



28 W 751 Stafford Place • Warrenville, IL 60555 • 630/393-1171 • Fax 630/393-1688

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, May 22, 2019, 7:00 p.m.**  
Location: Library Meeting Room

**AGENDA**

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**  
*Trustees may request to remove any items from the consent or regular agenda at this time.  
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
  - a. Employee Recognition (Ly Tran, 10 years)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 3** ..... a. Approve Minutes of the April 17, 2019 Regular Board of Trustees Meeting  
**under separate**  
**cover**
- p. 9** ..... b. Approve Minutes of the Closed Session of the April 17, 2019 Regular Board  
of Trustees Meeting
- p. 16** ..... c. Receive and file Financial Report for April
- ..... d. Receive and file Election Canvass and Abstract of Results from DuPage  
County Clerk for the April 2, 2019 Consolidated General Election
- p. 21....** 8. Oath of Office for Sandy Lezon and Jill Richardson
- p. 21 ...** 9. Election of Board Officers for 2019-2021 **(ACTION)**
- p. 22 ...** 10. Consideration of Board Committee Assignments for 2019-2021

11. Regular Agenda

- p. 23** ..... a. Approve payments for the period of April 18, 2019 – May 22, 2019  
**(ACTION)**

- p. 26** ..... b. Approve transfer of funds **(ACTION)**

12. Unfinished Business

13. New Business

- p. 27**..... a. Approve Library Director's Goals for FY20 **(ACTION)**

- p. 35**..... b. Discuss and Provide Feedback to Personnel Committee on Director's  
Evaluation Process (*discussion only*)

- p. 36**..... 14. Director's Report

- p. 39**..... 15. Department Head Reports

16. President's Report

- p. 44**..... a. Next meetings or events

17. Treasurer's Report

18. Secretary's Report

19. Committee Reports

20. Trustee Comments

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

22. Closed Session

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

24. Adjournment **(ACTION)**



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3. Approval of the agenda **(ACTION)**  
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4. Presentations
  - a. Employee Recognition (Ly Tran, 10 years)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the April 17, 2019 Regular Board of Trustees Meeting
  - b. Approve Minutes of the Closed Session of the April 17, 2019 Regular Board of Trustees Meeting
  - c. Receive and file Financial Report for April
  - d. Receive and file Election Canvass and Abstract of Results from DuPage County Clerk for the April 2, 2019 Consolidated General Election
8. Oath of Office for Sandy Lezon and Jill Richardson
9. Election of Board Officers for 2019-2021 **(ACTION)**
10. Consideration of Board Committee Assignments for 2019-2021

11. Regular Agenda
  - a. Approve payments for the period of April 18, 2019 – May 22, 2019 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
12. Unfinished Business
13. New Business
  - a. Approve Library Director's Goals for FY20 **(ACTION)**
  - b. Discuss and Provide Feedback to Personnel Committee on Director's Evaluation Process (*discussion only*)
14. Director's Report
15. Department Head Reports
16. President's Report
  - a. Next meetings or events
17. Treasurer's Report
18. Secretary's Report
19. Committee Reports
20. Trustee Comments
21. Items for information and/or discussion (No Action)
22. Closed Session
23. Discussion/action resulting from the above closed session **(ACTION)**
24. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, April 17, 2019**

1. Call to order – Trustee Picha called the meeting to order at 7:02 p.m.
2. Roll Call

ATTENDING: Trustees Lezon, Picha, Ruzicka, Richardson, Stull and Warren

ABSENT: Trustee DuRocher

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

PUBLIC ATTENDING: College of DuPage American Sign Language students Molly Klasen and Mariam Murphy

3. Approval of the Agenda

Trustee Picha removed item #16 – Committee Reports - this will be covered in the closed session.

*MOTION: Trustee Lezon moved to approve the agenda as amended. Trustee Ruzicka seconded.*

*Roll call:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried*

4. Presentations - none
5. Public comments - none
6. Correspondence

a. FY2019 Illinois Public Library Per Capita Grant

Director Whitmer stated she received the State of Illinois Per Capita award letter in the amount of \$16,938.75. This amount is calculated per resident in the Library District. With the 2020 census coming up it will be very important to encourage everyone to participate.

- b. Director Whitmer stated she received an email from Mr. Barton Faist of the Barton Faist Gallery and Studio. The painting "My Studio" by Ivan Albright is still available and he has lowered the price to \$1.2 million from \$2.5 million. The Board asked Director Whitmer to inform him the Library is not interested.

7. Consent Agenda

Trustee Picha stated a revised page #1 for the financials was distributed since it was printed with the wrong orientation.

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the March 20, 2019 Regular Board of Trustees Meeting
- b. Approve Minutes of the Closed Session of the March 20, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for March
- d. Receive and file draft Minutes of the March 20, 2019 Personnel Committee Meeting
- e. Approve revisions to the Wage Scale including a 1.95% Market Adjustment and Changes to Pay Grade Assignments Effective July 1, 2019.

Due to Trustee Richardson's absence last month Trustee Picha reiterated Trustee Stull's comment that any trustee can vote on the minutes whether they attended the meeting or not. The vote only indicates a set of minutes is included.

*MOTION: Trustee Warren moved to approve the Consent Agenda as read. Trustee Lezon seconded.*

*Roll call:*

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

*Absent – Trustee DuRocher*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of March 21, 2019 – April 17, 2019

*MOTION: Trustee Stull moved to pay invoices in the amount of \$43,126.87 for the period of March 21, 2019 – April 17, 2019 including electronic payments and checks #6966 - 7011. Check #7007 is voided. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Stull moved to approve transfer of \$150,000 from the Business Now Account to Operating Account. Trustee Richardson seconded.*

*Roll call vote:*

*Ayes – Trustees Lezon, Picha, Richardson, Ruzicka, Stull and Warren*  
*Nays – none*  
*Absent – Trustee DuRocher*  
*Motion carried*

9. Unfinished Business – none

10. New Business

- a. Approve Trustee Mileage Reimbursements and Approve Expenditures for LACONI Trustee Banquet

After discussion, the following Trustees will be attending the LACONI Trustee Banquet on May 10: Trustees Picha, Richardson, Ruzicka and Stull. Director Whitmer received an email from Trustee DuRocher stating she would also like to attend.

*MOTION: Trustee Lezon moved to approve mileage Reimbursements to Trustee Warren and Stull in the amount of \$16.82 each and approve expenditures for Trustees DuRocher, Picha, Richardson, Ruzicka and Stull to attend the 2019 LACONI Trustee Banquet on May 10, 2019. Trustee Richardson seconded.*

*Roll call:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried*

11. Director's Report

- a. Director Whitmer stated the Management Team is currently working on the budget. There was an initial gap of \$55,000 in income but after some careful considerations it is now approximately \$8,000-\$10,000.
- b. Director Whitmer stated she has met with representatives from a lighting company to complete the LED retrofits/replacements. The decision was made to retrofit the sconces above the member services desk because the new fixtures are smaller and wood beneath may be a different color. This will result in a higher price because the Commonwealth Edison reimbursement for replacement is higher than for retrofit. Total project will be approximately \$13,100 with a yearly energy cost savings of \$5,000.

Trustee Picha asked when this work will be completed. Director Whitmer replied she is currently waiting for a response from the lighting company.

- c. Trustee Lezon asked when the street lamp transition to the City of Warrenville will be completed. Director Whitmer stated the City originally planned to do the work this week but cancelled due to weather. It has not been rescheduled.

- d. Director Whitmer stated she is continuing to work with the architects on the signage project. The initial quote for the interior work is \$6,580.00 but some changes have been made that may raise the price slightly.

The outdoor "monument-style" signage price came in much higher than expected at \$38,355. These signs are rectangular and made of the same material as the existing sign located on Manning Avenue. This sign is definitely showing wear and is a problem with children climbing on the letters during the summer concerts. The architects are reviewing questions and comments from Director Whitmer about both quotes at this time.

Trustee Picha would like to see a map indicating where the outdoor signs will be located.

- e. Director Whitmer stated she is suggesting a tiered merit raise system this year. Staff at Pay Grade 6 and lower, if qualified, would receive a 3% increase and staff at Pay Grade 7 and higher, if qualified, would receive a 2% increase. This will help as the Library works towards the \$15 per hour minimum wage increase.

## 12. Department Head Reports

### a. Member Services Report

- Trustee Picha stated self-checkout is at 43%.
- Trustee Picha asked if the number of book discussion books requested by interlibrary loan request is affecting staff. Director Whitmer responded this is one of the reasons she is looking at joining a consortium.

### b. Marketing - Trustee Picha stated the marketing numbers continue to rise.

## 13. Presidents' Report

### a. Next meetings or events

Trustee Picha announced the upcoming meetings and events and announced the May 22, 2019 Board Meeting will begin with a Committee of the Whole at 6 p.m. to discuss the budget.

## 14. Treasurer's Report

Trustee Lezon reported everything looks fine.

## 15. Secretary's Report

Trustee Stull reported everything looks good.



16. Trustee Comments

Trustee Ruzicka thanked Director Whitmer and Jackie Davis for the Recognition Dinner at Eddie Merlot's on April 7. Trustee Picha heard very good things about the 40<sup>th</sup> Celebration.

Trustee Richardson stated she is part of the Wheaton Library's Local Author Fest on Saturday, April 27.

17. Items for information and/or discussion - none

18. Closed Session

*MOTION: Trustee Stull moved to enter into Closed Session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" at 7:30 p.m. Trustee Warren seconded.*

*Roll call:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried*

*Returned to open session at 7:57 p.m.*

Trustee Picha called roll call:

ATTENDING: Trustees Lezon, Picha, Richardson, Ruzicka, Stull and Warren

ABSENT: Trustee DuRocher

ALSO ATTENDING: Library Director Sandy Whitmer

19. Discussion/action resulting from the above closed session

*Trustee Stull moved to approve a 2% increase for Director Whitmer and \$1,000 continuing education funds to be used in FY2019-20. Trustee Warren seconded.*

*Roll call:*

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

*Nays – none*

*Absent – Trustee DuRocher*

*Motion carried*

20. Adjournment

*Trustee Lezon moved to adjourn the meeting at 7:58 pm. Trustee Warren seconded*

*Voice vote:*

*Ayes – all*

*Nays - none*

*Absent – Trustee DuRocher*

*Motion carried*

Respectfully submitted,

Heather Stull, Secretary

Board of Trustees

Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**April 30, 2019**

WARRENVILLE LIBRARY INCOME	APRIL 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 6/30/2018	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH		Y.T.D. EXPENSES	UNAUDITED CURRENT
LEVY		1748717	94.7048%	36	1742247	99.63%	372154	(100000)	3705	83023	127169	1516573	580851	
CORPORATE														
BLDG. & MAIN.		97776	5.2952%	2	97502	99.72%	95801	0	0	0	4511	79293	114010	
TOTAL TAX (LEVIED)		1846493	100.00%	38	1839749	99.63%	467955	(100000)	3705	83023	131680	1595866	694861	
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		154831	100000	0	0	0	15661	239170	
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		1846493	100.00%	38	1839749	99.63%	872157	0	3705	83023	131680	1611527	1183402	
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: April 30, 2019

**CORPORATE FUND**

	1 Month Ended Apr. 30, 2019	10 Months Ended Apr. 30, 2019	Budget	Balance	% Received / Expended
<b>Income</b>					
Taxes Levied	0.00	1,741,515.20	1,748,717.00	7,201.80	99.59%
Back Taxes	36.10	732.14	0.00	(732.14)	0.00%
Copier	751.75	6,220.04	6,000.00	(220.04)	103.67%
Extended Use Fees	1,799.46	16,372.55	19,000.00	2,627.45	86.17%
Fees	15.00	515.75	250.00	(265.75)	206.30%
Interest	632.08	20,744.29	3,000.00	(17,744.29)	691.48%
Book Sales	136.60	1,516.45	500.00	(1,016.45)	303.29%
Lost Books	355.95	2,522.40	3,500.00	977.60	72.07%
Gifts / Memorials	1,000.00	1,345.00	0.00	(1,345.00)	0.00%
Miscellaneous	(986.00)	1,743.12	3,000.00	1,256.88	58.10%
Hotel/Motel Tax	0.00	13,904.75	17,205.00	3,300.25	80.82%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	1,200.00	1,600.00	400.00	75.00%
	3,740.94	1,825,270.44	1,819,672.00	(5,598.44)	100.31%
<b>Expenses</b>					
Sal. - Administration	15,996.33	177,096.43	212,500.00	35,403.57	83.34%
Sal. - Circulation	10,239.45	113,253.19	133,000.00	19,746.81	85.15%
Sal. - Maintenance	1,808.58	18,904.95	22,500.00	3,595.05	84.02%
Sal. - Public Services	34,150.31	317,055.05	366,500.00	49,444.95	86.51%
Sal. - IT	6,007.93	66,484.72	80,500.00	14,015.28	82.59%
Sal. - Tech Services	9,556.21	112,995.32	134,000.00	21,004.68	84.32%
I.M.R.F. - Expense	6,594.23	80,379.90	92,000.00	11,620.10	87.37%
Fica - Expense	5,818.12	59,940.86	72,000.00	12,059.14	83.25%
Unemp. Comp.	662.64	1,190.20	1,200.00	9.80	99.18%
Op - Mat'l Processing/Tech	733.99	7,225.69	13,000.00	5,774.31	55.58%
Op - Mat'l Processing/Circ	185.98	1,128.13	2,210.00	1,081.87	51.05%
Op - Postage	7.35	3,688.40	5,165.00	1,476.60	71.41%
Op - Office Supplies	488.17	2,659.56	3,850.00	1,190.44	69.08%
Op - Bank Fee's	38.79	492.97	600.00	107.03	82.16%
Op - Automation Supplies	463.06	4,481.13	3,000.00	(1,481.13)	149.37%
Op - Publishing	0.00	1,275.01	1,300.00	24.99	98.08%
Equip. - Purchases	537.00	6,966.56	8,700.00	1,733.44	80.08%
Equip. - Maintenance	208.14	2,711.12	3,500.00	788.88	77.46%
Auto. - Software	89.17	12,411.65	17,195.00	4,783.35	72.18%
Auto. - Purchases	209.30	2,844.63	3,600.00	755.37	79.02%
Auto. - Maintenance	370.46	41,336.78	44,865.00	3,528.22	92.14%
L. Ins. - Workmen's Comp	0.00	0.00	3,800.00	3,800.00	0.00%
Ins. - Multi Peril Package	0.00	12,466.00	13,250.00	784.00	94.08%
Ins. - Health / Life	3,580.90	35,622.45	70,540.00	34,917.55	50.50%
Pd - Recruiting	88.42	403.42	500.00	96.58	80.68%
Pd - Staff Appreciation	2,310.51	2,806.64	3,300.00	493.36	85.05%
Pd - Staff / Dues	0.00	1,955.00	2,875.00	920.00	68.00%
Pd - Staff / Meetings	198.46	5,057.06	6,950.00	1,892.94	72.76%
Pd - Staff / Transportation	273.69	984.47	1,500.00	515.53	65.63%
Pd - Trst / Mtgs	0.00	131.57	500.00	368.43	26.31%
Pd - Trst / Transportation	0.00	(16.17)	250.00	266.17	-6.47%
Pd - Trustee Misc.	15.78	319.18	500.00	180.82	63.84%
Cont. - Lawyer	0.00	945.00	5,000.00	4,055.00	18.90%
Cont. - Accounting	908.31	11,308.99	13,100.00	1,791.01	86.33%
Cont. - Collections	26.85	625.90	1,250.00	624.10	50.07%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended	10 Months Ended			% Received /
	Apr. 30, 2019	Apr. 30, 2019	Budget	Balance	Expended
Cont. - Audit	0.00	7,810.00	7,810.00	0.00	100.00%
Cont. - Consultants	0.00	16,535.97	19,700.00	3,164.03	83.94%
Lib. Mat. - Adult Books	4,505.83	46,478.30	58,000.00	11,521.70	80.14%
Lib. Mat. - Youth Books	3,162.88	28,926.88	33,000.00	4,073.12	87.66%
Lib. Mat. - Adult AV	2,188.30	18,481.11	26,000.00	7,518.89	71.08%
Lib. Mat. - Youth AV	431.99	5,786.46	7,000.00	1,213.54	82.66%
Lib. Mat. - EBooks	3,970.21	14,586.44	26,000.00	11,413.56	56.10%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	2,500.00	20,970.33	25,000.00	4,029.67	83.88%
Ps - Programs Adult	1,509.22	6,934.15	6,700.00	(234.15)	103.49%
Ps - Programs Youth	903.24	3,706.03	6,500.00	2,793.97	57.02%
Ps - Hotel/Motel	0.00	8,744.06	17,205.00	8,460.94	50.82%
Ps - Refunds / Fines / Fees	0.00	39.95	500.00	460.05	7.99%
Ps - Printing	0.00	8,973.21	14,500.00	5,526.79	61.88%
Ps - PR / Publicity	571.25	2,226.43	13,125.00	10,898.57	16.96%
Ps - Misc.	0.00	1,142.14	1,150.00	7.86	99.32%
Gas	1,351.58	6,417.86	8,000.00	1,582.14	80.22%
B & M - Water / Sewer	162.44	765.60	800.00	34.40	95.70%
Electricity	3,183.79	34,131.29	40,000.00	5,868.71	85.33%
Telephone	1,050.38	11,042.51	13,400.00	2,357.49	82.41%
Gifts	109.69	1,643.28	2,000.00	356.72	82.16%
Contingency	0.00	563.27	10,000.00	9,436.73	5.63%
Debt Repayment	0.00	153,109.00	169,900.00	16,791.00	90.12%
	127,168.93	1,516,573.31	1,862,290.00	345,716.69	81.44%

See Accountants Compilation Letter

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

	<b>BUILDING &amp; MAINTENANCE FUND</b>				
	<b>1 Month Ended</b>	<b>10 Months...</b>			<b>% Received /</b>
	<b>Apr. 30, 2019</b>	<b>Apr. 30, 20...</b>	<b>Budget</b>	<b>Balance</b>	<b>Expended</b>
<b>Income</b>					
Taxes Levied	0.00	97,465.99	97,776.00	310.01	99.68%
Back Taxes	1.78	36.32	0.00	(36.32)	0.00%
	1.78	97,502.31	97,776.00	273.69	99.72%
<b>Expenses</b>					
Maintenance	3,027.00	32,976.56	74,520.00	41,543.44	44.25%
Maintenance Supplies	9.52	838.33	3,200.00	2,361.67	26.20%
Security	770.63	5,507.52	13,550.00	8,042.48	40.65%
Snow Removal	0.00	27,235.60	20,000.00	(7,235.60)	136.18%
Hvac	0.00	1,288.28	5,200.00	3,911.72	24.77%
Janitorial Supplies	55.93	2,630.60	3,000.00	369.40	87.69%
B & M - Landscape Maint	648.00	8,816.59	7,450.00	(1,366.59)	118.34%
	4,511.08	79,293.48	126,920.00	47,626.52	62.48%

See Accountants Compilation Letter

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

	<b>SPECIAL RESERVE FUND</b>				
	<u>1 Month Ended</u> <u>Apr. 30, 2019</u>	<u>10 Months Ended</u> <u>Apr. 30, 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	4,554.40	0.00	(4,554.40)	0.00%
Auto. - Purchases	0.00	11,107.00	16,850.00	5,743.00	65.92%
	0.00	15,661.40	16,850.00	1,188.60	92.95%

See Accountants Compilation Letter



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

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	15,799.89
Cash / Copier Change	75.00
MB Operating	193,471.58
MB Business NOW	263,004.61
MB Certificate of Deposit 7707	603,654.24
MB Business Money Market	<u>110,782.21</u>

1,187,197.53

General Fixed Assets	<u>6,337,069.00</u>
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<b>TOTAL ASSETS</b>	<b><u>\$ 7,524,266.53</u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>3,794.07</u>
	3,794.07

**LONG-TERM LIABILITIES**

Debt Certificate Payable	<u>1,820,000.00</u>
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1,820,000.00

**EQUITY**

Fund Balance	5,700,472.46
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 7,524,266.53</u></b>
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See Accountants Compilation Letter



## DUPAGE COUNTY CLERK ELECTION DIVISION

Jean Kaczmarek  
DuPage County Clerk

April 23, 2019

Dear Local Election Official:

I, Jean Kaczmarek, DuPage County Clerk, do hereby certify that the attached is a correct copy of the canvass and abstract of votes cast at the Consolidated General Election held in DuPage County on Tuesday, April 2, 2019. This canvass was made official Tuesday, April 23, 2019, and is now on file with the Election Division of said office. No action is required by your board.

If DuPage County is the principal county for your jurisdiction and the district overlaps into another county, the canvass contains the results certified by the other county.

If DuPage County is the secondary county for your jurisdiction, the County Clerk's Election Division has already forwarded this canvass information to the principal county. The official proclamation will be made in such county.

In accordance with 10 ILCS (5/6-11) the County Clerk will send a copy to the State Board of Elections.

If you have any questions, please contact the Election Division office.

Sincerely,

A handwritten signature in black ink, reading "Jean Kaczmarek".

Jean Kaczmarek  
DuPage County Clerk

**CANVASS OF VOTES FOR THE CONSOLIDATED GENERAL ELECTION**

CHAPTER 10 ACT 5 / ARTICLE 22-1 OF THE ELECTION CODE

**April 2, 2019**

I, Jean Kaczmarek, the undersigned Clerk of DuPage County, Illinois, do hereby certify that on April 23, 2019, the DuPage County Clerk's Election Division canvassed the returns of an election held on April 2, 2019, and proclaim that a total of 96,835 voters requested and received ballots and do further certify that the following is a correct copy of votes received and herein recorded.

**Jean Kaczmarek  
DuPage County Clerk**


**Attest**

  
DuPage County Clerk

STATE OF ILLINOIS     )  
  SS  
COUNTY OF DU PAGE    )

I, Jean Kaczmarek, DuPage County Clerk in and for said County in the State aforesaid, do hereby certify that the foregoing is a correct copy of the abstract of votes cast at the Election held in said County on Tuesday, the 2nd day of April 2019, A.D., which abstract was made by the DuPage County Clerk's Election Division of said County and is now on file in my office.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said County this day of April 23, 2019, A.D.

  
Jean Kaczmarek, DuPage County Clerk

# Canvass of Votes for the Consolidated General Election

April 2, 2019

## WARRENVILLE PUBLIC LIBRARY DISTRICT

### Warrenville Public Library District Trustee

Vote for not more than TWO	Prec Cntd 19	Rg Voters 9,902	Ballots Cntd 1,769	17.87 %	Votes
Sandy Lezon					1,155 48.31 %
Jill M. Richardson					1,236 51.69 %

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### West Chicago Public Library District Trustee

Vote for not more than FOUR	Prec Cntd 26	Rg Voters 15,810	Ballots Cntd 850	5.38 %	Votes
Nancy Conradt					559 23.54 %
Patricia Weninger					553 23.28 %
Thomas (Tom) Tawney					479 20.17 %
Frank J. Fokla					358 15.07 %
Corrine M. Jakacki-Dattomo					426 17.94 %

## WOOD DALE PUBLIC LIBRARY DISTRICT

### Wood Dale Public Library District Trustee

Vote for not more than TWO	Prec Cntd 14	Rg Voters 7,961	Ballots Cntd 1,893	23.78 %	Votes
Kristy Norris					1,215 55.81 %
Maddalena Sparacio					962 44.19 %

**2019 Consolidated General Election**

Tuesday, April 2, 2019

**WARRENVILLE PUBLIC LIBRARY  
DISTRICT  
Election Abstract**

DuPage County Election Commission

421 N County Farm Rd

Wheaton, IL 60187



## BOARD REORGANIZATION

Several actions will be taken at the May 22 Board Meeting. (The Committee of the Whole Meeting will be conducted with the existing officers in place.)

### Oath of Office

The Board Secretary (Trustee Stull) will issue the Oath of Office to re-elected trustees Sandy Lezon and Jill Richardson.

### Election of Board Officers

The Board will elect officers to serve for the next two years. Director Whitmer suggests that current officers serve in their current capacities until all officers are elected by the Board. The newly elected president would preside over the meeting beginning with consideration of committee assignments. Our by-laws state that "Officers of the Board shall not serve more than two consecutive two-year terms in any one office..."

The following is a report on current officers:

- President: Trustee Picha is completing her first two-year term and is eligible for another term in this position.
- Vice President: Trustee DuRocher is completing her second two-year term and is not eligible for another term in this position.
- Treasurer: Trustee Lezon is completing her second two-year term and is not eligible for another term in this position.
- Secretary: Trustee Stull is completing her first two-year term and is eligible for another term in this position.

Here is a suggested outline that can be used to guide the Board through the election of officers (President, Vice President, Treasurer, Secretary):

**Chair:** The floor is open for nominations for the office of President of the Board.

**Trustee(s):** I nominate \_\_\_\_\_ for President.

**Chair:** Acknowledge the nominee(s) and confirm that he/she is willing to serve. Are there any additional nominations? If no, then then nominations are closed.

**Chair:** All in favor of \_\_\_\_\_ for President? Opposed?

(In the case of a single nominee, an affirmative vote is all that is necessary. In the case of multiple nominees, the Chair calls for a vote on each nominee in the order that they were nominated. The first nominee to receive a majority is elected.

## **Consideration of Board Committee Assignments for 2019-2021**

At this time the Board may discuss committee assignments for the next two years. Committees and their current assignments are outlined below. The Board President appoints Trustees to committees. In the past, the Board has also affirmed the appointments, though this is not entirely necessary. The Board may choose to defer this discussion to June and the Board President may take the next month to discuss committee interests with individual Trustees during that time. The Board President is an ex-officio member of each committee.

### **Personnel Committee** (2 Trustees + 1 alternate)

2017-2019: Trustees DuRocher & Warren (alternate: Trustee Richardson)

Meets as necessary, more frequently in January – June. Number one priority is the annual Director evaluation. May also be involved with reviewing personnel policy.

### **City/Library Task Force** (2 Trustees + 1 alternate)

2017-2019: Trustees DuRocher & Lezon (alternates: Trustees Richardson & Ruzicka)

Meets with City representatives as needed to review and discuss common issues with the City.

### **Open Meetings Act Designee(s)** (usually 1 Trustee + the Library Director)

2017-2019: Trustee Stull, Trustee Warren & Director Whitmer

The Open Meetings Act Designee(s) must complete the OMA online training after appointment and annually thereafter. The OMA designee(s) provide guidance to the Library's officers and employees regarding compliance with the Open Meetings Act.

### **Freedom of Information Act Officer(s)** (usually the Library Director as primary + Assistant to the Director as secondary)

2017-2019: Director Whitmer (primary) and Assistant to the Director Davis (secondary)

The Freedom of Information Act Officer(s) must complete the annual FOIA online training. The FOIA Officer must respond to all FOIA requests received by the Library District. The FOIA Officer also ensures that the Library is in compliance with all FOIA requirements.

### **Ethics Advisor** (may be delegated to an officer or employee)

2017-2019: Trustee Lezon

Provides guidance to the Library's officers and employees concerning the interpretation of and compliance with the provisions of the Library's "Policy Regulating Political Activities and the Solicitation an Acceptance of Gifts" and State ethics laws.

### **Library System Contact** (may be delegated to an officer or employee)

2017-2019: Director Whitmer

Serves as the main contact for communication between the Library District and the Library System. Votes on behalf of the Library in any System elections. Responds to surveys or delegates survey response to appropriate individual.



## **REGULAR AGENDA**

Approve payments for the period of April 18 – May 22, 2019

A partial bill list is included on the following page(s).

***A complete bill list with SUGGESTED MOTION will be provided at Board Meeting***

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**April 18 - May 22, 2019**

Date	Num	Name	Amount
05/22/2019	7012	Accounting Services, Inc.	-508.00
05/22/2019	7013	Ambius	-278.00
05/22/2019	7014	Apple Books	-17.95
05/22/2019	7015	AT&T	-383.97
05/22/2019	7016	Baker & Taylor	-2,309.64
05/22/2019	7017	Baker & Taylor	-2,151.50
05/22/2019	7018	Baker & Taylor	-235.50
05/22/2019	7019	Baker & Taylor	-379.89
05/22/2019	7020	Baker & Taylor	-1,421.73
05/22/2019	7021	Cavendish Square	-177.93
05/22/2019	7022	Chase	-16,668.74
05/22/2019	7023	Chem-Wise Pest Management	-595.00
05/22/2019	7024	Cintas Fire Protection	-1,249.64
05/22/2019	7025	Crestline Specialties, Inc.	-564.18
05/22/2019	7026	Demco	-110.50
05/22/2019	7027	Direct Energy Business	-2,570.79
05/22/2019	7028	ELM USA, Inc.	-465.30
05/22/2019	7029	Grainger	-228.84
05/22/2019	7030	Grant & Power	-635.00
05/22/2019	7031	HR Source	-1,040.00
05/22/2019	7032	Konica Minolta Business Solutions	-116.35
05/22/2019	7033	LIMRICC Purchase of Health Insurance Prog	-3,970.43
05/22/2019	7034	McCann, Michael	-200.00
05/22/2019	7035	Messenger Library of North Aurora	-35.00
05/22/2019	7036	Midwest Tape	-1,294.49
05/22/2019	7037	Midwest Tape	-293.68
05/22/2019	7038	Minuteman Press	-125.00
05/22/2019	7039	Moore, Jen	-36.05
05/22/2019	7040	Nichols-Yehling, Michelle	-150.00
05/22/2019	7041	O'Connell, Bill	-1,500.00
05/22/2019	7042	Ollis Book Corporation	-76.68
05/22/2019	7043	OverDrive	-57.25
05/22/2019	7044	OverDrive	-3,000.00
05/22/2019	7045	Pine Landscaping	-370.00
05/22/2019	7046	Provantage LLC	-378.64
05/22/2019	7047	Provantage LLC	-571.00
05/22/2019	7048	Sam's Club/Synchrony Bank	-241.88
05/22/2019	7049	Pirates Over 40	-1,000.00
05/22/2019	7050	Scales & Tales Traveling Zoo	-450.00
05/22/2019	7051	Schlecht, Molly	-24.83
05/22/2019	7052	Service Master Commercial Cleaning	-1,815.00

05/22/2019	7053	Sherwin-Williams Co.	-105.36
05/22/2019	7054	Stull, Heather	-16.82
05/22/2019	7055	Technology Management Revolving Fund	-450.00
05/22/2019	7056	The Wayouts, LLC	-1,000.00
05/22/2019	7057	Today's Business Solutions, Inc.	-165.60
05/22/2019	7058	Trusted Media Brands, Inc.	-33.98
05/22/2019	7059	Unique Management Services, Inc.	-53.70
05/22/2019	7060	Warren, Richard	-16.82
05/22/2019	7061	Wheaton Park District	-45.00
05/22/2019	7062	Warrenville Ace Hardware	-179.99
05/22/2019	7063	Business Card	-4,478.41
05/22/2019	7064	Davis, Jackie	-26.12
05/22/2019	7065	Provantage LLC	-1,375.00
05/22/2019	7066	Quill Corporation	-198.82
05/22/2019	7067	SYNCHRONY BANK/AMAZON	-610.59
05/22/2019	7068	Team One Repair, Inc.	-408.00
05/22/2019	7069	Whitmer, Sandy	-62.89
05/22/2019	7070	Petty Cash Fund	-39.60
04/22/2019	Electronic	MegaPath	-68.38
04/25/2019	Electronic	Paylocity	-284.96
04/29/2019	Electronic	AFLAC	-183.84
04/29/2019	Electronic	Northern Illinois Gas	-1,351.58
05/02/2019	Electronic	Konica Minolta Premier Finance	-167.00
05/17/2019	Electronic	Konica Minolta Premier Finance	-370.00
			-59,390.84

## **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**

### **Approve Library Director's Goals for FY20 (ACTION)**

Last month, Director Whitmer distributed a memo to trustees with suggestions for her FY20 goals.

The Personnel Committee distributed forms and instructions for submission of suggested goals. Trustees were invited by the Personnel Committee to submit suggestions to Trustee Warren to be compiled and distributed prior to the May 22 Board Meeting.

Trustee DuRocher will lead this discussion in open session.

#### **Attachments:**

- Library Director Evaluation Process
- Suggested Performance Goals form and instructions for Trustees
- April 17, 2019 Memo from Director Whitmer with suggested goals for FY20

# Library Director Evaluation Process

## Evaluation Process Goals

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

## Evaluation Process Timeline

### March Board Meeting

✓ Director distributes completed self-evaluation using the trustee evaluation form. Director may attach suggest job description revisions and requests for non-cash compensation, for example additional professional development support.

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

### April 1

✓ Completed individual trustee evaluation forms/responses are due to the Personnel Committee.

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

### No later than 1 week prior to April Board Meeting

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

### April Board Meeting

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

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

### May 1

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

YOU  
ARE  
HERE

No later than 1 week prior to May Board Meeting

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

May Board Meeting

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

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

June-January

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

Revision Log

Adopted 2/21/18

## Suggested Performance Goals for Next Evaluation Period (OPTIONAL)

Return to Personnel Committee by May 1.

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

When developing individual goals, consider the following questions:

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

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

### Using SMART Criteria to Develop Goals

In order to achieve goals employees need to have clear and specific performance goals that give them a road map to follow, and, let them know what their role is in accomplishing these goals.

When writing performance goals the elements of the **SMART** criteria need to be followed. These elements are:

**S = SPECIFIC**

**M = MEASURABLE**

**A = ACHIEVABLE/ACCEPTED**

**R = RELEVANT/RESULTS-ORIENTED**

**T = TIME-RELATED**

Goal 1:

Goal 2:

Goal 3:



Date: April 17, 2019

To: Board of Trustees

From: Sandy Whitmer

Re: Suggested Performance Goals for FY20 (July 2019-June 2020)

The following are some suggestions for my performance goals for FY20. Beneath each goal I have outlined how the goal is "SMART." I'll be interested to discuss these goals and any other goals you may suggest at the May 22 Board Meeting.

### **Goal #1**

**Identify local organizations, then invite leaders to a meeting at which the organizations can share information about their services, events and needs. First meeting to be held no later than October 31 with frequency of gatherings to be determined by the group (but no less than twice annually).**

S = SPECIFIC

Identifies how to achieve – identify, invite, meet

M = MEASURABLE

Two meetings will be held

A = ACHIEVABLE/ACCEPTED

Planning for and attending two additional meetings per year should not interfere with existing workload.

R = RELEVANT/RESULTS-ORIENTED

Strategic Priority: Connect with the Community; Goal: Connect Local Organizations, Entities and Residents

T = TIME-RELATED

Deadline for first meeting: no later than October 31. Frequency of gatherings to be no less than twice annually.

### **Goal #2**

**Examine employee retention rates and employee job satisfaction levels. Make recommendations to the Board regarding strategies for improving employee retention and job satisfaction. As part of the goal, the Director will complete the following tasks:**

- **Develop an exit interview to be completed by all employees who voluntarily terminate their employment. (Target completion: August 31, 2019)**
- **Work with a consultant to conduct an Employee Opinion Survey. (Target completion: September 2019; Deliver report to Board in October 2019)**
- **Review survey results and work with a committee of Board and Staff to develop a plan to address opportunities for improvement identified in the survey. Plan should include actionable items and budgetary implications (Target completion: January 2020; Deliver report to Board in February 2020)**

S = SPECIFIC

Identifies specific tasks to be completed and the outcome (report to board on plan to address opportunities for improvement)

M = MEASURABLE

Measurable result will be list of actionable items with budgetary implications

A = ACHIEVABLE/ACCEPTED

This is a considerable undertaking which will require the assistance of third-party consultants who can conduct the survey, then present results and areas of concern to the Board.

**R = RELEVANT/RESULTS-ORIENTED**

The Library has experienced difficulty retaining part-time employees over the past three years. In 2017, there were 7 voluntary separations (21%). In 2018 there were 10 voluntary separations (27%). These separations are costly to the organization in two ways: budgetary (considerable time is spent recruiting and training new employees) and stability (high turnover rates and short employment terms do not allow us to provide exceptional service).

**T = TIME-RELATED**

Specific target completion dates are stated for each task.

### **Goal #3**

**Evaluate compensation (salaries, benefits) for all library employees by completing the following tasks:**

- **Complete the revision of all job descriptions, then work with a consultant to benchmark the positions and create a wage scale with job classifications to present to the Board in March 2020 so that wage adjustments and job reclassifications can be implemented as part of the budget process for the fiscal year beginning July 2020.**
- **Using library survey data (LACONI, HR Source), benchmark our non-salary benefits (paid time off, insurance, etc.), then present a summary of findings to the Board in March 2020.**

**S = SPECIFIC**

Identifies tasks to be completed: revision of job descriptions, revision of wage scale and job classifications, benchmark library benefits

**M = MEASURABLE**

Measurable results will include new/revised job descriptions for each position, a wage scale with job classifications, and a summary of findings regarding benefits

**A = ACHIEVABLE/ACCEPTED**

Staff have already provided feedback on their job descriptions. A template has been created in the form of the Director's Job Description that was approved by the Board in February 2018. This process is achievable with participation (feedback) from the Management Team. The budget includes funds to hire a consultant to complete the benchmarking of job descriptions and to create a wage scale with job classifications.

**R = RELEVANT/RESULTS-ORIENTED**

Completion of this goal provides accurate job descriptions to guide the work of staff and assist with recruitment of new staff. The benchmarking project and resulting wage scale with job classifications plus a review of benefits ensures the library remains competitive in the job market.

**T = TIME-RELATED**

Specific target completion dates are stated for each task.

#### **Goal #4**

**Select staff to work as a committee and facilitate discussions that result in the development of a values statement and mission statement that will guide the work of library staff. (Target start: January 2020; Target completion: May 2020)**

S = SPECIFIC

Identifies how to achieve – select staff, facilitate discussions. Outcome is also identified – new values and mission statements

M = MEASURABLE

Discussions will be held. Director will facilitate discussion.

A = ACHIEVABLE/ACCEPTED

With short, regular meetings, this goal should be achievable within a three-month period.

R = RELEVANT/RESULTS-ORIENTED

Strategic Priority: Elevate the User Experience; Goal: Enhance Customer Service. We have core competencies, but I think a staff-developed set of values is something that the entire staff could rally around as a starting point for improved service to our members and guests.

T = TIME-RELATED

Deadline for first meeting: no later than October 31. Frequency of gatherings to be no less than twice annually.

## **FY20 Budgetary Implications for these goals**

### **Goal #1 – Connect Community Organizations**

Will require some form of hospitality – coffee/continental breakfast or possibly lunch. I'd ask the Board for a budget not to exceed \$400.

### **Goal #2 – Employee Retention & Job Satisfaction Study**

Consultant fees for Employee Opinion Survey. Last conducted in 2011 (\$1,500 for 26 participants). I've reached out to HR Source for a quote which I expect to fall into the \$2,500-\$3,000 range.

### **Goal #3 – Evaluate Employee Compensation**

The consultant cost for benchmarking job descriptions and developing a new wage scale and classification plan should not exceed \$5,500.

The Library already participates in these surveys, so no additional cost should be incurred for survey data.

### **Goal #4 – Develop a Values Statement**

Costs incurred would be minimal - \$100 or less for water/treats at meetings.

## FYI ... What is a Values Statement?

A values statement informs our members and staff about our top priorities and core beliefs. This helps remind our employees about our priorities and goals.

### Sample Values Statements

#### LIBRARY VALUES (WHAT WE BELIEVE IN):

Service at the level of wow!

Relevance to our community

Equal access to information for all

Fiscally responsible use of funds

**Geneva (IL) Public Library**

**We are guided by these shared values in everything we do:**

- Compassion for our customers and for each other
- Passion for our product
- Eagerness to learn
- Everyone is creative
- Optimistic attitude - we believe that anything is possible

**Anythink Libraries, Adams County, CO**

#### **Values**

Our library values guide how we serve you. We hope you see these values reflected in everything we do.

- **Generosity:** We value and defend generous, unimpeded access to abundant resources for everyone.
- **Good design / beauty:** We value and practice good design and infuse a balanced blend of beauty and efficient function into all aspects of the library experience.
- **Friendliness:** We value kindness to oneself, to each other and to our community, and practice it as a tangible sign of mutual respect.
- **Efficiency:** We pursue efficiency, in order to meet and exceed the needs, desires and expectations of both library users and staff.

#### **Key Beliefs**

We believe:

- That a free public library is essential to the public good.
- That all library users are entitled to the highest level of service.
- That all library users have the right to privacy, confidentiality, and intellectual freedom.

**Des Plaines (IL) Public Library**

## **NEW BUSINESS**

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

Each year, upon completion of the Director's Evaluation process, the Board has the opportunity to provide feedback on the process.

If needed, the Personnel Committee meets sometime prior to the next evaluation cycle (June-January) to revise the process, timeline and/or forms.

**Staffing Update**

I am in the process of interviewing candidates for two full-time positions: Public Services Manager (vacated by Leila Heath in mid-April) and Youth Services Librarian (vacated by Jane Jankowski in early May.) I will invite 2-3 candidates for each position back to the library in early June for second interviews.

<b>Position</b>	<b>Applications Received</b>	<b>Interviews Scheduled</b>
Public Services Manager	16	9
Youth Services Librarian	16	7

Our part-time Teen Services Associate, Nayeli Rios, submitted her resignation and will be working a modified schedule through June 16. Nayeli will be going to graduate school (unrelated field) and has accepted a work-study position at Sikich. Patty Dybala is managing scheduling and the youth/teen staff are planning coverage for programming, including using outside providers for some of our scheduled programs. Several staff from other departments have been selected to be temporarily "promoted" to Youth Services Assistants so they can help with desk coverage and programming.

**Interior/Exterior Signage (follow-up from April Board Meeting)**

As I'm writing this month's report I've just received a revised quote for interior signage and will review it and respond to the architects before month's end.

Last month, the board asked for a map or visual depiction of the location of the exterior signage proposal. The images below should be helpful:



The sign at the Stafford Place Entrance could be placed on the opposite side of the sidewalk. Ideally, we would place a bicycle rack directly behind the sign. For the time being, I have put this project on an indefinite hold.

**LED Retrofits/Replacements**

Our application was submitted. ComEd has assigned funds for a portion of the project (exterior lighting). We are waiting for an update regarding interior lighting. It is likely this project will be carried over to next fiscal year.

**Street Lamp Transition to City of Warrentville**

The street lamp transition was completed by public works in mid-May. Our maintenance staff needs to coordinate the disconnection within our building. We will monitor electricity usage in the coming months, but expect to realize about a 5% reduction in usage.

### **MB Financial Bank is now Fifth Third Bank**

The transition to Fifth Third Bank was effective May 6, 2019. We have been informed our accounts will continue to be collateralized. We are in the process of setting up online account access. We've been informed there is no need to order new checks or change direct deposit and ACH information at this time.

### **FOIA Responses**

In April we responded to one FOIA request from the Better Government Association for full payroll expenditures by individual for the year 2018, including salary and all additional payments. This is an annual request.

### **April Meetings/Programs/Outreach (Sandy)**

April 2, 9, 15, 30 - Management Team Meeting  
April 3 – Management Team Meeting  
April 5 – COD LTA Advisory Committee  
April 7 – 40<sup>th</sup> Anniversary Celebration  
April 10 – Presentation at St. Irene's (Junior Achievement Career Day)  
April 11 – Meeting with vendor re: LED conversion  
April 12 – Warrenville Hospitality Group  
April 16 – Webinar: Top Employment Law Issues  
April 23 – DuPage Library Directors Group (at Glen Ellyn)  
April 30 – Warrenville in Bloom/Dorothy Deer re: Butterfly Garden at Library  
April 30 – Meeting with landscape contractor to review mowing/mulch areas and discuss options for west side of building and landscape shield for AC units

### **April Meetings/Programs/Outreach (Jackie)**

April 2, 9, 15, 30 - Management Team Meeting  
April 7 – 40<sup>th</sup> Anniversary Celebration  
April 16 – Webinar: Top Employment Law Issues  
April 30 – Warrenville in Bloom/Dorothy Deer re: Butterfly Garden at Library  
April 30 – Meeting with landscape contractor to review mowing/mulch areas and discuss options for west side of building and landscape shield for AC units

# STATISTICAL SUMMARY

April 2019

	APR 2019	APR 2018	% change	+/-
<b>TOTAL CIRCULATION</b>	18,543	18,256	1.6%	287
Print	9,544	9,220	3.5%	324
NonPrint	7,148	7,462	-4.2%	-314
Equipment (mobile dev., in-house laptops, etc.)	129	103	25.2%	26
Downloadables	1,722	1,471	17.1%	251
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	1,002	739	35.6%	263
<b>ZINIO (eMagazines)</b>	120	14	757.1%	106
<b>Hoopla</b>	600	529	13.4%	71
<b>Tumblebooks</b>	-	189	-100.0%	-189
<b>ITEM REQUESTS PROCESSED</b>	278	287	-3.1%	-9
<b>INTERLIBRARY LOANS RECEIVED</b>	225	258	-12.8%	-33
<b>MATERIALS ADDED</b>	910	764	19.1%	146
<b>MATERIALS WITHDRAWN</b>	960	1,523	-37.0%	-563
<b>TOTAL COLLECTION SIZE*</b>	106,581	113,561	-6.1%	-6,980
<b>PROGRAMS</b>				
Number of Adult Programs	13	10	30.0%	3
Adult Program Attendance	593	372	59.4%	221
Number of Teen Programs	6	6	0.0%	0
Teen Program Attendance	46	25	84.0%	21
Number of Children's Programs	24	14	71.4%	10
Children's Program Attendance	498	373	33.5%	125
Book-A-Librarian	4	2	100.0%	2
Book-a-Librarian Attendance	4	2	100.0%	2
<b>OUTREACH</b>				
Adult Outreach Events	2	na		
Adult Outreach Attendance	220			
Youth Outreach Events	2			
Youth Outreach Attendance	271	na		
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,413	1,204	17.4%	209
<b>RESIDENT CARDS ACTIVE</b>	6,039	5,857	3.1%	182
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	320	343	-6.7%	-23
<b>VISITOR COUNT</b>	9,734	9,633	1.0%	101
<b>COMPUTER SESSIONS</b>	1,011	1,306	-22.6%	-295
<b>DATABASE USAGE</b>	197	235	-16.2%	-38
<b>WEBSITE VISITS</b>	63,375	53,549	18.3%	9,826
<b>UNIQUE WEBSITE VISITORS</b>	58,102	48,153	20.7%	9,949

\*Total Collection Size includes downloadable items and equipment/mobile devices 8/2015

Special notes for April 2019

40th Anniversary Celebration Attendance (350) is included in Adult Program statistics

Outreach events: Arbor Day, Health & Wellness Fair, Agape Preschool Visit, Bower STEAM night



# **PUBLIC SERVICES REPORT**

**April 2019**

**prepared by Jen Moore**

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## **InterLibrary Loan**

Item Requests Processed: 278; Materials Received: 225; Materials Lent: 40

## **Programming / Outreach**

Note: general program statistics are available on the statistical summary that accompanies the Director's report.

Book a Librarian (4): 4

Puzzles: 1

1000 piece: Abundant Blooms

Teen Volunteers: 14; Hours: 15

## **Continuing Education**

Diana – Spring Picture Books

Diana – Art in Early Childhood

## **Digital Resources**

Beyond Dust Jackets Blog:

Views 4/1-30: 1685

Total views 2019: 6343; Total views FY: 19046

NextReads Newsletters:

Subscribers thru 4/30: 162

Newsletters sent 4/1-30: 651

Total newsletters sent 2019: 2749; Total newsletters sent FY: 6862

OverDrive eAudiobooks/eBooks:

New User accounts 4/1-30: 16

Checkouts 4/1-30: 1002

Total checkouts 2019: 4077; Total checkouts FY: 9673

Zinio eMagazines:

User accounts thru 4/30: 217

Checkouts 4/1-30: 120

Total checkouts 2019: 502; Total checkouts FY: 949

Hoopla:

New User accounts 4/1-30: 28

Checkouts 4/1-30: 600

Total checkouts 2019: 2336; Total checkouts FY: 5359

## MEMBER SERVICES REPORT

April 2019

Patty Dybala

Library Card Monthly Stats		
	April 2019	April 2018
# of new cards issued	73	94
# of renewed cards (expiring 4/2019) *Automatically renewed per NCOA report	109 (87% of accounts renewed)	37 (89 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	6,039	5,857
Reciprocal Borrower cards (active)	320	343

Miscellaneous Monthly Circulation Stats		
	April 2019	April 2018
Self-Checkout Station	7,366 items (43% of total circulation)	6,761 items (40% of total circulation)
Reciprocal Borrower Circulation	1,413	1,204
# of Outgoing Book Discussion ILL Requests	56 (17% of total item requests)	39 (12% of total item requests)
Mobile Device Circulation	54	48

### Professional Growth/Meetings/Outreach

4/2; 4/15; 4/30 Management Team Meetings –Patty

4/3; 4/17 Website Committee Meetings- Patty

4/7 Library 40<sup>th</sup> Anniversary Open House- Patty, Jaime, Sandy, John, Ellen, Stephanie, Kathy

4/16 Community Wellness Fair- Jaime, Patty

4/17 Website Committee- Patty

4/27 Arbor Day- Jaime (1 temporary library card registration)

### Homebound Delivery

None this month

# MARKETING REPORT

## April 2019

Kathy Gaydos

**Reading Matters Summer 2019**—sent to printer 4/30/19.

**eNews** (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Special 40 <sup>th</sup> (4/4)	1286	39%	6%
April 2019 (4/1)	1287	37%	7%
March 2019 (3/1)	1263	40%	10%
Spring RM (2/12)	1248	38%	24%
Feb. 2019 (2/2)	1250	38%	10%
Special Closing (1/29)	1235	44%	3%
Jan. 2019 (1/3)	1236	43%	12%
Survey Thanks (12/11)	602	72%	1%

## Social Media

Facebook	Nov.	Dec.	Jan. '19	Feb. '19	Mar. '19	Apr. '19
Total Page Followers	935	943	959	973	982	988
Total Page Likes	932	940	955	968	977	983
Avg. Daily Reach (includes paid)	509	444	705	554	633	606
Twitter	Nov.	Dec.	Jan. '19	Feb. 19	Mar. '19	Apr. '19
Average Daily views	236	238	274	206	194	207
Average Engagement Rate	1.3%	1.2%	0.9%	1.2%	1.2%	1.4%

## Activities

Continued training with new Graphic Designer on design and file procedures; prepared Go Box with marketing materials and giveaways for Health and Wellness Fair 4/16 and Arbor Day 4/27; 40<sup>th</sup> anniversary trivia contest—prepared all materials, selected winners, put together swag bags; edited and finalized bookmark for Concerts on the Commons.

## Graphics Created

All slides/flyers for summer *Reading Matters* and summer Reading Challenge; created reading logs for various age segments.

## Meeting/Event Attendance

Strategic Planning, Kathy 4/2  
 40<sup>th</sup> Anniversary Celebration, Kathy and Evie, 4/7  
 Budget, Kathy 4/15  
 Website committee, Kathy 4/17  
 Adobe training, Kathy and Evie, 4/23  
 Strategic Planning, Kathy 4/30  
 Parade planning, Kathy 4/30

# TECHNICAL SERVICES REPORT

April 2019

Lou Carlile

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## **Collection statistics for the month:**

\*910 items added. (550 books, 97 AV, 170 periodicals, 82 eBooks/eAudio, 11 equipment)

\*960 items deleted. (768 books, 24 AV, 167 periodicals, 0 eBooks/eAudio, 1 equipment)

## **Meetings / Continuing Ed / Events:**

\*Management Team meetings: (Lou Carlile)

\*Website Committee meetings: (Lou Carlile)

\*4<sup>th</sup> of July Parade planning meeting (Lou Carlile, Gail Smith).

\*Staff Recognition Committee meetings: (Therese Higgins, Marty Rogers)

\*40<sup>th</sup> Anniversary Celebration: Whole Tech Services staff participated in various functions.

\*Sarah Lapp accepted the position of Technical Services Specialist. Sarah's first day was April 24<sup>th</sup>.

## **Collection Maintenance:**

\*113 books repaired.

\*460 AV cleaned / repaired.

1. Meetings, training, etc.
  - Management Team Meetings - 3
  - Book-a-librarian sessions (general) – 3
  - Equipment & Billing Review w/Today's Business Solutions (TBS)
  - 40<sup>th</sup> Anniversary Celebration & Mobile Device Showcase
2. Moved DYMO label printer to CIRCWORK2. Ordered new DYMO and installed on CIRCOFC.
3. Reset passwords/disabled accounts for former employee Leila Heath. Set up network/email accounts for new Tech Services Specialist Sarah Lapp.
4. Provided first-time PC and phone login assistance and technology orientation for Lynne Johnson.
5. Ordered replacement for defective ZTE Warp Connect hotspot from Mobile Beacon. Removed final, defective ZTE Warp Connect mobile hotspot from service bringing hotspot inventory down to eight. Ordered set of five additional hotspots from TechSoup, selected asset tags and barcodes and input On Order records in Horizon, then found out they are back-ordered until mid-May.
6. Acquired new mobile devices: Moisture Meter (1), Infrared Thermometers (2), and Water Testers (3). Demonstrated the new devices at the Mobile Device Showcase. Began prepping mobile device kits.
7. Determined that one Power Usage Monitor was defective. Ordered replacement and spare.
8. Ordered USB-C to HDMI cable for use in phone-based demos during technology training programs.
9. Renewed Symantec Mail Security for Microsoft Exchange and installed license file on server. Worked with Provantage to combine multiple blocks of licenses resulting in a lower pricing tier.
10. Worked with Faronics to pre-order the upcoming multi-year license renewal for an additional discount.
11. Contacted ICN to initiate upcoming renewal of SmartNet maintenance contract on CISCO internet router.
12. Ordered new public wireless printing solution ePRINTit from TBS.
13. Ordered new Citizen receipt printers from TeamOne Repair to replace Cognitive printers out of warranty and performing poorly. Worked with TeamOne Repair, Citizen and SirsiDynix to troubleshoot issue with extra line feeds on the hold slip. Adjusted receipt setup in Horizon to use a slightly narrower and larger font but continued to provide data to Citizen escalation team. Discovered that the Citizen printers were shipped to us with rollers that do not work with the sticky receipt paper; sent the printers back to TeamOne Repair for roller replacement.
14. Replaced cyan cartridge to resolve another instance of pink dots/streaks appearing on printouts at the Youth Services Desk. Worked with TBS to replace ADF scanner at Scan Station after bluish streaks were reported on two-sided scans.
15. Purchased CyberLink PowerDirector 365 subscription to facilitate editing of Library informational videos. Continued video editing project.

## **PRESIDENT'S REPORT**

### **Next Meetings or Events**

(As of Thursday, May 16, 2019)

Wednesday, May 22 at 6 pm  
Committee of the Whole Meeting (Budget)  
Library Meeting Room

Wednesday, May 22 at 7 pm  
Regular Library Board of Trustees Meeting  
Library Meeting Room

**\*\*Note, the May meeting will be held on the fourth Wednesday\*\***

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

### **Future Agenda Items:**

#### June

- Adopt Working Budget for next fiscal year
- Authorize preparation of Tentative Budget & Appropriation

#### July

- Appoint 2 trustees to audit Secretary's records for Annual Report
- Adopt tentative Budget & Appropriation Ordinance (and public notice for B&A hearing)
- Adopt Building & Maintenance Levy Ordinance