



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, January 15, 2020, 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
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

**p. 3** ..... a. Approve Minutes of the November 20, 2019 Public Hearing

**p. 4** ..... b. Approve Minutes of the November 20, 2019 Regular Board of Trustees Meeting

**p. 10** ..... c. Receive and file Financial Reports for November and December

8. Regular Agenda

**p. 24** ..... a. Ratify payments for the period of November 21, 2019 – December 18, 2019 **(ACTION)**

**p. 27** ..... b. Approve payments for the period of December 19, 2019 – January 15, 2020 **(ACTION)**

**p. 30** ..... c. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

- p. 31 ..... a. Authorize Staff to Plan Staff Appreciation Event **(ACTION)**
- p. 32..... b. Approve Reimbursement to Trustee Stull for Travel Expenses **(ACTION)**
- p. 36..... c. Approve Trustee Registration for West Suburban Library Legislative Lunch **(ACTION)**
- p. 38..... d. Approve Trustee Registration for Illinois Trustee Forum Workshop **(ACTION)**
- p. 41 ..... e. Approve Revised Drug and Alcohol Policy (4.16) and Workplace Security Policy (4.17) for Employee Handbook **(ACTION)**
- p. 47..... f. Distribute 2020 Calendar of Responsibilities *(discussion only)*
- p. 50 ..... 11. Director's Report
- p. 54 .... 12. Department Head Reports
- p. 71 .... 13. President's Report
  - a. Next meetings or events
- p. 72 ..... 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed Session
- 20. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**



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3. Approval of the agenda **(ACTION)**  
*Trustees may request to remove any items from the consent or regular agenda at this time.  
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the November 20, 2019 Public Hearing
  - b. Approve Minutes of the November 20, 2019 Regular Board of Trustees Meeting
  - c. Receive and file Financial Reports for November and December
8. Regular Agenda
  - a. Ratify payments for the period of November 21, 2019 – December 18, 2019 **(ACTION)**
  - b. Approve payments for the period of December 19, 2019 – January 15, 2020 **(ACTION)**
  - c. Approve transfer of funds **(ACTION)**
9. Unfinished Business

10. New Business
  - a. Authorize Staff to Plan Staff Appreciation Event **(ACTION)**
  - b. Approve Reimbursement to Trustee Stull for Travel Expenses **(ACTION)**
  - c. Approve Trustee Registration for West Suburban Library Legislative Lunch **(ACTION)**
  - d. Approve Trustee Registration for Illinois Trustee Forum Workshop **(ACTION)**
  - e. Approve Revised Drug and Alcohol Policy (4.16) and Workplace Security Policy (4.17) for Employee Handbook **(ACTION)**
  - f. Distribute 2020 Calendar of Responsibilities (*discussion only*)
11. Director's Report
12. Department Head Reports
13. President's Report
  - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the**  
**Truth in Taxation Public Hearing**  
**Wednesday, November 20, 2019**

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

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Stull, and Warren

ABSENT: Trustees Richardson and Ruzicka

STAFF ATTENDING: Library Director Sandra Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Paul Dobersztyn, Head of Member Services Patty Dybala, Head of Technical Services Lou Carlile, Systems Administrator Cynthia Makowski, Marketing Specialist Kathy Gaydos

PUBLIC ATTENDING: Therese Higgins, Gail Smith and Aaron Skog

3. Public Comments on the Proposed Property Tax Increase (Truth in Taxation) - none

4. Trustee Comments on the Proposed Property Tax Increase (Truth in Taxation) - none

5. Adjournment

*MOTION: Trustee Stull moved to adjourn the Truth in Taxation Public Hearing at 7:02 p.m. Trustee DuRocher seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried.*

Respectfully submitted,

Sandy Lezon, Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
Wednesday, November 20, 2019**

1. Call to order – Trustee Picha called the meeting to order at 7:03 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Stull, and Warren

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Paul Dobersztyn, Head of Member Services Patty Dybala, Head of Technical Services Lou Carlile, Systems Administrator Cynthia Makowski and Marketing Specialist Kathy Gaydos

ALSO ATTENDING: SWAN Representative Aaron Skog and Auditor Brian LeFevre

PUBLIC ATTENDING: Theresa Higgins and Gail Smith

3. Approval of the agenda

Trustee Picha removed items #19 – Closed Session and #20 – Discussion/action resulting from the above closed session.

Director Whitmer stated the agenda may fluctuate depending on the arrival of the auditor for his presentation.

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

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull and Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried*

4. Presentations

a. Informational Presentation about SWAN Library Consortium

- Lou Carlile introduced Aaron Skog the Executive Director of SWAN Consortium. Mr. Skog has a long library career and has been with SWAN for 10 years.
- Mr. Skog explained SWAN is a consortium of over 97 public libraries with a total collection of over 8.2 million items.
- He reviewed the benefits of membership for cardholders and staff.
- He answered questions about reciprocal borrowing, interlibrary loans, prioritization of local holds and eBook collections.
- Mr. Skog also answered questions about membership fees and grants.
- He explained how fines and replacement fees are handled.
- Mr. Skog explained training is available for staff. SWAN also has brochures and short videos to assist cardholders.

- Mr. Skog stated the window for enrollment in SWAN is now open. Every library has to send SWAN a letter of intent. It is then submitted to the SWAN membership for approval to join the consortium. The next opportunity to join would not be until 2022.
- Director Whitmer stated there are some drawbacks including losing some autonomy, but being a member far outweighs anything the library would lose. For example, the amount of time staff spends processing interlibrary loans is very significant and those staff hours would be used for other activities such as processing increased number of items coming and going via RAILS delivery.
- Trustee DuRocher asked what the recommendation is for the extra staff hours if they become available. Director Whitmer stated this will be considered along with the minimum wage increases. Hours may be cut on some positions, which will help fund the pay increases. Director Whitmer indicated we may need to live with the system for awhile to determine staffing needs.

Theresa Higgins left the meeting at this time.

Mr. Skog left the meeting at this time.

b. Presentation of the FY2019 Audit – Brian LeFevre, Sikich, LLP

- Mr. Brian LeFevre from Sikich, LLC thanked the Board for allowing Sikich to perform the annual audit. He reviewed the audit for the fiscal year ending June 30, 2019.
- Mr. LeFevre explained the Management's Discussion and Analysis where Director Whitmer gave a narrative on how the financial statements are compiled.
- He explained the Independent Auditor's Report is the financial statements prepared by the auditor. He stated there are accounting policies in place to formulate the statements.
- Mr. LeFevre addressed the library's deposits and investments. During the audit the auditor confirms collateral is in place with a third party. All deposits are covered by FDIC and fully collateralized.
- Mr. LeFevre reviewed the assets, fund balances, and the long term debt certificates liability.
- Mr. LeFevre explained the IMRF retirement account and how IMRF determines the yearly rate the Library pays for each qualified employee. He explained IMRF is still a well-funded plan.
- Mr. LeFevre reviewed the Auditor's Communication to the Board of Trustees.
- Mr. LeFevre stated GASB Statement No. 87 Leases – all leases are now treated the same whether the leased equipment is traded in for a newer model or kept.
- Trustee Warren asked about GASB No. 89. Mr. LeFevre explained during the renovation project the library borrowed money and was accruing interest during the construction period. In the past, the

accrued interest would be added to the cost of the capital asset. Now, no accrued interest is added to the capital asset – the cost of the capital assets is only the actual expenses.

- Mr. LeFevre stated Sikich, LLC will provide the electronic filing of the audit to the State Comptroller.
- Trustee Picha thanked Mr. LeFevre for presenting the audit.
- Trustee DuRocher stated she has complete confidence in Sikich and the Library's management.

Mr. LeFevre left the meeting at this time.

5. Public comments – None

6. Correspondence – None

7. Consent Agenda

Trustee Lezon read the Consent Agenda as follows:

- a. Approve Minutes of the October 16, 2019 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for October
- c. Certify Compliance with the Truth in Taxation Act
- d. Adopt Ordinance #19-20-04 Levy Ordinance for Fiscal Year 2019-2020
- e. Approve Notice of Availability of Audit Report for Publication
- f. Adopt Ordinance #19-20-05 Fixing Regular Meetings for 2020
- g. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- h. Cancel December 18, 2019 Regular Board of Trustees Meeting and Authorize Treasurer to Submit Payments for the Period November 21 – December 18, 2019
- i. Authorize Library Staff to Submit the FY20 Public Library Per Capita Grant Application and FY18 Expenditure Report to the Illinois State Library

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

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull and Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of October 17 – November 20, 2019



*MOTION: Trustee Stull moved to pay invoices in the amount of \$202,125.96 for the period of October 17, 2019 through November 20, 2019 including electronic payments and checks #7332-7385. Check #7382 is voided. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull and Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried*

*b. Approve transfer of funds*

*MOTION: Trustee Stull moved to transfer \$425,000.00 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull and Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried*

*2. Unfinished Business – none*

*3. New Business*

*a. Authorize Staff to Issue a Letter of Intent to join SWAN*

*Trustee DuRocher asked if any further information needs to be gathered or does the staff have enough information. Paul Dobersztyn stated the staff has all the information they need and their recommendation is that it would be a good decision to join SWAN.*

*Trustee Picha stated she feels the costs are a moving target. Director Whitmer stated the staff time, services to the public, etc. would outweigh the cost.*

*Lou Carlile stated the shock of the cost is that no services will really have to be given up. Services and costs currently paid separately will be included in the SWAN fee. Cynthia Makowski stated a second internet connection is needed even if not joining SWAN.*

*Trustee Picha asked if any libraries have ever withdrawn from SWAN. Mr. Carlile stated Elmhurst Public Library withdrew. As a larger library it was contributing more than it was receiving.*

*MOTION: Trustee DuRocher moved to authorize staff to issue a letter to SWAN declaring the library's intent to become a member of the SWAN consortium. Trustee Stull seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull and Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried*

b. Authorize Staff to Close Fifth Third Bank Zero Balance Account

*MOTION: Trustee Stull moved to authorize staff to close the Library's Zero Balance Account at Fifth Third Bank. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull and Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried*

11. Director's Report

Director Whitmer stated the first monthly staff meeting was held on November 14. She asked staff to write down a "Happy Note" if they wanted about another staff member. Staff wrote great things about one another. The comments were posted for the Board to read.

Trustee Picha congratulated the library on the Warrenville in Bloom award.

12. Department Head Reports

Trustee Picha stated the Homelessness Training was great. Mr. Dobersztyn responded all staff have taken the training. Trustee Picha stated she likes the outreach that Mr. Dobersztyn's department is doing.

Trustee DuRocher stated she liked the highlights from both Mr. Dobersztyn and Ms. Dybala about their experience at the Illinois Library Association Conference.

Trustee Warren stated he liked seeing technical courses are now offered in Spanish.

Ms. Makowski reported she has added a retirement notice on the catalog and an update was made making the catalog mobile friendly.

13. President's Report

a. Next meetings or events

Trustee Picha stated the December 18, 2019 board meeting has been cancelled.

14. Treasurer's Report - Trustee Stull reported everything looks good.

15. Secretary's Report – none

16. Committee Reports – none

17. Trustee Comments

- a. Trustee Stull stated the following from her attendance at the Illinois Library Association Conference:
  - One of the things pointed out is your biggest user may not be your library's biggest supporter.
  - If you want to complete a big project such as our renovation project, make it personal to the public and show how necessary it is.
  - Changes are not necessarily seismic.
  - You should know your legislative officials before you need them. Meet them in person before you need to reach out for them to assist you.
  - Attendees tried to clear up the misconceptions of going fine free. They stated they were very skeptical at first with the biggest hurdle being how to replace the lost income.
- b. Trustee Picha as glad to see programs in Spanish.
- c. Trustee Lezon asked if the December 2020 board meeting date should be changed. Trustee Picha replied it could be changed next fall if necessary.

18. Items for information and/or discussion

Director Whitmer stated Trustee Stull submitted a reimbursement for her mileage to the Illinois Library Association Conference. She asked the board for permission to put this item on the January agenda, with payment made to Trustee Stull in January. Consensus of the board is to pay her in January and vote in January.

19. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 9:00 p.m. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,

Sandy Lezon, Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**November 30, 2019**

WARRENVILLE LIBRARY INCOME	NOVEMBER 2019	FUND BALANCES												PAGE 1		
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC.		TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2019	TRANSFERS	OTHER INC		Y.T.D. OTHER INCOME	EXPENSES MONTH		Y.T.D. EXPENSES	UNAUDITED CURRENT
				CUR. MTH	RECEIVED					RECEIVED MONTH	RECEIVED MONTH					
LEVY																
CORPORATE	1798112	94.5902%	13229	1790604	99.58%	336398	0	4411	56455	272439	844504	1338953				
BLDG. & MAIN.	102837	5.4098%	756	101667	98.86%	89474	0	0	0	13232	36366	154775				
TOTAL TAX (LEVIED)	1900949	100.00%	13985	1892271	99.54%	425872	0	4411	56455	285671	880870	1493728				
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847				
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		234545	0	0	0	1410	1410	233135				
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	0	23524				
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0	0	0	0	0
TOTAL	1900949	100.00%	13985	1892271	99.54%	909788	0	4411	56455	287081	882280	1976234				
FORMULA = A+B+C+D-E=F				A		B	C		D		E	F				

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: November 30, 2019

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended</b>	<b>5 Months Ended</b>	<b>Budget</b>	<b>Balance</b>	<b>% Received /</b>
	<b>Nov. 30, 2019</b>	<b>Nov. 30, 2019</b>			<b>Expended</b>
<b>Income</b>					
Taxes Levied	13,229.51	1,790,604.21	1,798,112.00	7,507.79	99.58%
Copier	460.43	2,915.50	6,000.00	3,084.50	48.59%
Extended Use Fees	1,703.10	8,050.08	19,000.00	10,949.92	42.37%
Fees	6.00	94.00	500.00	406.00	18.80%
Interest	1,996.38	13,058.60	15,000.00	1,941.40	87.06%
Book Sales	0.00	315.50	2,500.00	2,184.50	12.62%
Lost Books	128.00	1,048.10	3,000.00	1,951.90	34.94%
Gifts / Memorials	100.00	725.00	1,000.00	275.00	72.50%
Miscellaneous	17.00	111.00	3,000.00	2,889.00	3.70%
Hotel/Motel Tax	0.00	13,198.43	16,338.00	3,139.57	80.78%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
	<b>17,640.42</b>	<b>1,847,059.17</b>	<b>1,881,350.00</b>	<b>34,290.83</b>	<b>98.18%</b>
<b>Expenses</b>					
Sal. - Administration	12,948.20	71,104.61	169,000.00	97,895.39	42.07%
Sal. - Circulation	10,868.99	58,888.50	143,000.00	84,111.50	41.18%
Sal. - Maintenance	1,747.36	9,449.36	23,000.00	13,550.64	41.08%
Sal. - Marketing	2,513.68	12,388.59	32,000.00	19,611.41	38.71%
Sal. - Public Services	29,103.74	144,248.28	378,000.00	233,751.72	38.16%
Sal. - IT	6,212.32	32,795.46	82,000.00	49,204.54	39.99%
Sal. - Tech Services	10,449.12	56,873.11	135,500.00	78,626.89	41.97%
I.M.R.F. - Expense	6,703.51	33,716.85	91,000.00	57,283.15	37.05%
Fica - Expense	5,453.86	28,719.54	74,000.00	45,280.46	38.81%
Unemp. Comp.	0.00	511.72	1,500.00	988.28	34.11%
Op - Mat'l Processing/Tech	1,324.29	3,593.11	12,600.00	9,006.89	28.52%
Op - Mat'l Processing/Circ	81.10	376.56	4,900.00	4,523.44	7.68%
Op - Postage	94.50	1,190.54	5,490.00	4,299.46	21.69%
Op - Office Supplies	283.42	1,763.58	3,775.00	2,011.42	46.72%
Op - Bank Fee's	114.08	470.77	650.00	179.23	72.43%
Op - Automation Supplies	659.78	1,381.63	3,500.00	2,118.37	39.48%
Op - Publishing	0.00	538.20	1,200.00	661.80	44.85%
Equip. - Purchases	537.00	4,084.95	8,540.00	4,455.05	47.83%
Equip. - Maintenance	247.23	1,534.42	3,500.00	1,965.58	43.84%
Auto. - Software	1,960.99	10,863.74	15,285.00	4,421.26	71.07%
Auto. - Purchases	0.00	1,402.89	3,500.00	2,097.11	40.08%
Auto. - Maintenance	253.65	35,464.62	56,030.00	20,565.38	63.30%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	0.00	14,083.00	14,100.00	17.00	99.88%
L. Ins. - Officer / Dir	0.00	7,582.00	7,600.00	18.00	99.76%
Ins. - Bonds	30.00	30.00	50.00	20.00	60.00%
Ins. - Health / Life	5,493.73	20,556.07	70,930.00	50,373.93	28.98%
Pd - Recruiting	0.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	72.96	395.06	3,600.00	3,204.94	10.97%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	654.67	1,445.67	2,875.00	1,429.33	50.28%
Pd - Staff / Meetings	89.24	1,886.84	7,525.00	5,638.16	25.07%
Pd - Staff / Transportation	289.95	731.07	2,000.00	1,268.93	36.55%
Pd - Trst / Dues	0.00	151.00	140.00	(11.00)	107.86%
Pd - Trst / Mtgs	0.00	735.00	2,525.00	1,790.00	29.11%
Pd - Trst / Transportation	0.00	207.96	750.00	542.04	27.73%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: November 30, 2019

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended</b>	<b>5 Months Ended</b>			<b>% Received /</b>
	<b>Nov. 30, 2019</b>	<b>Nov. 30, 2019</b>	<b>Budget</b>	<b>Balance</b>	<b>Expended</b>
Pd - Trustee Misc.	0.00	100.69	500.00	399.31	20.14%
Cont. - Lawyer	0.00	0.00	3,000.00	3,000.00	0.00%
Cont. - Accounting	910.90	4,646.80	11,800.00	6,953.20	40.06%
Cont. - Collections	0.00	107.40	1,250.00	1,142.60	8.59%
Cont. - Audit	3,260.00	4,810.00	7,225.00	2,415.00	66.57%
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00%
Lib. Mat. - Adult Books	4,913.60	20,650.53	56,000.00	35,349.47	36.88%
Lib. Mat. - Youth Books	2,439.49	9,179.62	32,500.00	23,320.38	28.24%
Lib. Mat. - Adult AV	1,535.69	8,149.08	22,200.00	14,050.92	36.71%
Lib. Mat. - Youth AV	425.88	1,762.46	6,000.00	4,237.54	29.37%
Lib. Mat. - EBooks	286.98	10,530.34	26,000.00	15,469.66	40.50%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	350.00	16,886.22	25,000.00	8,113.78	67.54%
Ps - Programs Adult	335.00	3,310.18	8,500.00	5,189.82	38.94%
Ps - Programs Youth	359.59	1,977.77	7,500.00	5,522.23	26.37%
Ps - Hotel/Motel	300.00	8,811.88	18,140.00	9,328.12	48.58%
Ps - Refunds / Fines / Fees	50.00	66.10	500.00	433.90	13.22%
Ps - Printing	0.00	2,996.00	14,600.00	11,604.00	20.52%
Ps - PR / Publicity	43.09	2,500.96	24,750.00	22,249.04	10.10%
Ps - Misc.	138.60	138.60	800.00	661.40	17.33%
Gas	491.81	1,096.26	7,000.00	5,903.74	15.66%
B & M - Water / Sewer	0.00	336.07	850.00	513.93	39.54%
Electricity	5,533.13	18,673.40	35,000.00	16,326.60	53.35%
Telephone	1,069.90	5,781.60	13,650.00	7,868.40	42.36%
Gifts	41.75	41.75	1,000.00	958.25	4.18%
Contingency	0.00	42.98	5,000.00	4,957.02	0.86%
Debt Repayment	135,000.00	135,000.00	167,200.00	32,200.00	80.74%
Debt Certificate Interest	16,765.75	16,765.75	0.00	(16,765.75)	0.00%
	<b>272,438.53</b>	<b>844,503.75</b>	<b>1,879,830.00</b>	<b>1,035,326.25</b>	<b>44.92%</b>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: November 30, 2019

	<b>BUILDING &amp; MAINTENANCE FUND</b>				
	<b>1 Month Ended</b>	<b>5 Months End...</b>			<b>% Received /</b>
	<b>Nov. 30, 2019</b>	<b>Nov. 30, 2019</b>	<b>Budget</b>	<b>Balance</b>	<b>Expended</b>
<b>Income</b>					
Taxes Levied	756.62	101,667.00	102,837.00	1,170.00	98.86%
	756.62	101,667.00	102,837.00	1,170.00	98.86%
<b>Expenses</b>					
Maintenance	4,082.00	11,999.00	49,595.00	37,596.00	24.19%
Maintenance Supplies	0.00	238.75	2,200.00	1,961.25	10.85%
Security	0.00	3,182.94	13,655.00	10,472.06	23.31%
Snow Removal	1,741.20	1,741.20	20,000.00	18,258.80	8.71%
Hvac	6,619.63	15,311.55	3,800.00	(11,511.55)	402.94%
B & M - Water / Sewer	(77.00)	0.00	0.00	0.00	0.00%
Janitorial Supplies	217.89	652.81	3,000.00	2,347.19	21.76%
B & M - Landscape Maint	648.00	3,240.00	10,550.00	7,310.00	30.71%
	13,231.72	36,366.25	102,800.00	66,433.75	35.38%

See Accountants Compilation Letter



WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: November 30, 2019

SPECIAL RESERVE FUND				
	1 Month Ended Nov. 30, 2019	5 Months Ended Nov. 30, 2019	Budget	% Received / Expended
<b>Income</b>				
	0.00	0.00	0.00	0.00%
<b>Expenses</b>				
Equip. - Purchases	0.00	0.00	6,000.00	0.00%
Auto. - Purchases	0.00	1,410.00	17,850.00	7.90%
	0.00	1,410.00	23,850.00	5.91%

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**November 30, 2019**

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	17,132.26
Cash / Copier Change	75.00
Fifth Third 7985	344,900.88
Fifth Third 8000	724,486.97
Fifth Third 8004	<u>893,508.53</u>

1,980,513.64

**General Fixed Assets**

6,068,633.00

**TOTAL ASSETS**

\$ 8,049,146.64

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.

4,276.06

4,276.06

**LONG-TERM LIABILITIES**

Debt Certificate Payable

1,685,000.00

1,685,000.00

**EQUITY**

Fund Balance

6,359,870.58

**TOTAL LIABILITIES & FUND BALANCE**

\$ 8,049,146.64

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**December 31, 2019**

WARRENVILLE LIBRARY INCOME	DECEMBER 2019	FUND BALANCES										PAGE 1		
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2019	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH		Y.T.D. EXPENSES	UNAUDITED CURRENT
LEVY														
CORPORATE	1798112	94.5902%	6238	1798842	99.93%	336398	0	4947	61402	122379	968883	1227759		
BLDG. & MAIN.	102837	5.4098%	907	102574	99.74%	89474	0	0	0	3671	40037	152011		
TOTAL TAX (LEVIED)	1900949	100.00%	7145	1899416	99.92%	425872	0	4947	61402	126050	1006920	1379770		
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0		
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847		
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0		
SPECIAL RESERVE	0		0	0		234545	0	0	0	699	2108	232436		
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	0	23524		
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0		
TOTAL	1900949	100.00%	7145	1899416	99.92%	909788	0	4947	61402	126749	1009029	1861577		
FORMULA = A+B+C+D-E=F				A		B	C		D	E	F			

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: December 31, 2019

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended</b>	<b>6 Months Ended</b>			<b>% Received /</b>
	<b>Dec. 31, 2019</b>	<b>Dec. 31, 2019</b>	<b>Budget</b>	<b>Balance</b>	<b>Expended</b>
<b>Income</b>					
Taxes Levied	6,238.23	1,796,842.44	1,798,112.00	1,269.56	99.93%
Copier	550.49	3,465.99	6,000.00	2,534.01	57.77%
Extended Use Fees	1,235.52	9,285.60	19,000.00	9,714.40	48.87%
Fees	28.00	122.00	500.00	378.00	24.40%
Interest	1,722.66	14,781.26	15,000.00	218.74	98.54%
Book Sales	197.00	512.50	2,500.00	1,987.50	20.50%
Lost Books	234.00	1,282.10	3,000.00	1,717.90	42.74%
Gifts / Memorials	350.00	1,075.00	1,000.00	(75.00)	107.50%
Miscellaneous	129.00	240.00	3,000.00	2,760.00	8.00%
Hotel/Motel Tax	0.00	13,198.43	16,338.00	3,139.57	80.78%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	500.00	500.00	0.00	(500.00)	0.00%
	<b>11,184.90</b>	<b>1,858,244.07</b>	<b>1,881,350.00</b>	<b>23,105.93</b>	<b>98.77%</b>
<b>Expenses</b>					
Sal. - Administration	12,948.20	84,052.81	169,000.00	84,947.19	49.74%
Sal. - Circulation	10,937.61	69,826.11	143,000.00	73,173.89	48.83%
Sal. - Maintenance	1,822.40	11,271.76	23,000.00	11,728.24	49.01%
Sal. - Marketing	2,497.69	14,886.28	32,000.00	17,113.72	46.52%
Sal. - Public Services	29,274.71	173,522.99	378,000.00	204,477.01	45.91%
Sal. - IT	6,282.45	39,077.91	82,000.00	42,922.09	47.66%
Sal. - Tech Services	10,814.94	67,688.05	135,500.00	67,811.95	49.95%
I.M.R.F. - Expense	6,807.33	40,524.18	91,000.00	50,475.82	44.53%
Fica - Expense	5,510.06	34,229.60	74,000.00	39,770.40	46.26%
Unemp. Comp.	0.00	511.72	1,500.00	988.28	34.11%
Op - Mat'l Processing/Tech	604.22	4,197.33	12,600.00	8,402.67	33.31%
Op - Mat'l Processing/Circ	0.00	376.56	4,900.00	4,523.44	7.68%
Op - Postage	500.00	1,690.54	5,490.00	3,799.46	30.79%
Op - Office Supplies	48.80	1,812.38	3,775.00	1,962.62	48.01%
Op - Bank Fee's	13.53	484.30	650.00	165.70	74.51%
Op - Automation Supplies	185.14	1,566.77	3,500.00	1,933.23	44.76%
Op - Publishing	303.60	841.80	1,200.00	358.20	70.15%
Equip. - Purchases	816.77	4,901.72	8,540.00	3,638.28	57.40%
Equip. - Maintenance	253.46	1,787.88	3,500.00	1,712.12	51.08%
Auto. - Software	70.99	10,934.73	15,285.00	4,350.27	71.54%
Auto. - Purchases	26.30	1,429.19	3,500.00	2,070.81	40.83%
Auto. - Maintenance	270.34	35,734.96	56,030.00	20,295.04	63.78%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	0.00	14,083.00	14,100.00	17.00	99.88%
L. Ins. - Officer / Dir	0.00	7,582.00	7,600.00	18.00	99.76%
Ins. - Bonds	0.00	30.00	50.00	20.00	60.00%
Ins. - Health / Life	5,364.55	25,920.62	70,930.00	45,009.38	36.54%
Pd - Recruiting	0.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	36.66	431.72	3,600.00	3,168.28	11.99%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	0.00	1,445.67	2,875.00	1,429.33	50.28%
Pd - Staff / Meetings	85.96	1,972.80	7,525.00	5,552.20	26.22%
Pd - Staff / Transportation	102.20	833.27	2,000.00	1,166.73	41.66%
Pd - Trst / Dues	0.00	151.00	140.00	(11.00)	107.86%
Pd - Trst / Mtgs	0.00	735.00	2,525.00	1,790.00	29.11%
Pd - Trst / Transportation	0.00	207.96	750.00	542.04	27.73%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: December 31, 2019

	CORPORATE FUND				
	1 Month Ended	6 Months Ended			% Received /
	Dec. 31, 2019	Dec. 31, 2019	Budget	Balance	Expended
Pd - Trustee Misc.	19.98	120.67	500.00	379.33	24.13%
Cont. - Lawyer	0.00	0.00	3,000.00	3,000.00	0.00%
Cont. - Accounting	907.42	5,554.22	11,600.00	6,045.78	47.88%
Cont. - Collections	330.55	437.95	1,250.00	812.05	35.04%
Cont. - Audit	0.00	4,810.00	7,225.00	2,415.00	66.57%
Cont. - Consultants	500.00	500.00	7,500.00	7,000.00	6.67%
Lib. Mat. - Adult Books	840.15	21,490.68	56,000.00	34,509.32	38.38%
Lib. Mat. - Youth Books	5,159.28	14,338.90	32,500.00	18,161.10	44.12%
Lib. Mat. - Adult AV	1,148.92	9,298.00	22,200.00	12,902.00	41.88%
Lib. Mat. - Youth AV	93.89	1,856.15	6,000.00	4,143.85	30.94%
Lib. Mat. - EBooks	7,090.96	17,621.30	26,000.00	8,378.70	67.77%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	0.00	16,886.22	25,000.00	8,113.78	67.54%
Ps - Programs Adult	331.36	3,641.54	8,500.00	4,858.46	42.84%
Ps - Programs Youth	654.25	2,632.02	7,500.00	4,867.98	35.09%
Ps - Hotel/Motel	0.00	8,811.88	18,140.00	9,328.12	48.58%
Ps - Refunds / Fines / Fees	0.00	66.10	500.00	433.90	13.22%
Ps - Printing	2,996.00	5,992.00	14,600.00	8,608.00	41.04%
Ps - PR / Publicity	4,321.52	6,822.48	24,750.00	17,927.52	27.57%
Ps - Misc.	150.00	288.60	800.00	511.40	36.08%
Gas	922.11	2,018.37	7,000.00	4,981.63	28.83%
B & M - Water / Sewer	155.81	491.88	850.00	358.12	57.87%
Electricity	0.00	18,673.40	35,000.00	16,326.60	53.35%
Telephone	999.80	6,781.40	13,650.00	6,868.60	49.68%
Gifts	156.10	197.85	1,000.00	802.15	19.79%
Contingency	22.98	65.96	5,000.00	4,934.04	1.32%
Debt Repayment	0.00	135,000.00	167,200.00	32,200.00	80.74%
Debt Certificate Interest	0.00	16,765.75	0.00	(16,765.75)	0.00%
	122,378.79	966,882.54	1,879,830.00	912,947.46	51.43%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: December 31, 2019

	<b>BUILDING &amp; MAINTENANCE FUND</b>				
	<b>1 Month Ended Dec. 31, 2019</b>	<b>6 Months End... Dec. 31, 2019</b>	<b>Budget</b>	<b>Balance</b>	<b>% Received / Expended</b>
<b>Income</b>					
Taxes Levied	906.86	102,573.86	102,837.00	263.14	99.74%
	906.86	102,573.86	102,837.00	263.14	99.74%
<b>Expenses</b>					
Maintenance	350.00	12,349.00	49,595.00	37,246.00	24.90%
Maintenance Supplies	53.92	292.67	2,200.00	1,907.33	13.30%
Security	0.00	3,182.94	13,655.00	10,472.06	23.31%
Snow Removal	2,799.20	4,540.40	20,000.00	15,459.60	22.70%
Hvac	20.44	15,331.99	3,800.00	(11,531.99)	403.47%
Janitorial Supplies	169.23	822.04	3,000.00	2,177.96	27.40%
B & M - Landscape Maint	278.00	3,518.00	10,550.00	7,032.00	33.35%
	3,670.79	40,037.04	102,800.00	62,762.96	38.95%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: December 31, 2019

	<b>SPECIAL RESERVE FUND</b>				
	<u>1 Month Ended</u> <u>Dec. 31, 2019</u>	<u>6 Months Ended</u> <u>Dec. 31, 2019</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
	0.00	0.00	0.00	0.00	0.00%
<b>Expenses</b>					
Equip. - Purchases	0.00	0.00	6,000.00	6,000.00	0.00%
Auto. - Purchases	699.00	2,109.00	17,850.00	15,741.00	11.82%
	699.00	2,109.00	23,850.00	21,741.00	8.84%

See Accountants Compilation Letter



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**December 31, 2019**

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	17,258.83
Cash / Copier Change	75.00
Fifth Third 7985	221,032.88
Fifth Third 8000	725,160.43
Fifth Third 8004	901,678.68

1,865,615.82

**General Fixed Assets**

6,068,633.00

**TOTAL ASSETS**

**\$ 7,934,248.82**

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	4,035.06
	<u>4,035.06</u>

**LONG-TERM LIABILITIES**

Debt Certificate Payable	1,685,000.00
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1,685,000.00

**EQUITY**

Fund Balance	6,245,213.76
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6,245,213.76

**TOTAL LIABILITIES & FUND BALANCE**

**\$ 7,934,248.82**

See Accountants Compilation Letter

## **REGULAR AGENDA**

### **Ratify payments for the period of November 21 – December 18, 2019**

Trustee Stull reviewed and signed these payment in December. (See next page for complete list of invoices)

***Suggested Motion: Ratify payment of invoices in the amount of \$42,129.42 for the period of November 21, 2019 – December 18, 2019 including electronic payments and checks 7386-7434. Checks #7386-7388 and #7429 are voided.***

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**November 21 - December 18, 2019**

Date	Num	Name	Amount
12/18/2019	7386	voided	0.00
12/18/2019	7387	voided	0.00
12/18/2019	7388	voided	0.00
12/18/2019	7389	Abraham, Diana	-122.48
12/18/2019	7390	Accounting Services, Inc.	-508.00
12/18/2019	7391	Ambius	-278.00
12/18/2019	7392	AT&T	-383.97
12/18/2019	7393	Baker & Taylor	-1,129.91
12/18/2019	7394	Baker & Taylor	-1,305.63
12/18/2019	7395	Baker & Taylor	-1,335.54
12/18/2019	7396	Baker & Taylor	-899.67
12/18/2019	7397	Barto, Laura	-200.00
12/18/2019	7398	Creekside Printing	-2,996.00
12/18/2019	7399	Davis, Jackie	-31.35
12/18/2019	7400	Grant & Power	-2,799.20
12/18/2019	7401	Jesernik, Julie	-64.44
12/18/2019	7402	Konica Minolta Business Solutions	-253.46
12/18/2019	7403	LibrariesFirst	-150.00
12/18/2019	7404	Library Store	-295.86
12/18/2019	7405	LIMRICC Purchase of Health Insurance Prog	-7,396.89
12/18/2019	7406	Midwest Tape	-93.69
12/18/2019	7407	Midwest Tape	-1,148.92
12/18/2019	7408	Midwest Tape	-6,000.00
12/18/2019	7409	Moore, Jennifer	-47.56
12/18/2019	7410	Otis Elevator Company	-350.00
12/18/2019	7411	OverDrive	-995.96
12/18/2019	7412	Paddock Publications	-303.60
12/18/2019	7413	product architecture + design	-500.00
12/18/2019	7414	Provantage LLC	-699.00
12/18/2019	7415	Quill Corporation	-185.14
12/18/2019	7416	Schlecht, Molly	-1,030.00
12/18/2019	7417	Sherwin-Williams Co.	-53.92
12/18/2019	7418	Sikich LLP	-3,209.00
12/18/2019	7419	Technology Management Revolving Fund	-450.00
12/18/2019	7420	U.S. Postmaster	-500.00
12/18/2019	7421	Unique Management Services, Inc.	-330.55
12/18/2019	7422	University of Illinois Extension	-100.00
12/18/2019	7423	Vanguard Energy Services, LLC	-7.05
12/18/2019	7424	Vanguard Energy Services, LLC	-654.50
12/18/2019	7425	Warrenville Ace Hardware	-22.98
12/18/2019	7426	Wheaton Park District	-225.00

12/18/2019	7427	Whitmer, Sandy	-22.96
12/18/2019	7428	Secretary of State Index Department	-10.00
12/18/2019	7429	Business Card - VOIDED	0.00
12/18/2019	7430	Business Card	-1,050.75
12/18/2019	7431	Offis Book Corporation	-1,626.59
12/18/2019	7432	Petty Cash Fund	-27.71
12/18/2019	7433	SYNCHRONY BANK/AMAZON	-463.10
12/18/2019	7434	OverDrive	-95.00
11/21/2019	Electronic	Paylocity	-287.10
11/27/2019	Electronic	AFLAC	-183.84
11/27/2019	Electronic	MegaPath	-70.10
12/04/2019	Electronic	Konica Minolta Premier Finance	-167.00
12/04/2019	Electronic	Konica Minolta Premier Finance	-370.00
12/05/2019	Electronic	Paylocity	-115.80
12/10/2019	Electronic	Warrenville, City of	-155.81
12/13/2019	Electronic	Call One	-165.83
12/17/2019	Electronic	Northern Illinois Gas	-260.56

**-42,129.42**

**MOTION: RATIFY PAYMENT OF INVOICES IN THE AMOUNT OF \$42,129.42 FOR THE PERIOD OF NOVEMBER 21, 2019 – DECEMBER 18, 2019 INCLUDING ELECTRONIC PAYMENTS AND CHECKS 7386 - 7434. CHECKS #7386-7388 AND 7429 ARE VOIDED.**

## **REGULAR AGENDA**

**Approve payments for the period of December 19, 2019 – January 15, 2020**

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**  
**December 19, 2019 - January 15, 2020**

Date	Num	Name	Amount
01/15/2020	7435	Accounting Services, Inc.	-508.00
01/15/2020	7436	Ambius	-278.00
01/15/2020	7437	Amina Norman-Hawkins	-350.00
01/15/2020	7438	Baker & Taylor	-1,933.56
01/15/2020	7439	Baker & Taylor	-527.69
01/15/2020	7440	Baker & Taylor	-1,353.43
01/15/2020	7441	Baker & Taylor	-588.12
01/15/2020	7442	Baker & Taylor	-2,482.99
01/15/2020	7443	BlueWire Communications	-354.00
01/15/2020	7444	Cavendish Square	-177.93
01/15/2020	7445	Davis, Jackie	-17.22
01/15/2020	7446	Demco	-143.90
01/15/2020	7447	Direct Energy Business	-3,059.42
01/15/2020	7448	Dvorak, Mark	-300.00
01/15/2020	7449	J.D. Power	-160.00
01/15/2020	7450	LIMRICC Purchase of Health Insurance Prog	-7,005.54
01/15/2020	7451	Midwest Tape	-431.95
01/15/2020	7452	Midwest Tape	-1,809.55
01/15/2020	7453	Nostalgia Entertainment	-300.00
01/15/2020	7454	Olsson Roofing Co.	-850.00
01/15/2020	7455	OverDrive	-64.99
01/15/2020	7456	Pack, William	-275.00
01/15/2020	7457	Provantage LLC	-345.00
01/15/2020	7458	Sam's Club/Synchrony Bank	-16.52
01/15/2020	7459	Service Master Commercial Cleaning	-3,455.00
01/15/2020	7460	Sikich LLP	-2,415.00
01/15/2020	7461	SirsiDynix	-3,980.00
01/15/2020	7462	Stull, Heather	-50.94
01/15/2020	7463	Technology Management Revolving Fund	-450.00
01/15/2020	7464	Warrenville Ace Hardware	-97.97
01/15/2020	7465	Szabados, Steve	-200.00
01/15/2020	7466	AT&T	-383.97
01/15/2020	7467	Baker & Taylor	-16.59
01/15/2020	7468	Cantigny Park	-450.00
01/15/2020	7469	Children's Plus, Inc.	-1,328.31
12/19/2019	Electronic	Paylocity	-283.62
12/30/2019	Electronic	AFLAC	-238.50
01/02/2020	Electronic	Paylocity	-113.76
01/08/2020	Electronic	Konica Minolta Premier Finance	-167.00
01/08/2020	Electronic	Konica Minolta Premier Finance	-370.00
01/15/2020		Konica Minolta Business Solutions	-204.57

01/15/2020

Grant & Power

-1,455.20

-38,993.24

## **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 Fifth Third Bank Operating account may be necessary to cover anticipated expenditures.



## **NEW BUSINESS**

### **Authorize Staff to Plan Staff Appreciation Event (ACTION)**

The budget includes funds for an annual staff appreciation event. A survey asked staff if they preferred an event as part of the Staff In-Service Day or a stand-alone event. The majority (nearly 80%) indicated a preference for having the event as part of our Staff In-Service Day on Friday, May 8.

Director Whitmer recommends authorizing staff to proceed with planning a luncheon at Cantigny as part of the Staff In-Service Day. The luncheon will precede a planned tour of the Cantigny library and museum.

Trustees will be invited to attend the luncheon and tour.

***Suggested Motion: Authorize staff to plan a staff appreciation luncheon on Friday, May 8.***

## **NEW BUSINESS**

### **Approve Reimbursement to Trustee Stull for Travel Expenses (ACTION)**

Trustee Stull submitted a request for reimbursement for mileage and tolls for travel to/from the ILA Annual Conference. The request is included on the following pages.

***Suggested Motion: Approve travel reimbursement to Trustee Stull in the amount of \$50.94***

# EXPENSE REIMBURSEMENT REQUEST FORM (1/1/2019)

NAME Heather Stull  
 POSITION/TITLE Trustee

Please COMPLETE FORM and ATTACH :

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

Heather Stull 11/20/2019  
 Employee Signature Date

Supervisor Signature Date

## MILEAGE REIMBURSEMENT

DATE(s)	PURPOSE	DESTINATION	# of MILES
Oct 24, 2019	ILA Conf.	Tinley Park	70
TOTAL MILES			70
REIMBURSEMENT RATE PER MILE			.58
DOLLAR AMOUNT TO BE REIMBURSED FOR MILEAGE			45.24

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

6151-01 (Staff Meetings) \$ \_\_\_\_\_ 6154-01 (Trustee Meetings) \$ \_\_\_\_\_  
 6152-01 (Staff Travel) \$ \_\_\_\_\_ 6155-01 (Trustee Travel) \$ 50.94  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 TOTAL REIMBURSEMENT AMOUNT \$ 50.94

EXHIBIT B – REIMBURSEMENT REQUEST FORM  
 ORDINANCE NO. 16-17-07  
 ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

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

DATE(s)	PURPOSE	LOCATION	DOLLAR AMOUNT
10/24/2019	ILA Conf/Tolls	Tinley Park	5.70
DOLLAR AMOUNT TO BE REIMBURSED FOR OTHER TRAVEL			5.70

**MEALS & LODGING REIMBURSEMENT**

DATE(s)	PURPOSE	LOCATION	DOLLAR AMOUNT
DOLLAR AMOUNT TO BE REIMBURSED FOR MEALS & LODGING			

**OTHER REIMBURSEMENT**

DATE(s)	PURPOSE	DOLLAR AMOUNT	BUDGET LINE
DOLLAR AMOUNT TO BE REIMBURSED FOR OTHER ITEMS			



Activity

Transponders

Vehicles

## Activity Summary

Custom



OR 10/22/2019



11/13/2019



FILTER



To view activity before 09/07/2016 select **Pre - 09/07/2016** from the date search then click the green FILTER button. Activity details will be loaded below as PDF and CSV files. To view activity after 09/07/2016, select the dates to search on then click the green FILTER button. Activity details will be loaded below.

You are viewing activity from 10/22/2019 to 11/13/2019

Ending Balance

\$35.44

Tolls Collected

\$13.85

15 tolls

Payments &amp; Adjustments

\$0.00

0 payments

ALL TRANSACTIONS

TOLLS

PAYMENTS

\$5.70

SHOW 10 ENTRIES

SEARCH CRITERIA Transponder

HEATHER CHRIS \$35.44 Profile (/profile) Logout (/c/portal/logout) Help

To view activity by date, transponder, amount, or any of the columns below, type enter the search criteria into the search box and the transactions will automatically filter on the search criteria entered. The PDF and CSV files will only contain the transactions filtered on.

Transaction Date	Transaction Type	Location	Transponder	License Plate	Amount	Agency	Posting Date	Running Bal
10/24/2019 7:42:44 AM	TOLL	Plaza-89-Boughton Rd Mainline-Lane 53			-\$0.95	ILTOLL	10/24/2019 8:44:17 AM	\$41
10/24/2019 7:52:13 AM	TOLL	Plaza-99-Spring Creek- Lane 63			-\$1.90	ILTOLL	10/24/2019 8:54:28 AM	\$41
10/24/2019 4:38:39 PM	TOLL	Plaza-99-Spring Creek- Lane 53			-\$1.90	ILTOLL	10/24/2019 5:02:13 PM	\$41
10/24/2019 4:48:46 PM	TOLL	Plaza-89-Boughton Rd Mainline-Lane 63			-\$0.95	ILTOLL	10/24/2019 5:14:49 PM	\$41

## **NEW BUSINESS**

### **Approve Trustee Registration for West Suburban Library Legislative Lunch (ACTION)**

The annual Legislative "Meet-up" will be held on Monday, February 3 from 11:30 am – 2 pm at the Chicago Marriott Oak Brook. Cost is \$45 per person.

This expense was not specifically budgeted for the current fiscal year, but funds are available because only one trustee attended the ILA conference.

The Board may discuss which trustees should attend (if there is interest). Director Whitmer will register the approved trustees.

Director Whitmer will attend. In 2019, Trustee Warren attended.

A flyer for the event is included on the following page.

***Suggested Motion: Authorize staff to register Trustee(s) \_\_\_\_\_  
(and \_\_\_\_\_) for the 2020 West Suburban Legislative Luncheon.***

# ILA Legislative Meet-ups

## BE HEARD!

### 2020 Legislative Meet-Ups

This series of eight legislative events provides an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library. **Make the most of your Meet-up with these tips from the ILA Advocacy Committee.**

Advance registration is required, so don't wait! If you have questions regarding registration or you're not sure which Meet-up covers your library and legislative district, contact the ILA office at 312-644-1896 or email [ila@ila.org](mailto:ila@ila.org).

Register

Legislative Issues

*Your registration fee includes breakfast or lunch, legislative materials, and program featuring state and federal legislative briefing and library-related priorities and speakers.*

**Make your voice heard!**

#### Monday, 3 February 2020

##### West Suburban Library Legislative Lunch

Chicago Marriott Oak Brook

1401 W. 22nd St.

Oak Brook, IL 60523

11:30 a.m. doors open and lunch is available

12:00 noon program begins

2:00 p.m. program concludes

Price: \$45

West Suburban Legislators

#### Friday, 7 February 2020

##### Metro East Library Legislative Breakfast

Sunset Hills Country Club

2525 Illinois 157

Edwardsville, IL 62025

8:00 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:00 a.m. program concludes

Price: \$25

Metro East Legislators



## **NEW BUSINESS**

### **Approve Trustee Registration for Illinois Library Trustee Forum Workshop (ACTION)**

The annual Illinois Library Trustee Forum Workshop will be held on Saturday, March 14 from 8 am – 3 pm at the Chicago Marriott Oak Brook. Cost is \$135 per person.

The budget includes funds for up to 2 trustees to attend the workshop.

The Board may discuss which trustees should attend (if there is interest). Director Whitmer will register the approved trustees.

Action on this item may be postponed until the February Board Meeting.

Director Whitmer may attend. In 2019, Trustees Ruzicka, Stull and Warren attended.

Information about the event is included on the following page.

***Suggested Motion: Authorize staff to register Trustee(s) \_\_\_\_\_  
(and \_\_\_\_\_) for the 2020 Illinois Trustee Forum Workshop.***





## **Illinois Library Trustee Forum Workshop**

Saturday, March 14, 2020

Chicago Marriott Oak Brook

1401 West 22nd St., Oak Brook

**If you are registering someone other than yourself, you must log into their account to register them. Please email [ila@ila.org](mailto:ila@ila.org) for questions and assistance with registrations or to register a group.**

### **Registration Fees**

ILA Member: \$135

Non-Member: \$150

Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and coffee breaks.

### ***Plan – Implement – Communicate: Building Strategic Planning and Storytelling Capacity for Community Impact***

Is your library strategically focused for community impact? Is the Board doing their part to maintain momentum? Are you sharing your success story effectively?

At this session, you'll learn how to develop an achievable strategic plan that's right for your library, not a plan that will sit on a shelf only trotted out once a year for an update. Your Board-led strategic planning process will result in a plan that has strong buy-in from all stakeholders involved and is rooted in community needs.

With a great plan in place, you'll learn the Board's role in implementation and how aligning updates and reports with plan milestones will upgrade your monthly meetings and create clear understanding about progress towards plan goals.

Finally, you'll see how to connect the plan and implementation to communicate stories of community impact. You'll understand how to use these messages to show value and community transformation.

Through these three steps – plan, implement, and communicate – you'll transform the Board's capacity to effectively guide the library – and community – to an aspirational future.

## ***Agenda***

8:00 - 9:00 a.m.	Continental Breakfast and Networking
9:00 - 9:10 a.m.	Welcome and Introductions
9:10 a.m. - Noon	Succession Planning for Trustees  Plan – Implement – Communicate: Building Strategic Planning and Storytelling Capacity for Community Impact
Noon - 1:00 p.m.	Luncheon and Forum Business Meeting
1:15 - 1:45 p.m.	Legislative Update Derek Blaida, ILA Legislative Consultant Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.
1:45 - 2:00 p.m.	Break
2:00 - 3:00 p.m.	Legal Q&A Julie A. Tappendorf, Equity Partner, Ancel Glink, will answer your questions about legal issues impacting your library.

## ***Workshop Facilitator***



### **Amanda E. Standerfer**

Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries and nonprofits on strategic planning, fundraising, organizational development, and capacity building. Amanda is currently the Director of Development & Promotion for The Urbana (IL) Free Library. She's spent half of her career working in philanthropy (as Program Officer for The Lumpkin Family Foundation based in Mattoon, IL and as Program Director with the Southeastern Illinois Community

Foundation, serving Effingham and Mattoon, IL) and the other half in libraries (as Head of the Adult Division at the Decatur (IL) Public Library and as Director of the Helen Matthes Library in Effingham, IL). She loves melding her library and philanthropy knowledge – calling herself a “philanthro-brarian.”

Amanda has twice been elected to the Board of the Illinois Library Association (ILA), most recently completing a three-year term in 2016. Amanda holds a B.A. and an M.A. in history from Eastern Illinois University and an M.S. in library and information science from the University of Illinois at Urbana-Champaign.

## **NEW BUSINESS**

### **Approve Revised Drug and Alcohol Policy (4.16) and Workplace Security Policy (4.17) for Employee Handbook (ACTION)**

The Library's Drug and Alcohol Policy for the employee handbook requires revisions because of the legalization of recreational marijuana. We revised the existing policy using sample policy language from HR Source.

The policy prohibits the possession, consumption, purchase, sale, transfer or distribution of alcohol and illegal drugs by employees while on library property or while performing library business elsewhere.

Employees may not possess, use or be under the influence of cannabis, either medical or recreational, while performing their duties. (State law governs locations for sale, distribution and consumption – the library is not a place where cannabis may be sold or consumed.)

The use of cannabis by an employee while off premises and off duty will only become a disciplinary matter if the employee's work performance is impacted. (This is no different than an employee whose work is influenced by the consumption of alcohol.)

While reviewing the Drug and Alcohol Policy, we realized it was appropriate to revise our Workplace Security policy which gives the Library Director the authority to conduct a search of library property and certain personal property if reasonable suspicion of a policy violation exists.

Both policies will be effective immediately once approved by the Board.

The proposed policies and existing policies are included for your review.

***Suggested Motion: Approve Revised Drug and Alcohol Policy (4.16) and Workplace Security Policy (4.17) for Employee Handbook***

Note: Our Library Use Policy prohibits visitors (non-employees) from possessing, selling, consuming or being under the influence of alcohol or drugs in our Library Use Policy. This policy also prohibits any "activities that constitute a violation of Federal, State or Local law or ordinance."

## **WARRENVILLE PUBLIC LIBRARY DISTRICT EMPLOYEE HANDBOOK**

### **DRUG AND ALCOHOL FREE WORKPLACE**

4.16

The Library has a longstanding commitment to provide a safe and productive work environment. Alcohol and drugs in the workplace, including cannabis, pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

#### **Prohibited Activity**

The possession, consumption, purchase, sale, transfer or distribution of alcohol on Library premises is prohibited, unless an exception is made by the Library. No employee shall be under the influence of alcohol while on Library premises or while performing Library business off Library premises.

“Legal drugs” are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician’s prescription or over-the-counter and (3) used for the purposes for which they were prescribed or sold. Employees are responsible for consulting with their doctors about a prescription medication’s effect on their ability to work safely, and must promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician’s prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to so.

Employees using cannabis, medical or otherwise, must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and may not possess, use or be under the influence of cannabis while performing their duties, while on Library property or while operating vehicles for the Library.

“Illegal drugs” are drugs or controlled substances that are: (1) not legally obtainable under federal or state law or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. The use, purchase, sale, transfer, possession, being under the influence or the presence in one’s system of a detectable amount of an illegal drug by any employee is prohibited: (1) on Library premises or (2) where the employee is performing Library business off Library premises.

#### **Testing for alcohol and drugs**

The Library will require a drug and alcohol test of any employee where there is a reasonable suspicion to believe that he or she may be using drugs or may be under the influence of drugs or alcohol while working, or while on Library premises during work hours. “Reasonable suspicion” will be based on objective factors such as the employee's appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol or any or all of the above. Involvement in an injury or accident at work or while performing Library business may also be grounds for testing if a member of management has a reasonable belief that drugs/alcohol may have contributed to the injury or accident. Employees

will be required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

The laboratory conducting the tests shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the Library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test.) Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

Employees who refuse to cooperate in required tests; test positive for alcohol, cannabis or illegal drugs; are found to be under the influence of alcohol, cannabis or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis or illegal drugs in violation of this policy (as discussed above) will be terminated. In addition, if an employee fails to report immediately to the testing location upon request, comply with any testing procedures (including attempting to substitute, dilute or otherwise change specimens to be tested) and/or fails to provide specimens unless medically incapable, he or she will be considered as refusing to test and subject to discipline, up to and including termination.

#### **Notification of Drug Conviction**

Employees must notify the Library Director of any criminal drug conviction occurring in the workplace no later than five days after such conviction. For purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Library Director may subject the employee to disciplinary action, up to and including dismissal.

#### **Employee Assistance Program**

The Library will assist and support employees who voluntarily seek help for alcohol or drug problems *before* they become subject to disciplinary action under this or other Library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

#### **Reporting Reasonable Suspicion of Drug and Alcohol Free Policy Violation**

Employees who wish to report drug and alcohol use in violation of this policy should contact the Library Director or, in the event the matter concerns the Library Director, the Board of Trustees. The Library will make every effort to protect anonymity, and such information will be treated in confidence.

Approved January 15, 2020 (effective immediately)

## WORKPLACE SECURITY

PROPOSED REVISION

4.17

To safeguard Library property, employees, members and guests, the Library reserves the right to question employees entering and leaving the premises, and to inspect any packages, handbags, lunchboxes or other possessions or articles carried to and from the Library's property. In addition, the Library reserves the right to inspect any employee's office, desk, files, locker or any other area or article on the premises. All offices, desks, files, lockers and so forth are the property of Warrenville Public Library District and as such may be inspected. Inspections may be conducted by the Director upon reasonable suspicion of a policy violation.

Employees will be subject to discipline up to and including termination if:

- The employee refuses to cooperate in an inspection or
- The employee is found to be in violation of Library policy or Local, State or Federal laws following an inspection.

Approved on January 15, 2020 (effective immediately)

**ILLEGAL DRUGS AND ALCOHOL/DRUG FREE WORKPLACE****4.16**

The Library has a strong commitment to its employees to provide a safe and healthy work environment. The Library expects all employees to report for work in a condition to perform their duties. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives. The Library's policy with respect to drugs and alcohol is as follows:

1. The illegal use, sale, or possession of narcotics, drugs or controlled substances; including, but not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates while on the job or on the Library's property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. The possession, distribution or use of alcoholic beverages by any Library employee is prohibited during working hours. Individuals found using alcohol will be subject to disciplinary action up to and including discharge.
2. Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty will be relieved from duty and may be requested to take a physical examination at a designated medical facility. Refusal to comply with a physical examination or failure to pass the examination may result in disciplinary action, up to and including discharge.
3. Off-the-job illegal drug and/or alcohol use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or the Library's facilities, or where such usage adversely affects the public trust in the ability of the Library to carry out its responsibilities, is also cause for disciplinary action, up to and including discharge.
4. Employees who are arrested for off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, the Library will take into consideration the nature of the charges, the employee's present assignment and record with the Library, and the impact of the employee's arrest on the conduct of the Library's business.
5. Employees are encouraged to request assistance through the Library's employee assistance program ("EAP") in dealing with a personal alcohol or drug-related problem. Their employment will not be jeopardized so long as an approved treatment program is successfully completed, and they continue to observe the Library's policy regarding drugs and alcohol.
6. Employees who wish to report drug and alcohol use in violation of this policy should contact the Director or, in the event the matter concerns the Director, the Board of Trustees. The Library will make every effort to protect anonymity, and such information will be treated in confidence.
7. Employees are required to notify a member of management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
8. Employees are required to complete an annual certification stating whether or not they have been arrested or convicted of any criminal drug statute violation.

**WORKPLACE SECURITY**

4.17

To safeguard the property and safety of our employees, our patrons, and Warrenville Library and to help prevent the possession, sale, and use of illegal drugs on the Library's premises, in keeping with the spirit and intent of the Library's drug-free workplace policy, the Library reserves the right to question employees entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Library's property. In addition, the Library reserves the right to inspect any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of Warrenville Library and are issued for the use of employees only during their employment with Warrenville Library. Inspections may be conducted by the Director at any time at the Director's discretion.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, illegal drugs, or illegal weapons, will be subject to disciplinary action up to and including discharge if on investigation they are found to be in violation of the Library's security procedures or any other Library rule and regulation.



## **NEW BUSINESS**

### **Distribute 2020 Calendar of Responsibilities (*discussion only*)**

Staff referred to Illinois Library Law and a memorandum from Attorney Ritzman to develop the 2020 Calendar of Responsibilities. The calendar outlines recommended action dates for a variety of compliance tasks and other actions.

## **2020 CALENDAR OF RESPONSIBILITIES (Trustee edition)**

This calendar represents "standard" actions and agenda items for each month. From time-to-time adjustments are necessary. The Library Director consults the attorney's calendar to ensure that this calendar meets all legal deadlines where needed.

Please notify the Director or Board President as soon as possible if you wish to have an item added to the agenda. (The assembly process for board packets begins one week prior to the board meeting. If at all possible, agenda items should be communicated to the Director by Noon on the Wednesday one week prior to the meeting.)

### **JANUARY**

January 15: Board Meeting

### **FEBRUARY**

February 19: Board Meeting

Closed Session – Review Closed Session Minutes

### **MARCH**

March 18: Board Meeting

Non-resident library card participation

Personnel Committee distributes Director's self-evaluation and trustee forms

### **APRIL**

April 1: Director's Evaluations Due from Board

April 10: Personnel Committee distributes copies of compiled Director's Evaluation to Board

April 15: Committee of the Whole Meeting to review first draft of Working Budget

April 15: Board Meeting

Closed Session: Director's Evaluation

April 30: Economic Interest Statements Due at County Clerk's Office

### **MAY**

May 20: Board Meeting

Review second draft of Working Budget

Principal & Interest Payment for Debt Certificates (Due Jun 1)

Approve Director's performance goals for next fiscal year

### **JUNE**

June 17: Board Meeting

Adopt Working Budget for next fiscal year

Authorize preparation of Tentative Budget & Appropriation

## **JULY**

July 1: New fiscal year begins

July 15: Board Meeting

- Appoint 2 trustees to audit Secretary's records for Annual Report

- Adopt tentative Budget & Appropriation (B&A) Ordinance

- Adopt Public Notice of B&A hearing

- Adopt Building & Maintenance (.02%) Levy Ordinance

## **AUGUST**

August 19: Board Meeting

- Approve Annual Report to State Library

- Approve Annual Statement of Receipts & Disbursements

- Closed Session: Review Closed Session Minutes

## **SEPTEMBER**

Circulate petitions for April 6, 2021 Consolidated Election – exact date to be determined

September 16: Public Hearing: Budget & Appropriation (B&A) Ordinance

September 16: Board Meeting

- Adopt B&A Ordinance

- Approve Chief Fiscal Officer's Certificate of Estimated Revenue

- Adopt Resolution to Determine Estimate of Funds needed

- Distribute first draft of Levy Ordinance

- Approve Total Compensation Posting

## **OCTOBER**

October 21: Board Meeting

- Set Truth in Taxation (TITA) Public Hearing Date for 11/18 and review public hearing notice (Black border notice)

## **NOVEMBER**

November 18: Public Hearing: TITA

November 18: Board Meeting

- Certificate of Compliance with TITA

- Adopt Levy Ordinance

- Presentation of Audit

- Adopt Resolution to transfer surplus funds to special reserve fund (if needed)

- Principal & Interest Payment for Debt Certificates (Due Dec 1)

## **DECEMBER**

File petitions for April 6, 2021 Consolidated Election – exact dates to be determined

December 16: Board Meeting

- Adopt ordinance setting board meeting dates for next calendar year.

- Distribute Calendar of Responsibilities for 2021

- Certify list of trustees/employees required to file Statement of Economic Interest

- Approve Per Capita Grant

**Census 2020**

Paul, Nora and I attended two City of Warrenville Complete Count Committee Meetings. Paul and I are finalizing the details of our grant from RAILS to support our efforts to promote Census participation by hard to count populations.

**FOIA Requests**

In December we responded to two FOIA requests:

- SmartProcure – quarterly requests for an itemized list of expenditures
- LocalLabs – annual request for elected official information

**Staffing Updates**

Patty Dybala's last day as Member Services Manager was December 26. Jaime Perpich has been promoted to the position effective January 13. There will be a transition period as we evaluate staffing levels in the department before posting for the Member Services Specialist hours vacated by Ellen Seiberlich and Jaime. We received 14 applications for the position. I conducted 7 interviews and management team members participated in 2 second interviews.

Lou Carlile has accepted the position of Director at the Ida Public Library in Belvidere. His last day as Technical Services Manager is January 29. I am working with Lou on an interim plan to ensure materials continue to flow smoothly through the acquisitions, processing and cataloging processes. With our pending transition to SWAN, I will be reviewing the functions of the Technical Services Manager position to determine its long term viability.

**De-annexation Request**

In December, I was contacted by a district resident who wishes to de-annex from the Library District. I contacted Attorney Ritzman to inquire about the process and followed up with instructions for the resident. As of January 8, no further correspondence has been received from the resident.

**Building Maintenance Highlights**

- Olsson Roofing completed the fall roof inspection (inspected, patched and cleared debris). The report indicates the roof is in good condition. (Ratings are excellent, good, fair, poor, replace.)
- Interior signage was installed.
- In November we discovered the exhaust flue that runs from the boiler to the roof is leaking and needs to be replaced. We are waiting on the last of the bids before proceeding with the work. All bids are around \$10,000 but do not include related repairs (demolition; roof, wall, floor cutting or patching; curb or flashing location and setting; firesafing; painting; permit fees; etc.)
- In December, we discovered a leak around the mop sink in the Janitor's closet. Water leaked through to the basement. Ly removed wet insulation around the ductwork. We have determined the best option is to remove the sink, cut and replace damaged drywall and replace same. Ly can do the drywall work. The bid for sink work is \$1250.

**Other**

- Jackie coordinated and completed all aspects of Health Insurance Open Enrollment for staff.

- In December the Library received memorial donations for Jeanne Adler (\$50) and Maurice Weiser (\$50).
- End of year donations were received from three individuals. \$300 was given to the Library. \$500 was given to the Warrenville Public Library Designated Fund at DuPage Foundation.
- Work continues on the website redesign. We are reviewing all designed pages, editing content, checking for links and missing content.
- Our December "all staff" meeting covered the following topics: Book a Librarian, Downloadable Resources, Recreational Cannabis, Winter Weather, Gift Card Scams
- Senator Laura Ellman's office contacted me about hosting a couple of financial education programs. We confirmed the programs for April 4 to kick off Money Smart Week. Money-Minded Storytime for ages 2-5 with caregiver and Personal Finance for adults will be presented by staff from the Illinois State Treasurer's Office.

#### **November-December Meetings/Programs/Outreach (Sandy)**

11/12, 12/3 – Management Team Meeting  
 11/13, 12/4 – City of Warrenville Complete Count Committee  
 11/14 – Webinar: Supporting your local writing community with inkie.org  
 11/19 – Webinar: Marijuana in the Workplace  
 11/19 – TIF Joint Review Board Meetings  
 11/19, 12/17 – Voter Registration  
 11/20 – Website Committee Meeting  
 11/25 – Hosted DuPage County Health Insurance Open Enrollment Event  
 12/2 – Warrenville Writers Connection  
 12/2 – Webinar: 'Tis the Season for Ransomware  
 12/17-12/20 – Member Services Manager Interviews (7)

#### **November-December Meetings/Programs/Outreach (Jackie)**

11/8 – AFLAC insurance rep (prep for open enrollment)  
 11/3 – Paylocity webinar on yearend review  
 11/12 – Management Team meeting  
 11/14 – All staff monthly meeting  
 11/14 – Paylocity webinar on new W4 Form  
 11/19 – RAILS Cannabis webinar

# STATISTICAL SUMMARY

November 2019

	NOV 2019	NOV 2018	% change	+/-
<b>TOTAL CIRCULATION ***</b>	16,537	17,968	-8.0%	-1,431
Print	8,606	9,274	-7.2%	-668
NonPrint	6,074	7,124	-14.7%	-1,050
Equipment (mobile dev., in-house laptops, etc.)	83	78	6.4%	5
Downloadables	1,774	1,492	18.9%	282
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	1,019	932	9.3%	87
<b>ZINIO (eMagazines)</b>	121	151	-19.9%	-30
<b>Hoopla</b>	634	409	55.0%	225
<b>ITEM REQUESTS PROCESSED</b>	208	247	-15.8%	-39
<b>INTERLIBRARY LOANS RECEIVED</b>	257	177	45.2%	80
<b>MATERIALS ADDED</b>	584	941	-37.9%	-357
<b>MATERIALS WITHDRAWN</b>	912	1,956	-53.4%	-1,044
<b>TOTAL COLLECTION SIZE*</b>	104,399	110,761	-5.7%	-6,362
<b>PROGRAMS</b>				
Number of Adult Programs	8	6	33.3%	2
Adult Program Attendance	190	113	68.1%	77
Number of Teen Programs	4	4	0.0%	0
Teen Program Attendance	15	31	-51.6%	-16
Number of Children's Programs	22	15	46.7%	7
Children's Program Attendance	493	108	356.5%	385
Book-A-Librarian	4	10	-60.0%	-6
Book-a-Librarian Attendance	4	10	-60.0%	-6
<b>OUTREACH</b>				
Adult Outreach Events	-	na	na	-
Adult Outreach Attendance	-	na	na	-
Youth Outreach Events	5	na	na	3
Youth Outreach Attendance	365	na	na	81
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,329	1,157	14.9%	172
<b>RESIDENT CARDS ACTIVE</b>	6,429	5,740	12.0%	689
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	363	308	17.9%	55
<b>VISITOR COUNT **</b>	8,529	8,382	1.8%	147
<b>COMPUTER SESSIONS</b>	928	1,144	-18.9%	-216
<b>DATABASE USAGE</b>	252	291	-13.4%	-39
<b>WEBSITE VISITS</b>	51,156	56,968	-10.2%	-5,812
<b>UNIQUE WEBSITE VISITORS</b>	44,774	52,844	-15.3%	-8,070

\*Total Collection Size includes downloadable items and equipment/mobile devices

## Special notes for November 2019

Youth Outreach includes Johnson Elem (42), CUSD200 STEM night (45), Johnson Elem (200), Bower Elem (60), Compass School (18)

# STATISTICAL SUMMARY

December 2019

	DEC 2019	DEC 2018	% change	+/-
<b>TOTAL CIRCULATION ***</b>	15,774	17,120	-7.9%	-1,346
Print	7,929	8,312	-4.6%	-383
NonPrint	5,925	7,136	-17.0%	-1,211
Equipment (mobile dev., in-house laptops, etc.)	106	114	-7.0%	-8
Downloadables	1,814	1,558	16.4%	256
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	1,046	968	8.1%	78
<b>ZINIO (eMagazines)</b>	98	114	-14.0%	-16
<b>Hoopla</b>	670	476	40.8%	194
<b>ITEM REQUESTS PROCESSED</b>	208	236	-11.9%	-28
<b>INTERLIBRARY LOANS RECEIVED</b>	201	192	4.7%	9
<b>MATERIALS ADDED</b>	788	941	-16.3%	-153
<b>MATERIALS WITHDRAWN</b>	1,260	1,778	-29.1%	-518
<b>TOTAL COLLECTION SIZE*</b>	103,686	109,742	-5.5%	-6,056
<b>PROGRAMS</b>				
Number of Adult Programs	8	4	100.0%	4
Adult Program Attendance	144	102	41.2%	42
Number of Teen Programs	5	3	66.7%	2
Teen Program Attendance	31	22	40.9%	9
Number of Children's Programs	15	7	114.3%	8
Children's Program Attendance	365	175	108.6%	190
Book-A-Librarian	7	4	75.0%	3
Book-a-Librarian Attendance	7	4	75.0%	3
<b>OUTREACH</b>				
Adult Outreach Events	-	na	na	-
Adult Outreach Attendance	-	na	na	-
Youth Outreach Events	5	na	na	
Youth Outreach Attendance	190	na	na	
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,523	1,285	18.5%	238
<b>RESIDENT CARDS ACTIVE</b>	6,450	5,791	11.4%	659
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	371	309	20.1%	62
<b>VISITOR COUNT **</b>	7,608	8,144	-6.6%	-536
<b>COMPUTER SESSIONS</b>	925	1,207	-23.4%	-282
<b>DATABASE USAGE</b>	195	254	-23.2%	-59
<b>WEBSITE VISITS</b>	80,027	62,576	27.9%	17,451
<b>UNIQUE WEBSITE VISITORS</b>	72,931	58,465	24.7%	14,466

\*Total Collection Size includes downloadable items and equipment/mobile devices

## Special notes for December 2019

Youth Outreach includes two visits from Johnson Kindergarten classes, booktalks at Johnson for 3rd-5th grades, a class visit from Edison Middle School and one visit from the WYFS QUEST group

# **PUBLIC SERVICES REPORT**

**November 2019**

**Paul Dobersztyn**

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## **Highlights**

- Both Public Services departments were in attendance at the monthly staff meeting. We discussed the homelessness training, and resources that we can provide those experiencing homelessness.
- Youth Services' outreach in the community continues with two visits to the Johnson School, one visit to the Bower School, one visit from the Compass School, and a visit to the Hubble School STEM Night.
- Adult Services had three very popular programs in November, totaling over 120 members for The Wreck of the Edmund Fitzgerald, Cutting the Cable Cord, and Acoustic Blues & Roots Music.
- The winter newsletter was delivered to Warrenville households in the second week of November. Registration for events has begun and shows a good sign of participation.
- Nora and Paul continue their efforts to create Census 2020 programming at the library including attending the Warrenville Complete Count Committee meeting on 11/13.
- Preparation for the Spring Reading Matters newsletter was completed in November.

## **Personnel**

No updates

## **Professional Development**

- Firing on all cylinders: making reading matter-engagement strategies for school and public library settings – 11/4/2019 (Julie)
- WWEC Conscious Discipline – 11/5/2019 (Diana)
- Legal Immigration Resources and Services – 11/6/2019 (Nora)
- Conflict Management in the Workplace – 11/6/2019 (Lynne)
- Best New Releases in Spanish – 11/7/2019 (Diana)
- Adult Services Programming SIG Meeting at North Riverside Public Library – 11/7/2019 (Jen)
- Adult Services Programming SIG Meeting at North Riverside Public Library – 11/7/2019 (Sylvia)
- Librarian's Guide to Homelessness- 11/13/2019 (Lydia)
- Burnout, Compassion Fatigue and Vicarious Trauma – 11/11/2019 (Paul)
- Homelessness and Early Childhood Education – 11/13/2019 (Diana)
- Staff Meeting: Homelessness – 11/14/2019 (Entire staff)
- Scams, Fraud and Identity Theft: How libraries can help – 11/19/2019 (Tom)
- Digital Literacy Training Tutorials for Libraries – 11/19/2019 (Tom)
- Digital Skills for Older Adults: Teaching technology in Public Libraries – 11/19/2019 (Tom)
- Cannabis in the Workplace: what you need to know – 11/19/2019 (Paul)
- Money Smart Week for Libraries – 11/22/2019 (Paul)
- Pop-Up Storytimes – 11/29/2019 (Lynne)

## **Programming / Outreach (Not entered in Communico)**

Book a Librarian (1): 4



Puzzles: 5 – The Bookshop, The Craft Shed, Made in America, Cookbooks, & Welcome to the Lake

Teen Volunteers: 4; 13.25 Hours

- Diana attended Parent & Family Engagement committee at the Wheaton Public Library on 11/5/2019.
- Julie hosted storytime for a 2<sup>nd</sup> Grade Class at the Johnson School on 11/5/2019 (42 in attendance)
- Julie represented the library at the Hubble School STEM Night on 11/8/2019 (45 visitors)
- Diana attended a Preschool Programmers meeting at the Prospect Heights Public Library on 11/11/2019.
- Julie met with an ABA Therapist from Behavioral Perspective to discuss a sensory storytime on 11/11/2019.
- Julie attended Tinker group meeting at the Elmhurst Public Library on 11/12/2019.
- Diana attended the WVECC whole committee meeting at the People Resources Center on 11/13/2019.
- Nora attended the Complete Count Committee at the Warrenville City Hall on 11/13/2019.
- Paul attended the Complete Count Committee at the Warrenville City Hall on 11/13/2019.
- Julie hosted book talks for 3<sup>rd</sup>-5<sup>th</sup> graders at the Johnson School on 11/18/2019 (200 students in attendance)
- Julie hosted a book talk for 5<sup>th</sup> grade at Bower School on 11/20/2019 (60 students in attendance)
- Lynne hosted the Compass School visit on 11/22/2019 (18 students in attendance)
- Lynne hosted a Thankfulness Tree Pop Up event on 11/24/2019 (28 in attendance)

### **InterLibrary Loan**

Item Requests Processed: 208; Materials Received: 257; Materials Lent: 20

### **Digital Resources**

Beyond Dust Jackets Blog:

Views 11/1-30: 1555

Total views 2019: 17,835; Total views FY: 8496

NextReads Newsletters:

Subscribers thru 11/30: 167

Newsletters sent 11/1-30: 676

Total newsletters sent 2019: 7521; Total newsletters sent FY: 3407

OverDrive eAudiobooks/eBooks:

New User accounts 11/1-30: 12

Checkouts 11/1-30: 1019

Total checkouts 2019: 11,494; Total checkouts FY: 5222

RB Digital eMagazines:

User accounts thru 11/30: 230

Checkouts 11/1-30: 121

Total checkouts 2019: 1281; Total checkouts FY: 566

Hoopla:

New User accounts 11/1-30: 16

Checkouts 11/1-30: 634

Total checkouts 2019: 6559; Total checkouts FY: 3057

# **PUBLIC SERVICES REPORT**

**December 2019**

**Paul Dobersztyn**

## **Highlights**

- Youth Services hosted their first storytime at the Starbucks coffee shop in Warrenville. Attendance was high and it was received very well by library members and the management at Starbucks. Julie will be increasing the number of sessions adding two more dates in spring.
- Ageless Grace kicked off its first session in December. Due to the feedback from the community, we will offer it on an on-going basis starting in spring 2020.
- Mandy and Diana hosted the Warrenville Youth and Family Services Quest Kids program. They assembled several "Blessing Bottles" for the Metropolitan Family Services. They also made cards for children at the Ronald McDonald house in Chicago. Thirdly, they peeled crayons to donate to SCARCE (School & Community Assistance for Recycling and Composting Education) in Glen Ellyn.
- Teen Book Boxes were compiled and checked out by teen library members. These boxes were curated by Julie, each teen was given books based on their interests. 10 in total were checked out.
- Noon Year's Eve was a big success, hosting over 50 people.
- Nora, Paul and Sandy continue their work on the City of Warrenville's Census 2020 Complete Count Committee.
- Weeding was done in Adult Audiobooks, Nonfiction 600s-899s, Music CDs, Juvenile Nonfiction, and Holidays books.

## **Personnel**

No updates

## **Professional Development**

- Game Changer! Book Access for all Webinar on 12/6/2019 (Lynne)
- Advanced Body Language Webinar on 12/6/2019 (Mandy)
- Advanced Body Language Webinar on 12/9/2019 (Paul)
- Eliminating Late Fines is a Win-Win for your Library and Community Webinar on 12/10/2019 (Tom)
- Staff Meeting on 12/11/2019 (All Staff)
- Graphic Novel Collection and Programming on 12/11/2019 (Mandy)
- Advocacy 101: When Advocacy Becomes Second Nature Webinar on 12/11/2019 (Tom)
- Create & Curate Lucky Day Collection in Overdrive Webinar on 12/12/2019 (Paul)
- Overdrive: Foresight is 2020 Webinar on 12/12/2019 (Paul)
- Using Children's Books to Approach Trauma-Informed Education Webinar on 12/17/2019 (Diana)
- Dealing with Angry Patrons Webinar on 12/17/2019 (Mandy)
- Promoting Fairness and Belonging Webinar on 12/19/2019 (Jen)

## **Programming / Outreach (Not entered in Communico)**

Book a Librarian (1): 6

Puzzles: 2 – The Christmas Feast, Nutcrackers

Teen Volunteers: 5; 6.25 Hours

- Diana hosted the Johnson Elementary School Kindergarten classes for storytime, craft and tours on 12/3 & 12/4. (104 in attendance)
- Diana attended the Parent & Family Engagement Committee at the Wheaton Public Library on 12/3. (1 hour)
- Nora & Paul attended the Warrenville Census 2020 Complete Count Committee meeting on 12/4/2019.
- Julie provided book talks at the Johnson School for 3th – 5th grades on 12/16/2019. (40 students in attendance)
- Diana hosted a class from the Edison Middle School on 12/9/2019 (10 students in attendance)

### **InterLibrary Loan**

Item Requests Processed: 208; Materials Received: 201; Materials Lent: 43

### **Digital Resources**

Beyond Dust Jackets Blog:

Views 12/1-31: 1601

Total views 2019: 19,436; Total views FY: 10,097

NextReads Newsletters:

Subscribers thru 12/31: 170

Newsletters sent 12/1-31: 650

Total newsletters sent 2019: 7521; Total newsletters sent FY: 4,057

OverDrive eAudiobooks/eBooks:

New User accounts 12/1-31: 15

Checkouts 12/1-31: 1,046

Total checkouts 2019: 12,540; Total checkouts FY: 6,268

RB Digital eMagazines:

User accounts thru 12/31: 230

Checkouts 11/1-30: 98

Total checkouts 2019: 1,379; Total checkouts FY: 664

Hoopla:

New User accounts 12/1-31: 23

Checkouts 12/1-31: 670

Total checkouts 2019: 8171; Total checkouts FY: 3,727

# MEMBER SERVICES REPORT

## November 2019

Patty Dybala

Library Card Monthly Stats		
	November 2019	November 2018
# of new cards issued	68	65
# of renewed cards (expiring 11/2019)	197 (88% of accounts renewed)	25 (96 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	6,429	5,740
Reciprocal Borrower cards (active)	363	308

Miscellaneous Monthly Circulation Stats		
	November 2019	November 2018
Self-Checkout Station	6,799 items (45% of total circulation)	6,990 items (42% of total circulation)
Reciprocal Borrower Circulation	1,329	1,157
# of Outgoing Book Discussion ILL Requests	73 (26% of total item requests)	55 (18% of total item requests)
Mobile Device Circulation	50	34

### Professional Growth/Meetings

11/5 SWAN Committee Meeting- Patty  
 11/12 Management Team Meeting- Patty  
 11/14 All Staff Meeting- Patty, Jaime, Mary, Kathy  
 11/20 Website Committee Meeting- Patty  
 11/20 Library Board Meeting- Patty  
 11/25 Meeting re: job posting- Patty & Sandy W.  
 Librarian's Guide to Homelessness Training completed- John, Stephanie, Kathy, Mary

### Homebound Delivery

11/8 Jackie & Patty

### **Outreach**

11/8 Hubble STEM Expo- Mary Thomas attended the outreach event to provide individuals with information regarding library card registration. Although no one applied for a WPLD library card at the event, Mary conversed with visitors about Library services and resources.

### **Department Updates**

Ellen Seiberlich submitted her resignation as Member Services Specialist effective November 24.

### **Automatic Library Card Renewal**

Once again, we submitted a list of all resident and reciprocal borrower addresses to Unique Management to cross check against the National Change of Address (NCOA) database and we obtained the results on November 4. We utilize the report to renew current member accounts and flag accounts with a new address.

- We submitted **9,858** accounts and **1,485** accounts indicate a new address.

## MEMBER SERVICES REPORT

December 2019

Library Card Monthly Stats		
	December 2019	December 2018
# of new cards issued	67	60
# of renewed cards (expiring 12/2019) *Automatically renewed per NCOA report	96 (81% of accounts renewed)	85 (77% of accounts renewed)
Warrenville Resident cards (active)	6,450	5,791
Reciprocal Borrower cards (active)	371	309

Miscellaneous Monthly Circulation Stats		
	December 2019	December 2018
Self-Checkout Station	5,990 items (42% of total circulation)	6,492 items (41% of total circulation)
Reciprocal Borrower Circulation	1,523	1,285
# of Outgoing Book Discussion ILL Requests	90 (33% of total item requests)	30 (11% of total item requests)
Mobile Device Circulation	42	38
Mobile Device In-house Circulation	34	76

### Professional Growth/Meetings/Outreach

12/9 Advanced Body Language – Stephanie

12/11 All Staff Meeting – Jaime, John, Kathy S., Mary T, Patty, Stephanie (recording), Sandy K. (recording)

### Homebound Delivery

Public Services Department is now responsible for Homebound Delivery Services.

# MARKETING REPORT

## November 2019

Kathy Gaydos

**Winter 2019-2020 Reading Matters**—approved with printer November 6; mailed to WPLD residents and put on display in library November 18; also distributed to City and Park District.

### eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Winter RM	1402	36%	28%
November (11/2)	1432	37%	8%
System update (10/15)	1377	49%	3%
October (10/1)	1403	36%	5%
Sept. (9/1)	1409	39%	5%
Fall RM (8/14)	1381	40%	22%

### Social Media

Facebook	Jun. '19	Jul. '19	Aug. '19	Sept. '19	Oct. '19	Nov. '19
Total Page Followers	1029	1042	1053	1056	1069	1080
Total Page Likes	1022	1034	1045	1046	1058	1066
Avg. Daily Reach (w/ paid)	567	564	701	645	676	623
Twitter	Jun. '19	Jul. '19	Aug. '19	Sept. '19	Oct. '19	Nov. '19
Average Daily views	590	165	189	226	219	317
Average Engagement Rate	1.3%	2.3%	1.5%	1.4%	0.8%	1.0%
Instagram (Nov. 25-Dec. 1)	Jun. '19	Jul. '19	Aug. '19	Sept. '19	Oct. '19	Nov. '19
Followers	133	140	146	151	165	173
Impressions	934	648	960	557	982	343

### Activities

December events—created FB events; displayed flyers  
 Winter events—checked for accuracy in Communico  
 Winter RM slides/flyer—finalized; slides loaded into Communico  
 Winter cube signs—finalized  
 October gift card winner— video announcement  
 STEM Expo—prepped marketing outreach materials

### Projects in progress

What Books Changed Your Life project  
 Did You Know campaign  
 Content Build system

### Meeting Attendance

Holiday scheduling with Patty—11/11/19  
 Management Team meeting—11/12/19  
 Monthly All-Staff meeting—11/14/19  
 Marketing onboarding with Mandy—11/19/19  
 Library Board Meeting—11/20/19



**eNews** (Constant Contact)

		<b>Open</b>	<b>Click</b>
	<b>Sent</b>	<b>Rate</b>	<b>Rate</b>
System Upgrade (12/15)	1444	43%	2%
December (12/1)	1445	38%	11%
Winter RM	1402	36%	28%
November (11/2)	1432	37%	8%
System update (10/15)	1377	49%	3%
October (10/1)	1403	36%	5%

**Social Media**

<b>Facebook</b>	<b>Jul. '19</b>	<b>Aug. '19</b>	<b>Sept. '19</b>	<b>Oct. '19</b>	<b>Nov. '19</b>	<b>Dec. '19</b>
Total Page Followers	1042	1053	1056	1069	1080	1089
Total Page Likes	1034	1045	1046	1058	1066	1072
Avg. Daily Reach (w/ paid)	564	701	645	676	623	778
<b>Twitter</b>	<b>Jul. '19</b>	<b>Aug. '19</b>	<b>Sept. '19</b>	<b>Oct. '19</b>	<b>Nov. '19</b>	<b>Dec. '19</b>
Average Daily views	165	189	226	219	317	345
Average Engagement Rate	2.3%	1.5%	1.4%	0.8%	1.0%	1.00%
<b>Instagram (Dec. 30-Jan. 5)</b>	<b>Jul. '19</b>	<b>Aug. '19</b>	<b>Sept. '19</b>	<b>Oct. '19</b>	<b>Nov. '19</b>	<b>Dec. '19</b>
Followers	140	146	151	165	173	169
Impressions	648	960	557	982	343	292

**Activities**

- Spring Reading Matters—edited all content and began design process; prepared content for slides
- January events—created FB events; displayed flyers; emailed pdfs to Dist. 200 eSchoolBag.
- Winter cube signs—created additional cube signs
- Templates—created for Youth Services when they need to make signage or other info pages
- November gift card winner—video announcement
- Storytime at Starbucks—prepped marketing outreach materials
- January All-Staff meeting presentation—prepared slides relating to Content Management System, Library Lingo and Style Guide
- Library Lingo—edited and updated document for January staff meeting
- Style Guide—created condensed version of WPLD Style Guide for January staff meeting
- What Books Changed Your Life project—drafted intro and proofread titles and links

**Projects in progress**

Content Management System—email to Member Services staff

**Meeting Attendance**

Management Team meeting—12/3/19

Quarterly Planning meeting (Sandy, Paul)—12/4/19

Website Committee meeting—12/4/19  
Marketing Committee meeting—12/10/19  
Monthly All-Staff meeting—12/11/19

# TECHNICAL SERVICES REPORT

November 2019

Lou Carlile

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## Collection statistics for the month:

\*584 items added. (365 books, 65 AV, 154 periodicals, 0 eBooks/eAudio, 0 equipment)

\*912 items deleted. (364 books, 9 AV, 153 periodicals, 386 eBooks/eAudio, 0 equipment)

## Meetings / Continuing Ed / Events:

\* Website Committee Meeting: (Lou)

\*All staff meeting: Main topic: Homelessness Training: Attended by most of the Technical Services department.

\*Board meeting presentation from Aaron Skog of SWAN: (Lou)

\*Management Team meeting: (Lou)

\*Laconi meeting: Authority Control: (Lou, Sarah)

\*Webinar: Homelessness Training (Imaan, Sarah, Therese, Marty, Colleen, JoAnn)

## Collection Maintenance:

\*69 books repaired.

\*484 AV cleaned / repaired.

# TECHNICAL SERVICES REPORT

## December 2019

Lou Carlile

### Collection statistics for the month:

\*788 items added. (489 books, 100 AV, 122 periodicals, 77 eBooks/eAudio, 0 equipment)

\*1411 items deleted. (668 books, 546 AV, 197 periodicals, 0 eBooks/eAudio, 0 equipment)

### Meetings / Continuing Ed / Events:

\*Website Committee Meeting: (Lou)

\*All staff meeting: Attended by most of the Technical Services department.

\*Management Team meeting: (Lou)

\*Lou Carlile submitted his resignation effective January 29<sup>th</sup>.

### Collection Maintenance:

\*67 books repaired.

\*431 AV cleaned / repaired.

**Cynthia**

1. Meetings, training, etc.
  - Webinars
    - Niche Academy's Homeless Training
    - NNLM's Working Across Difference: Making Better Connections
  - Monthly all-staff meeting
  - SWAN discussion (w/Lou & Patty)
  - Board meeting / SWAN presentation
2. Worked with SirsiDynix to upgrade the Enterprise Catalog to v5.0.1 (with "responsive design" for mobile devices.) "Decoupled" the HIP (IPAC Catalog) server from Horizon and Enterprise in preparation for retiring the IPAC Catalog on December 9. Worked with Patty to make post-upgrade and post-decoupling adjustments.
3. Created two new Windows Server 2016 virtual servers in preparation for migrating the Horizon database and SIP/Web Services/Day End functions on December 16-18. Worked with SirsiDynix to set up a test Horizon installation on the new server. Configured the Horizon client on STAFF10-TEST, CIRCOFC and TECHOFC computers to allow for testing of Circulation, Cataloging and database administration functions against the test server. Worked with Patty and Lou to begin testing.
4. Completed configuring 5 new HP Color LaserJet M454dn printers on the network and installing drivers on staff PCs. Moved old printers from Youth Services Desk and Youth Services Work Area to the IT Office for further evaluation. Three other printers were moved to storage and a fourth is slated for disposal.
5. Updated WiFi controller software; updated firmware on WiFi access points (2x).
6. Set Faronics and MyPC tasks for the early closing and Thanksgiving holidays.
7. Input the 2020 holiday schedule in Horizon, MyPC and VoiceMail Pro.
8. Updated IT laptop to include new staff printers, remote access to new servers, new administrator/server password, and latest software updates.

**Curt**

1. Completed self-training on SimpleScan, VHS to DVD Conversion and Cassette to CD Conversion Stations.
2. Completed evaluation of the Library's video camera/device options and recorded the November 11 staff meeting using two Flip cameras from the mobile device collection.
3. Assisted with meeting room setup of podium, projector, laptop, etc. for various programs.
4. Began inventory of PC monitors and updating of tracking spreadsheet.
5. Began assessment of the Public PC user experience (MyPC, PaperCut, printers, PC software)
6. Continued becoming familiar with management consoles for Faronics DeepFreeze & Anti-Virus, MyPC & PaperCut, and UniFi WiFi.

7. Became familiar with Sprint mobile hotspots from the mobile device collection and tested network bandwidth (both wired and wireless).
8. Assisted members with various issues with SimpleScan & Cassette to CD Conversion Stations, Kindle, Gmail, printing issues. Replaced Public PC monitor and assisted with Marketing printer troubleshooting & cleaning.

**Cynthia**

1. Meetings, training, etc.
  - Monthly all-staff meeting
2. Worked with Record Information Services to test their new Public Record Search website and user authentication options.
3. Retired the IPAC Catalog without redirecting the <http://ipac.warrenville.com> URL as doing so affects access to Web Services/Enterprise/MobileCirc. Worked with Patty and Jeff Chow of LibraryElf to update this resource to use Enterprise for borrower account access instead of HIP, and to notify borrowers that the Auto Renew function is not available.
4. Continued testing various utilities and periodic maintenance functions on the new Horizon database server. Worked with SirsiDynix to migrate the Horizon database installation and SIP/Web Services/Debt Collect functions to new virtual servers. Removed the test database option from the Horizon client on STAFF10-TEST, CIRCOFC and TECHOFC PCs.
5. Requested the upgrade to Web Services 6.0.0 and the fix for NoveList Select with tabbed browsing in Enterprise. (Both scheduled for January 9.)
6. Posted the old Adult Services color printer/scan/fax unit for sale for a nominal fee on RAILS. Sold this and the old Youth Services color printer to the Maple Park Public Library. (The printers both have the same type of toner cartridge and this library did not have any color printers!)
7. Performed upgrades of security and anti-virus software.
8. Changed the password for former Circulation Manager Patty Dybala's network/email, Horizon and PaperCut accounts.
9. Worked with Patty to receive the "hand off" three Horizon/SQL functions prior to her departure. (Weekly - Damaged/Lost items with Requests; Monthly - Minors Turning 18, and New Member Gift Card Random Drawing.)
10. Composed Curt's 90-day review and submitted to Sandy for review.
11. Began updating Staff PCs to Windows 10 v1809 (previous year's Fall feature update).

**Curt**

1. Began reviewing and updating the staff training checklists for the SimpleScan, VHS to DVD Conversion and Cassette to CD Conversion Stations.
2. Began training on staff PC configuration using the zSPARE PC. Installed Windows 10 v1909 (latest feature update) to begin the latest round of testing. Updated browsers (Firefox & Chrome) and other software utilities such as Flash, Java, and FileZilla. Researched and removed old app fragment from the bottom of the Start Menu.
3. Researched high capacity battery options and acquired rechargeable AA batteries. Recorded the December 11 staff meeting using Flip camera(s) from the mobile device collection, verified video and posted on the network so staff unable to attend the meeting in person can view.

4. Assisted with meeting room setup of podium, projector, laptop, etc. for various programs.
5. Assisted members with Cassette to CD Conversion Station, copying data CDs, double-sided Word document, laptop issues, printer issues.
6. Replaced the HP Color LaserJet M553dn printer in Marketing with another of the same. Configured network settings for both to make the replacement transparent to the Marketing PCs and end users. Moved the old printer to storage for spare parts.
7. Continued:
  - Inventory of PC monitors and updating of tracking spreadsheet.
  - Assessment of the Public PC user experience (MyPC, PaperCut, printers, PC software)
  - Becoming familiar with management tools for Faronics DeepFreeze & Anti-Virus, MyPC & PaperCut, UniFi WiFi and the TBS Portal.
  - Mobile hotspot bandwidth testing.



## **PRESIDENT'S REPORT**

### **Next Meetings or Events**

(As of Wednesday, January 8, 2020)

Wednesday, January 15, 2020 at 7 pm  
Regular Library Board of Trustees Meeting  
Library Meeting Room

Wednesday, February 19, 2020 at 7 pm  
Regular Library Board of Trustees Meeting  
Library Meeting Room

### **Future Agenda Items:**

February

- Review Closed Session Minutes

## TREASURER'S REPORT

### Developer Donations

The City of Warrenville reports the balance of the Library District's Developer Donations is \$205,416.92 as of 12/31/19.

### Tax Levy Objection – Building Maintenance Fund

In November, the Library received notice from the DuPage County Assistant State's Attorney (ASA) that a tax levy objection had been filed asserting excess accumulation of fund balance in our Building Maintenance Fund. Director Whitmer responded to the ASA's request for additional information. Using the 2019 Annual Financial Report and current fiscal year expenditure data, the ASA ran the calculations for excess accumulation and determined the fund balance accumulation is less than two times the average annual expenditure. The ASA recommended the objection be withdrawn.

### DuPage Foundation Distribution

The Library will receive a distribution of \$1,100 from the Warrenville Public Library Designated Fund in February.

### Fifth Third Bank Collateral Agreement and ZBA Account

Director Whitmer has confirmed the new collateral agreement is in place. She has accessed the collateral portal and can see the level of collateral in place at any point in time. Trustee Stull and Assistant to the Director Davis also have access to the portal.

Director Whitmer also confirmed the Fifth Third Bank ZBA account is closed and the additional fees we incurred because of the ZBA account have ceased. We continue to be assessed a \$15 monthly fee on our checking account, but the bank waives this fee upon request.