



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, February 21, 2018, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Authorize Remote Attendance and Participation **(ACTION)**
4. 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.*

5. Presentations

p. 3 a. Overview of New Program Calendar & Online Meeting Room Reservations
(Director Whitmer)

6. Public comments
7. Correspondence
8. Consent Agenda **(ACTION)**

p. 4 a. Approve Minutes of the January 17, 2018 Regular Board of Trustees Meeting

p. 11 b. Receive and file Financial Report for January

p. 18 c. Receive and file Minutes of the January 4, 2018 Personnel Committee Meeting

p. 20 d. Apply a 2% Market Adjustment to the Wage Scale Effective July 1, 2018

p. 25 e. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2018 Audit Services

9. Regular Agenda

- p. 33 a. Approve payments for the period of January 18 – February 21, 2018
(ACTION)
- p. 35 b. Approve transfer of funds **(ACTION)**
- p. 37 c. Approve Minutes of the February 6, 2018 Personnel Committee Meeting
(ACTION)

10. Unfinished Business

- p. 39 a. Update on Library District's Cooperation with Airhart Construction Related to Residential Development of Civic Center Redevelopment Site #1 (CCRS #1) *(discussion only)*
- p. 40 b. Update on Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Way and Utility Easements to City of Warrenville *(discussion only)*
- p. 42..... c. Review Recommendations for Electricity Supply and Authorize Staff to Execute Contract **(ACTION)**

11. New Business

- p. 43 a. Approve Revised Library Director Job Description and Revised Library Director Evaluation Process **(ACTION)**
- p. 60 b. Provide Input and Feedback on Strategic Priorities and Action Steps for FY19 *(discussion only)*
- p. 61 c. Review Plan for Outreach / Community Event Participation and Approve the Following Early Closures: Tuesday, July 3 at 5 pm and Friday, August 3 at 5 pm **(ACTION)**
- p. 62 d. Approve Closure on Friday, October 5 for Staff In-Service **(ACTION)**

p. 6312. Director's Report

p. 6613. Department Head Reports

p. 7214. President's Report

a. Next meetings or events

15. Treasurer's Report

16. Secretary's Report

17. Committee Reports

18. Trustee Comments

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

- p. 73 20. Closed session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

21. Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes **(ACTION)**

22. Closed Session

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

24. Adjournment **(ACTION)**



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WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, March 21, 2018, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Appoint Secretary Pro-tem **(ACTION)**
4. Authorize Remote Attendance and Participation **(ACTION)**
5. 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.*
6. Presentations
7. Public comments
8. Correspondence
9. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the February 21, 2018 Regular Board of Trustees Meeting
 - b. Receive and file Financial Report for February
 - c. Approve Non-resident Library Card Participation for FY19 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
10. Regular Agenda
 - a. Approve payments for the period of February 22 – March 21, 2018 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**

11. Unfinished Business
 - a. Update on Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Way and Utility Easements to City of Warrentonville (*discussion only*)
 - b. Adopt Strategic Priorities and Action Steps for FY19 **(ACTION)**
12. New Business
 - a. Approve Revised Policy No. 360 Art Exhibits Policy **(ACTION)**
13. Director's Report
14. Department Head Reports
15. President's Report
 - a. Next meetings or events
16. Treasurer's Report
17. Secretary's Report
18. Committee Reports
 - a. Personnel Committee – Director's FY18 Evaluation
19. Trustee Comments
20. Items for information and/or discussion (No Action)
21. Closed Session
22. Discussion/action resulting from the above closed session **(ACTION)**
23. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
WEDNESDAY, FEBRUARY 21, 2018**

1. Call to order – Trustee Picha called the meeting to order at 7:01 p.m.
2. Roll Call - Trustee Picha called roll call

ATTENDING: Trustees DuRocher (remotely), Lezon, Picha, Richardson, Ruzicka, Stull, and Warren

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

3. Authorize Remote Attendance and Participation

MOTION: Trustee Stull moved to authorize Trustee DuRocher to attend by remote attendance and participate in the meeting. Trustee Lezon seconded.

Voice vote:

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

Nays - None

Abstain – Trustee DuRocher

Motion carried

4. Approval of the agenda

Director Whitmer removed Items #20, 22 and 23. She also moved Item #21 – Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes to “Regular Agenda 9.d.”

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

Roll call vote:

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

Nays – None

Motion carried

5. Presentations

- a. Overview of New Program Calendar & Online Meeting Room Reservations

Director Whitmer gave an overview of Communico, the new Program Calendar and online Meeting Room Reservation system.

She reviewed how to access Communico on the Library's website and how to register for a program. She also reviewed the meeting room reservation page.

Trustee Stull asked if it indicates when a program is for Warrenville cardholders only. Director Whitmer stated it is noted in the program description that a library card number and PIN are required to register online.

6. Public comments - none
7. Correspondence - none
8. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the January 17, 2018 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for January
- c. Apply a 2% Market Adjustment to the Wage Scale Effective July 1, 2018
- d. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2018 Audit Services

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

Roll call vote:

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

Nays – None

Motion carried

9. Regular Agenda

- a. Approve payments for the period of January 18 – February 21, 2018

MOTION: Trustee Stull moved to approve payments in the amount of \$64,612.07 for the period of January 18, 2018 through February 21, 2018 including electronic payments and checks #6283 – #6328 with checks #6286, #6316, #6317 #6318, and #6322 voided. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Approve transfer of funds

Motion: Trustee Stull moved to approve transfer of \$150,000 from the MB NOW Account to the MB Operating Account. Trustee Warren seconded.

Roll call vote:

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

Nays – None
Motion carried

- c. Approve Minutes of the February 6, 2018 Personnel Committee Meeting

Motion: Trustee DuRocher moved to approve Minutes of the February 6, 2018 Personnel Committee Meeting. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Picha and Warren

Abstain – Trustees Lezon, Ruzicka, Stull and Ruzicka

Motion carried

- d. Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes

MOTION: Trustee Richardson moved to destroy verbatim recording of the May 18, 2016 Closed Session. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

10. Unfinished Business

- a. Update on Library District's Cooperation with Airhart Construction Related to Residential Development of Civic Center Redevelopment Site #1 (CCRS #1)

Director Whitmer stated the agreement between the Library and Airhart Construction was executed in mid-January. This agreement allows Airhart to access Library property for various construction reasons including the sidewalk on the west side of the building, removing the chain-link fence, and completing some minor grading at the edge of the property. The agreement will expire when the project is complete or December 31, 2021, whichever occurs first.

Airhart closed on the property at the end of January.

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

Director Whitmer stated she and Trustee Picha attended the February 12, 2018, City Public Works/Infrastructure Committee of the Whole Meeting. At the meeting, the committee voted unanimously to recommend the City Council take the following action:

- Approve the ownership transfer of 11 streetlamps from the Library to the City.
- Authorize the City's attorney and staff to draft an amendment to the existing light maintenance intergovernmental agreement removing the 11 streetlamps, which allows the city to maintain the Library's lower level parking lot streetlamps at the Library's expense.
- Authorize the passage of an ordinance approving the plat subdivision of dedication of easement and right-of-way.

City Staff and attorney are finalizing the plat of dedication and City Council is expected to take action on the above items at the March 5 Council meeting.

Director Whitmer explained the City discovered the conduit for the three fixtures in front of the Library on Stafford Place runs through Airhart's property. The City is going to abandon the existing conduit and extend new conduit under the Library's parking spaces on the west side of the building. The Library will maintain ownership of the property, but a utility easement will allow the City to access the property for maintenance of the streetlamps and conduit. The City will be responsible for repair of any damage that may occur during maintenance.

- c. Review Recommendations for Electricity Supply and Authorize Staff to Execute Contract

MOTION: Trustee Warren moved to authorize Library staff to direct Vanguard Energy to request quotes for terms of twelve to 48 months from energy suppliers and authorize Library staff to enter into a contract for electricity supply, inclusive of renewable energy, for a term not to exceed 48 months based on the recommendations of the energy consultant. Trustee Ruzicka seconded.

Trustee Warren asked if the Library is going to opt for 100% renewable energy. Director Whitmer responded it is the intention of the Library to use renewable energy.

Roll call vote:

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

Nays - None

Motion carried

11. New Business

- a. (1) Approve Revised Library Director Job Description and Revised Library Director Evaluation Process

Trustee Picha thanked Trustees DuRocher and Warren, along with Director Whitmer for all their hard work on this project.

Trustee DuRocher stated this began last year at Director Whitmer's review when she was asked if the current review process was useful to her. Director Whitmer stated it was not. Director Whitmer put a lot of thought into what would be useful for her. Trustee DuRocher stated Director Whitmer did a wonderful job of putting together her new job description.

MOTION: Trustee DuRocher moved to adopt revised Library Director Job Description and the revised Library Director Evaluation Process. Trustee Warren seconded.

At this point, the consensus of the Board was to separate the motion into two separate motions – Adopt the Revised Library Director Job Description and Adopt the Revised Library Director Evaluation Process.

Trustee DuRocher withdrew her original motion.

Trustee DuRocher moved to adopt the revised Library Director Job Description. Trustee Warren seconded.

Director Whitmer stated the revised job description includes updates on essential functions, adds education and experience requirements, includes General Performance Requirements and adds Physical Demands/Work Environment.

Director Whitmer suggested the Library Director look at the job description every 2-3 years to make sure it is accurate.

Trustee DuRocher stated the new trend is to include the Physical Demands/Work Environment in job descriptions.

VOTE:

Voice call:

Ayes - all

Nays – none

Motion carried

a.(2) Approve revised Library Director Evaluation Process

MOTION: Trustee Stull moved to approve the revised Library Director's Evaluation Process. Trustee Ruzicka seconded.

Trustee DuRocher stated the Committee reviewed the Director's general performance goals looking specifically at the Director's essential functions from the job description and performance goals.

Director Whitmer stated the items to be evaluated are derived from the Director's Job Description, Performance Goals established during the prior evaluation process and General Performance Requirements.

Trustee DuRocher stated trustees would be receiving the evaluation form overview and instructions in March. The deadline to complete the evaluation form online will be April 1. Trustees DuRocher and Warren will complete the compilation.

A closed session will be held at the April Board Meeting to discuss the evaluation with Director Whitmer.

Trustee Stull asked Director Whitmer to give the Board a possible change in range of salary increase, change in benefit, support for educational classes, or other ways a job well done can be compensated. Trustee Picha asked Director Whitmer if she should include a document addressing these issues with her self-evaluation form. Director Whitmer stated this would be the most appropriate way. Director Whitmer's self-evaluation will include notes for suggested revisions to the job description and any requests for additional compensation or educational support.

Trustee DuRocher stated past year goals will be discussed in April and the goals discussed in May will be tied to the FY18-19 budget process.

Director Whitmer stated she does not want this document to be intimidating or make this evaluation process complicated but would like to know if she needs improvement in certain areas.

VOTE

Voice vote:

Ayes – all

Nays – none

Motion carried

- b. Provide Input and Feedback on Strategic Priorities and Action Steps for FY19

Director Whitmer and the Management Team met and considered several ideas for priorities and actions steps for next fiscal year. Director Whitmer recommends the following priorities:

Priority #1 – Plan for the Future`

Priority #2 – Maintain a Safe, Efficient Facility

Priority #3 – Communicating and Engaging with the Community

Trustee DuRocher asked how the strategic priorities relate to Director Whitmer's performance goals. Director Whitmer replied she will focus primarily on Priority #1, however, she will also work on the other priorities along with the Management Team and their staff members.

Trustee Picha asked if the plan for the lower level room will be included in Priority #1- Plan for the Future. Director Whitmer stated this will be discussed along with the budget in April.

- c. Review Plan for Outreach / Community Event Participation and Approve the Following Early Closures: Tuesday, July 3 at 5 pm and Friday, August 3 at 5 pm

MOTION: Trustee Warren moved to approve early closures at 5 pm on Tuesday, July 3 for the Warrenville Parade and at 5 pm on Friday, August 3 for Summer Daze. Trustee Lezon seconded.

Director Whitmer shared the Management Team's plan for participation in community events from July through September 2018.

Two early closures are recommended. Except for holidays, the Library will remain open normal hours on the other event dates.

Trustee Warren asked if Arbor Day is an event where the Library should have a presence. Director Whitmer stated the Library is better promoting events such as the Health and Wellness Fair.

The Board agreed to consider an art sale/silent auction for retired library artwork at Art on the Prairie.

VOTE:

Voice Vote:

Ayes – all

Nays – none

Motion carried

d. Approve Closure on Friday, October 5 for Staff In-Service

Motion: Trustee Stull moved to approve closure of the Library on Friday, October 5 for an all-day, all staff in-service. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

12. Director's Report

- Director Whitmer reported the summer concerts are booked and waiting on a few contracts to be signed before announcing the full lineup.
- Director Whitmer stated the boiler is operating; the problem is the boiler is operating outside the building automation system. She will be contacting Shales McNutt to assist in this matter.
- Fireplace – it was discovered the materials being considered to replace the previous frame will not withstand the heat. Josh Campanelli from Shales McNutt visited this morning to obtain measurements. No timeline has been received for the replacement. Trustee Picha asked who will absorb the financial impact and Director Whitmer responded she did not know. Trustee Picha also inquired when they plan to locate the circuit breaker that controls the fireplace in case the remote is lost. Director Whitmer stated when the electrician comes to fix a few lights he will do this at the same time.
- Trustee Picha asked which account the funds for the window project will be used. Director Whitmer replied it will come out of Special Reserve.
- The Library renovation is featured in the February issue of the ILA Reporter.
- Director Whitmer hosted the Warrenville Hospitality Group including Cantera hotels and restaurants on January 31. As a result of a referral from the meeting, Buffalo Wild Wings hosted a regional manager's meeting at the Library.

13. Department Head Reports

- Youth Services held outreach STEM programs at both Bower and Johnson Schools with full attendance.
- The Marketing/Graphics Department is currently working on new signage for all the book shelf headers.
- Trustee Warren asked why the unique website visits increased so much – Director Whitmer stated it now includes any catalog hits.
- Trustee Picha likes the miscellaneous circulation stats.

Trustee DuRocher left the meeting at this time.

14. President's Report

a. Next meetings or events

Trustee Picha announced the upcoming meetings.

15. Treasurer's Report – looks good

16. Secretary's Report – looks good, a Secretary Pro-Tem will need to be appointed for the March board meeting.

17. Committee Reports - none

18. Trustee Comments

Trustee Warren stated he saw Paula Voegtle at Chick-fil-A in Wheaton and was able to relay to her the disposition of her issue and at this point the matter has been closed.

Trustee Picha said the Library's Newsletter continues to evolve and become better and better every time it's published.

19. Items for information and/or discussion - none

20. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:41 pm. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

February 28, 2018

WARRENVILLE LIBRARY INCOME		FUND BALANCES										PAGE 1
FEBRUARY 2018	LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2017	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT	
	1698315	94.9290%	0	1695798	99.85%	336830	2905	34499	114782	1170323	896804	
	90722	5.0710%	0	90588	99.85%	82381	0	0	18047	56046	116923	
TOTAL TAX (LEVIED)	1789037	100.00%	0	1786386	99.85%	419211	2905	34499	132829	1226369	1013727	
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	
WORKING CASH	0		0	0		225847	0	0	0	0	225847	
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	
SPECIAL RESERVE	0		0	0		507949	0	0	10985	324030	183919	
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524	
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	
TOTAL	1789037	100.00%	0	1786386	99.85%	1176531	2905	34499	143814	1550399	1447017	
FORMULA = A+B+C-D=E			A			B		C		D	E	

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 28, 2018

	CORPORATE FUND				
	1 Month Ended	6 Months Ended			% Received /
	Feb. 28, 2018	Feb. 28, 2018	Budget	Balance	Expended
Income					
Taxes Levied	0.00	1,695,630.59	1,698,315.00	2,684.41	99.84%
Back Taxes	0.00	167.12	0.00	(167.12)	0.00%
Copier	648.49	4,534.08	7,000.00	2,465.92	64.77%
Extended Use Fees	1,631.51	12,938.22	22,000.00	9,061.78	58.81%
Fees	22.00	148.25	250.00	101.75	59.30%
Interest	131.58	2,594.74	2,200.00	(394.74)	117.94%
Book Sales	56.00	135.00	2,000.00	1,865.00	6.75%
Lost Books	362.00	2,804.13	3,500.00	695.87	80.12%
Gifts / Memorials	0.00	300.00	1,000.00	700.00	30.00%
Miscellaneous	53.00	2,487.18	1,000.00	(1,487.18)	248.72%
Hotel/Motel Tax	0.00	8,557.50	12,725.00	4,167.50	67.25%
Grants - Per Capita	0.00	0.00	10,450.00	10,450.00	0.00%
	2,904.58	1,730,296.81	1,760,440.00	30,143.19	98.29%
Expenses					
Sal. - Administration	15,504.97	127,584.58	196,500.00	68,915.42	64.93%
Sal. - Circulation	8,975.28	78,551.85	118,000.00	39,448.15	66.57%
Sal. - Maintenance	1,653.95	14,245.29	21,500.00	7,254.71	66.26%
Sal. - Public Services	24,946.98	217,087.54	342,000.00	124,912.46	63.48%
Sal. - Tech Services	14,841.15	129,476.81	217,500.00	88,023.19	59.53%
I.M.R.F. - Expense	7,576.59	64,179.25	98,000.00	33,820.75	65.49%
Fica - Expense	4,916.78	42,342.60	68,500.00	26,157.40	61.81%
Unemp. Comp.	0.00	532.90	1,300.00	767.10	40.99%
Op - Mat'l Processing/Tech	758.46	9,901.06	9,100.00	(801.06)	108.80%
Op - Mat'l Processing/Circ	97.84	656.78	2,300.00	1,643.22	28.56%
Op - Postage	984.00	3,357.28	5,865.00	2,507.72	57.24%
Op - Office Supplies	84.40	1,972.92	4,650.00	2,677.08	42.43%
Op - Bank Fee's	54.11	412.04	850.00	437.96	48.48%
Op - Automation Supplies	130.06	2,032.25	3,000.00	967.75	67.74%
Op - Publishing	0.00	1,076.63	1,200.00	123.37	89.72%
Equip. - Purchases	882.88	5,104.64	7,700.00	2,595.36	66.29%
Equip. - Maintenance	221.56	2,271.30	4,000.00	1,728.70	56.78%
Auto. - Software	19.99	13,359.41	13,475.00	115.59	99.14%
Auto. - Purchases	260.74	1,507.12	7,000.00	5,492.88	21.53%
Auto. - Maintenance	6,532.36	45,142.93	50,240.00	5,097.07	89.85%
L. Ins. - Workmen's Comp	0.00	93.94	3,000.00	2,906.06	3.13%
Ins. - Multi Peril Package	0.00	12,030.00	11,100.00	(930.00)	108.38%
Ins. - Health / Life	3,731.34	33,164.47	63,800.00	30,635.53	51.98%
Pd - Recruiting	45.00	450.00	500.00	50.00	90.00%
Pd - Staff Appreciation	0.00	364.70	1,250.00	885.30	29.18%
Pd - Staff / Dues	238.00	1,875.00	2,800.00	925.00	66.96%
Pd - Staff / Meetings	586.77	1,002.07	6,600.00	5,597.93	15.18%
Pd - Staff / Transportation	75.66	520.94	1,000.00	479.06	52.09%
Pd - Trst / Dues	0.00	270.00	270.00	0.00	100.00%
Pd - Trst / Mtgs	354.48	1,364.48	2,690.00	1,325.52	50.72%
Pd - Trst / Transportation	583.83	734.45	700.00	(34.45)	104.92%
Pd - Trustee Misc.	18.99	229.26	500.00	270.74	45.85%
Cont. - Lawyer	0.00	1,785.00	5,000.00	3,215.00	35.70%
Cont. - Accounting	1,044.92	6,988.44	10,000.00	3,011.56	69.88%
Cont. - Collections	98.45	313.25	1,000.00	686.75	31.33%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 28, 2018

	CORPORATE FUND				
	1 Month Ended	8 Months Ended			% Received /
	Feb. 28, 2018	Feb. 28, 2018	Budget	Balance	Expended
Cont. - Audit	0.00	7,950.00	7,950.00	0.00	100.00%
Cont. - Consultants	0.00	1,870.00	4,700.00	2,830.00	39.79%
Lib. Mat. - Adult Books	5,691.17	36,586.31	67,000.00	30,413.69	54.61%
Lib. Mat. - Youth Books	3,310.34	22,064.35	32,000.00	9,935.65	68.95%
Lib. Mat. - Adult AV	2,461.05	17,466.87	27,000.00	9,533.13	64.69%
Lib. Mat. - Youth AV	563.65	3,557.05	7,000.00	3,442.95	50.82%
Lib. Mat. - EBooks	6,000.00	8,009.81	24,000.00	15,990.19	33.37%
Lib. Mat. - Periodicals	0.00	10,617.51	11,500.00	882.49	92.33%
Lib. Mat. - Internet Subsc...	(6,000.00)	18,370.29	41,000.00	22,629.71	44.81%
Ps - Programs Adult	393.49	4,127.18	6,500.00	2,372.82	63.50%
Ps - Programs Youth	128.21	2,456.65	6,500.00	4,043.35	37.79%
Ps - Hotel/Motel	250.00	8,605.00	18,325.00	9,720.00	46.96%
Ps - Refunds / Fines / Fees	0.00	62.99	500.00	437.01	12.60%
Ps - Printing	137.33	7,878.72	20,100.00	12,221.28	39.20%
Ps - PR / Publicity	39.20	1,831.08	4,550.00	2,718.92	40.24%
Ps - Misc.	0.00	981.99	1,300.00	318.01	75.54%
Gas	1,475.79	3,634.19	9,000.00	5,365.81	40.38%
B & M - Water / Sewer	111.28	521.28	800.00	278.72	65.16%
Electricity	3,075.87	23,665.52	40,000.00	16,334.48	59.16%
Telephone	1,190.49	9,199.01	14,480.00	5,280.99	63.53%
B & M - Landscape Maint	278.00	5,970.00	10,000.00	4,030.00	59.70%
Gifts	0.00	1,262.20	2,300.00	1,037.80	54.88%
Contingency	456.26	2,251.35	10,000.00	7,748.65	22.51%
Debt Repayment	0.00	149,402.50	167,550.00	18,147.50	89.17%
	114,781.67	1,170,323.03	1,816,945.00	646,621.97	64.41%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 28, 2018

	BUILDING & MAINTENANCE FUND				
	<u>1 Month Ended</u> <u>Feb. 28, 2018</u>	<u>8 Months Ended</u> <u>Feb. 28, 2018</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
Taxes Levied	0.00	90,578.66	90,722.00	143.34	99.84%
Back Taxes	0.00	8.93	0.00	(8.93)	0.00%
	0.00	90,587.59	90,722.00	134.41	99.85%
Expenses					
Maintenance	6,373.78	32,753.91	44,520.00	11,766.09	73.57%
Maintenance Supplies	414.46	2,262.27	2,200.00	(62.27)	102.83%
Security	90.00	1,355.42	4,750.00	3,394.58	28.54%
Snow Removal	10,771.40	16,534.98	20,000.00	3,465.02	82.67%
Hvac	0.00	1,314.94	10,900.00	9,585.06	12.06%
Janitorial Supplies	397.38	1,824.77	3,500.00	1,675.23	52.14%
	18,047.02	56,046.29	85,870.00	29,823.71	65.27%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: February 28, 2018

	SPECIAL RESERVE FUND				
	<u>1 Month Ended</u>	<u>8 Months Ended</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u>
	<u>Feb. 28, 2018</u>	<u>Feb. 28, 2018</u>			<u>Expended</u>
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	2,000.00	2,000.00	0.00%
Auto. - Purchases	0.00	4,517.49	21,750.00	17,232.51	20.77%
Capital Improvement ...	10,985.00	319,512.18	500,000.00	180,487.82	63.90%
	10,985.00	324,029.67	523,750.00	199,720.33	61.87%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
February 28, 2018

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	13,299.48
Cash / Copier Change	75.00
MB Operating	210,156.05
MB Business NOW	197,929.55
MB Business Money Market	825,492.45
MB Certificate of Deposit	<u>202,715.89</u>

1,450,078.42

General Fixed Assets	<u>6,180,189.00</u>
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TOTAL ASSETS	<u>\$ 7,630,267.42</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>3,060.81</u>
	3,060.81

LONG-TERM LIABILITIES

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

EQUITY

Fund Balance	5,677,206.61
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,630,267.42</u>
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See Accountants Compilation Letter

CONSENT AGENDA

Approve Non-resident Library Card Participation for FY19 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

State law requires that public library boards annually "opt-in" or "opt-out" of the non-resident library card program.

By participating in the program, any non-resident cards issued by our library are required to be honored by other libraries that also participate in the non-resident program. If we choose not to participate, then our non-resident cards become "local use only" cards and they will not be honored by other libraries in the state.

A non-resident card is issued by the Library to a person who does not live within a library's service area. Non-resident cards are valid for one year.

The Director and Circulation Manager recommend the following:

- Continue participation in the non-resident library card program.
- Continue to utilize the tax bill method for calculation of the non-resident fee. This ensures that a non-resident is paying the fee that would be required if his or her property was located within the District's boundaries.
- Continue to utilize the 15% of monthly rent formula to calculate the non-resident fee for non-resident renters (individuals who reside in a rental property outside of the District's boundaries).

REGULAR AGENDA

Approve payments for the period of February 22 – March 21, 2018

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

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

WARRENVILLE PUBLIC LIBRARY**Transaction Detail by Account****February 22 - March 21, 2018**

Date	Num	Name	Amount
03/21/2018	6329	Accounting Services, Inc.	-498.00
03/21/2018	6330	Ambius	-278.00
03/21/2018	6331	Aridan Books, Inc.	-120.00
03/21/2018	6332	Baker & Taylor	-1,718.55
03/21/2018	6333	Baker & Taylor	-362.72
03/21/2018	6334	Baker & Taylor	-3,112.74
03/21/2018	6335	Baker & Taylor	-2,530.72
03/21/2018	6336	Beckie Menzie	-450.00
03/21/2018	6337	Business Card	-1,754.37
03/21/2018	6338	Cintas Fire Protection	-132.81
03/21/2018	6339	ComEd	-3,071.72
03/21/2018	6340	Creekside Printing	-2,916.00
03/21/2018	6341	Elizabeth Carlson	-350.00
03/21/2018	6342	Grant & Power	-1,772.40
03/21/2018	6343	Konica Minolta Business Solutions	-166.17
03/21/2018	6344	LIMRICC Purchase of Health Insurance Prog	-4,539.76
03/21/2018	6345	Midwest Cyclery	-75.00
03/21/2018	6346	Midwest Tape	-393.77
03/21/2018	6347	Midwest Tape	-1,768.25
03/21/2018	6348	Midwest Tape	-3,000.00
3/21/2018	6349	OverDrive	0.00
03/21/2018	6350	OverDrive	-1,381.93
03/21/2018	6351	Pack, William	-300.00
03/21/2018	6352	Quill Corporation	-311.90
03/21/2018	6353	Sam's Club/Synchrony Bank	-72.68
03/21/2018	6354	Service Master Commercial Cleaning	-1,955.73
03/21/2018	6355	Technology Management Revolving Fund	-450.00
03/21/2018	6356	U.S. Postmaster	-225.00
03/21/2018	6357	Unique Management Services, Inc.	-44.75
03/21/2018	6358	Warrenville Ace Hardware	-7.19
03/13/2018	6359	OverDrive	-180.00
03/13/2018	6360	World Book School and Library	-693.00
03/21/2018	6361	BlueWire Communications	-354.00
03/21/2018	6362	Jamie Perpich	-38.52
03/21/2018	6363	Petty Cash Fund	-27.76
03/21/2018	6364	SYNCHRONY BANK/AMAZON	-501.34
03/21/2018	6365	Library Store	-189.30
02/22/2018	Electronic	Warrenville, City of	-111.28
02/26/2018	Electronic	Northern Illinois Gas	-1,475.79
02/27/2018	Electronic	Konica Minolta Premier Finance	-167.00
03/01/2018	Electronic	Paylocity	-178.49
03/01/2018	Electronic	AFLAC	-142.56

-37,819.20

REGULAR AGENDA

Approve transfer of funds

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

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

UNFINISHED BUSINESS

Update on Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Way and Utility Easements to City of Warrenville (*discussion only*)

On February 20, City Council voted to direct the City Attorney to prepare an amendment to the existing Intergovernmental Agreement for Light Maintenance with the Warrenville Public Library District, and to prepare a bill of sale to approve the ownership transfer of the 11 streetlights from the Library to the City.

This process is ongoing. To date, the Library's Attorney has reviewed and approved the following documents:

- Amendment to the existing Intergovernmental Agreement for Light Maintenance
- Draft of the bill of sale for ownership transfer

We are waiting on the final draft of the Plat of Dedication and Grant of Easement. Once the plat is received from the City, we will forward it to the Library Attorney for review. Upon the Library Attorney's approval, the Library Board President will sign the plat.

UNFINISHED BUSINESS

Adopt Strategic Priorities and Action Steps for FY19 (ACTION)

The following Strategic Priorities and Action Steps were discussed at the February Board Meeting and are recommended for approval.

Priority #1 - Plan for the Future

- Hire a consultant to work with the Community, Staff and Board to develop a 3-5 year strategic plan
- Establish values, mission, vision statements
- Develop a tagline for Library brand

Priority #2 - Maintain a Safe, Efficient Facility

- Develop a long-term capital maintenance plan with budget
- Develop and implement a facilities inspection and maintenance checklist (daily, weekly, monthly, quarterly, annually)
- Conserve energy and reduce energy expenses through retrofit and replacement of lighting fixtures with LED (parking streetlamps, exterior door fixtures, clearstory lighting)
- Install security cameras
- Update intrusion alarm system
- Secure staff office and work area

Priority #3 - Communicate and Engage with the Community

- Launch a reorganized / redesigned / mobile-responsive website
- Conduct at least one large-scale community event
- Develop instructional videos for members explaining common library functions and services (how to, booktalks, collection tour, mobile device intro, etc.)

Suggested Motion: Adopt Strategic Priorities and Action Steps for FY19

NEW BUSINESS

Approve Revised Policy No. 360 – Art Exhibits Policy (ACTION)

This policy replaces Policy No. 360 – Use of Library Display Facilities.

The new policy clarifies guidelines and expectations for artists who want to display art in one of the two existing display spaces: Quiet Room and Teen Lounge.

SUGGESTED MOTION: Approve Revised Policy No. 360 – Art Exhibits Policy

ART EXHIBITS POLICY

The Warrenville Public Library District provides access to the intellectual and cultural resources of the community, including works of art.

The Library welcomes groups, organizations or individuals to exhibit art in the Library.

Any artist interested in exhibiting at the Library must submit an Artist Application, signed Waiver of Liability/Policy Agreement, photos of 4-6 works to be displayed and an artist statement. Upon receipt of an Artist Application, the Library Director or designee will review the application and communicate with the artist regarding suitability of the exhibit, selection of works and scheduling.

Exhibits are approved and scheduled by the Library Director or designee. Preference is given to Library District residents and organizations.

Depending on availability of display space, an exhibit may be scheduled for a minimum of one month up to a maximum of two months. Artists are limited to one exhibit per calendar year. Schedules are approved on a first come, first served basis.

The Library assumes no responsibility for the preservation, protection or possible damage or theft of materials exhibited. All items placed in the Library are at the owner's risk. There is no insurance coverage on any exhibit arranged with the public. The owner must carry his own insurance if so desired.

Artists who exhibit their work at the Library agree to the following:

1. The Library has the final decision on the approval, schedule and arrangement of all exhibits and displays. The Library reserves the right to reject any or all parts of an exhibit or change the manner of display.
2. Each individual artist displaying work, whether solo or as a member of a group, must sign the Waiver of Liability/Policy Agreement.
3. Framed artwork is preferred. All artwork must have a properly secured mechanism on the back for hanging.
4. Artists must supply an artist statement for use by the Library.
5. All Artwork must have a title card appropriate for mounting next to each piece of art. The title card must include the artist name, title of work and medium.
6. Artwork does not need to be for sale. If the artwork is for sale, the artist must supply a price list that includes the artist's name, contact information, titles of works and prices. The Library will not display the price list but will share it with interested individuals upon request. Prices may not be on the face of the artwork or the title card. The Library will receive no fees or commissions in connection with any exhibit or display. Transactions for the purchase of exhibit items will be between the artist and the purchaser.
7. A Library staff member must sign in all artwork when installed and must sign out all artwork when removed. Artwork must be installed and removed on agreed upon dates.

8. All artwork must stay on display for the entire period agreed upon for the exhibition.
9. All publicity in connection with any artwork/exhibition must be approved by the Library.

Display Space Available

1. Quiet Room
Area measures 228 inches wide
by 60 high
Display system has 6 hooks for
display



2. Teen Lounge
Area measures 192 inches wide
by 48 inches high
Display system has 6 hooks for
display



Policy Revision Log

Review for approval 3/21/18, effective 4/1/18

WARRENVILLE PUBLIC LIBRARY DISTRICT ARTIST APPLICATION

Thank you for your interest in exhibiting your artwork at the Warrenville Public Library District (Library). The following guidelines will help you understand the selection and exhibit process. For additional information, please contact the Library Director at 630/393-1171 x118. This Artist Application must be signed and submitted with the Waiver of Liability/Policy Agreement.

- ☐ Complete and submit signed (1) Artist Application and (2) Waiver of Liability/Policy Agreement.
- ☐ Submit photos of 4-6 works to be displayed. Photos may be submitted in digital format or posted on a website. Photos submitted will not be returned.
- ☐ Submit an artist statement (brief biographical statement suitable for publication).
- ☐ Applications are accepted at any time. Exhibit schedules are assigned on a first come, first served basis.
- ☐ Applicants must be available to meet with Library staff to determine if and how artwork can be installed.
- ☐ If approved, applicants will be notified via email or phone and an exhibit date will be scheduled.
- ☐ If the Applicant is a group or organization, a signed Waiver of Liability/Policy Agreement from each individual artist must be attached to this application.
- ☐ Artist and Library will agree on time for installation and removal of exhibit. Artist will be present to install and remove artwork on agreed upon dates.

Today's Date _____

Name _____ Signature _____

Organization Name _____

Phone _____ Email _____

Art Medium _____

How many pieces of art are available to exhibit? _____

What months are you available to exhibit? _____

Submit requested materials to Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555 or director@warrenville.com.

WARRENVILLE PUBLIC LIBRARY DISTRICT

ARTIST WAIVER OF LIABILITY / POLICY AGREEMENT

Waiver of Liability

I hereby voluntarily assume the risk of any loss, injury or damage to myself or property, which in anyway arises out of the use of Warrenville Public Library District facilities for exhibition of artwork. Further, I do hereby waive any claim against the Warrenville Public Library District and its agents, servants and employees, arising from said loss, injury or damage and do covenant not to sue the Warrenville Public Library District thereon, regardless of whether such loss, injury or damage is caused in whole or in part by negligence of said Library District or by the negligence of the agents, servants and employees of the Library District.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE DISCLAIMER STATEMENT AND WAIVE AND RELEASE ALL CLAIMS. I HAVE READ AND AGREE TO THE GUIDELINES SET FORTH IN THE LIBRARY'S ART EXHIBITS POLICY.

Today's Date _____

Artist Name _____ Signature _____

POLICY NO. 360

USE OF LIBRARY DISPLAY FACILITIES

- I. The Warrenville Public Library District is interested in promoting public interest in art and crafts through art displays at the library and will take all reasonable measures to avoid damage or loss to displays arranged with artists.
- II. However, the Warrenville Public Library District assumes no financial responsibility for loss or damage to any display or exhibit held at the library. We do not carry insurance to cover any exhibit or display arranged with the public; the artist/craftsman must carry insurance if he/she so desires.

existing policy

Electricity Supply Update

Paul Kalas (Vanguard Energy) secured pricing and recommended the Library accept a 48-month contract with Direct Energy. The purchase price is \$0.02969 per kWh. The term of the agreement begins May 15, 2018. The agreement locks in the energy price (supply). Other costs will be variable.

Building & Maintenance Updates

Electrical – Ridgeview Electric replaced a malfunctioning light fixture and retraced/relabelled a few mislabeled circuit breakers.

Fireplace – Hargrave is looking for ¼" black granite for the fireplace. Josh Campanelli from Shales McNutt is keeping us updated on this project.

New Boiler – Josh Campanelli is communicating with the various parties involved with the boiler: Barr Mechanical (equipment), Elara Engineering (design) and Automated Logic (controls). An onsite meeting with all parties will be necessary to come to an agreement on a solution. It appears that the problem is the control of the boiler and the sequence of operations for that control.

Other Items

The Library received \$1,238.26 from a settlement claim for an LCD price-fixing case. We submitted a claim in August 2016, the case was settled in January 2018 and the Illinois Attorney General sent settlement checks at the end of February.

On February 26, Airhart Construction began work on the development adjacent to the Library.

The Management Team submitted detailed budget requests on March 15. I will be working on the working budget draft over the next month, including meetings with the managers to prioritize their requests.

Jackie will pick up the preliminary tax levy worksheet from the County Clerk's office on Monday, March 19. The worksheet will let us know our expected property tax income for next fiscal year.

Summer Concert performers have been booked.

February Meetings/Programs/Outreach (Sandy)

February 2 – Itasca Library renovation tour & meeting with Director

February 6 – Library Board Personnel Committee Meeting

February 13 – Management Team Meeting

February 14 – Webinar: Sexual Harassment in Your Workplace

February Meetings/Programs/Outreach (Jackie)

February 13 – Management Team Meeting

February 14 – Webinar: Sexual Harassment in Your Workplace

STATISTICAL SUMMARY

February 2018

	FEB 2018	FEB 2017	% change	+/-
TOTAL CIRCULATION ***	17,764	14,672	21.1%	3,092
Print	8,909	6,581	35.4%	2,328
NonPrint	7,538	7,034	7.2%	504
Equipment (mobile dev., in-house laptops, etc.)	53	30	76.7%	23
Downloadables	1,264	1,027	23.1%	237
OVERDRIVE (eBooks & eAudiobooks)	704	595	18.3%	109
ZINIO (eMagazines)	55	97	-43.3%	-42
Hoopla	442	182	142.9%	260
Tumblebooks	63	153	-58.8%	-90
ITEM REQUESTS PROCESSED	237	226	4.9%	11
INTERLIBRARY LOANS RECEIVED	210	186	12.9%	24
MATERIALS ADDED	999	588	69.9%	411
MATERIALS WITHDRAWN	1,476	708	108.5%	768
TOTAL COLLECTION SIZE*	113,539	107,022	6.1%	6,517
PROGRAMS				
Number of Adult Programs	6	6	0.0%	0
Adult Program Attendance	143	104	37.5%	39
Number of Teen Programs	6	3	100.0%	3
Teen Program Attendance	26	5	420.0%	21
Number of Children's Programs	23	16	43.8%	7
Children's Program Attendance	737	589	25.1%	148
Book-A-Librarian	4	4	0.0%	0
Book-a-Librarian Attendance	4	4	0.0%	0
RECIPROCAL BORROWER CIRCULATION	1,458	1,170	24.6%	288
RESIDENT CARDS ACTIVE	5,862	6,140	-4.5%	-278
RECIPROCAL BORROWER CARDS ACTIVE	342	308	11.0%	34
VISITOR COUNT **	4,509	6,499	-30.6%	-1,990
COMPUTER SESSIONS	1,203	1,166	3.2%	37
DATABASE USAGE	228	202	12.9%	26
WEBSITE VISITS	66,344	4,854	1266.8%	61,490
UNIQUE WEBSITE VISITORS	61,266	2,295	2569.5%	58,971

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

**March 2016 installed new counter at main entrance. Collects only entry through exterior doors.

Detailed statistical reports will be available at the Board Meeting

Note: From November 2016 through May 2017, the Library's interior renovation project was ongoing. Library usage was decreased during this period.

PUBLIC SERVICES REPORT

February 2018

Leila Heath

InterLibrary Loan

Item Requests Processed: 237 (226 LY); Materials Received: 210; Materials Lent: 68

Programming

Adult:

Book Discussion 2/1: 11

Book Club Social 2/6: 1

Sunday Matinee – Tom Sharpe 2/11: 43

Mary Todd Lincoln 2/15: 56

Calligraphy 2/22: 18

Afternoon at the Movies 2/27: 14

Book a Librarian (4): 4

Puzzles: 1

1000 piece: *Ice Cream Shoppe*

Teen:

Fall in Love with a Good Book 2/1-28: 17

Nintendo 2/2: 1

Teen Writing Club 2/7: 2

Smash Tournament 2/16: 4

Wrinkle in Time 2/23: 0

Teen Craft 2/28: 2

Youth:

Family Storytime (4): 140

Toddler Time (4): 140

Spanish Storytime (4): 29

Art Club Jr 2/8: 20

PAWS 2/10: 10

NatureTelling 2/14: 23

Science Plus 2/15: 6

Sweetheart Tea 2/17: 27

Crafty Kids 2/21: 25

Outreach / PR

Youth:

Day of Play 2/17: 198

WYFS 2/21: 34

Johnson Lego 2/27: 36

Johnson Snap Circuits 2/28: 26

Johnson Robots 3/1: 23

Launched Communico applications and procedures. Input and published Spring Communico calendar.

Teen Volunteers: 4; Hours: 5

Weeding/Shelf Shifts

Weeding:

Fiction, 800's, YA Fiction, Holiday Picture Books, YS DVDs, DVDs

Reference

Trained new Library Assistants.

Meetings / Continuing Ed

Management Meetings: Leila

Summer Reading Planning & Marketing Meeting 2/5: Leila

Tech Team Meeting 2/8: Jen, Sylvia, Rebecca, Nora, Diana, Jane, Nayeli, Lydia

AS Summer Reading Meeting 2/8: Leila, Jen, Sylvia

YS Summer Reading Meeting 2/15: Diana, Jane, Nayeli, Lydia

Marketing Meeting for Banners 2/20: Leila

Phone Meeting with Hoopla 2/20: Leila

Community Puzzle Logistics 2/21, 28: Leila, Jen, Sylvia

Anderson's Children's Literature Breakfast 2/24: Diana

Conversion Station Self-Guided Training 2/27: Rebecca, Nora

Digital Resources

Beyond Dust Jackets Blog:

Views 2/1-28: 1847

Total views 2018: 3276; Total views FY: 11965

NextReads Newsletters:

Subscribers thru 2/28: 162

Newsletters sent 2/1-28: 611

Total newsletters sent 2018: 1246; Total newsletters sent FY: 4531

OverDrive eAudiobooks/eBooks:

New User accounts 2/1-28: 14

Checkouts 2/1-28: 704

Total checkouts 2018: 1475; Total checkouts FY: 5734

Zinio eMagazines:

User accounts thru 2/28: 204

Checkouts 2/1-28: 55

Total checkouts 2018: 105; Total checkouts FY: 481

Hoopla:

New User accounts 2/1-28: 26

Checkouts 2/1-28: 442

Total checkouts 2018: 905; Total checkouts FY: 3013

MEMBER SERVICES REPORT**February 2018****Patty Dybala**

Library Card Monthly Stats		
	February 2018	February 2017
# of new cards issued	85	53
# of renewed cards (expiring 1/2018)	30 (78 notices sent*) *email only effective 7/2017	61 (179 notices sent)
Warrenville Resident cards (active)	5,862	6,140
Reciprocal Borrower cards (active)	342	308

Miscellaneous Monthly Circulation Stats		
	February 2018	February 2017
Self-Checkout Station	6,247 items (37% of total circulation)	3,436 items (25% of total circulation)
Reciprocal Borrower Circulation	1,458	1,170
# of Outgoing Book Discussion ILL Requests	37 (14% of total item requests)	37 (14% of total item requests)
Mobile Device Circulation	29	14
Mobile Device In-house Circulation	24	16

Professional Growth/Meetings/Outreach

2/13 Management Team Meeting- Patty

2/8 Tech Team Meeting- Jaime

2/12 Technology Orientation w/Cynthia- Mary

2/13 ATLAS Academy- Jaime

2/14 Circulation Roundtable (Naperville Library-95th St.)- Patty

Department Updates

Paul Asta submitted his resignation from the position of Customer Service Specialist effective February 23. Paul accepted a position at the Library of Congress in Washington D.C.

We implemented new library card registration forms, two new forms were created, one for adults (individuals 18 and over) and a separate form for minors (individuals under 18). The new forms were designed to improve the registration process and include clarification regarding account notification preferences and an option to sign up for eNews.

Homebound Delivery

None this month.

MARKETING REPORT

February 2018

Kathy Gaydos

Collateral Creation/Distribution

Approved Spring *Reading Matters* with Creekside Printing; printed copies mailed to Warrenville households Feb. 20-21; electronic distribution to District 200 E-School bag, St. Irene's Principal's Letter and Western DuPage Chamber of Commerce.

New overhead bookshelf signs have been drafted, finalized and in process of being installed.

eNewsletter (Constant Contact)

	Sent	Open Rate	Click Rate
Mar. 2018 (sent 2/27)	614	33%	10%
Feb. 20 Special Edition	603	40%	34%
Feb. 2018	601	38%	11%
Jan. 2018	610	35%	18%
Dec. 2017	608	33%	23%

Social Media

Facebook

	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.
Total Page Followers	698	723	748	752	771	777	786	791	805
Total Page Likes	721	745	772	778	786	793	799	804	817

Twitter

	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.
Avg Daily views	69	117	151	98	103	121	165	176	150
Avg Engagement Rate	0.6%	0.3%	0.3%	0.3%	1.5%	0.5%	1.0%	0.6%	1.0%

Press Notices

Submissions to: Spin Go (Daily Herald), 2; Plan It Life (Suburban Life), 2.

Graphics Created

Program or Display Slides/Flyers: Youth overhead banner signs created through May.

Miscellaneous graphics/slides/flyers: Directional signage at Youth and Adult Service Desks; NLW various signage (7), NLW puzzle guides (5); eNews monthly logo variations (12); Live & Learn; Read & Return; Meeting Room Social Media.

Other tasks in progress: Overhead bookshelf signage throughout library; Summer Concert Series collateral; Summer Reading Program materials.

Meeting Attendance

Creekside Printing, 2/1, Molly and Kathy

Reading Matters Production Schedule, 2/5, Molly, Kathy, Sandy and Leila

Management Team, 2/13, Kathy

Overhead Shelf Signage, 2/20, Molly, Kathy, Sandy and Leila

TechSoup Facebook Ads 101 Webinar, 2/22, Kathy

TECHNICAL SERVICES REPORT

February 2018

Lou Carlile

Collection statistics for the month:

*999 items were added. (755 books, 90 AV, 154 periodicals, 0 eBooks/eAudio, 0 equipment)

*1476 items were deleted. (793 books, 164 AV, 130 periodicals, 389 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed:

*Management Meetings: (Lou)

*Collection development: (Alex, Marty)

*Iron is hot: Libraries as innovative and creative comm catalysts (Marty)

*Outreach: Beyond food for fines (Colleen)

*Teaching patrons culinary literacy (Colleen)

Activities:

*Processing and repackaging puzzles in storage

*Elizabeth Riotto no longer works at the library as a Collection Support Specialist.

Collection Maintenance:

*56 books were repaired.

*131 AV were cleaned / repaired.

COMPUTER SERVICES REPORT

February 2018

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (1)
 - Meet w/Sandy (2) to finalize the Technology Associate job description, job posting, and application packet
 - ATLAS meeting/Hiring Technology Professionals 101 at Glenwood-Lynwood PL
 - Technology orientation – Mary Thomas
 - Tech Team meeting – Feedback on Book A Librarian program; Feedback on MyPC, PaperCut, & TBS Portal; Removing IE from Public PC Desktops; Windows Update / Windows 10 v1709 rollout volunteers.
2. Completed migrating Test PCs, Laptops, and Servers, and began migrating Catalog and Staff PCs to the WSUS 2016 server as their source for Windows updates. Continued testing distribution of Microsoft updates via manual process and via automated/scheduled process.
3. Completed updating Test PCs and Laptops to Windows 10 v1709; began updating Staff PCs. Completed updating Laptops to the latest versions of security and anti-virus.
4. Upgraded firmware on UniFi wireless access points and on video storage device.
5. Created user accounts and PC/laptop user profile(s) for new hire Nora Jimenez. Deleted accounts for former employees Elizabeth Riotto and Paul Asta.
6. Worked with Aridan Books (youth iPad kiosk) to resolve issues with certain apps not functioning with iOS 11, and with one iPad being unable to obtain iOS updates.
7. Modified Public PCs to remove Internet Explorer icon from the Desktop and rename Firefox and Edge icons as Firefox-Internet and Edge-Internet.
8. Set up VHS to DVD and Cassette to CD conversion stations on a cart and re-introduced them to the Tech Team.
9. Modified network settings of the qualifying staff printers to enable HP ePrint for Management Team device use (requires app, but not WPLD/secure wifi).
10. Worked with HVAC company to change HVAC management access to Internet Explorer due to issue with Firefox.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, March 15, 2018)

Wednesday, March 21 – Saturday, March 24
Public Library Association Conference

Wednesday, March 21 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Sunday, April 1
Library Closed

Wednesday, April 18 at 6 pm
Library Board Committee of the Whole Meeting (Budget)
Library Meeting Room

Wednesday, April 18 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

Additional info about
these items is included
on the next pages.

Economic Interest Statements

All trustees are required to submit an economic interest statement to DuPage County prior to May 1. An email with instructions was sent by the County on March 1.

College of DuPage Presidential Address

Wednesday, April 18 at COD, Glen Ellyn
7:30 am Breakfast; 8 am program
Please RSVP directly to COD if you wish to attend.

LACONI Annual Trustee Banquet

Friday, May 18 at Carleton of Oak Park Hotel
6-9 pm
Speaker: John Chrastka, EveryLibrary founder and Executive Director
Please inform Sandy by April 1 if you wish to attend.

Future Agenda Items:

April

- o Presentation of first draft of the FY2019 Working Budget (Committee of the Whole meeting at 6 pm)
- o Revise Policy No. 350 – Distribution of Free Materials / Community Information
- o Closed Session re: Director's Evaluation

**IF YOU HAVE MISPLACED OR FORGOTTEN YOUR FILER ID,
SANDY CAN LOOK IT UP FOR YOU.**

Time to File Your Statement of Economic Interests



Office of DuPage County Clerk Paul Hinds
421 N. County Farm Rd. Wheaton, IL 60187

Time to File

Statement of Economic Interest

March 1, 2018

████████████████████

A unit of government/agency has submitted your name to the DuPage County Clerk's office requiring you to complete a Statement of Economic Interest per the Illinois Government Ethics Act (5ILCS 420/4A-101 et seq).

Please file your statement online at <http://ei.dupageco.org/SEI/Login.aspx>.
Since you used this system last year, click on 'Returning Filer' and enter your Filer ID and Password. If you forgot your password, click on 'Reset Password'.

Your Filer ID: ██████

You must complete your statement prior to the May 1, 2018 deadline in order to be in compliance with the law.

PLEASE NOTE FINANCIAL PENALTIES: In accordance with the Illinois State Statute, failure to file by May 1, 2018 will result in a \$15 late filing fee. Filers who

submit their statement after the May 1 deadline must pay the \$15 late fee online by credit card or checking account debit. Failure to file by May 31, 2018 may result in forfeiture of office or position of employment.

We encourage you to register and submit your statement online as soon as possible. Review the instructions and Frequently Asked Questions (FAQs) on our website at <http://www.dupageco.org/CountyClerk/EconomicInterest>. For more help, please call 630-407-5500.

Sincerely,
Paul Hinds
DuPage County Clerk

INSTRUCTIONS TO COMBINE MULTIPLE AGENCIES FOR A PROFILE

- Log in to <http://ei.dupageco.org/SEI/Login.aspx>
- Click "New User" and enter one of the Filer ID and Registration Keys.
- You will be prompted to set a new password.
- In Step 3, you will see a green statement with a box marked "View". Click on this box and it will list all the agencies that have submitted your name.
- To link all these agencies, you will need to check each box by your name.
- After you have linked these agencies, you can proceed with your filing.

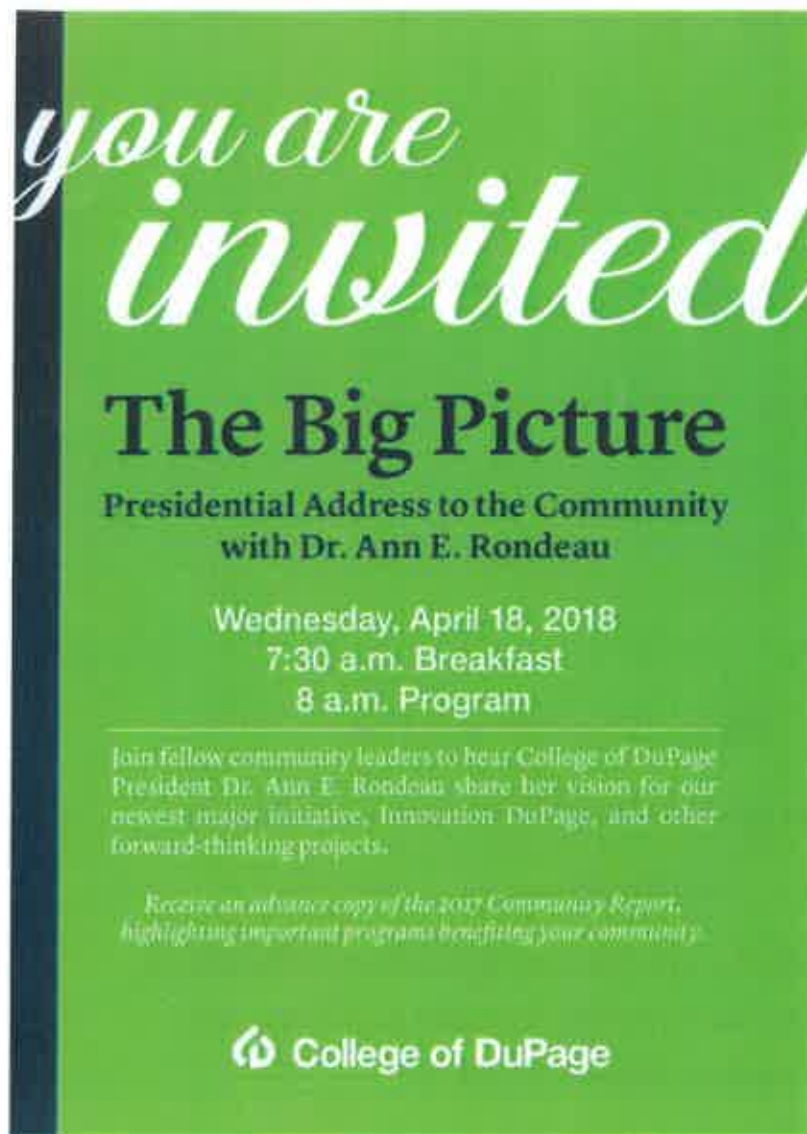
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From: College of DuPage President Dr. Ann E. Rondeau [mailto:chambersa@cod.edu]

Sent: Thursday, March 8, 2018 5:01 AM

To: Trustees <trustees@warrenville.com>

Subject: Invitation to "The Big Picture" College of DuPage Presidential Address to the Community



RSVP Kindly RSVP affirmatively by Monday, April 9 at cod.edu/RSVP. Space is limited.

Location Jack H. Turner Conference Center
Student Resource Center (SRC), Room 2000
425 Fawell Blvd., Glen Ellyn, IL 60137
Reserved parking in lot Fawell C.
Full campus map available at cod.edu/maps.

Questions Contact Ami Chambers, Community Relations Coordinator, at (630) 942-3823 or chambersa@cod.edu.



SAVE THE DATE

ANNUAL TRUSTEE BANQUET

When: Friday, May 18th 6-9 P.M.

Where: Carleton of Oak Park Hotel, Grand Ballroom

carletonhotel.com

*Mark your calendars for an evening of dinner, networking,
and insights from EveryLibrary founder and Executive
Director, John Chrastka.*

everylibrary.org

Buffet style dinner included, cash bar available.

Event details, registration, and pricing to come.

COMMITTEE REPORTS

Personnel Committee – Director's FY18 Evaluation

The Director's self-evaluation will be distributed at the meeting together with trustee evaluation forms and instructions for the online submission of trustee responses.

