate DVDs and is sharing them with other libraries in their area.

13. President's Report

Trustee Picha reported the upcoming meetings and events.

14. Treasurer's Report –

Director Whitmer stated the fiscal year closed out with every fund underspent. Year-end fund balances meet or exceed what was budgeted.

She reported the City of Warrenville reports a balance of $7,197.36 in developer donations being held for the Library District's use.

MB Financial increased the interest rate on two of the Library's accounts.

15. Secretary's Report – Trustee Stull reported everything looks good.

16. Committee Reports - none

17. Trustee Comments

Trustee Warren is concerned with the maple trees growing by the Library's foundation on Stafford Place and reported there are branches rubbing against the building. Director Whitmer stated she will investigate this and agrees the branches need to be trimmed.

Trustee Picha thanked the Board for allowing her to control the parade candy.

Trustee Picha has heard from some of her neighbors who are thrilled with the Monarch display in the library.

Trustee Picha pointed out on page 11 of the financials it indicates only 95% of the budget was spent during FY 17-18. She thanked Director Whitmer and her staff for a job well done.

18. Items for Information and/or discussion - none

19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 8:03 p.m. Trustee Richardson seconded.
Voice vote – all ayes
Absent – Trustees DuRocher and Lezon
Motion carried

Respectfully submitted,

Heather J. Stull
Secretary
Board of Trustees

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

July 31, 2018

WARRENVILLE LIBRARY INCOME

JULY 2018

FUND BALANCES

LEVY	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2018	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
CORPORATE	1748717	94.7048%	906727	906727	51.85%	372154	4465	4465	181270	181270	1102076
BLDG. & MAIN.	97776	5.2952%	50746	50746	51.90%	95801	0	0	5628	5628	140919
TOTAL TAX (LEVIED)	1846493	100.00%	957473	957473	51.85%	467955	4465	4465	186898	186898	1242995
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		154831	0	0	8100	8100	146731
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	1846493	100.00%	957473	957473	51.85%	872157	4465	4465	194998	194998	1639097
				A		B		C		D	E

FORMULA = A+B+C-D=E

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

CORPORATE FUND

	1 Month Ended Jul. 31, 2018	1 Month Ended Jul. 31, 2018	Budget	Balance	% Received / Expended
Income					
Taxes Levied	906,726.92	906,726.92	1,748,717.00	841,990.08	51.85%
Copier	647.21	647.21	6,000.00	5,352.79	10.79%
Extended Use Fees	965.30	965.30	19,000.00	18,034.70	5.08%
Fees	20.00	20.00	250.00	230.00	8.00%
Interest	2,273.49	2,273.49	3,000.00	726.51	75.78%
Book Sales	0.00	0.00	500.00	500.00	0.00%
Lost Books	372.50	372.50	3,500.00	3,127.50	10.64%
Gifts / Memorials	20.00	20.00	0.00	(20.00)	0.00%
Miscellaneous	167.00	167.00	3,000.00	2,833.00	5.57%
Hotel/Motel Tax	0.00	0.00	17,205.00	17,205.00	0.00%
Grants - Per Capita	0.00	0.00	16,900.00	16,900.00	0.00%
Grants, Miscellaneous	0.00	0.00	1,600.00	1,600.00	0.00%
	911,192.42	911,192.42	1,819,672.00	908,479.58	50.07%
Expenses					
Sal. - Administration	15,658.64	15,658.64	212,500.00	196,841.36	7.37%
Sal. - Circulation	9,726.75	9,726.75	133,000.00	123,273.25	7.31%
Sal. - Maintenance	1,665.60	1,665.60	22,500.00	20,834.40	7.40%
Sal. - Public Services	26,051.97	26,051.97	366,500.00	340,448.03	7.11%
Sal. - IT	5,917.52	5,917.52	80,500.00	74,582.48	7.35%
Sal. - Tech Services	10,611.86	10,611.86	134,000.00	123,388.14	7.92%
I.M.R.F. - Expense	7,450.79	7,450.79	92,000.00	84,549.21	8.10%
Fica - Expense	5,201.06	5,201.06	72,000.00	66,798.94	7.22%
Unemp. Comp.	204.99	204.99	1,200.00	995.01	17.08%
Op - Mat'l Processing/Tech	621.67	621.67	13,000.00	12,378.33	4.78%
Op - Mat'l Processing/Circ	186.08	186.08	2,210.00	2,023.92	8.42%
Op - Postage	450.00	450.00	5,165.00	4,715.00	8.71%
Op - Office Supplies	431.34	431.34	3,850.00	3,418.66	11.20%
Op - Bank Fee's	47.88	47.88	600.00	552.12	7.98%
Op - Automation Supplies	1,837.67	1,837.67	3,000.00	1,162.33	61.26%
Op - Publishing	35.65	35.65	1,300.00	1,264.35	2.74%
Equip. - Purchases	789.14	789.14	8,700.00	7,910.86	9.07%
Equip. - Maintenance	364.54	364.54	3,500.00	3,135.46	10.42%
Auto. - Software	7,790.99	7,790.99	17,195.00	9,404.01	45.31%
Auto. - Purchases	1,026.86	1,026.86	3,600.00	2,573.14	28.52%
Auto. - Maintenance	31,706.01	31,706.01	44,865.00	13,158.99	70.67%
L. Ins. - Workmen's Comp	0.00	0.00	3,800.00	3,800.00	0.00%
Ins. - Multi Peril Package	12,466.00	12,466.00	13,250.00	784.00	94.08%
Ins. - Health / Life	3,754.27	3,754.27	70,540.00	66,785.73	5.32%
Pd - Recruiting	45.00	45.00	500.00	455.00	9.00%
Pd - Staff Appreciation	62.62	62.62	3,300.00	3,237.38	1.90%
Pd - Staff / Dues	0.00	0.00	2,875.00	2,875.00	0.00%
Pd - Staff / Meetings	0.00	0.00	6,950.00	6,950.00	0.00%
Pd - Staff / Transportation	27.96	27.96	1,500.00	1,472.04	1.86%
Pd - Trst / Mtgs	(383.43)	(383.43)	500.00	883.43	-76.69%
Pd - Trst / Transportation	(16.17)	(16.17)	250.00	266.17	-6.47%
Pd - Trustee Misc.	5.99	5.99	500.00	494.01	1.20%
Cont. - Lawyer	0.00	0.00	5,000.00	5,000.00	0.00%
Cont. - Accounting	886.45	886.45	13,100.00	12,213.55	6.77%
Cont. - Collections	8.95	8.95	1,250.00	1,241.05	0.72%
Cont. - Audit	1,550.00	1,550.00	7,810.00	6,260.00	19.85%

See Accountants Compilation Letter

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

CORPORATE FUND

	1 Month Ended Jul. 31, 2018	1 Month Ended Jul. 31, 2018	Budget	Balance	% Received / Expended
Cont. - Consultants	0.00	0.00	19,700.00	19,700.00	0.00%
Lib. Mat. - Adult Books	4,441.98	4,441.98	58,000.00	53,558.02	7.66%
Lib. Mat. - Youth Books	3,101.51	3,101.51	33,000.00	29,898.49	9.40%
Lib. Mat. - Adult AV	1,481.38	1,481.38	26,000.00	24,518.62	5.70%
Lib. Mat. - Youth AV	259.12	259.12	7,000.00	6,740.88	3.70%
Lib. Mat. - EBooks	0.00	0.00	26,000.00	26,000.00	0.00%
Lib. Mat. - Periodicals	10,427.28	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	1,500.00	1,500.00	25,000.00	23,500.00	6.00%
Ps - Programs Adult	15.57	15.57	6,700.00	6,684.43	0.23%
Ps - Programs Youth	42.20	42.20	6,500.00	6,457.80	0.65%
Ps - Hotel/Motel	5,097.19	5,097.19	17,205.00	12,107.81	29.63%
Ps - Refunds / Fines / Fees	19.95	19.95	500.00	480.05	3.99%
Ps - Printing	0.00	0.00	14,500.00	14,500.00	0.00%
Ps - PR / Publicity	19.99	19.99	13,125.00	13,105.01	0.15%
Ps - Misc.	400.00	400.00	1,150.00	750.00	34.78%
Gas	74.18	74.18	8,000.00	7,925.82	0.93%
B & M - Water / Sewer	0.00	0.00	800.00	800.00	0.00%
Electricity	6,028.91	6,028.91	40,000.00	33,971.09	15.07%
Telephone	1,037.40	1,037.40	13,400.00	12,362.60	7.74%
B & M - Landscape Maint	328.00	328.00	0.00	(328.00)	0.00%
Gifts	810.69	810.69	2,000.00	1,189.31	40.53%
Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
Debt Repayment	0.00	0.00	169,900.00	169,900.00	0.00%
	181,270.00	181,270.00	1,862,290.00	1,681,020.00	9.73%

See Accountants Compilation Letter

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

BUILDING & MAINTENANCE FUND

	1 Month Ended Jul. 31, 2018	1 Month E... Jul. 31, 2018	Budget	Balance	% Received / Expended
Income					
Taxes Levied	50,746.06	50,746.06	97,776.00	47,029.94	51.90%
	50,746.06	50,746.06	97,776.00	47,029.94	51.90%
Expenses					
Maintenance	3,525.00	3,525.00	74,520.00	70,995.00	4.73%
Maintenance Supplies	60.51	60.51	3,200.00	3,139.49	1.89%
Security	1,292.91	1,292.91	13,550.00	12,257.09	9.54%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	0.00	0.00	5,200.00	5,200.00	0.00%
Janitorial Supplies	379.22	379.22	3,000.00	2,620.78	12.64%
B & M - Landscape Maint	370.00	370.00	7,450.00	7,080.00	4.97%
	5,627.64	5,627.64	126,920.00	121,292.36	4.43%

See Accountants Compilation Letter

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

SPECIAL RESERVE FUND

	1 Month Ended Jul. 31, 2018	1 Month Ended Jul. 31, 2018	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Auto. - Purchases	8,100.00	8,100.00	16,850.00	8,750.00	48.07%
	8,100.00	8,100.00	16,850.00	8,750.00	48.07%

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

ASSETS

CURRENT ASSETS
Petty Cash	250.00
Cash In Drawer	160.00
III National Bank E-Pay Account	14,141.18
Cash / Copier Change	75.00
MB Operating	190,814.05
MB Business NOW	681,712.83
MB Business Money Market	551,677.33
MB Certificate of Deposit	203,571.25
	1,642,401.64
General Fixed Assets	6,180,189.00
TOTAL ASSETS	**$ 7,822,590.64**

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES
I.M.R.F.	3,301.90
	3,301.90

LONG-TERM LIABILITIES
Debt Certificate Payable	1,950,000.00
	1,950,000.00

EQUITY
Fund Balance	5,869,288.74
TOTAL LIABILITIES & FUND BALANCE	**$ 7,822,590.64**

See Accountants Compilation Letter

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CASH RECEIPTS

1.	Property Taxes	$1,786,385.30
2.	Photocopies	$7,218.38
3.	Fines/Fees	$ 20,295.48
4.	Interest	$3,765.07
5.	Hotel/Motel Tax Grant	$11,562.50
6.	Per Capital Grant	$10,521.54
7.	Grant – Miscellaneous	$400.00
8.	Miscellaneous	$12,581.49
	TOTAL INCOME	$1,852,729.76

DISBURSEMENTS

Accounting Services $5,976.00; Alarm Detection Systems, Inc. $14,380.36; Ambius $3,312.00; ASI

Signage Innovations $2,522.00; AT&T $4,608.28; Baker & Taylor $94,331.82; BlueWire

Communications $3,306.00; Business Card $27,997.27; CFB Computers $15,700.00; Chase

$167,425.27; Commonwealth Edison $34,897.66; Creekside Printing $12,699.44; Demco $3,929.15;

EBSCO $9,810.00; Grant & Power $18,689.00; Illinois Municipal Retirement Fund $97,656.36; Interior

Investments, LLC $9,717.94; Internal Revenue Service $64,951.57; Konica Minolta Business Systems

$4,341.42; Konica Minolta Premier Finance $5,580.00; LIMRICC Purchase of Health Insurance

$47,020.63; Linkedin Corporation $2,500.00; Mango Language $2,552.29; Mendel Plumbing

$11,452.50; Midwest Tape $49,596.27; Nationwide $10,783.41; Nedrow Decorating, Inc. $4,100.00;

News Bank, Inc. $3,000; Northern Illinois Gas $7,308.22; Otis Elevator $4,965.74; OverDrive

$7,342.44; Paylocity $4,572.12; Personnel: Gross Salaries & Wages $869,436.65 Under $25,000

(Baklashev, Piotr; Benitez, Brandon; Butler, Lydia; Cook, Stephanie; Hayes Rebecca; Higgins, Therese;

Hill, JoAnn; Jimenez, Nora; Koenen, Marcia; Kozurek, Sandra; Murillo, Alexandria; Murphy, Alyssa;

Perpich, Jaime; Quinn, Kathleen; Rios, Nayeli; Rogers, Martha; Schlecht, Molly; Seiberlich, Ellen;

Smith, Gail; Strickland, Kathleen; Szewczyk, Colleen; Thomas, Mary; Tran, Ly; $25,000 - $49,999

(Abraham, Diana; Dybala, Patrycja; Jankowski, Jacqueline; Moore, Jennifer; Thompson, Sylvia) $50,000 - $74,999 (Carlile, Louis; Davis, Jacqueline; Heath, Leila; Makowski, Cynthia) Over $100,000 (Whitmer, Sandra); Pine Landscaping $4,880.00; ProQuest LLC $4,408.00; Provantage LLC $9,043.99; Quill Corporation $3,030.43; Reaching Across Illinois Library System $10,322.21; Recorded Books, Inc. $5,399.62; Reliant Contracting Glass, Inc. $10,985.00; Rivistas, LLC $10,067.51; Service Master Commercial Company $22,424.49; Shales McNutt Construction $294,227.10; Sikich, LLP $7,950.00; SIRSIDYNIX $27,186.76; Synchrony Bank/Amazon $11,089.17; Technology Management Revolving Fund $4,500.00; The Aubrey Sign Company $2,550.00; Today's Business Solutions $6,238.88; Value Line Publishing, Inc. $3,500.00.

All other vendors less than $2,500 - $92,838.09

Approved August 15, 2018

REGULAR AGENDA

Approve payments for the period of July 19 – August 15, 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
July 19 - August 15, 2018

Date	Num	Name	Amount
08/15/2018	6608	Abraham, Diana	-30.27
08/15/2018	6609	Accounting Services, Inc.	-508.00
08/15/2018	6610	Ambius	-278.00
08/15/2018	6611	Anna Stange	-250.00
08/15/2018	6612	AT&T	-383.97
08/15/2018	6613	Direct Energy Business	-2,668.29
08/15/2018	6614	IHLS-OCLC	-1,140.57
08/15/2018	6615	Menard Consulting, Inc.	-1,800.00
08/15/2018	6616	Nichols-Yehling, Michelle	-150.00
08/15/2018	6617	Olsson Roofing Co.	-275.00
08/15/2018	6618	Paddock Publications	-269.10
08/15/2018	6619	Pine Landscaping	-790.00
08/15/2018	6620	Purchase Power	-94.50
08/15/2018	6621	Rysell, Ron	-1,000.00
08/15/2018	6622	Sam's Club/Synchrony Bank	-41.84
08/15/2018	6623	Service Master Commercial Cleaning	-1,777.39
08/15/2018	6624	Technology Management Revolving Fund	-450.00
08/15/2018	6625	Value Line Publishing, LLC	-2,850.00
08/15/2018	6626	Warrenville Ace Hardware	-41.89
08/15/2018	6627	Waterlogic East LLC	-157.88
08/15/2018	6628	Wheaton Park District	-40.00
08/15/2018	6629	Davis, Jackie	-18.65
08/15/2018	6630	Today's Business Solutions, Inc.	-167.52
08/15/2018	6631	Apple Books	-41.90
08/15/2018	6632	Baker & Taylor	-2,524.40
08/15/2018	6633	Baker & Taylor	-1,786.30
08/15/2018	6634	Baker & Taylor	-2,814.87
08/15/2018	6635	Baker & Taylor	-305.59
08/15/2018	6636	Midwest Tape	-247.33
08/15/2018	6637	Midwest Tape	-1,964.76
07/24/2018	Electronic	Paylocity	-268.74
07/24/2018	Electronic	Northern Illinois Gas	-74.18
07/26/2018	Electronic	MegaPath	-60.21
07/30/2018	Electronic	AFLAC	-213.84
08/01/2018	Electronic	Konica Minolta Premier Finance	-167.00
08/02/2018	Electronic	Paylocity	-117.44
08/08/2018	Electronic	Konica Minolta Premier Finance	-391.00

-26,160.43

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
Review and Accept Proposal for Strategic Planning Services (ACTION)

One of the Strategic Priorities identified by the Board for Fiscal Year 2019 is

> Hire a consultant to work with the Community, Staff and Board to develop a 3-5 year strategic plan.

The Library budget includes $15,000 for strategic planning facilitation.

Director Whitmer reached out to Sarah Keister Armstrong & Associates after hearing from many libraries speak highly about the services and process that the consulting firm used in their communities.

On the following pages, you'll find a proposal for services. Two potential processes have been proposed. Director Whitmer recommends the Board accept the proposal for Option A, a more thorough approach that will include an analysis of library statistical data and demographic information and a community survey. The cost for Option A is $15,000.

Sarah Keister Armstrong will attend the meeting to answer your questions.

SUGGESTED MOTION: Accept Sarah Keister Armstrong & Associates Proposal for Strategic Planning Services and authorize the Library Director to execute a contract for the services outlined in Option A of the proposal at a cost not to exceed $15,000.

SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC

July 25, 2018

Sandy Whitmer
Director
Warrenville Public Library District
28W751 Stafford Place
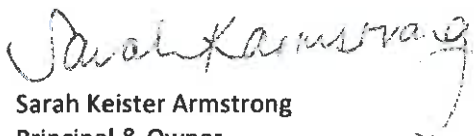Warrenville, IL 60555

Dear Sandy:

I enjoyed our recent conversation and learning from you about Warrenville Public Library District's upcoming strategic planning process. Your vision for a strategic plan that is responsive to community needs and input from key stakeholders reflects the way I believe today's library must plan for the future. It is the same approach Sarah Keister Armstrong & Associates has advocated in our many successful strategic planning projects with public library clients. Our backgrounds in data and statistical analysis, quantitative and qualitative evaluation, and planning for public libraries provide us with the expertise to lead successful community needs assessment and strategic planning projects.

These community-based final products have greater potential to make a true impact both within library operations and in how the library serves its community. However, to gather valid input, analyze available data, lead thoughtful reflection on the library's place in the community, and synthesize this information into an action-oriented plan requires diligent, end-to-end service from a skilled consultant. As an intentionally small company that brings a wealth of experience in such projects, Sarah Keister Armstrong & Associates holds a distinct position in the library industry to be able to provide these services.

Enclosed are work plans for two potential strategic planning processes. The first option dives deeply into the community's needs from the library through a full-scale community needs assessment in preparation for planning. The second is a lean process aimed at creating a plan that is responsive to the community on a condensed timetable.

I look forward to speaking more about our process and vision for strategic planning with you and the Board of Trustees. We would relish the opportunity to help your library better understand and serve its outstanding community. Please see our detailed proposal on options for facilitating this process. Thank you for your consideration.

Sincerely,

Sarah Keister Armstrong
Principal & Owner
Sarah Keister Armstrong & Associates, LLC

ORGANIZATIONAL INFORMATION

Sarah Keister Armstrong & Associates, LLC specializes in community needs assessments and strategic planning, program evaluation, and communications for libraries and nonprofit organizations.

Why Us?

We're library people. We understand the challenges facing today's libraries and the changes in how communities interact with them. We also know that every library is different, and our intentionally small size allows us to provide our clients with customized services and solutions.

Our team is well versed in statistical methods and evaluation processes, including both quantitative and qualitative analyses. This comprehensive background has enabled us to complete actionable projects in a variety of fields, including evaluations of nonprofit program management, library service delivery, and educational and training capacity and learning outcomes. The success of our work stems from our ability to design customized evaluation tools, effectively implement them, and analyze results intended to inform decision-making. This end-to-end servicing of client needs reflects our philosophy of working with clients to meet their needs rather than for clients using pre-packaged evaluation tools and methods.

Key Personnel

Sarah Keister Armstrong has worked in a variety of private, state, and federal government offices and nonprofit organizations. She is experienced in statistical analysis, data collection, and using quantitative and qualitative measures to evaluate public policies and programs. Sarah holds a Master of Public Policy and Administration degree and a Bachelor of Arts degree in Political Science and Sociology and was a recipient of the federal government's prestigious Presidential Management Fellowship. Sarah previously served on the Board of Directors of the Reaching Across Illinois Library System (RAILS) and has presented and published the following:

- Engaging Your Board, Staff and Community in Strategic Planning
  Presented during the Wisconsin Library Association *Trustee Training Week* webinar series, August 2017
- Advocacy From the Top: Spring Your Board to Action
  Presentation at the *Wisconsin Association of Public Libraries Conference*, April 2017
  Presentation at the *Illinois Library Association Annual Conference*, October 2017
  Presentation at the *Michigan Library Association Annual Conference*, October 2017
- Survey Says: Writing Questionnaires and Avoiding Common Pitfalls
  Presentation at Madison Nonprofit Day, October 2017
  Presentation at the *Wisconsin Library Association Annual Conference*, October 2016
- From Quantity to Quality: How Libraries Can Unearth the Meaning of Their Data
  Panel Presentation at *A Library State of Mind: 2015 Illinois Academic, Public, School & Special Libraries Conference*

- Trustee Voices
  Published in the *Illinois Library Association Reporter*
- Are We There Yet? Five Stops Along a Nonprofit's Journey Through Strategic Planning
  Published in *Nonprofit Information*

Sarah served on the Fremont Public Library District Board of Trustees (Illinois) from 2013 to 2017, most recently as vice president, and serves in the following leadership roles within her community:
- Director-at-Large, Illinois Library Association
- Co-Chair of the Lake County Youth Empowerment for Success Coalition

Beth Keister also brings a mix of technical expertise and library consulting experience to the firm. After earning a Bachelor of Science degree in Mathematics and a Master of Science degree in Statistics, Beth worked in various technical positions for commercial and non-profit organizations, taught university level mathematics, and consulted with major educational publishers. She has trained the staffs of several libraries and organizations on a variety of software packages and consulted with libraries on creating programs and reports that support daily operations. She also is experienced in using survey design and research methodologies for evaluation purposes.

Dan Armstrong is a skilled information professional with experience working in educational and nonprofit organizations. He is experienced in developing and implementing public relations, community engagement, and social media strategies. Dan holds a Master of Library and Information Science degree and a Bachelor of Arts degree in English-writing and Sociology and has been recognized for his accomplishments in writing and media relations.

Our Philosophy

Our approach to project management actively engages those meaningfully influenced by the project, includes regular communication with project leads, and results in high-quality products that help organizations chart meaningful progress for the future. Our philosophy as a firm is to be lean, results-focused, efficient, and effective for our clients. In working with public institutions, we maintain a strong commitment to fiscal responsibility and accountability to the residents of the communities we assist.

Our approach goes beyond basic transparency to the public and strives to engage all parts of the community as active participants in the process. To do so, we advocate using modern communications tools and innovative strategies, rather than top-heavy and expensive methods often recommended by larger and less nimble firms. In projects such as these, we work not only for the library but also on behalf of the community, facilitating a process that truly serves all. In working with libraries, we tailor our services to the needs, desires, and philosophies of each organization.

QUALIFICATIONS AND EXPERIENCE

We're proud to have led a number of successful strategic planning projects for public libraries with the belief that when their operations are aligned with community needs, libraries can be transformational institutions. Our fresh perspectives and multidisciplinary backgrounds position us to help organizations chart meaningful progress for the future. From initial consultation to design of the planning process and analysis of community feedback, this service reduces the additional responsibilities often assigned to staff during planning processes.

Recent Library Projects

Our modern perspectives on community needs assessments and strategic planning result in straight-forward, dynamic documents that will be regularly referenced and updated rather than put away on a high shelf. In all projects, Sarah Keister Armstrong serves as project lead, and Beth Keister and Dan Armstrong provide project support. Some of our past and current clients include:

- Addison Public Library, Addison, Illinois
- American Library Association, Chicago, Illinois
- Arlington Heights Memorial Library, Arlington Heights, Illinois
- Bartlett Public Library District, Bartlett, Illinois
- Bensenville Community Public Library, Bensenville, Illinois
- Delafield Public Library, Delafield, Wisconsin
- Elia Johnson Memorial Public Library, Hampshire, Illinois
- Forest Park Public Library, Forest Park, Illinois
- Fox River Valley Public Library District, East Dundee, Illinois
- Glencoe Public Library, Glencoe, Illinois
- Glenwood-Lynwood Public Library District, Lynwood, Illinois
- Green Hills Public Library District, Palos Hills, Illinois
- Hillside Public Library, Hillside, Illinois
- Itasca Community Library, Itasca, Illinois
- Jacksonville Public Library, Jacksonville, Illinois
- Lake Forest Library, Lake Forest, Illinois
- Lake Geneva Public Library, Lake Geneva, Wisconsin
- Lansing Public Library, Lansing, Illinois
- Messenger Public Library, North Aurora, Illinois
- Morton Grove Public Library, Morton Grove, Illinois
- Mukwonago Community Library, Mukwonago, Wisconsin
- Palos Heights Public Library, Palos Heights, Illinois
- Round Lake Area Public Library, Round Lake, Illinois
- Warren-Newport Public Library District, Gurnee, Illinois
- Wheaton Public Library, Wheaton, Illinois

References

Kathy Parker
Former Director (*retired June 2018*)
Glenwood-Lynwood Public Library District
19901 Stony Island Avenue
Lynwood, IL 60411
Email: kathypconsult@gmail.com

Catherine Lemmer
Library Director
Lake Forest Library
360 East Deerpath Rd.
Lake Forest, IL 60045
Phone: (847) 810-4602
Email: clemmer@lakeforestlibrary.org

Jim DiDonato
Executive Director
Round Lake Area Public Library District
906 Hart Rd.
Round Lake, IL 60073
Phone: (847) 546-7060, ext. 127
Email: jdidonato@rlalibrary.org

PROJECT APPROACH AND SCHEDULE: OPTION A

To collect input from the community served by the Warrenville Public Library District during its strategic planning process, we propose conducting a community survey, leading a number of focus groups with key library stakeholders, and holding individual interviews with library trustees. This information will be analyzed and used to inform development of long- and short-term goals for inclusion in the strategic plan. A proposed, flexible timeline is included following the narrative below.

The community needs assessment will include several components:
- Community feedback regarding use (and non-use) of the library;
- Analysis of demographic changes;
- Review of circulation trends and other available organizational data; and
- Comparison of the library's operations with current public library trends.

Together, these components paint a picture of how patrons currently use the library, barriers potentially resulting in non-use or limited use, and what the community desires out of future public library service.

Develop community profile.

A trend analysis of library usage will be conducted using patron counts and circulation statistics and any other available and relevant library usage data. This information, in addition to demographic data, will be used to create a community profile of the library's service area. Secondary data will be collected from external data sources, such as the U.S. Census Bureau and the Illinois School Report Card. The collected data will include commonly referenced demographic characteristics, such as age, income, school lunch data, language, educational attainment, and employment. Longitudinal trends will be analyzed to evaluate whether any significant demographic change exists.

Conduct survey of residents.

A community survey will be designed to not only gauge residents' current use of the library, but also what is desired in future library service. The survey will include questions including, but not limited to, those regarding use (and non-use) of the library; barriers to increased use of the building, services, and programs; use of technology; and the library's collection. Demographic questions such as age, household size, and educational attainment will allow for more detailed analysis of the community needs and usage of different segments of the population, and open-ended questions will provide respondents with opportunities to provide their own unrestricted feedback.

Surveys will be administered via email using the library's existing email distribution list and also can be posted on the library's website and social media networks. Each survey will take respondents approximately five to 15 minutes to complete. We can provide recommendations regarding marketing and communications strategies to achieve an optimal level of engagement, as well as options for reaching non-library users in the community served by the library. It is recommended that a nominal

prize, such as a gift card, be offered by the library to attract attention to the survey and increase the response rate.

In addition, physical copies of the questionnaire can be distributed to avoid alienation of residents who do not use computers or who would prefer to fill out a paper questionnaire rather than an online version. While this method likely will increase the number of responses received, it is important to note that surveys answered within the physical space of the library are generally answered by regular users of the library, diminishing the input of less frequent users and virtual users who primarily use electronic resources. Physical copies of the survey may also be made available to local schools and community organizations for increased outreach. In respect to maintaining fiscal responsibility to taxpayers, we recommend this combination of modern electronic-based survey distribution methods and targeted outreach over time-consuming and costly printed mailers.

Conduct focus groups with key library stakeholders.

We propose conducting a series of five focus groups to solicit feedback from a diverse base of stakeholders:

- Two focus groups with staff members;
- Two focus groups with residents, including adults, seniors, and teens, depending on community interest and availability; and
- One focus group with community leaders, including representatives of local government agencies, schools, businesses, and community organizations.

The focus groups will gather information regarding patterns of usage, use of space, and need for library programs among various stakeholders, as well as serving as a gap analysis to identify circumstances within the community in which the library can fulfill a need. Each focus group will be conducted in a group discussion format and last for up to one hour. When possible, the focus groups will be held at the library and will take place during a variety of hours, depending upon the availability of participants. The library may be asked to lend support in contacting stakeholder groups to participate.

Conduct individual interviews with members of the Board of Trustees.

In addition to the community survey and focus groups discussed above, we propose conducting a series of interviews to solicit feedback from library trustees and the unique perspective that each brings to the library's planning process and observations made as leaders of the community served by the library. Interviews will solicit feedback about community library usage and the library's strengths, weaknesses, opportunities, and threats.

Develop strategic plan.

We will engage trustees and staff leadership in a collaborative process to develop a written strategic plan. To ensure that the plan aligns with identified needs and leads the library forward, we will facilitate conversations that build upon the data collection and analysis completed during the first phase of the strategic planning process.

To facilitate the second phase of the library's strategic planning process, we propose the following tasks:

1. Facilitate working session with the Board of Trustees and key library staff to determine overarching goals and strategies of strategic plan. The goal of this meeting will be to reach consensus on revised goals and strategies of the new strategic plan. Following the working session, a draft outline of the strategic plan will be provided.

2. Meet with library management team to develop specific action steps and measurable outcomes that will communicate the degree of progress toward the new plan's goals and objectives. We recommend that the management team solicit input from their respective staff teams and use this management team meeting as an opportunity to share promising next steps, discuss potential challenges, and develop concrete actions that will begin implementing the new strategic plan.

3. Following these conversations, a full draft of the strategic plan will be submitted to library administration and the Board of Trustees for review and approval.

Please note: Library staff may be asked to provide existing data on library usage, including circulation statistics, patron counts, numbers of cardholders, and programming statistics. Staff with regular marketing responsibilities may be asked to assist in document formatting to align with style standards determined by the library. In addition, staff may be encouraged to distribute written copies of the survey to relevant community organizations, particularly to seek input from underrepresented groups.

Project Timeline

The following timeline is flexible and dependent upon the determined needs of the library.

Month	Tasks
September 2018	▪ Information gathering, including review of past planning materials, demographic information, circulation data, and other library usage statistics ▪ Develop community survey
October 2018	▪ Conduct stakeholder interviews with trustees ▪ Distribute community survey
November 2018	▪ Analyze survey results ▪ Solicit focus group participants
December 2018	▪ Conduct focus groups with key library stakeholders ▪ Compile feedback and submit community needs assessment report to library administration and Board
January - February 2019	▪ Discuss long- and short-term goals with library management, with specific timelines and budgetary restrictions to be determined by library administration ▪ Submit draft plan for review by Board of Trustees ▪ Work with library administration to design process for writing specific tasks and timeframes

Cost of Service

Sarah Keister Armstrong & Associates sets its fees as total project costs, which include labor, materials used by Sarah Keister Armstrong & Associates, and travel incurred by Sarah Keister Armstrong & Associates. The total project cost of the project approach and work schedule outlined above is not to exceed $15,000.

The project will be invoiced as follows:
- 30% at contract award;
- 30% at submission of community needs assessment report; and
- 40% at submission of strategic plan to library administration.

PROJECT APPROACH AND SCHEDULE: OPTION B

To collect input from the community served by the Warrenville Public Library District during its strategic planning process, we propose conducting a series of focus groups with library stakeholders and holding individual interviews with library trustees. This information will be analyzed and used to inform development of long- and short-term goals for inclusion in the strategic plan. A proposed, flexible timeline is included following the narrative below.

Conduct focus groups with key library stakeholders.

We propose conducting a series of five focus groups to solicit feedback from a diverse base of stakeholders:

- Two focus groups with staff members;
- Two focus groups with residents, including adults, seniors, and teens, depending on community interest and availability; and
- One focus group with community leaders, including representatives of local government agencies, schools, businesses, and community organizations.

The focus groups will gather information regarding patterns of usage, use of space, and need for library programs among various stakeholders, as well as serving as a gap analysis to identify circumstances within the community in which the library can fulfill a need. Each focus group will be conducted in a group discussion format and last for up to one hour. When possible, the focus groups will be held at the library and will take place during a variety of hours, depending upon the availability of participants. The library may be asked to lend support in contacting stakeholder groups to participate.

Conduct individual interviews with members of the Board of Trustees.

In addition to the community focus groups discussed above, we propose conducting a series of interviews to solicit feedback from library trustees and the unique perspective that each brings to the library's planning process and observations made as leaders of the community served by the library. Interviews will solicit feedback about community library usage and the library's strengths, weaknesses, opportunities, and threats.

Development of Strategic Plan Objectives

The developed objectives for inclusion in the strategic plan will incorporate community input collected through individual trustee interviews and the series of community focus groups. The community feedback, as well as information from current public library trends and input from library administration, will guide the development of the written objectives. Upon completion of the analysis of community feedback, draft goals and objectives will be presented to library administration.

Project Timeline

The following timeline is flexible and dependent upon the determined needs of the library.

Month	Tasks
September 2018	• Information gathering, including review of past planning materials, demographic information, circulation data, and other library usage statistics • Solicit focus group participants
October 2018	• Conduct stakeholder interviews with trustees • Conduct focus groups
November 2018	• Compile feedback and submit report to library administration and Board • Develop objectives for inclusion in strategic plan

Cost of Service

Sarah Keister Armstrong & Associates sets its fees as total project costs, which include labor, materials used by Sarah Keister Armstrong & Associates, and travel incurred by Sarah Keister Armstrong & Associates. The total project cost of the project approach and work schedule outlined above is not to exceed $5,000.

The proposed cost includes the onsite visits and meetings to conduct focus groups as outlined in the project timeline. Additional meetings with the Board, library administrators, and staff may be conducted via telephone and electronic means at no additional cost.

The project will be invoiced as follows:
- 50% at contract award; and
- 50% at submission of strategic plan objectives to library administration.

For more information, please contact:

Sarah Keister Armstrong
Principal & Owner
Sarah Keister Armstrong & Associates, LLC
218 Greentree Parkway
Libertyville, IL 60048

Phone: (224) 305-2701
Email: sarah@skaassociates.com
Website: www.skaassociates.com

NEW BUSINESS
Review and Approve Illinois Public Library Annual Report for FY2018 (ACTION)

On the following pages you will find a summary of statistics from the FY2013 through FY2018 annual reports.

The completed annual report form is included on the pages after the summary. ("-1" on the report indicates not applicable.)

The Annual Report filing is due to the Illinois State Library by September 1.

Statistics from this report are forwarded to the Institute of Museum and Library Services (IMLS). IMLS maintains a national database of library statistics which can be used to compare data from multiple libraries. The most recent data sets available are from FY2015.
(http://www.imls.gov/research/public_libraries_in_the_united_states_survey.aspx)

Trustees Warren and Ruzicka were appointed to review the Secretary's Minutes for FY2018 and will report on their findings at the Board Meeting.

"Edit checks" (in red) will be resolved after information about the Secretary's Audit is included and the names of the Director, President and Secretary are added to the report.

Notes, Observations, Explanations – 1 year changes
- Other Income (decrease $101,230) – In FY17, other income included a distribution from the Warrenville Library Foundation and receipt of Developer Donations
- Fund Balance (decrease $304,374) – final expenses for renovation project from Special Reserve Fund
- Several areas (Annual Visits, Programs and Program Attendance, Circulation) are rebounding after declines during the renovation project in FY17.

ANNUAL REPORT SUMMARY FY2018

FINANCIALS	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	1 year change Diff FY17 to FY18	% change	5 year change Diff FY13 to FY18	% change
Property Tax Income	$ 1,586,773	$ 1,666,909	$ 1,708,849	$ 1,739,888	$ 1,758,280	$ 1,786,385	$ 28,105	1.6%	$ 199,612.00	12.6%
Other Income	$ 91,502	$ 70,539	$ 82,107	$ 86,294	$ 167,575	$ 66,345	$ (101,230)	-117.3%	$ (25,157.00)	-27.5%
TOTAL INCOME	$ 1,678,275	$ 1,737,448	$ 1,790,956	$ 1,826,182	$ 1,925,855	$ 1,852,730	$ (73,125)	-4.0%	$ 174,455.00	10.4%
Staff Expenditures (salaries & benefits)	$ 923,520	$ 931,626	$ 943,734	$ 976,794	$ 1,026,628	$ 1,082,610	$ 55,982	5.7%	$ 159,090.00	17.2%
Materials Expenditures	$ 193,878	$ 190,195	$ 193,583	$ 194,375	$ 190,599	$ 197,228	$ 6,629	3.4%	$ 3,350.00	1.7%
Other Expenditures	$ 449,767	$ 446,517	$ 396,559	$ 434,304	$ 374,784	$ 541,368	$ 166,584	38.4%	$ 91,601.00	20.4%
TOTAL EXPENDITURES	$ 1,567,165	$ 1,568,338	$ 1,533,876	$ 1,605,473	$ 1,592,011	$ 1,821,206	$ 229,195	14.3%	$ 254,041.00	16.2%
TOTAL FUND BALANCE (does not include deferred income)	$ 519,286	$ 688,398	$ 945,482	$ 1,166,190	$ 1,176,531	$ 872,157	$ (304,374)	-26.1%	$ 352,871.00	68.0%

THE STAFF

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	Diff FY17 to FY18	% change	Diff FY13 to FY18	% change
Full Time Equivalent Employees (40 hour)	16.18	15.99	16.49	17.32	17.95	19.35	1.40	8.1%	3.17	19.6%

PATRONS, VISITS & PROGRAM ATTENDANCE

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	Diff FY17 to FY18	% change	Diff FY13 to FY18	% change
Annual Visits (gate count) (2015 changed counter location at main entry)	143,314	141,638	138,517	122,605	98,022	109,032	11,010	9.0%	(34,282)	-23.9%
Adult Programs Offered	162	143	79	78	60	89	29	37.2%	(73)	-45.1%
Adult Program Attendance	2,959	2,924	4,387	4,882	3,706	5,092	1,386	28.4%	2,133	72.1%
Young Adult Programs Offered	68	71	71	57	33	50	17	29.8%	(18)	-26.5%
Young Adult Program Attendance	820	992	587	390	652	264	(388)	-99.5%	(556)	-67.8%
Children's Programs Offered	213	198	198	207	140	174	34	16.4%	(39)	-18.3%
Children's Program Attendance	8,675	6,065	4,601	5,657	6,178	7,376	1,198	21.2%	(1,299)	-15.0%
Resident Cards in force (i.e. unexpired)	6,690	6,383	6,438	6,364	6,004	5,807	(197)	-3.1%	(883)	-13.2%

THE COLLECTION

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	Diff FY17 to FY18	% change	Diff FY13 to FY18	% change
Books owned	111,739	99,400	99,873	82,798	79,479	78,592	(887)	-1.1%	(33,147)	-29.7%
Magazine/Newspaper subscriptions	241	205	204	201	197	180	(17)	-8.5%	(61)	-25.3%
Electronic Books	8,278	9,361	10,097	10,520	14,625	15,260	635	6.0%	6,982	84.3%
Audio Recordings (music, books)	9,304	9,706	9,757	8,061	6,758	6,638	(120)	-1.5%	(2,666)	-28.7%
Audio Recordings: Downloadable titles	3,809	3,946	4,077	4,209	3,778	3,928	150	3.6%	119	3.1%
DVDs/Videos	9,818	10,992	9,459	10,402	9,667	9,426	(241)	-2.3%	(392)	-4.0%

ANNUAL REPORT SUMMARY FY2018 (page 2)

							1 year change		5 year change	
CIRCULATION	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	Diff FY17 to FY18	% change	Diff FY13 to FY18	% change
CIRCULATION BY TYPE OF MATERIAL										
Adult										
Fiction Books	30,860	27,698	27,319	27,683	25,385	26,243	858	3.1%	(4,617)	-15.0%
Nonfiction Books	20,845	19,810	18,577	19,015	16,272	17,459	1,187	6.2%	(3,386)	-16.2%
Videos/DVDs (2015 consolidated TV Series)	74,383	73,672	65,551	66,413	61,680	62,514	834	1.3%	(11,869)	-16.0%
Fiction Audio	7,550	6,752	6,884	6,334	6,078	5,340	(738)	-11.7%	(2,210)	-29.3%
Nonfiction Audio (music)	11,821	9,451	9,119	7,215	5,260	4,909	(351)	-4.9%	(6,912)	-58.5%
Magazines/Periodicals	6,644	5,323	5,281	4,865	3,998	3,818	(180)	-3.7%	(2,826)	-42.5%
Other Formats (mobile devices)	-		536	678	575	1,025	450	66.4%	1,025	n/a
Total Adult Materials	152,103	142,706	133,267	132,203	119,248	121,308	2,060	1.6%	(30,795)	-20.2%
Children										
Fiction Books	52,400	48,416	54,471	54,519	50,254	59,326	9,072	16.6%	6,926	13.2%
Nonfiction Books	10,867	10,252	10,348	9,485	8,176	8,785	609	6.4%	(2,082)	-19.2%
Videos/DVDs (2015 consolidated TV Series)	29,367	27,655	30,750	28,086	24,023	22,971	(1,052)	-3.7%	(6,396)	-21.8%
Fiction Audio	1,551	1,601	1,552	1,633	1,309	1,341	32	2.0%	(210)	-13.5%
Nonfiction Audio (music)	1,565	1,394	1,587	1,603	1,140	1,164	24	1.5%	(401)	-25.6%
Magazines/Periodicals	284	218	276	209	90	108	18	8.6%	(176)	-62.0%
Other Formats	1,558	1,169	1,232	1,251	867	985	118	9.4%	(573)	-36.8%
Total Children's Materials	97,592	90,705	100,216	96,786	85,859	94,680	8,821	9.1%	(2,912)	-3.0%
TOTAL CIRCULATION ALL MATERIALS	249,695	233,411	233,483	228,989	205,107	215,988	10,881	4.8%	(33,707)	-13.5%
Materials Loaned to Reciprocal Borrowers	18,691	19,298	17,673	18,812	16,072	16,169	97	0.5%	(2,522)	-13.5%
DOWNLOADS (eBooks, eAudiobooks, eMagazines)										
Overdrive (eBooks & eAudiobooks)				381	2,920	5,091	2,171	569.8%	5,091	n/a
Zinio (eMagazines) *(2013 = 4 months)*	5,773	7,117	8,547	9,300	8,968	8,798	(170)	-1.8%	3,025	52.4%
Hoopla (eBooks, eAudiobooks, eVideo)	618	1,313	941	767	799	614	(185)	-24.1%	(4)	-0.5%
REFERENCE SERVICES										
Interlibrary Loans Borrowed from other libraries	2,660	2,411	2,326	2,642	2,499	2,754	255	9.7%	94	3.5%
Interlibrary Loans sent to other libraries	796	664	671	954	899	865	(34)	-3.6%	69	8.7%
TOTAL REFERENCE QUESTIONS	14,708	12,027	13,754	10,920	13,832	14,560	728	6.7%	(148)	-1.0%
In Library Users of Computers (session count)	30,522	26,863	24,548	20,433	17,788	16,383	(1,405)	-6.9%	(14,139)	-46.3%
Annual views of library homepage (FY17 includes catalog)	130,601	112,913	110,994	95,678	155,560	689,549	533,989	558.1%	558,948	428.0%

WARRENVILLE PUBLIC LIBRARY DISTRICT

1. RequiredRequired: a value is required!
2. RequiredRequired: a value is required!
3. RequiredRequired: a value is required!
4. RequiredRequired: a value is required!
5. RequiredRequired: a value is required!
6. RequiredRequired: a value is required!
7. RequiredRequired: a value is required!
8. RequiredRequired: a value is required!
9. RequiredRequired: a value is required!
10. RequiredRequired: a value is required!

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30685
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0557
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Warrenville Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	28W751 Stafford Place
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Warrenville
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60555
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	28W751 Stafford Place
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Warrenville
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60555
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	630-393-1171
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	630-393-1688
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.warrenville.com

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Sandra Whitmer
1.15 Title	Director
1.16 Library Director's E-mail	director@warrenville.com

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of [library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	13,551
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	PAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0	0
2.1b Total number of branch libraries [PLSC 210]	0	0
2.2a Are any of the branch libraries a combined public and school library?	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2017	07/01/2016
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2018	06/30/2017
3.3 Number of months in this fiscal year	12	12
3.4 Name of person preparing this annual report	Sandra Whitmer	Sandra Whitmer
3.5 Telephone Number of Person Preparing Report	630-393-1171	630-393-1171
3.6 FAX Number	630-393-1688	630-393-1688
3.7 E-Mail Address	director@warrenville.com	director@warrenville.com

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No No

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7 7
5.2 Total number of vacant board seats	0 0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes Yes

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5.8 Telephone Number — 630-393-1171
5.9 E-mail Address — jpicha@warrenville.com
5.10 Home Address — 30W016 Juniper Court
5.11 City — Warrenville
5.12 State — IL
5.13 Zip Code — 60555

Sixth member

5.5 Name — Cindy Ruzicka
5.6 Trustee Position — Other
5.7 Present Term Ends (mm/year) — 05/2023
5.8 Telephone Number — 630-393-1171
5.9 E-mail Address — cruzicka@warrenville.com
5.10 Home Address — 3S651 Glen Drive
5.11 City — Warrenville
5.12 State — IL
5.13 Zip Code — 60555

Seventh member

5.5 Name — Sandy Lezon
5.6 Trustee Position — Treasurer
5.7 Present Term Ends (mm/year) — 05/2019
5.8 Telephone Number — 630-393-1171
5.9 E-mail Address — slezon@warrenville.com
5.10 Home Address — 27W554 Warrenville Road
5.11 City — Warrenville
5.12 State — IL
5.13 Zip Code — 60555

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	28,500
6.1b If the main library's square footage has changed, then enter the updated answer here.	-1
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	-1
6.3a Total Number of Meeting Rooms	1
6.3b Total number of times meeting room(s) used by the public during the fiscal year	37
6.4a Total Number of Study Rooms	6
6.4b Total number of times study room(s) used by the public during the fiscal year 1	2,568

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? $5,300,000   **$5,300,000**

7.2 During the last fiscal year, did the library acquire any real and/or personal property?   No **No**

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reas

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?   Yes **Yes**

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.   Corporate Fund ($372,154) for general operating expenditures; Building Maintenance Fund ($95,801) for building maintenance; Working Cash Fund ($225

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?   Yes **Yes**

7.11 IF YES, what is the total amount of the outstanding liabilities? $1,820,000   **$1,950,000**

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.   Debt Certificates, Series 2016 - $1,820,000 Term Bond due December 1, 2029 with mandatory redemption in 2018-2028

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)

8.1 Local government [PLSC 300]	$1,786,385	$1,758,280
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes	
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$1,846,493	$1,789,037

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	$10,522	$10,522
8.3 Equalization aid grant	$0	$0
8.4 Personal property replacement tax	$0	$0
8.5 Other State Government funds received	$0	-1
8.6 If Other, please specify	-1	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	$10,522	$0

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	$0	$0
8.9 E-Rate funds received	$0	$0
8.10 Other federal funds received	$0	$0
8.11 If Other, please specify	-1	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	$0	$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$1,180	$46,416
8.14 Other receipts intended to be used for operating expenditures	$54,643	$121,159
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	$55,823	$167,575
8.16 Other non-capital receipts placed in reserve funds	$0	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	$1,852,730	$1,925,855

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Certificate.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$900,000 $900,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	$869,437	$830,127
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	$213,173	$196,501
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	$1,082,610	$1,026,628

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	$103,085	$102,099
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	$63,416	$58,009
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	$30,727	$30,491
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, Music CDs, Audiobooks, Puzzles	DVDs, Music CDs, Audiobooks, Puzzles
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	$197,228	$190,599

OTHER OPERATING EXPENDITURES [11.1 - 11.2]

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	$541,368	$374,784
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	$1,821,206	$1,592,011

CAPITAL REVENUE AND EXPENDITURES [12.1 - 12.7]

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0	$1,929,700
12.1b Local Government: Other	$0	$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	$0	$1,929,700
12.2 State Government [PLSC 401]	$0	$0
12.3 Federal Government [PLSC 402]	$0	$0
12.4 Other Capital Revenue [PLSC 403]	$0	$0
12.5 If Other, please specify	-1	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	$0	$1,929,700

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$335,897	$2,253,204

PERSONNEL [13.1 - 13.46]

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to

equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

		$182.19	190.50	
13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**	
Director	Library Director	$51.40	37.50	X
Adult Services Librarian	Adult Services	$21.00	3.00	X
Adult Services Librarian	Adult Services	$24.40	37.50	X
Head of Public Services	Other Type of Librarian	$36.42	37.50	X
Head of Technical Services	Cataloging	$27.75	37.50	X
Youth Services Librarian	Children's Services	$21.22	37.50	X

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	4.76	5.19

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

			$48.80	69.50	
13.6 Position Title	**13.7 Primary Work Area**	**13.8 Education Level**	**13.9 Hourly Rate**	**13.10 Total Hours/Week**	
Youth Services Librarian	Children's Services	Bachelor's Degree: No library science	$24.40	37.50	X
Adult Services Librarian	Adult Services	Less than a Bachelor's degree with LTA	$24.40	32.00	X

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	1.74	1.74
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	6.50	6.93

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	421.00	353.00
13.14 Minimum hourly rate actually paid	$10.78	$10.78
13.15 Maximum hourly rate actually paid	$32.41	$31.46
13.16 Total FTE Group C employees (13.13 / 40)	10.53	8.83

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	73.00	73.00
13.18 Minimum hourly rate actually paid	$10.99	$10.78
13.19 Maximum hourly rate actually paid	$13.79	$13.39
13.20 Total FTE Group D employees (13.17 / 40)	1.83	1.83

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	20.00	15.00
13.22 Minimum hourly rate actually paid	$20.61	$20.22
13.23 Maximum hourly rate actually paid	$20.61	$20.22
13.24 Total FTE Group E employees (13.21 / 40)	0.50	0.38
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	12.85	11.03
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	19.35	17.95

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	1					

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	1				

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
1	1		20.00	1		
Adult Services Librarian	Adult Services	Master's Degree (ALA accredited)	20.00	06/2018		replaced with library assistant

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,404	3,376
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,404	3,376
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52	52

14.3 Total annual visits/attendance in the library [PLSC 501] 2 109,032 98,022

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:
A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs		15.2 Attendance		15.3 Passive Programs		15.4 Passive Program Attendance	
Children's	174	140	7,376	6,178	22	-1	383	-1
Young Adult	50	33	264	652	0	-1	0	-1
Other	89	60	5,092	3,706	18	-1	220	-1
Total	313	233	12,732	10,536	40	0	603	0

15.17a Did the library provide any special programming for patrons on the autism spectrum? Yes No

15.17b Please describe the programming provided. Library tour and socialization activities for Special Needs Transitional Students (1.5 hours)

ADULT LITERACY QUESTIONS

Please indicate the services provided by your library or in partnership with local literacy programs that serve low literate or English as a Second Language (ESL) adults and/or families. If you have any questions about this section, please contact Beth Paoli (217-785-6923 or bpaoli@ilsos.net) at the Illinois State Library.

Provide one-to-one adult volunteer tutoring	No
Provide space for one-to-one adult volunteer tutoring	Yes
Recruit low literate/ESL adult learners	No
Refer low literate/ESL adult learners	No
Train adult volunteer tutors	No
Provide ESL conversation groups	No
House a high interest/low reading level collection	Yes
House a bilingual collection (English/Spanish, English/Polish, etc.)	Yes
Employ bilingual or multilingual staff	Yes
Provide bilingual or multilingual services	Yes
Provide low literate adult learner programming	No
Provide family literacy programming, i.e. parent and child together literacy activities	Yes

Other (please specify)

Would you like more information about the Illinois Secretary of State Literacy Program? Yes

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	5,807	6,004
16.2a Total Number of Unexpired Non-resident Users Cards	0	0
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	$0.00	$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	5,807	6,004
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes Yes	

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: **Counting Electronic Materials for the IPLAR**

17.1 Print Materials [PLSC 450]	78,592	79,479
17.2 Current Print Serial Subscriptions [PLSC 460]	180	197
17.3 Total Print Materials (17.1+17.2)	78,772	79,676
17.4 E-books Held at end of the fiscal year [PLSC 451]	15,260	14,625
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	6,638	6,758
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	3,928	3,778
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	9,426	9,667
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0	0

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	42	41
17.8 State (state government or state library) [PLSC 457]	13	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	55	54

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	121,325	119,251
18.2 Number of young adult materials loaned	7,334	7,744
18.3 Number of children's materials loaned [PLSC 551]	87,346	78,115
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	216,005	205,110

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: Reporting Electronic Item Usage for the IPLAR

18.5 Books- Physical	111,830	100,090
18.6 Videos/DVDs- Physical	85,485	85,703
18.7 Audios (include music)- Physical	12,754	13,787
18.8 Magazines/Periodicals- Physical	3,926	4,088
18.9 Other Items- Physical	2,010	1,442
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	216,005	205,110
18.11 Use of Electronic Materials [PLSC 552]	15,433	24,023
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	231,438	229,133
18.13 Successful Retrieval of Electronic Information [PLSC 554]	17,563	-1
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	32,996	24,023
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	249,001	229,133
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	865	899
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	2,754	2,499

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	14,560	13,832

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	61	

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	85	87
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	31	30
20.3 Is your library's catalog automated?	Yes	Yes
20.4 Is your library's catalog accessible via the web?	Yes	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No	No

INTERNET (21.1 - 21.8)

This section collects information about Internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more	45 Mbps or more
21.2b If Other, please specify		50 Mbps
21.3 What is the monthly cost of the library's Internet access?	$788	$834
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	23	28
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	16,383	17,788
21.6 Wireless Sessions Per Year [PLSC 652]	-1	-1 Unknown
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes	Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No	No
22.3 If NO, why did your library NOT participate in the E-rate program?	complicated process with insufficient return on investment of time required to complete application and reports	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$3,612	$4,836
23.2 Does the above amount include travel expenses?	Yes	Yes
23.3 How many hours of training did employees receive this year?	500.00	500.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes	Yes
23.5 Would you like to receive autism training at your library?	No	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the com

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

The Library completed an interior renovation project in May 2017. FY17 data was lower than normal because construction was a deterrent for library visi

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?

Required Required: a value is required!

25.2 If NO, please list and explain any errors or discrepancies.

25.3 First board member completing the audit

Required Required: a value is required!

25.4 Second board member completing the audit

Required Required: a value is required!

25.5 Date the Secretary's Audit was completed

Required Required: a value is required!

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Electronic Signature	**Date**

Library Director

Required Required: a value is required!
Required Required: a value is required!

President

Required Required: a value is required!
Required Required: a value is required!

Secretary

Required Required: a value is required!
Required Required: a value is required!

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

[1], 6.4b Library added 5 study rooms, bringing total to 6 study rooms in the last quarter of FY17. This report includes the first full year with 6 study rooms. (0-2018-07-30)

[2], 14.3 Library completed a renovation project in May 2017. The prior year's visitor count decreased due to ongoing construction. Visits for FY18 has rebounded to some extent. (0-2018-08-02)

Trees on North Side of Building

At the July meeting, Trustee Warren brought up a concern that the maple trees planted on the north side of the building (along Stafford Place) have root systems that may damage the building's foundation. He suggested it might be necessary to remove the trees to avoid expensive repairs in the future. I contacted Hitchcock Design Group and sent an email about the concerns with photographs of the trees that depict their locations and exposed roots. The following response was received:

> We reviewed these photos and the trees are very healthy Red Sunset Maples. The surface roots are not uncommon and in our opinion do not pose a threat to the building foundation. Typical concerns are damage to foundation drains or sewer lines but theses lines are typically below frost and the maple roots are in the top two feet of the soil.
>
> We would suggest that an certified arborist prune some of the lower branches to open the views to the building and to allow more natural light to the struggling turf below.
>
> **Geoffrey Roehll,** CLARB ASLA
> Senior Principal

Jackie and I will do a thorough review of the trees on property, then call a couple of arborists to provide a quote for removal of any dead/dying trees and for pruning of most other trees.

Update: Trustee Election – April 2, 2019

As I reported in July, the next election at which Library Trustees will be elected is the Consolidated Election to be held on April 2, 2019. Two six-year trustee seats will be up for election (currently held by Trustees Lezon and Richardson). The Candidate's Guide can be viewed at www.elections.il.gov/Downloads/ElectionInformation/PDF/2019CanGuide.pdf. The guide includes important dates, filing requirements and forms. Petitions may not be circulated prior to September 18, 2018. The filing period is December 10-17. The signature requirement for Library District Trustees is 50 signatures or 2% of the votes cast at the last election. For WPLD, there were 2,790 votes cast. 2% of 2,790 is 55.8, so 50 signatures are required. I am interested in hearing the Board's thoughts regarding providing information packets with forms to interested persons or referring them to the online guide. I am contemplating directing interested persons to the Candidate's Guide instead of compiling and distributing packets.

Other Items

- Other than inconvenience, the parking lot closure that was required due to reconfiguration of Mount Street was without incident. (More info is included in Patty Dybala's Member Services report.)
- During Summer Daze, the Library remained open until 5 pm on Friday, August 3 and was open for normal business hours (9:30 am – 5 pm) on Saturday, August 4. Statistical and anecdotal information collected by staff will be included in my report next month.
- Jackie completed reports with information required for the actuarial analysis for post employment benefits. The reports were submitted to the consultant.
- Pine Landscaping filled several "ruts" in the detention area. Ly seeded the areas and is watering as needed.

- Jackie and I are gathering documents for the audit and uploading them to an online portal Sikich set up for us. (The auditors will be on site September 20-21 to complete their work.)

July Meetings/Programs/Outreach (Sandy)
July 2 – Warrenville Writers Connection (meeting prep, setup, welcome)
July 3 – Parade
July 11, 25 – Concerts on the Commons
July 12 – Tourism and Art Commission's Hotel Motel Tax Grant Workshop
July 16 – Hosted RAILS Cataloging Workshop (room setup, AV, welcome)
July 17 – Management Team Meeting
July 17 – On site meeting with architects to review signage needs
July 18 – Site review by new insurance company's representative
July 19 – Phone Conference re: ComEd Energy Effiiciency program for public sector
July 24 – Webinar: The Future of Payments (Chase Bank)
July 26 – Phone call with State Treasurer's office re: ePay transition to new vendor
July 26 – Chamber ribbon cutting for Mike Dyer/Edward Jones (Stafford Place)
July 31 – Webinar: RAILS Member Update

July Meetings/Programs/Outreach (Jackie)
July 17 – Management Team Meeting
July 19 – Phone Conference re: ComEd Energy Effiiciency program for public sector
July 20 – Warrenville Hospitality Group

STATISTICAL SUMMARY
JULY 2018

	JULY 2018	JULY 2017	% change	+/−
TOTAL CIRCULATION	20,631	22,146	-6.8%	-1,515
Print	10,992	11,148	-1.4%	-156
NonPrint	8,134	9,535	-14.7%	-1,401
Equipment (mobile dev., in-house laptops, etc.)	89	84	6.0%	5
Downloadables	1,416	1,379	2.7%	37
OVERDRIVE (eBooks & eAudiobooks)	821	829	-1.0%	-8
ZINIO (eMagazines)	36	72	-50.0%	-36
Hoopla	559	313	78.6%	246
Tumblebooks (discontinued 7/2018)	-	165	-100.0%	-165
ITEM REQUESTS PROCESSED	232	287	-19.2%	-55
INTERLIBRARY LOANS RECEIVED	210	249	-15.7%	-39
MATERIALS ADDED	811	820	-1.1%	-9
MATERIALS WITHDRAWN	1,271	375	238.9%	896
TOTAL COLLECTION SIZE*	111,310	110,616	0.6%	694
PROGRAMS				
Number of Adult Programs	6	3	100.0%	3
Adult Program Attendance	1,050	441	138.1%	609
Number of Teen Programs	4	4	0.0%	0
Teen Program Attendance	13	37	-64.9%	-24
Number of Children's Programs	25	22	13.6%	3
Children's Program Attendance	433	541	-20.0%	-108
Book-A-Librarian	2	5	-60.0%	-3
Book-a-Librarian Attendance	2	5	-60.0%	-3
RECIPROCAL BORROWER CIRCULATION	1,148	1,671	-31.3%	-523
RESIDENT CARDS ACTIVE	5,810	5,992	-3.0%	-182
RECIPROCAL BORROWER CARDS ACTIVE	322	312	3.2%	10
VISITOR COUNT	12,077	12,372	-2.4%	-295
COMPUTER SESSIONS*	1,383	1,545	-10.5%	-162
DATABASE USAGE	247	284	-13.0%	-37
WEBSITE VISITS**	61,382	50,757	20.9%	10,625
UNIQUE WEBSITE VISITORS	56,273	42,778	31.5%	13,495

Detailed statistical reports will be available at the Board Meeting

**includes website and computer catalog

InterLibrary Loan
Item Requests Processed: 232 (287 LY); Materials Received: 210; Materials Lent: 56

Programming
Concerts:
Billy Elton 7/11: 500
Off the Charts 7/18: 300
Peach's Beach Party 7/25: 225

Adult:
Warrenville Writers Connection 7/2: 12
Brown Bag Movie 7/26: 4
Excel (2): 9
Book a Librarian (2): 2
Puzzles: 1
        4500 piece: *The Magical Bookcase Part 3 of 4*

Teen:
Teen D&D 7/11: 4
S'mores 7/13: 3
Smash 7/20: 5
Holograms 7/27: 1

Youth:
Family Storytime (3): 63
Toddler Time (3): 58
Camp ABC (3): 36
Art Camp Jr 7/17: 14
PAWS 7/14: 12
Science Explorer 7/12: 20
Nature Telling 7/11: 23
Reptile Man 7/19: 54
Crafty Kids 7/18: 28
Snap Circuit 7/26: 16
Super Safari 7/21: 18
Pokemon Party 7/25: 18
Craft Table (4): 28
Pokemon Hunt (3): 45

The Summer Reading program began 6/1 and ran through 7/31. Adult and Teen patrons read 5 books and Youth patrons completed 6 hours of reading and submitted their reading logs by 7/31 to be eligible a small gift and entry in the grand prize drawing. As of 8/1, 407 (416 LY) participants submitted first logs: 81 (86 LY) adult, 19 (28 LY) teen and 307 (302 LY) youth. A total of 907 (902 LY) logs were submitted: 138 (150 LY) adult, 55 (64 LY) teen and 714 (688 LY) youth. 28 Book Chat reviews are posted.

Outreach / PR
Youth:
Summerlakes HOA Pig Roast (as part of the Wheaton Warrenville Early Childhood Collaborative) 7/22: 110

Proofed Fall Library Matters and fliers. Discussed Library signage with Sandy.

Teen Volunteers: 17; Hours: 30

Weeding/Shelf Shifts
Weeding:
Fiction, Mystery, Graphic Novels, YA Fiction, YA Graphic Novels, Picture Books

Reference
Conducted interviews for 2 Librarian Associate positions.

Meetings / Continuing Ed
Management Team Meetings: Leila
Marketing Committee 7/10: Sylvia, Lydia
Promotional Video Meeting 7/11: Leila, Jane
Beach Bash Review 7/20: Leila, Diana
Outreach Plans 7/23: Leila, Diana
Winter Programming 7/31: Leila, Jen, Sylvia

Digital Resources
Beyond Dust Jackets Blog:
Views 7/1-31: 2267
Total views 2018: 13280; Total views FY: 2267

NextReads Newsletters:
Subscribers thru 7/31: 165
Newsletters sent 7/1-31: 677
Total newsletters sent 2018: 4551; Total newsletters sent FY: 677

OverDrive eAudiobooks/eBooks:
New User accounts 7/1-31: 24
Checkouts 7/1-31: 821
Total checkouts 2018: 5360; Total checkouts FY: 821

Zinio eMagazines:
User accounts thru 7/31: 205
Checkouts 7/1-31: 36
Total checkouts 2018: 274; Total checkouts FY: 36

Hoopla:
New User accounts 7/1-31: 41
Checkouts 7/1-31: 559
Total checkouts 2018: 3512; Total checkouts FY: 559

Library Card Monthly Stats		
	July 2018	July 2017
# of new cards issued	105	127
# of renewed cards (expiring 7/2018)	34 (116 notices sent*) *email only effective 7/2017	41 (138 notices sent)
Warrenville Resident cards (active)	5,810	5,992
Reciprocal Borrower cards (active)	322	312

Miscellaneous Monthly Circulation Stats		
	July 2018	July 2017
Self-Checkout Station	8,337 items (43% of total circulation)	7,660 items (36% of total circulation)
Reciprocal Borrower Circulation	1,148	1,671
# of Outgoing Book Discussion ILL Requests	58 (20% of total item requests)	64 (18% of total item requests)
Mobile Device Circulation	62	50

Professional Growth/Meetings/Outreach
7/3 4th of July Parade- Ellen, Sandy, Jaime
7/10 Marketing Committee Meeting- Jaime
7/11 Promotional Videos Planning Meeting- Leila, Patty, Jane, Jaime, Kathy
7/12 National Night Out Planning Meeting- Patty, Jane, Leila
7/17 Management Team Meeting- Patty
7/26 E-pay transition Meeting w/Sandy W.- Patty
7/27 Promotional Videos Group Meeting- Jaime

Department Updates
Due to road construction near the lower level parking lot, we exempt all extended use fees for material returned between June 29 and July 22. We estimate we exempted $1,200.00 in extended use fees during this time. The estimate is based on the difference between the average monthly income for extended use fees from fiscal year 2018 (July

2017-June 2018) which was $1,670.00 per month and the extended use fees collected in July 2018, totaling $451.40.

Homebound Delivery
None this month.

eNewsletter (Constant Contact)

	Sent	Open Rate	Click Rate
August 2018 (sent 7/31)	736	41%	11%
July 2018	703	35%	11%
June 2018	662	38%	12%
Summer Edition 5/15	666	43%	38%
May 2018	658	34%	9%
NLW Special Edition 4/7	633	30%	15%
April 2018	631	34%	16%

Social Media

Facebook

	Dec.	Jan.	Feb.	Mar.	April	May	June	July
Total Page Followers	786	791	805	811	828	849	861	883
Total Page Likes	799	804	817	822	834	853	865	884
Total Reach (includes Paid)						436	579	630

Twitter

	Dec.	Jan.	Feb.	Mar.	April	May	June	July
Average Daily views	165	176	150	148	176	238	212	295
Average Engagement Rate	1.0%	0.6%	1.0%	0.4%	0.1%	7%	13.2%	1.2%

Graphics Created: Fall *Reading Matters* graphics; fall program slides/flyers; all Beach Bash Summer Picnic materials; Dog Days of Summer promotional piece.

Other: Set up displays: beach display on cube, large beach ball display in atrium entrance (Ly, Sandy, Jackie) and Dog Days of Summer display at Member Services Desk.

Meeting Attendance
Warrenville parade, Kathy 7/3
Marketing Committee Meeting, Kathy and Molly 7/10
Promotional Video Meeting, Kathy 7/11

Collection statistics for the month:

*811 items added. (493 books, 109 AV, 153 periodicals, 56 eBooks/eAudio, 0 equipment)

*1271 items deleted. (1052 books, 63 AV, 156 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

*Warrenville 4th of July parade (Lou, Gail, Brandon)
*Management Team meetings (Lou)
*Marketing Team meeting (Gail)

Collection Maintenance:
*192 books repaired.
*198 AV cleaned / repaired.

1. Meetings, training, etc.
   - Management Team meeting (1)
   - 90-day review w/Peter Baklashev

2. Began upgrading the DeepFreeze client on the laptops. Began experiencing a false license expiration notice on multiple PCs and are waiting for a patch from Faronics.

3. Updated the remaining 3 Public PCs in the Computer Lab; updated signs and labels.

4. Reset/refreshed the circulating Nabi DreamTabs.

5. Worked with Patty to update the Notice print format and Phone Notices queries to include hold expiration date.

6. Set up network/email accounts for newly hired Adult Services Associate Alexa Caputo and Youth Services Assistant Mary Steskal. Created Alexa's user profile on ASWORK4 and WPLD-Laptop5; applied Windows and other software updates. Provided Alexa basic logon & voice mail assistance. Updated phone display & directory listings to reflect new hires sharing with existing staff (Nora/Alexa, Lydia/MaryS).

7. Set up VPN remote access for Leila on WPLD-Laptop6.

8. Worked with Kent/CFB to install the two new host servers. Worked with Peter to rearrange and secure the rack-mount UPS devices and servers. Enabled Remote Desktop (remote) connections to new servers. Configured Hyper-V, created virtual machine folder structure, migrated and replicated 6 [non-production] virtual servers to the new host servers.

9. Worked with Mobile Beacon to replace ZTE Warp Connect hotspot with defective battery, update inventory records and kit insert/labeling.

10. Set up the Cognitive TPG A799 sticky receipt printer on the zSPARE (Peter's) staff PC for testing purposes. Pulled missing roller endcap from spare printer to resolve issue at check in station; obtained replacement part from Team One Repair (printer & paper vendor).

11. Removed and cleaned sticky keys (liquid spill) on circulating laptop.

PRESIDENT'S REPORT
Next Meetings or Events
(As of Monday, August 6, 2018)

Tuesday, August 14, 11:30 am – 1 pm
Beach Bash Summer Picnic
(See below for details)

Wednesday, August 15 at 7 pm
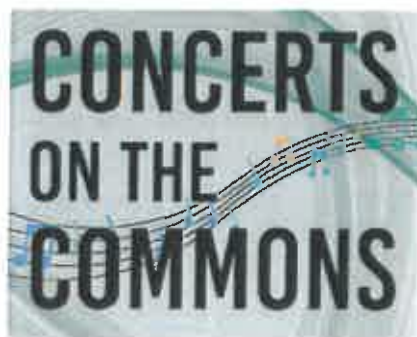Regular Library Board of Trustees Meeting
Library Meeting Room

Wednesday, September 19 at 7 pm
Budget & Appropriation Public Hearing
followed immediately by Regular Library Board of Trustees Meeting
Library Meeting Room

Concerts on the Commons continues through August 29
Wednesdays at 7pm

August 15   **The Millennials**–Classic and modern Rock hits
August 22   **Dupage**–Motown plus music from the 70s through today
August 29   **Rosie & the Rivets**–Music of the 50s and early 60s

Beach Bash Summer Picnic
Tuesday, August 14 · 11:30 am–1 pm · All Ages
Pack a picnic basket, grab your family and friends and head to the Bob Walters Commons next to the Library for some beach-themed summer fun. Library staff will have games, activities and music. Experience a bubble blizzard during Ben's Bubble Show beginning at noon.

Bring your own blanket or lawn chairs. Alcohol is prohibited. Watch our website and follow us on Facebook and Twitter for updates about this event.

Future Agenda Items:

September
- o   Staff Informational Presentation by Jackie Davis
- o   Public Hearing: Budget & Appropriation Ordinance
- o   Adopt Budget & Appropriation Ordinance
- o   Approve Chief Fiscal Officer's Certificate of Estimated Revenues
- o   Adopt Resolution to Determine Estimate of Funds Needed
- o   Distribute first draft of Levy Ordinance
- o   Approve Total Compensation Posting
- o   Discuss changing day of week for Board Meeting; change December meeting to 2nd Wednesday (from November 2017)

CLOSED SESSION

REVIEW OF CLOSED SESSION MINUTES

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

- There are no verbatim recordings to be released at this time.
- There are no minutes to be released at this time.

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

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