



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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Library Board of Trustees Committee of the Whole Meeting**  
**Wednesday, April 19, 2017, 6:00 p.m.**

**AGENDA**

Location: Library Meeting Room

1. Call to Order
2. Roll Call (Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull, Warren)
3. Public Comments
4. Review of the first draft of the FY18 Working Budget
5. Review need for May 17 Committee of the Whole Meeting
6. Items for Information/Discussion (No Action)
7. Adjournment **(ACTION)**





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**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, April 19, 2017, 7:00 p.m.**  
Location: Library Meeting Room

**AGENDA**

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

1. Call to order
2. Roll Call (Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, 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. Resolution Honoring Amy Arlowe Upon Her Retirement from the Warrenville Public Library District Board of Trustees
5. Public comments
6. Correspondence

**p. 3 .....** a. FY 2017 Per Capita Grant Award Letter

7. Consent Agenda **(ACTION)**

**p. 4 .....** a. Approve Minutes of the March 15, 2017 Regular Board of Trustees Meeting  
**under separate**  
**cover .....** b. Approved Closed Session Minutes of the March 15, 2017 Regular Board of Trustees Meeting

**p. 12 .....** c. Receive and file Financial Report for March

**p. 21.....** d. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2017 Audit Services

8. Regular Agenda

- p. 31..... a. Approve payments for the period of March 16 – April 19, 2017 **(ACTION)**
- p. 34..... b. Approve transfer of funds **(ACTION)**
- p. 35 ..... c. Approve expenditures for trustee meetings and/or travel **(ACTION)**

9. Unfinished Business

- p. 36..... a. Building Project Update (*discussion only*)

10. New Business

- p. 38 ..... a. Consideration of Proposal to Award of End-of-year Bonuses to Library Staff for Renovation Project **(ACTION)**
- p. 39..... b. Review and Approve Policy No. 320 Library Use Policy **(ACTION)**
- p. 46 ..... c. Consideration of Request to Dispose of Surplus Property Utilizing Obenauf Auction Services **(ACTION)**

p. 49 ..... 11. Director's Report

- a. April 4, 2017 Election Results

p. 58 ..... 12. Department Head Reports

13. President's Report

- p. 63 ..... a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

18. Items for Information and/or Discussion (No Action)

19. Closed session as allowed by 5 ILCS 120/2(c)(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." (Director's Evaluation)

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

21. Adjournment **(ACTION)**



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1. Call to order
2. Roll Call (Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, 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. Resolution Honoring Amy Arlowe Upon Her Retirement from the Warrenville Public Library District Board of Trustees
5. Public comments
6. Correspondence
  - a. FY 2017 Per Capita Grant Award Letter
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the March 15, 2017 Regular Board of Trustees Meeting
  - b. Approved Closed Session Minutes of the March 15, 2017 Regular Board of Trustees Meeting
  - c. Receive and file Financial Report for March
  - d. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2017 Audit Services

8. Regular Agenda
  - a. Approve payments for the period of March 16 – April 19, 2017 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
  - c. Approve expenditures for trustee meetings and/or travel **(ACTION)**
9. Unfinished Business
  - a. Building Project Update (*discussion only*)
10. New Business
  - a. Consideration of Proposal to Award of End-of-year Bonuses to Library Staff for Renovation Project **(ACTION)**
  - b. Review and Approve Policy No. 320 Library Use Policy **(ACTION)**
  - c. Consideration of Request to Dispose of Surplus Property Utilizing Obenauf Auction Services **(ACTION)**
11. Director's Report
  - a. April 4, 2017 Election Results
12. Department Head Reports
13. President's Report
  - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for Information and/or Discussion (No Action)
19. Closed session 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." (Director's Evaluation)
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

April 6, 2017

Ms. Sandra Whitmer, Library Director  
Warrenville Public Library District  
28W751 Stafford Place  
Warrenville, Illinois 60555-3002

Dear Ms. Whitmer:

I am pleased to award the Warrenville Public Library District a FY2017 Illinois Public Library Per Capita Grant in the amount of \$10,521.54. Over \$9.4 million is being awarded this year to Illinois public libraries serving 11,777,310 patrons at a rate of \$0.77644 per resident.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure that public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to the continued state budget impasse, payment of these funds may be significantly delayed. As in previous years, the library may use these funds until the end of the following fiscal year; in this case, until June 30, 2018.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service you and all Illinois public libraries provide.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White  
Secretary of State  
State Librarian

cc: Heather Stull, Warrenville Public Library District Board President  
FY2017 Per Capita File

JW:isl

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Board Meeting**  
**Of the Board of Trustees**  
**Wednesday, March 15, 2017**

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

2. Roll Call

ATTENDING: Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull, Warren

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

OTHERS ATTENDING: Trustee Candidate Cindy Ruzicka

3. Approval of the agenda

*MOTION: Trustee DuRocher moved to approve the agenda as presented. Trustee Richardson seconded.*

*Voice vote – all ayes*

*Nays – None*

*Motion carried*

4. Presentations – None

5. Public comments – Ms. Ruzicka said to beware of the Ides of March

6. Correspondence – None

7. Consent Agenda

Trustee Warren read the consent agenda as follows:

- a. Approve Minutes of the February 15, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for February
- c. Approve Non-resident Library Card Participation for FY18 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
- d. Approve Closure of Library at 3 p.m. on Monday, July 3, 2017 for Warrentville Parade
- e. Approve Closure of Library at 3 p.m. on Friday, August 4, 2017 and all day on Saturday, August 5, 2017 for Warrentville Summer Daze
- f. Adopt Resolution R-208, Amending Premium Conversion Plan
- g. Rescind January 1, 2010 Wageworks Flexible Benefits Plan

*MOTION: Trustee DuRocher moved to approve the Consent Agenda as read. Trustee Lezon second.*

*Roll call vote:*



Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren  
Nays – None  
Motion carried

8. Regular Agenda

a. Approve payments for the period of February 16 – March 15, 2017

*MOTION: Trustee Picha moved to approve payments in the amount of \$312,551.22 for the period of February 16, 2017 – March 15, 2017 including electronic payments and checks #5719 – 5765. Check #5718 is voided this month. Checks #5705 and 5717 that were previously approved for payment on February 15, 2017 are also voided. Trustee DuRocher seconded.*

*Roll call vote:*

*Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren  
Nays – None  
Motion carried*

b. Approve transfer of funds

*MOTION: Trustee Picha moved to transfer \$300,000 from Business NOW Account to Operating Account. Trustee Richardson seconded.*

*Roll call vote:*

*Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren  
Nays – None  
Motion carried*

c. Approve trustee expenditures for meetings and/or travel

*MOTION: Trustee Picha moved to approve trustee expenditures in the amount of \$175 for meetings attended by Trustee Warren. Trustee Lezon seconded.*

*Roll call vote:*

*Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, and Stull  
Nays – None  
Abstain – Trustee Warren  
Motion carried*

9. Unfinished Business

a. Building Project Update

Director Whitmer stated there has been substantial work completed since the board packet was prepared last week.

- All tile work, fixtures and partitions have been installed in the public restrooms.
- The drinking fountain bottle filler has been installed for a cost of \$970.00. Trustee Warren asked if the water fountain bottle filler has a filter. Director Whitmer stated it does not.

- The main entrance will not be reopened until all the book stacks have been moved out of the front entrance area; approximately mid-April.
- Installation of carpeting in the youth services area should begin on Tuesday, March 21.
- There is an issue with the laminate wrinkling on the circulation desk. The installer will be resolving the issue, but in the meantime, the delivery of the other service desks has been delayed to make sure they do not have the same issue.
- Trustee Picha stated there is approximately \$59,000 remaining in the contingency fund and asked if the Construction Manager has indicated anything that could affect this amount. Director Whitmer stated she does not know of anything at this time. She has requested a bid for replacing the overhead lights in the administration area with LED light fixtures.
- Trustee Lezon asked if Director Whitmer had researched grant resources for the lighting. Director Whitmer responded Shales McNutt is researching the grants.
- Trustee Warren asked if the contingency allowance would need additional funds. Director Whitmer stated she believes all the major problems have been discovered.
- Trustee Picha asked if Director Whitmer has received any significant complaints from the public. Director Whitmer stated she has not, however, staff received a complaint that a tutor was disturbing others as there is no enclosed area for the tutor to meet. The tutor was directed to the lower level.
- Trustee Lezon asked why the meeting room walls are such dark colors. Director Whitmer stated these were the colors chosen by the architects and feels the room will lighten up once the ceiling tiles are installed.

b. Approve Strategic Priority Action Steps for FY18

*MOTION: Trustee DuRocher moved to approve the Strategic Action Steps for FY18 as presented by staff. Trustee Picha seconded.*

*Voice vote:*

*Ayes – all ayes*

*Nays- none*

*Motion carried*

10. New Business

a. Proposal for "Fresh Start" Initiative Including Fee Waivers and Discounts

*MOTION: Trustee Arlowe moved to approve staff recommendation to implement the proposed three-part "fresh start" initiative to coincide with the completion of the renovation and the start of the summer reading program. Trustee Warren seconded.*

*DISCUSSION:*

Director Whitmer introduced Circulation Manager Patty Dybala. Ms. Dybala introduced the "Fresh Start" initiative as a way to celebrate the completion of the Library's renovation project and the start of the summer reading program. By waiving fees, the Library is removing the barrier that may prevent patrons from utilizing all Library resources and give everyone a "fresh start".

The proposal consists of three actions:

- 1) Waive all fees on "current accounts"
- 2) Offer a discount for lost/damaged item charges on "current accounts"
- 3) Waive all charges and delete "stale" accounts

Ms. Dybala explained the difference between "current" and "stale" accounts.

Ms. Dybala stated library card privileges are suspended if a patron has a balance of \$10 or more in fees, charges for lost/damaged items or has an outstanding balance in debt collection. Under this proposal the Library would waive all fees except for charges that are for lost or damaged materials incurred prior to June 1, 2017 on current accounts.

A fine-free period for all patrons will be instituted from May 15-31. During this period all extended use fees that would normally accrue will be waived for materials returned during this period.

Trustee Arlowe asked how the public will be notified of this promotion. Ms. Dybala stated there will be an article in the summer newsletter and all patrons with lost/damaged items will receive a letter explaining the 50% discount that will be valid from May 15 – June 15.

Trustee Lezon suggested holding a food donation for waiving fines. Citizen Cindy Ruzicka stated she feels the promotion is a very generous offer and a food donation is not a good idea. Ms. Ruzicka stated she liked the punch card offered a couple years ago. Director Whitmer stated the punch card will not be coming back due to accounting practices.

Trustee DuRocher asked how much of the \$33,000 to be waived would the Library normally expect to collect. Director Whitmer stated there are the Library may have received approximately 75% of the outstanding fines/fees.

Trustee DuRocher is in favor of this promotion, but is concerned about the budget impact. Director Whitmer stated \$30,000 was budgeted for fines/fees income for FY16-17 and \$25,000 is budged for FY17-18. Director Whitmer stated the Library will lose the full amount that is waived plus two weeks of waived fees. Fees will accrue at normal rates beginning June 1.

Trustee DuRocher asked how many students will be impacted. Director Whitmer responded a report with that data was not prepared. Trustee DuRocher suggested information about this initiative be communicated through the schools.

Trustee Richardson stated LibraryElf should be promoted allowing patrons to check their account. Director Whitmer outlined how LibraryElf works including the ability to view multiple accounts with a single login, reading history, and automatic renewals (beta).

Director Whitmer suggested focusing on LibraryElf during the month of September.

Director Whitmer stated she and Leila Heath have been working on the summer newsletter and the front page will contain information about the grand reopening, "fresh start" incentive and summer reading which all tie in together. A special one-time mailing will be sent for the grand reopening.

Consensus of the Board is the "fresh start" promotion will definitely benefit the Library.

*Roll call vote:*

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

*Nays – none*

*Motion carried*

b. Consideration of dates for Grand Re-opening celebration

After discussion, it was the consensus of the Board to have the grand reopening celebration on Sunday, July 16. The celebration will begin with remarks at 12:30 followed by a ribbon cutting.

*MOTION: Trustee Picha moved to approve Sunday, July 16, 2017 as the date for the grand re-opening celebration at the Warrenville Public Library District. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

11. Director's Report

Director Whitmer stated she has received all the contracts for the summer concerts which begin mid-July. Trustee Picha asked if any food trucks have been contacted to be at the concerts. Director Whitmer responded not at this time.

Director Whitmer is currently interviewing applicants for the Marking Specialist and Graphic Artist positions and plans to make employment offers by the end of next week.

Director Whitmer displayed a small model of the Toddler Room. Director Whitmer asked the architect to change the daisies on the wall graphic to Blackeyed Susans, the City Flower.

Trustee Picha asked how many City surveys were submitted from the Library's computer. Director Whitmer did not know the answer. Trustee DuRocher stated she did not know about the city survey and would have completed it if she had known. She also mentioned it was not in any City newsletter.

12. Department Head Reports – no questions

13. President's Report

Trustee Stull shared the list of upcoming meetings, holidays, and future board meeting topics for discussion and/or action.

Trustee Lezon asked why the Library is closed on Sunday, April 16. Director Whitmer stated it is Easter Sunday and the Library is also closed on Christmas Eve and Christmas Day. Director Whitmer explained the Board can discuss these closures at a future date.

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

15. Secretary's Report – Trustee Warren stated everything looks good.

16. Committee Reports

a. Personnel Committee – Director's FY17 Evaluation

Trustee DuRocher stated the Director's Self Evaluation has been distributed. She stated she does not intend to make any changes in the evaluation process this year, but would like to know if this is a valuable tool for the Director as this process can become redundant.

Trustee DuRocher attended a session at the PLA Conference about the evaluation process.

Director Whitmer stated Head of Public Services Leila Heath implemented some changes based on the session. She conducts monthly meetings with each member of her staff to discuss their goals and any concerns that either party may have. Director Whitmer suggested this may be appropriate for some employees but may not work for the Library Director.

After considerable discussion, it was the consensus of the Board that:

- The evaluation process will remain the same for this year.
- During the next year the Committee will research ways that other libraries conduct their Director Evaluation.
- The evaluation process gives both the Director and the Board an avenue for expressing their concerns.
- There may need to be a mechanism to trigger an evaluation at the time a situation arises as it should be addressed immediately.
- It is helpful for the Director to have clear goals or activities that the Board would like her to work on, which currently is the Strategic Plan.

Trustee Durocher stated that any rating other than a "3" needs to have a short comment.

The deadline for completing the survey is 11:45 pm on Sunday, April 9.

Citizen Cindy Ruzicka stated as a past employee she thinks the self-evaluation system was the most difficult. She thinks the evaluations for both the staff and director in the future should be three questions, something much more substantial than a self-evaluation.

Trustee Arlowe likes Director Whitmer's self-evaluation as it reminds her of Director Whitmer's accomplishments during the year.

Trustee DuRocher asked Director Whitmer to make a note in November or December to remind the Personnel Committee to investigate this.

17. Trustee Comments

- a. Trustee Arlowe stated she had a cute saying from Downer's Grove Library – "How to reach one million? One checkout at a time". They had over 1,000,000 items checked out last year.
- b. Trustee Picha asked if some of the stats about the renovation could be included on the grand reopening invitation.
- c. Trustee Picha thanked Trustee Arlowe for the birthday cupcakes.
- d. Trustee Stull stated she was an election judge at the Winfield Township Republican Primary and a lot of people came in thinking they could vote for the library trustees.
- e. Trustee Stull suggested having a grand opening in the fall for the Teen Area. Director Whitmer thinks it is a phenomenal idea and is also going to contact the school district regarding a teacher breakfast/lunch to give the teachers a tour of the new areas.
- f. Trustee Picha asked how the Library is represented at National Night Out. Director Whitmer stated three of the employees attend the event.

18. Items for Information and/or Discussion - none

19. Closed session

Trustee Picha moved to enter into closed session as allowed by 5 ILCS 120/2(c)(8) for the purpose of the "Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property." Trustee Arlowe seconded.

*Roll call vote:*

*Ayes – Trustee Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren*

*Nays – None*

*Motion carried*

Returned to open session at 8:20 p.m.

Trustee Stull called roll call:

ATTENDING: Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren  
ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

20. Discussion/action resulting from the above closed session

*MOTION: Trustee Picha moved to authorize Director Whitmer to send correspondence to a patron indicating to him that he is banned from the Library for one year. Trustee Richardson seconded*

*Roll call vote:*

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

*Nays - None*

*Motion carried*

21. Adjournment

*MOTION: Trustee DuRocher moved to adjourn the regular board meeting at 8:22 p.m. Trustee Picha seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,

Richard W. Warren Jr., Secretary  
Board of Trustees  
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**March 31, 2017**



WARRENVILLE LIBRARY INCOME	MARCH 2017	FUND BALANCES						PAGE 1				
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2016	OTHER INC MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
LEVY												
CORPORATE	1676131	95.1842%	0	1673583	99.85%	301229	4208	96933	140892	1099513	972232	
BLDG. & MAIN.	84803	4.8158%	0	84674	99.85%	53430	0	0	9974	40603	97501	
TOTAL TAX (LEVIED)	1760934	100.00%	0	1758257	99.85%	354659	4208	96933	150866	1140116	1069733	
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	57329	57329	0	0	57329.00	
SPECIAL RESERVE	0		0	0		562160	0	0	0.00	38036	524124	
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524	
CAPITAL PROJECT	0		0	0		0	0	1929700	264623	1096798	832902	
TOTAL	1760934	100.00%	0	1758257	99.85%	1166190	61537	2083962	415489	2274950	2733459	
FORMULA = A+B+C-D=E			A			B		C		D	E	

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

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended</b>	<b>9 Months Ended</b>			<b>% Received /</b>
	<b>Mar. 31, 2017</b>	<b>Mar. 31, 2017</b>	<b>Budget</b>	<b>Balance</b>	<b>Expended</b>
<b>Income</b>					
Taxes Levied	0.00	1,673,583.46	1,676,131.00	2,547.54	99.85%
Copier	488.62	5,081.14	6,000.00	918.86	84.69%
Extended Use Fees	1,882.21	18,501.40	30,000.00	11,498.60	61.67%
Fees	64.75	196.00	300.00	104.00	65.33%
Interest	251.87	2,997.30	2,500.00	(497.30)	119.89%
Book Sales	0.00	1,648.44	5,000.00	3,351.56	32.97%
Lost Books	563.00	2,864.27	3,500.00	635.73	81.84%
Gifts / Memorials	921.00	45,415.79	1,000.00	(44,415.79)	4,541.58%
Miscellaneous	37.00	4,979.34	3,000.00	(1,979.34)	165.98%
Hotel/Motel Tax	0.00	15,248.91	18,049.00	2,800.09	84.49%
Grants - Per Capita	0.00	0.00	10,445.00	10,445.00	0.00%
	<b>4,208.45</b>	<b>1,770,516.05</b>	<b>1,755,925.00</b>	<b>(14,591.05)</b>	<b>100.83%</b>
<b>Expenses</b>					
Sal. - Administration	17,978.91	121,784.73	181,000.00	59,215.27	67.28%
Sal. - Circulation	13,265.56	90,084.44	117,000.00	26,915.56	77.00%
Sal. - Maintenance	1,819.80	13,535.47	26,000.00	12,464.53	52.06%
Sal. - Public Services	35,089.20	243,333.48	314,000.00	70,666.52	77.49%
Sal. - Tech Services	23,014.52	155,945.03	201,000.00	45,054.97	77.58%
I.M.R.F. - Expense	6,530.49	62,346.22	87,500.00	25,153.78	71.25%
Fica - Expense	6,817.40	45,959.92	64,500.00	18,540.08	71.26%
Unemp. Comp.	0.00	474.17	1,200.00	725.83	39.51%
Op - Mat'l Processing/Tech	911.09	6,031.27	9,170.00	3,138.73	65.77%
Op - Mat'l Processing/Circ	19.98	599.36	2,660.00	2,060.64	22.53%
Op - Postage	1,044.57	3,757.17	5,941.00	2,183.83	63.24%
Op - Office Supplies	338.01	2,931.54	4,000.00	1,068.46	73.29%
Op - Bank Fee's	65.27	608.11	795.00	186.89	76.49%
Op - Automation Supplies	14.97	1,169.65	3,000.00	1,830.35	38.99%
Op - Publishing	0.00	1,128.47	1,500.00	371.53	75.23%
Equip. - Purchases	391.00	9,613.44	6,300.00	(3,313.44)	152.59%
Equip. - Maintenance	282.87	2,748.60	3,500.00	751.40	78.53%
Auto. - Software	0.00	4,385.37	9,210.00	4,824.63	47.62%
Auto. - Purchases	409.03	6,212.61	9,950.00	3,737.39	62.44%
Auto. - Maintenance	374.09	42,155.51	48,295.00	6,139.49	87.29%
L. Ins. - Workmen's Comp	0.00	2,924.24	2,925.00	0.76	99.97%
Ins. - Multi Peril Package	0.00	10,530.00	10,603.00	73.00	99.31%
Ins. - Health / Life	3,385.17	31,345.61	65,780.00	34,434.39	47.65%
Pd - Recruiting	0.00	225.00	500.00	275.00	45.00%
Pd - Staff Appreciation	256.55	666.58	1,200.00	533.42	55.55%
Pd - Staff / Dues	210.00	1,639.00	2,625.00	986.00	62.44%
Pd - Staff / Meetings	30.00	2,012.56	5,650.00	3,637.44	35.62%
Pd - Staff / Transportation	43.20	545.45	2,500.00	1,954.55	21.82%
Pd - Trst / Mtgs	175.00	490.00	1,000.00	510.00	49.00%
Pd - Trst / Transportation	0.00	93.94	200.00	106.06	46.97%
Pd - Trustee Misc.	11.98	128.86	500.00	371.14	25.77%
Cont. - Lawyer	0.00	2,347.50	15,000.00	12,652.50	15.65%
Cont. - Accounting	882.69	7,609.40	9,700.00	2,090.60	78.45%
Cont. - Collections	53.70	483.30	1,000.00	516.70	48.33%
Cont. - Audit	0.00	6,450.00	6,450.00	0.00	100.00%
Cont. - Consultants	0.00	0.00	10,000.00	10,000.00	0.00%

See Accountants Compilation Letter

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

	<b>CORPORATE FUND</b>				
	<b>1 Month Ended</b>	<b>9 Months Ended</b>			<b>% Received /</b>
	<b>Mar. 31, 2017</b>	<b>Mar. 31, 2017</b>	<b>Budget</b>	<b>Balance</b>	<b>Expended</b>
Lib. Mat. - Adult Books	5,256.39	41,943.44	63,650.00	21,706.56	65.90%
Lib. Mat. - Youth Books	2,661.79	26,704.38	35,150.00	8,445.62	75.97%
Lib. Mat. - Adult AV	1,840.17	19,890.11	30,875.00	10,984.89	64.42%
Lib. Mat. - Youth AV	367.76	3,801.94	8,550.00	4,748.06	44.47%
Lib. Mat. - EBooks	5,242.68	10,987.24	14,250.00	3,262.76	77.10%
Lib. Mat. - Periodicals	525.00	9,881.88	11,400.00	1,518.12	86.68%
Lib. Mat. - Internet Subsc...	1,093.00	18,545.25	42,750.00	24,204.75	43.38%
Ps - Programs Adult	13.98	3,347.59	6,500.00	3,152.41	51.50%
Ps - Programs Youth	122.16	1,771.93	6,500.00	4,728.07	27.26%
Ps - Hotel/Motel	725.00	9,047.15	17,850.00	8,802.85	50.68%
Ps - Refunds / Fines / Fees	0.00	102.97	500.00	397.03	20.59%
Ps - Printing	2,590.00	7,829.00	12,000.00	4,171.00	65.24%
Ps - PR / Publicity	159.60	1,904.97	5,300.00	3,395.03	35.94%
Ps - Misc.	42.79	912.41	3,000.00	2,087.59	30.41%
Gas	1,642.35	5,498.44	10,000.00	4,501.56	54.98%
B & M - Water / Sewer	0.00	387.60	900.00	512.40	43.07%
Electricity	3,506.97	36,204.86	44,500.00	8,295.14	81.36%
Telephone	1,417.56	10,845.79	14,000.00	3,154.21	77.47%
B & M - Landscape Maint	270.00	4,280.00	7,950.00	3,670.00	53.84%
Gifts	0.00	0.00	1,000.00	1,000.00	0.00%
Contingency	0.00	3,330.23	10,000.00	6,669.77	33.30%
Debt Repayment	0.00	0.00	180,000.00	180,000.00	0.00%
	<b>140,892.25</b>	<b>1,099,513.18</b>	<b>1,758,779.00</b>	<b>659,265.82</b>	<b>62.52%</b>

See Accountants Compilation Letter

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

	<b>BUILDING &amp; MAINTENANCE FUND</b>				
	<u>1 Month Ended</u> <u>Mar. 31, 2017</u>	<u>9 Months Ended</u> <u>Mar. 31, 2017</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
Taxes Levied	<u>0.00</u>	<u>84,674.18</u>	<u>84,803.00</u>	<u>128.82</u>	<u>99.85%</u>
	0.00	84,674.18	84,803.00	128.82	99.85%
<b>Expenses</b>					
Maintenance	7,220.91	23,395.67	39,720.00	16,324.33	58.90%
Maintenance Supplies	403.79	2,032.60	5,900.00	3,867.40	34.45%
Security	578.00	1,300.40	7,800.00	6,499.60	16.67%
Snow Removal	944.40	10,817.51	20,000.00	9,182.49	54.09%
Hvac	706.96	1,008.80	10,900.00	9,891.20	9.26%
Janitorial Supplies	<u>120.01</u>	<u>2,047.64</u>	<u>2,200.00</u>	<u>152.36</u>	<u>93.07%</u>
	9,974.07	40,602.62	86,520.00	45,917.38	46.93%

See Accountants Compilation Letter

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

DEVELOPER DONATIONS				
	<u>1 Month Ended</u> <u>Mar. 31, 2017</u>	<u>9 Months Ended</u> <u>Mar. 31, 2017</u>	<u>Budget</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>				
Developer Donations	<u>0.00</u>	<u>57,329.39</u>	<u>40,000.00</u>	<u>(17,329.39)</u> <u>143.32%</u>
	0.00	57,329.39	40,000.00	(17,329.39) 143.32%
<b>Expenses</b>				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u> <u>0.00%</u>

See Accountants Compilation Letter

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

	<b>SPECIAL RESERVE FUND</b>				
	<u>1 Month Ended</u> <u>Mar. 31, 2017</u>	<u>9 Months Ended</u> <u>Mar. 31, 2017</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>					
Auto. - Purchases	0.00	38,036.08	37,800.00	(236.08)	100.62%
Maintenance	0.00	0.00	17,000.00	17,000.00	0.00%
	0.00	38,036.08	54,800.00	16,763.92	69.41%

See Accountants Compilation Letter

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

	CAPITAL PROJECT				
	1 Month En...	9 Months Ended			% Rezel...
	Mar. 31, 2017	Mar. 31, 2017	Budget	Balance	Expended
<b>Income</b>					
Debt Certificate Proce...	<u>0.00</u>	<u>1,929,700.00</u>	<u>1,900,000.00</u>	<u>(29,700.00)</u>	<u>101.56%</u>
	0.00	1,929,700.00	1,900,000.00	(29,700.00)	101.56%
<b>Expenses</b>					
Capital Improvement ...	<u>264,623.18</u>	<u>1,096,798.13</u>	<u>2,500,000.00</u>	<u>1,403,201.87</u>	<u>43.87%</u>
	264,623.18	1,096,798.13	2,500,000.00	1,403,201.87	43.87%

See Accountants Compilation Letter

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

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	11,492.06
Cash / Copier Change	75.00
MB Operating	189,343.60
MB Business NOW	1,510,964.25
MB Business Money Market	824,375.24
MB Certificate of Deposit	<u>201,001.91</u>

2,737,662.06

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

**TOTAL ASSETS** \$ 7,199,213.06

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>4,201.10</u>
	4,201.10

**LONG-TERM LIABILITIES**

0.00

**EQUITY**

Fund Balance	6,770,011.96
Fund Balance Special Reserve	<u>425,000.00</u>
	<u>7,195,011.96</u>

**TOTAL LIABILITIES & FUND BALANCE** \$ 7,199,213.06

See Accountants Compilation Letter



## **CONSENT AGENDA**

### **Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2017 Audit Services**

Fiscal Year 2017 is the third year of a three-year proposal from Sikich, LLC that was approved by the Library Board.

The cost for FY17 audit services, barring any unusual activity or findings, will be \$6,700. In addition, an additional one-time fee of \$1,250 will be charged for the audit of the capital renovation project and related debt issue.

Director Whitmer requests that the Board authorize her to sign the engagement letter for services for FY17.



630.566.8400 // [www.sikich.com](http://www.sikich.com)

1415 W. Diehl Road, Suite 400  
Naperville, Illinois 60563

Certified Public Accountants & Advisors  
*Members of American Institute of Certified Public Accountants*

March 28, 2017

The Honorable President  
Members of the Board of Trustees  
Warrenville Public Library District  
28W751 Stafford Place  
Warrenville, Illinois 60555

Dear Ladies and Gentlemen:

We are pleased to confirm our understanding of the services we are to provide the Warrenville Public Library District (the District) for the year ended June 30, 2017. We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information and the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2017.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Employer Contributions for the Illinois Municipal Retirement Fund.
3. Schedule of Changes in the Employer's Net Pension Liability and Related Ratios for the Illinois Municipal Retirement Fund.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining and Individual Fund Financial Statements and Schedules.

**Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

The accounting records of the District are presently prepared on the cash basis of accounting. Accordingly, our opinion on those statements will be limited to an expression of opinion as to the fairness with which those financial statements present assets, liabilities, and fund balances arising from cash transactions and the related statements of revenue collected and expenditures paid. Such statements do not purport to present financial statement position or changes in financial position in conformity with generally accepted accounting principles.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions and to render the required report. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

**Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting

estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you.

Other nonattest services expected to be performed during our audit of the financial statements as of and for the year ended June 30, 2017 and other deliverables are as follows:

1. Prepare a draft of the financial statements and note disclosures from the adjusted trial balances prepared by the District.
2. Prepare ten (10) copies of the annual financial report (AFR) of the District.
3. Prepare ten (10) copies of the management letter, communicating any material weaknesses or significant deficiencies found during the audit and our recommendations for improvement.
4. Prepare five (5) copies and electronic filing of the Annual Financial Report to the Comptroller of the State of Illinois.
5. Report to the District in accordance with the Statement on Auditing Standards (SAS) No. 114, Communication with those Charged with Governance.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide; oversee the nonattest services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees and Other**

In accordance with professional standards, any discussions during the period of the engagement between any individual representing your District and a member of the Sikich engagement team regarding potential employment or association with the District creates an impairment of independence for the Sikich employee and possibly the firm. Such a situation could require us to temporarily or permanently remove that person from your engagement or to perform additional procedures or re-perform procedures, which would increase our fees. Should we not become aware of the impairment until after the conclusion of the engagement, the firm's independence would be deemed to have been impaired. Please inform appropriate personnel in your District to refrain from any such discussions with any Sikich staff while the engagement is ongoing and notify Brian D. LeFevre immediately if you or anyone else in your District becomes aware that any such discussions may have occurred.

The assistance to be supplied by District personnel is described in the workpaper request lists for preliminary (interim) and final fieldwork, which outline the specific schedules and information we are requesting for this engagement. The workpaper request lists will be discussed with and coordinated with Sandra L. Whitmer, Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. This engagement letter assumes that all records, documentation and information we requested in connection with our audit (and outlined in the workpaper request lists) are complete and available

at the beginning of the respective phases of the engagement. It also assumes that key personnel are available to us during the duration of the audit. The accuracy of these assumptions will allow us to conduct our audit without any delays or inefficiencies for the fee noted in our engagement letter. If the assumptions are not accurate and you fail to provide the records, documentation, information and key personnel required, there may be additional fees to cover our cost for the delays and possible rescheduling of the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We understand that your employees will prepare all cash, accounts receivable and other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Notwithstanding the foregoing, this engagement letter will not include any services related to the Affordable Care Act or consideration of taxable fringe benefits including those impacted by Affordable Care Act; in all circumstances, services related to the Affordable Care Act and other taxable fringe benefit reporting will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

The audit documentation for this engagement is the property of Sikich LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit and examination documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant or oversight agency for audit or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sikich LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, regulatory inquiry (other than that mentioned in the previous paragraph) or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the cognizant or oversight agency for audit or its designee. Sikich LLP does not keep any original client records so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Final reports will be issued upon your approval of the preliminary drafts. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. Brian D. LeFevre is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services consistent with our proposal dated February 23, 2015, will not exceed \$6,700 for the District audit, which includes out-of-pocket costs such as report reproduction, postage, etc. In addition, there is a one time fee for the audit of the capital ~~expansion~~ <sup>renovation</sup> project and related debt issue of \$1,250. These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Services will be invoiced to you from time-to-time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of an invoice. Invoices not paid within sixty days are subject to finance charges of 1% per month (12% annually).

We reserve the right to suspend or terminate services for reasonable cause, such as failure to pay our invoices on a timely basis or failure to provide the information or cooperation necessary for successful performance of our services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

You hereby agree to indemnify and hold harmless Sikich LLP and its partners, directors, employees, agents or subcontractors against all costs, expenses, losses, judgments, damages and liabilities (including reasonable attorneys' fees and expenses) associated with any third party claim, threat or proceeding relating to the performance of any services by Sikich LLP under this engagement, other than as determined through mediation to have been caused by our own gross negligence or willful misconduct.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of fees we receive from you for this engagement, except to the extent determined to result from our gross negligence or willful misconduct. You agree that this limitation applies to any and all liability or cause of action against us, however alleged or arising, unless otherwise prohibited by law or professional standards. Additionally, our liability as auditors shall be limited to the period covered by our audit and shall not extend to later periods for which we are not engaged as auditors or prior periods before we were engaged as auditors. In no event will Sikich be liable to you or any third party, whether a



claim be in tort, contract or otherwise, for any amount in excess of the total professional fees paid pursuant to this agreement to which the claim relates, or for any consequential, indirect, lost profit, punitive or similar damages relating to Sikich's services provided under this agreement.

If any dispute, controversy or claim arises in connection with the performance or breach of the agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Mediation Rules of the American Arbitration Association. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations.

The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

### Acceptance

You acknowledge having read this agreement in its entirety, have had full opportunity to consider its terms in consultation with your attorney, have had full and satisfactory explanation of the same and fully understand and agree to be bound by the terms of this agreement.

Please indicate your understanding and acceptance of this agreement and your intention to be legally bound by executing this agreement in the space provided below where indicated and return it to our offices, indicating your authorization for us to proceed on the above terms and conditions.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,



By: Brian D. LeFevre, CPA, MBA  
Partner  
On behalf of Sikich LLP

RESPONSE:

This letter correctly sets forth the understanding of the Warrenville Public Library District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **REGULAR AGENDA**

Approve payments for the period of March 16 – April 19, 2017

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

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

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**March 16 - April 19, 2017**

Date	Num	Name	Amount
3/16/2017	Electronic	Paylocity	-150.09
3/20/2017	Electronic	Wageworks	-100.00
3/27/2017	Electronic	Megapath	-63.53
3/28/2017	Electronic	Nicor Gas	-1,642.35
3/30/2017	Electronic	Paylocity	-145.83
4/3/2017	Electronic	Wageworks	-50.00
4/5/2017	Electronic	Aflac	-135.48
4/10/2017	Electronic	City of Warrenville	-124.72
4/11/2017	Electronic	Equipment Finance	-391.00
04/19/2017	5766	Accounting Services, Inc.	-498.00
04/19/2017	5767	Ambius	-270.00
04/19/2017	5768	AT&T	-384.37
04/19/2017	5769	Baker & Taylor	-2,453.26
04/19/2017	5770	Baker & Taylor	-17.71
04/19/2017	5771	Baker & Taylor	-2,884.26
04/19/2017	5772	Baker & Taylor	-2,675.98
04/19/2017	5773	Baker & Taylor Continuation Service	-258.14
04/19/2017	5774	Bayscan Technologies	-230.00
04/19/2017	5775	Chem-Wise Pest Management	-595.00
04/19/2017	5776	Cintas Fire Protection	-100.14
04/19/2017	5777	Communications Revolving Fund	-450.00
4/19/2017	5778	Baker & Taylor Continuation Service	0.00
4/19/2017	5779	Bayscan Technologies	0.00
04/19/2017	5780	Constellation New Energy	-3,147.32
04/19/2017	5781	Gail Smith	-36.81
04/19/2017	5782	Midwest Tape	-2,037.14
04/19/2017	5783	Midwest Tape	-233.86
04/19/2017	5784	Paramont-EO, Inc.	-576.36
04/19/2017	5785	Peter van Nuis	-300.00
04/19/2017	5786	Pine Landscaping	-370.00
04/19/2017	5787	Provantage LLC	-209.40
04/19/2017	5788	Quill Corporation	-813.43
04/19/2017	5789	Service Master Commercial Cleaning	-1,722.42
04/19/2017	5790	Shales McNutt Construction	-427,408.83
04/19/2017	5791	Sikich LLP	-500.00
04/19/2017	5792	U.S. Postmaster	-600.00
04/19/2017	5793	Unique Management Services, Inc.	-62.65
04/19/2017	5794	Warrenville Ace Hardware	-13.47
04/19/2017	5795	Warrenville, City of	-77.00
04/19/2017	5796	Bayscan Technologies	-170.50
04/19/2017	5797	Business Card	-1,967.43

04/19/2017	5798	LIMRICC Purchase of Health Insurance Prog	-4,447.09
04/19/2017	5799	SYNCHRONY BANK/AMAZON	-195.50
04/19/2017	5800	Glenn B Stearns, Chapter 13 Trustee	-287.50
04/19/2017	5801	Davis, Jackie	-35.76
04/19/2017	5802	Grant & Power	-2,070.00
04/19/2017	5803	Illinois Library Association	-900.00
04/19/2017	5804	Konica Minolta Business Solutions	-165.33
04/19/2017	5805	Krueger International, Inc.	-24,227.25
04/19/2017	5806	Midwest Tape	-3,000.00
04/19/2017	5807	Terrence Lynch	-275.00
04/19/2017	5808	Whitmer, Sandy	-26.22
4/19/2017	5809	Quill Corporation	0.00
04/19/2017	5810	Quill Corporation	-106.69
			-489,602.82

## **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 from the MB Bank Business NOW account to the MB Bank Operating account may be necessary to cover anticipated expenditures.

## REGULAR AGENDA

Approve expenditures for trustee meetings and/or travel **(ACTION)**

Please review the continuing education opportunities below.

If you RSVP on April 19, the Board can approve the expense and the Library will register you and pay your registration fee directly.

If you RSVP after April 19, you will be responsible for registering and paying for yourself, then submitting a reimbursement request form with your receipt for payment. Your reimbursement request for approval at a future Board Meeting.

### **LACONI TRUSTEE BANQUET**

**Friday, May 12, 6 – 9pm at Hilton Oak-Lawn**

Join library Trustees for food and fellowship and hear a few frontline stories from soon-to-retire ALA Executive Director, Keith Michael Fiels. Buffet dinner and cash bar included. (\$53.74 per person)

### **ATLAS ANNUAL TRUSTEE WORKSHOP**

**Saturday, June 3, 9am – Noon at Green Hills Public Library (Palos Hills)**

Being a Library Board member is a wonderful way to give back to your community and to your library, but some years can be really confusing and overwhelming! Join us as we review some key items that will make you a much more effective trustee and help you to thrive in your role.

Jane Schulten, retired Director from the Crete Public Library District, will offer a levy and budget breakdown to help with the financial side of your responsibilities. Then Karolyn Nance and Dave Barry will lead us through board meeting etiquette and the importance of training and getting involved within the community. This workshop is both a great primer for new trustees and refresher for tenured ones. A light breakfast will be served. (\$15 per person)

***SUGGESTED MOTION: Approve the following expenditures for trustee meetings:***

***\$53.74 (each) for Trustee(s) \_\_\_\_\_ to attend the May 12 LACONI Trustee Banquet;***

***\$15 (each) for Trustee(s) \_\_\_\_\_ to attend the ATLAS Trustee Workshop on June 3***

## **UNFINISHED BUSINESS**

### **Building Project Update** (discussion only)

*Report as of 4/13/17*

#### **PATRON IMPACTS**

- Main entrance and main level public restrooms remain closed, but should open by April 24 if not sooner.
- Circulation desk is open, but area is congested due to temporary location of shelving. (Shelving to be removed week of 4/10)
- Computer availability is occasionally impacted by construction work. (For example, four computers were unavailable during the installation of the adult services desk.)
- Limited seating; No study rooms; No designated quiet space.
- Whenever possible, noisy construction work is scheduled prior to opening.
- Occasionally, pathways are blocked due to work in progress.

#### **STAFF IMPACTS**

- Staff areas double as storage for some furnishings as we await completion of the public areas.
- The Adult & Youth Services Desks are still temporary, but separated.
- Construction crews and staff continue to share the staff lounge for meal breaks. We also share the staff restrooms with the construction crews.

#### **NEXT STEPS**

- Installation of youth and adult desks followed by moving staff from temporary desks to new desks. (Should be complete week of April 24.)
- Drywall in Phase 3 areas (Study Rooms, Training Lab, Quiet Room)
- Painting in Phase 3 areas.
- Carpet installation in Phase 3 areas.
- Phase 3 Furniture delivery.
- Place 2 catalog computers (one at the front of the library near the AV collections, one in youth services)
- Place 6 public computers in Youth Services; add print station in Youth Services.

#### **SUMMARY OF PROGRESS**

- Phase 2 carpeting and painting completed
- Received Phase 1 & Phase 2 furniture deliveries
- Received Phase 2 shelving deliveries and moved almost all collections into place.
- Glass walls/doors for Phase 2 rooms completed.
- Restrooms completed.
- Stairwell and Lower Level painted.
- LED retrofits in public areas completed.



## CONSTRUCTION MEETING NOTES

### March 22

- Reviewed submittal logs, outstanding RFIs (none), and change requests. Josh working on quote for LED fixtures for staff areas.
- Schedule update
  - Working on Phase 2 finishes (and some Phase 3 finishes)
  - Bathrooms – finishes and fixtures are in, finishing electrical
  - Still waiting on casework delivery (desks, trees, etc.)
  - Track for glass walls is in, waiting on delivery of wals
  - Expect window shades and partition wall next week
  - Interior door installations (meeting room closets) this week
  - Carpet in progress
  - Wall graphic for toddler room next week
- Reviewed contingency balance. SMC to get quotes for:
  - Replace ceiling tile in restrooms (Mark noticed spitballs, discoloration)
  - Paint stairwell plus lobby, hallway and restrooms on lower level
  - Replace stair treads
  - Replace sconce lights in clearstory with LED that provides both up and down lighting.

### April 5

- Reviewed submittal logs, outstanding RFIs (none), and change requests. Schedule update
  - Finishing up Phase 2, Moving into Phase 3
  - Waiting on youth/adult service desks
  - Will start framing walls for adult study rooms
  - Phase 2 carpet to be completed week of April 10
  - Most HVAC completed
- Reviewed contingency balance. Approved change request for LED fixtures for Admin/Staff areas, Shelves for Meeting Room Closet, Paint for "atrium" and lower level.

## CHANGE ORDERS APPROVED (through 4/10/17)

(Contingency Budget for project: \$100,000)

Number	Description	Add / (Deduct)
1-29,31	Various (reported prior months)	\$41,045.06
30	Additional electrical for motorized shades	\$6,497.00
32	LED fixtures for Admin/Staff areas	\$18,083.00
33	Shelves for Meeting Room Closet (Youth Program Storage)	\$1,755.00
34	Paint "atrium" and lower level lobby, hallway, restrooms	\$5,100.00
35	Grout corners of fireplace tile; carpet elevator	\$1,135.00
36	East wall graphic toddler room (not in orig. spec.)	\$1,265.00
37	Paint existing steel wall plates (electric outlets)	\$400.00
38	Add outlets in IT room, remove existing rack outlets; new smoke detector head	\$1,340.00
	<b>TOTAL</b>	<b>\$76,620.06</b>
	<b>CONTINGENCY BALANCE</b>	<b>\$23,379.94</b>

## NEW BUSINESS

### Consideration of Proposal to Award of End-of-year Bonuses to Library Staff for Renovation Project **(ACTION)**

In recognition of our employees' outstanding work and positive outlook throughout the entire renovation project, Director Whitmer asks the Board to consider allocating funds for end-of-year employee bonuses. These bonuses will also recognize the unusual and sometimes stressful work conditions that staff endured.

Director Whitmer recommends that the Board allocate up to \$15,000 from funds budgeted for salary and benefits in FY17.

- Director Whitmer will allocate individual bonuses based on each employee's responsibilities during the project.
- Employees hired after March 1, 2017 will not be eligible for a bonus.
- Bonuses will be paid on the last payroll date of the fiscal year.
- Payroll deductions will be taken from the bonus pay.

The following table outlines budget vs. expenditures for salary and benefits:

	FY17 Budget	FY17 Projected	Difference
Salaries			
Administration	181,000	160,000	21,000
Circulation	117,000	117,500	(500)
Public Services	314,000	315,300	(1,300)
Technical Services	201,000	201,200	(200)
Maintenance	26,000	17,800	8,200
IMRF	87,500	86,000	1,500
FICA	64,500	63,500	1,000
Unemployment	1,200	1,200	-
Workmen's Comp	2,925	2,924	1
Health Insurance	65,780	42,000	23,780
<b>TOTALS</b>	<b>1,060,905</b>	<b>1,007,424</b>	<b>53,481</b>

**SUGGESTED MOTION: Authorize Director Whitmer to Award End-of-year Bonuses to Staff in a Total Amount Not to Exceed \$15,000.**

## **NEW BUSINESS**

### **Review and Approve Policy No. 320 – Library Use Policy (ACTION)**

The proposed Library Use Policy will replace the General Conduct Policy (No. 320, last revised May 27, 2015) and the Unattended Children Policy (No. 340, last revised November 19, 2008).

The Management Team reviewed policies from at least 12 public libraries to look for well-written policy statements that address appropriate patron conduct.

The policy has a new arrangement and several new points which address:

- Protecting of Library Property
- Ensuring a Safe and Secure Environment
- Children's Safety
- Providing a Comfortable and Welcoming Environment
- Maintaining a Healthy and Clean Environment
- Enforcement of the Library Use Policy

Procedural steps that are included in the current Unattended Children Policy will be documented separately including:

- How to address a parent who is not directly supervising a child
- Notifying police if a child is left unattended at the Library and an adult caregiver cannot be located in the Library
- Notifying police if a child is not picked up at closing time

## LIBRARY USE POLICY

The Warrenville Public Library District supports the rights of individuals to access information and use the Library without discrimination, intimidation, threat of harm or invasion of privacy. The Library is dedicated to providing friendly, courteous and respectful service.

In order to maintain an enjoyable, clean and comfortable environment, individuals are expected to abide by the following conduct guidelines.

### **Protect Library Property**

The Library is responsible for maintaining and protecting its collections, equipment and property for present and future use. Intentional damage, destruction or theft of materials, equipment or property belonging to the Library or any individual at the Library is prohibited.

### **Ensure a Safe and Secure Environment**

The Library is responsible for providing a safe and secure environment for all individuals, including patrons and staff. Activities that constitute a violation of Federal, State or Local law or ordinance are prohibited. Examples of prohibited activities include but are not limited to:

- Occupying areas of the Library that are age inappropriate
- Prolonged or chronic sleeping
- Excessive displays of public affection
- Sexual, physical or other harassment
- Bringing unauthorized weapons on library premises
- Possessing, selling or being under the influence of alcohol or drugs
- Engaging in any behavior that a reasonable person would find disruptive, harassing or threatening in nature including peeping, stalking, indecent exposure or prolonged staring at or following another individual
- Engaging unwilling individuals in discussion
- Soliciting, panhandling or gambling
- Trespassing when banned from the Library
- Impeding passageways with personal property
- Leaving personal property unattended

### **Children's Safety**

Children seven years of age and younger must be under the direct supervision (within sight) of an adult. To provide an appropriate and safe atmosphere for children, adults not accompanied by children are to use the Youth Services area of the Library only for the purposes of retrieving materials, speaking with Library staff or using a group study room if none is available in the Adult Services area of the Library. The Youth Services restroom is intended for children and their adult caregivers. Children not accompanied by adults may use the Adult Services area of the Library for the same purposes indicated above.

### **Provide a Comfortable and Welcoming Environment**

The Library is responsible for providing a comfortable and welcoming environment for all individuals, including patrons and staff. Individuals should be respectful of each other and behave in a manner that does not disrupt other individuals or interfere with normal library operations. Taking photos or videos on Library property requires authorization by Library Administration. Examples of disruptive behaviors include but are not limited to:

- Using profane, obscene or abusive language
- Creating unreasonable noise and/or engaging in boisterous activity
- Using audible devices without headphones, using headphones and/or speaking at a volume that disturbs others
- Running, pushing, fighting or shoving
- Operating roller skates, cycles, skateboards or similar items in the Library
- Failing to comply with a reasonable staff request or failure to leave the Library during emergencies and/or at closing time
- Viewing, in plain sight, materials which are inappropriate for the surroundings, including potential passersby
- Violating the Library's rules for acceptable use of the Internet and Library computers

### **Maintain a Healthy and Clean Environment**

The Library is responsible for maintaining a healthy and clean environment for all individuals, including patrons and staff. Considerate consumption of covered beverages is permitted in all areas of the Library, except while using Library-owned computers. Consumption of snack food is limited to the Library's lower level lobby. Attire should be appropriate for a public facility: shirt, shoes, slacks/shorts/dresses. Examples of behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Using cigarettes, e-cigarettes, marijuana, chewing tobacco or other tobacco inside the Library or within 15 feet of any entrance, exit, window or ventilation intake.
- Consuming food or beverages in a manner that creates an unclean environment, attracts insects or vermin, disrupts other users or is harmful to library resources
- Improper dress, including swimwear
- Personal hygiene that poses a health risk
- Bringing animals inside the Library, with the exception of service animals and those allowed during Library-sponsored programs
- Using restrooms for bathing or washing of clothes

### **Enforcement of the Library Use Policy**

Enforcement of this policy will be conducted in a fair and reasonable manner. Library staff and/or the Warrenville Police Department will intervene to stop prohibited activities and behaviors. Individuals who fail to observe this policy may be asked to leave the property, be banned from the Library for a period of time, subject to arrest or subject to other lawful action.

*Current policy*

**POLICY NO. 320**

**GENERAL RULES OF CONDUCT**

**I. POLICY STATEMENT**

- A. The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to use library materials and services, to protect the rights of library employees to conduct library business without interference, and to preserve library materials and facilities. The law gives the Board the right to "exclude from the use of the library any person who willfully violates the rules prescribed by the Board".
- B. The Board of Trustees believes that library patrons have the right to use library materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to an environment that is secure and comfortable; and that library patrons and employees have a right to materials and facilities that are available and in good condition.
- C. The Board of Trustees of Warrenville Public Library District delegates to the Library Director the authority to enforce library policy concerning patron behavior. However, the Library Director may delegate to staff members further authority to interpret the policy in day-to-day operations.

**II. FEDERAL, STATE & LOCAL ORDINANCES**

Patrons are expected to abide by the laws, statutes, and ordinances of the United States, the State of Illinois, and the City of Warrenville while within the Library or on Library grounds.

**III. THEFT, VANDALISM OR MUTILATION OF LIBRARY PROPERTY**

The theft, vandalism, or mutilation of library property is a violation of Article 16B of the Illinois Criminal Code. Depending on the value of the material or property, violations of this Article are considered a Class A misdemeanor or a Class 3 felony. Violators will be prosecuted.

**IV. LIBRARY ACCESS**

No one will be denied use of the Library on the basis of age, gender, race, religion, national origin, disabling condition or any other legally protected category.

*current policy*

V. SLEEPING IN THE LIBRARY

Prolonged or chronic sleeping is not permitted.

VI. EATING & DRINKING IN THE LIBRARY

- A. Alcohol may not be consumed on Library premises except as approved by the Library Director at Library-sponsored events.
- B. Covered beverages are permitted in the Library.
- C. Food may only be consumed in the lower level lobby café area. Food is also permitted in the meeting room according to guidelines set forth in Policy No. 370 – Public Use of Meeting Room. Food may not be consumed in other areas of the Library except as approved by the Library Director at Library-sponsored events.

VII. ATTIRE & HYGIENE

- A. Library patrons should wear clothing appropriate for a public facility to ensure the safety and comfort of all patrons. Proper attire includes: shirts, slacks, shorts, skirts, dresses and shoes. Swimming suits are not considered appropriate attire.
- B. Library patrons may not disturb others with offensive body odors to the extent that the use of the Library facilities, collections or services is disrupted.

VIII. SMOKE FREE ENVIRONMENT

The Smoke Free Illinois Act, effective January 1, 2008, prohibits smoking within the Library building and within 15 feet of any entrance, exit, window or ventilation intake.

IX. WEAPONS ON LIBRARY PROPERTY

Illinois State Law prohibits the carrying of any weapon, concealed or partially concealed, in the Library building or on Library property. In conformance with State Statute, the Library posts required signs. Any violators will be reported to law enforcement.

*Current policy*

X. CELL PHONE USE

Cell phone use should be kept to a minimum so as not to disturb other patrons. The Library reserves the right to ask anyone to leave the building if he/she is disturbing others by use of a cell phone.

XI. EMPLOYEE HARRASSMENT

- A. Library employees have a right to expect that the library workplace will be free of harassment by patrons and should report any incidents to their immediate supervisor or a designated employee.
- B. The in-charge employee will report all incidents occurring during his/her shift to the Director in writing at the earliest convenience. Time, description and frequency of incidents will be included in this report.
- C. The Director will, upon consultation with the Board of Trustees, determine the appropriate action.

XII. SOLICITATION

The solicitation of funds, the solicitation of donations, or the selling of goods on Library premises is not permitted except those activities which benefit the Library directly, such as those sponsored by the Library or the Warrenville Library Foundation.

XIII. ANIMALS IN THE LIBRARY

With the exception of service animals, no animals are allowed inside the Library. Animals may not be left unattended on library property. Exceptions for Library-sponsored programs may be made at the discretion of the Director.



*Current policy*

**POLICY NO. 340**

**UNATTENDED CHILDREN**

The Warrenville Public Library District welcomes children of all ages. It is a doorway through which life-long learning take place. The public library is however, just that, a public building. As such, anybody can come into it, law-abiding or otherwise.

Library staff has many duties to perform in order to serve all citizens of Warrenville and are not able to monitor the behavior or whereabouts of each patron, including children. Parents are responsible for their children in the Library. A child could be tempted to go off with a stranger, become ill, or become lost. The following policy has been adopted:

- A. Children seven years of age and younger may not be left unattended in the Library. They must be under the direct supervision (within sight) of a parent or other adult when in the Library including when using a computer or playing in the puzzle area. Exceptions to this policy occur when programming requires children to attend on their own. At these times, children should be brought to the meeting room door prior to the program and be met outside the door at its conclusion. Do not expect one child to supervise another in the Library.
- B. Children ages 8-12 may be left in the Library unattended for brief periods of time provided they demonstrate purposeful intent to use Library resources, and that their behavior is not disruptive to other patrons or Library staff. Staff will warn children if their behavior is not acceptable and they may be ordered to leave the building if behavior does not improve.
- C. Parents are responsible for the conduct of minor children (under 18 years of age) in the Library or on Library grounds.
- D. If the Library is closing and an unattended child is left at the Library without transportation home, Library staff will allow the child to call home to remind their parents to pick them up. If the child is unable to contact his/her parents, Library Staff will remain no longer than 15 minutes after closing. At that time, local law authorities will be contacted and the child will be placed in their care. Under no circumstances shall a staff member drive a child home. Every effort will be made by staff to make certain all children have a ride arranged prior to closing.

## **NEW BUSINESS**

### **Consideration of Request to Dispose of Surplus Property Utilizing Obenauf Auction Services (ACTION)**

In lieu of a "garage sale" for the remaining surplus property, Library staff proposes conducting an online auction with Obenauf Auction Service, Inc.

Library staff provide photographs and descriptions to Obenauf. Obenauf uploads the info to its auction site.

Bidders register online with Obenauf and pay a sellers fee, typically 10%, of the selling amount and 7% sales tax.

Obenauf will collect all funds and remit to the Library within 30 days of auction end, minus a 6% sellers fee.

All property will be located at the Library for inspection and pickup. Winning bidders will be required to remove their items within 5 days of the close of the auction.

Unsold items will be offered for sale or giveaway. Items that remain will be discarded. Obenauf specializes in government surplus auctions.

Municipalities, libraries, park districts and school districts utilize Obenauf.

A sample listing from Northbrook Public Library is included on the following pages.

<p><b><i>SUGGESTED MOTION: Approve disposal of surplus property utilizing Obenauf Auction Services.</i></b></p>
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**CLOSED - #356 - Northbrook Public Library - Carrels****Date & Time:** This Auction Ended - Wednesday, April 12, 2017 @ 10:00 AM CST**Location:**

**These items are located at Northbrook Public Library**  
**1201 Cedar Lane, Northbrook, IL 60062**  
**Contact Carol (847-546-2095) For Information About This Auction**

**Highlights:** *Municipal Surplus: Two Sided - Single Technology Carrels; Two Sided - Double Technology Carrel*  
 • No Reserve - 10% Buyers Fee - 7% Sales Tax



**Categories:** [\*\*CLICK HERE TO VIEW ITEMS OR TO PLACE A BID\*\*](#) (3)

**Notes:**

**INSPECT ALL ITEMS BEFORE BIDDING - THE ENTIRE RISK AS TO THE QUALITY, AUTHENTICITY & CONDITION RESTS WITH THE BUYER.**

**Ending Time:** On This Auction, **One Item ends every minute**, starting at the posted time. The "Auto-Extend" feature applies to all our OnLine Auctions. If a bid is placed within the **last 5 minutes** of the auction, the auction will "Auto-Extend" for **5 additional minutes** to allow all bidders a chance to post their final bids.

**Removal:** Within 5 days after payment has been confirmed **BY APPOINTMENT ONLY**. A **PAID RECEIPT** from Obenauf Auction Service, Inc. is required for pickup. **High bidder must pickup at the designated location**. Buyer is responsible to provide all labor, tools and equipment needed to remove all items.

**Terms:** Payment Terms: A 10% buyers fee and applicable sales tax will be added to all purchases (sales tax will not be charged on vehicles or if you are tax exempt and provide a copy of your state issued Sellers' Permit/Tax ID certificate). Successful bidders will receive an email invoice within 24 hours of the auction close. **Full payment is required within 5 business days of the invoice date.** Accepted payment is Cash, Bank-guaranteed checks/drafts, Money order, Personal or Company Check Only with bank letter guarantee, payable to **Obenauf Auction Service, Inc., 810 Magna Dr, Round Lake, IL 60073**. Any returned check will incur a \$35 charge. **Visa/MasterCard purchases are limited up to \$5,000**. If more than \$5,000, wire transfer should be used. Call Carol {847-546-2095} if you are paying with your credit card or sending a wire transfer. Full payment must be made and properly honored before any auction item will be released to buyer.

The Bidder, grants the Auction Company a standing authorization to charge the Bidders credit card after 5 business days of the invoice date for any and all costs, fees, buyers premiums, storage disposal fees as well as for any other costs, charges and/or fees incurred. We charge a \$100 processing fee for processing credit card chargebacks that are ultimately reversed in our favor.

All titles will be held until funds have been verified. Titles must be assigned to the buyer or some other identity. Internet bids are a contract and you are responsible for honoring them. If you cannot satisfy these terms, please do not bid.

**Disclaimer:** All items sell "AS IS - HOW IS - WHERE IS." ObenaufAuctionsOnLine.com does not give any type of guarantee or warranty, implied or otherwise. While all lots are described as accurately as possible, do not solely rely on any descriptions provided by the Seller, nor ObenaufAuctionsOnLine.com. ObenaufAuctionsOnLine.com encourages all bidders to personally inspect all items themselves **BEFORE BIDDING!** It is the seller's responsibility to provide ObenaufAuctionsOnLine.com with accurate descriptions and may be subject to errors or omissions. Any errors are not sufficient grounds for returning any purchased item. There are no returns, refunds, or adjustments. **THE ENTIRE RISK AS TO THE QUALITY, AUTHENTICITY & CONDITION RESTS WITH THE BUYER.** Both the seller and/or ObenaufAuctionsOnLine.com reserve the right to withdraw any auction items at any time and/or extend the auction duration. Some items may have a reserve or minimum and will not be sold unless the reserve or minimum price has been obtained. ObenaufAuctionsOnLine.com reserves the right to reject any and all bids.

**Directions:** [Click Here for Map](#)

**Contact:** Obenauf Auction Service, Inc.  
 810 Magna Drive  
 Round Lake IL 60073  
 Phone: 847-546-2095  
 Fax: 847-546-2097  
 Email [Web-page](#)

Bidder number  Password  [Review Bids](#)




**OBENAUF AUCTION SERVICE, Inc.**

Refresh Select category

Bidding extended on **Open items** for **5 minutes** since last bid.

CLOSED - #356 - Northbrook Public Library -  
 Carrels - **This Auction Ended - Wednesday, April  
 12, 2017 @ 10:00 AM CST**

Category: ALL (3 records)

Item	Photo	Description	Bids	High Bidder	Current Amount	Next Bid Required	Your Bid	Your Maximum
<a href="#">356 00</a>		<p>These items are located at Northbrook Public Library 1201 Cedar Lane, Northbrook, IL 60062 Contact Carol (847-546-2095) For Information About This Auction</p> <hr/> <p><b><u>INSPECT ALL ITEMS BEFORE BIDDING</u></b> <b><u>THE ENTIRE RISK AS TO THE QUALITY, AUTHENTICITY &amp; CONDITION RESTS WITH THE BUYER.</u></b> <b><u>No Reserve - 10% Buyers Fee - 7% Sales Tax</u></b></p> <hr/>						ended
<a href="#">356 01</a>		<p>Two Sided - Single Technology Carrel with a storage shelf - made of compressed wood with laminate overlay (approximately 1 inch thick) - carrel is blue, work surface is white - 36 inches wide, 60 inches deep (each work surface is 28 inches deep), work surface is 29 inches from ground, storage shelf is 16 inches from work surface - Good Condition. ONLY CARREL FOR SALE - other items in picture not for sale.</p> <hr/> <p><b><u>Not Sold -</u></b> <b><u>call Carol (847-546-2095) to inquire about this item</u></b></p> <hr/>						ended
<a href="#">356 02</a>		<p>Two Sided - Single Technology Carrel with a storage shelf - made of compressed wood with laminate overlay (approximately 1 inch thick) - carrel is blue, work surface is white - 36 inches wide, 60 inches deep (each work surface is 28 inches deep), work surface is 29 inches from ground, storage shelf is 16 inches from work surface - Good Condition. ONLY CARREL FOR SALE - other items in picture not for sale.</p> <hr/> <p><b><u>Not Sold -</u></b> <b><u>call Carol (847-546-2095) to inquire about this item</u></b></p> <hr/>						ended

Bidder number

Password

Submit Bids

Review Bids

- Increments

## OBENAUF AUCTION SERVICE, Inc.

810 Magna Drive, Round Lake, Illinois 60073

Illinois Licensed Auction Firm #444.000105  
 Registered Wisconsin Auction Company #22-053

**847-546-2095**

**[obenaufauctions@sbcglobal.net](mailto:obenaufauctions@sbcglobal.net)**

### Bill Obenauf

847-546-2095  
[auctionbill@aol.com](mailto:auctionbill@aol.com)  
 Illinois Licensed Auctioneer  
 #444.000236  
 Registered Wisconsin  
 Auctioneer #114-052

### Jim Obenauf

847-546-2095  
[auctionjim@comcast.net](mailto:auctionjim@comcast.net)  
 Illinois Licensed Auctioneer  
 #441.000108  
 Registered Wisconsin  
 Auctioneer #2016-052

### Linda Obenauf

847-546-2095  
[auctionlinda@comcast.net](mailto:auctionlinda@comcast.net)  
 Illinois Licensed Auctioneer  
 #441.000132

**April 4, 2017 Election Results & Board Reorganization**

In an uncontested race, Trustees Stull and Warren were re-elected to the Library Board. District resident and former library employee Cindy Ruzicka was elected to her first term. As of the writing of this report, official results have not been received from the County.

Attorney Ritzman has advised that the new trustee terms can begin no earlier than May 15. Oaths of Office will be administered at the May 17 Board Meeting.

At the May Meeting, the Board will need to elect officers to serve the until May 2019. The Board By-Laws state: "The Officers of the Board shall not serve more than two consecutive two-year terms in any one office nor shall any Trustees hold more than one office at a time." Trustees Stull, Richardson and Warren are not eligible to serve another term in their current roles (President, Vice President and Secretary). Information about specific committee and/or liaison roles will be included in the May Board packet for trustees' consideration. The Board President is responsible for appointing any committees or sub-committees.

**New Employees**

Kathy Gaydos will join the staff as part-time Marketing & Communications Specialist on April 20. Kathy comes to us from the Glen Ellyn Public Library where she is part of the marketing team. Kathy will ease into her position beginning on Thursday, April 20. Her regular schedule (3 days a week) will begin in May.

Amarelis Morales has been hired as our new Graphic Artist. In May, Amarelis will graduate from Elmhurst College with a Graphic Design degree. She is currently a part-time graphic designer at Elmhurst Public Library. She will transition into her position at Warrenville beginning in May and will assume her regular schedule (3 days a week) in June. Amarelis will work at both Elmhurst and Warrenville Libraries.

**Man Sentenced in Warrenville Aggravated Battery Incident**

On April 12, a subject charged with Aggravated Battery for an incident that occurred at the Warrenville Public Library on April 20, 2016, was sentenced in DuPage County court. Judge Guerin sentenced Omar Carlton to three years in prison for rubbing his bare foot against the foot of a female library patron. Carlton was also sentenced to a second and concurrent three-year term for his involvement in four like incidents at North Central College library in Naperville. Carlton's history of similar incidents dating back to 1989 played a role in his sentencing. (from City of Warrenville website)

**Electricity Contract for 2017-2018**

In December, the Board asked me to look into other options for electricity supply. I forwarded information to Trustee Warren who offered to assist with the project due to my attention focused on the renovation project. The Board agreed that the Library should enter into an agreement for no more than a 12-month period.

Because Vanguard Energy supplied a quote shortly after the December meeting, Vanguard was the broker of record for certain suppliers while NIMEC was the broker of record for others. I shared information with Trustee Warren that suppliers would only provide bids for our account via one broker of record and that this could jeopardize the Library getting the lowest rate through a "cooperative" bid process such as the one offered by NIMEC. Trustee Warren advised that I should proceed with getting bids from both NIMEC and Vanguard Energy.

On the bid date, Dynegy Energy was the lowest bidder for both NIMEC and Vanguard Energy. Dynegy only offered a contract to us through Vanguard Energy. The new rate is \$0.06290 per kwh. Our current rate is \$0.06707 per kwh.

NIMEC reported that one of their accounts mistakenly received a quote through two brokers. The NIMEC rate was 4% lower than the other broker's rate. I strongly recommend that prior to next year's bid, the Library assign NIMEC as broker of record and resume participation in the NIMEC bid.

### **Development News**

At its March 23 meeting, the City of Warrenville's Planning Commission/Zoning Board of Appeals conducted a courtesy review for Lexington Homes "Lexington Trace" subdivision. This potential development is located on approximately 20.9 acres in TIF #3 (South of Butterfield, West of Route 59, North of Estes Street). As proposed, the development would include 110 attached single-family homes. If the development is approved, the Library would receive annual payments from the TIF to serve this residential development.

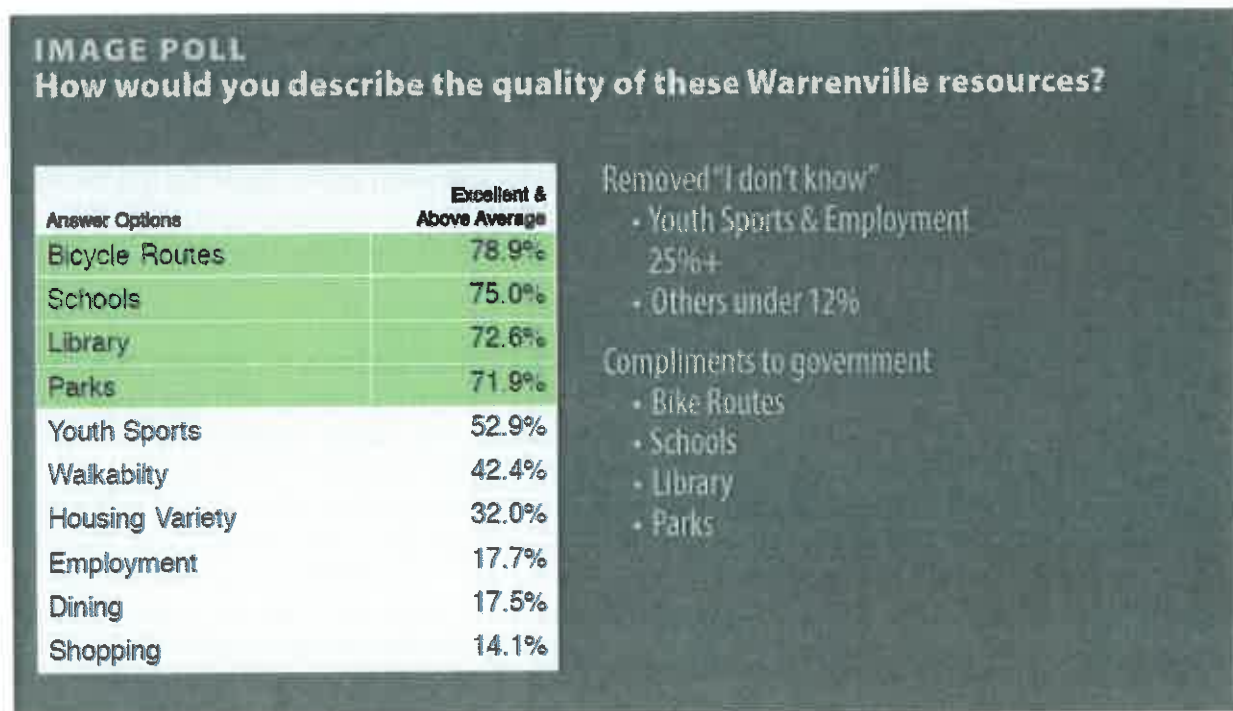
At the same meeting, the Commission conducted a courtesy review for the development of 28 acres in Cantera (North side of Ferry Road, east of the West Branch DuPage River, West of Winfield Road, South of Torch Parkway). As proposed, the development includes up to 62,000 square feet of commercial/retail space, a 390-unit high-density apartment complex and 62-unit attached single-family townhomes. This development is not in the TIF so the Library would be able to capture the full EAV as new construction for each levy year in which construction occurred.

Developer contributions would be collected for both developments.

### **City Regional Brand Positioning Update**

The City has released the draft summary of findings regarding Warrenville marketing and positioning. The document can be viewed online at <http://il-warrenville.civicplus.com/DocumentCenter/View/6364>.

A few Library-related items are included in the report which is the outcome of several stakeholder interviews and a survey conducted by BDI, the project consultant. I've included several pertinent slides below:



## IMAGE POLL

### Evaluate Your Experience at these Warrenville Events:

Event	Never Attended	Attended Responses	Excellent & Above Average
Independence Day Celebration	13.9%	Independence Day Celebration	81.3%
Summer Daze	18.8%	Concerts on the Commons	79.1%
Concerts on the Commons	28.7%	National Night Out	75.5%
Art on the Prairie/Music Festival	37.5%	Fall Family Fun Fest	68.4%
Holly Days	42.3%	Summer Tea	66.7%
National Night Out	54.2%	Summer Daze	64.8%
Arbor Day Celebration	57.3%	Arbor Day Celebration	62.6%
Fall Family Fun Fest	57.8%	Holly Days	62.2%
Bike Rodeo	62.2%	Bike Rodeo	61.4%
Summer Tea	83.2%	Art on the Prairie/Music Festival	59.1%

### Bright and Early DuPage

Diana Abraham, Early Childhood Librarian, represents the Library as a member of the Wheaton Warrenville Early Childhood Collaborative. The Collaborative is funded in part by a DuPage Foundation Initiative called "Bright and Early DuPage." The purpose of "Bright and Early DuPage" is to ensure that all DuPage Children are ready to succeed when they enter Kindergarten. A report of the county-wide accomplishments is included following the monthly statistical report.

### Other Activities

- I signed performer contracts for the 2017 Concerts on the Commons. The concert series will kick off on Wednesday, July 12 with Final Say. There will be 8 concerts this year.
- Leila Heath and I attended the Warrenville Lakes Homeowners Association Annual Meeting. We presented information about the renovation project and library programs and resources.
- I have been invited to participate in the Warrenville Hospitality Meetings. Representatives of restaurants, hotels, the City and other local organizations meet quarterly.
- I contacted Connie Schmidt and began gathering information about a Monarch Waystation.
- I responded to a request from the Wheaton League of Women Voters about lead testing the Library's drinking water sources. We have not tested for lead in the last 11 years. I have a proposal for testing that we will consider when all plumbing work in the project is complete.
- Reviewed department budget requests, met with individual managers, adjusted requests and compiled first draft budget document.
- Created a sample google doc spreadsheet for study room reservations for staff testing.

**March Meetings/Programs/Outreach (Sandy)**

March 2 – Webinar: Simple Strategies for Social Media

March 2 – Met with Emily Larson to discuss potential for food trucks/vendors at Concerts on the Commons

March 7, 21, 28 - Management Team Meetings

March 7-17 – Conducted 11 on site interviews for Graphic Artist & Marketing & Communications Specialist

March 8, 22 – Construction Meetings

March 14-15 – Meetings (5) with Management Team to review FY18 Budget requests.

March 22 – City of Warrenville Regional Positioning Advisory Workgroup Meeting

**March Meetings/Programs/Outreach (Jackie)**

March 7, 21, 28 - Management Team Meetings

March 16 – HR Conference

March 29 – Business Managers Meeting



# STATISTICAL SUMMARY

March 2017

	MAR 2017	MAR 2016	% change	+/-
<b>TOTAL CIRCULATION</b>	18,114	20,813	-13.0%	-2,699
Print	8,538	9,760	-12.5%	-1,222
NonPrint	8,465	10,016	-15.5%	-1,551
Equipment (mobile dev., in-house laptops, etc.)	55	74	-25.7%	-19
Downloadables	1,056	963	9.7%	93
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	742	857	-13.4%	-115
<b>ZINIO (eMagazines)</b>	71	66	7.6%	5
<b>Hoopla</b>	243	40	507.5%	203
<b>ITEM REQUESTS PROCESSED</b>	308	296	4.1%	12
<b>INTERLIBRARY LOANS RECEIVED</b>	255	252	1.2%	3
<b>MATERIALS ADDED</b>	1,063	1,266	-16.0%	-203
<b>MATERIALS WITHDRAWN</b>	649	4,795	-86.5%	-4,146
<b>TOTAL COLLECTION SIZE*</b>	106,556	122,978	-13.4%	-16,422
<b>PROGRAMS</b>				
Number of Adult Programs	5	7	-28.6%	-2
Adult Program Attendance	103	144	-28.5%	-41
Number of Children's Programs	13	27	-51.9%	-14
Children's Program Attendance	339	547	-38.0%	-208
Book-A-Librarian	4	9	-55.6%	-5
Book-a-Librarian Attendance	4	9	-55.6%	-5
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,464	1,676	-12.6%	-212
<b>RESIDENT CARDS ACTIVE</b>	6,060	6,358	-4.7%	-298
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	314	341	-7.9%	-27
<b>VISITOR COUNT **</b>	7,042	8,002	-12.0%	-960
<b>COMPUTER SESSIONS</b>	1,424	1,798	-20.8%	-374
<b>DATABASE USAGE***</b>	400	1,987	-79.9%	-1,587
<b>WEBSITE VISITS</b>	5,248	8,482	-38.1%	-3,234
<b>UNIQUE WEBSITE VISITORS</b>	2,400	3,978	-39.7%	-1,578

\*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

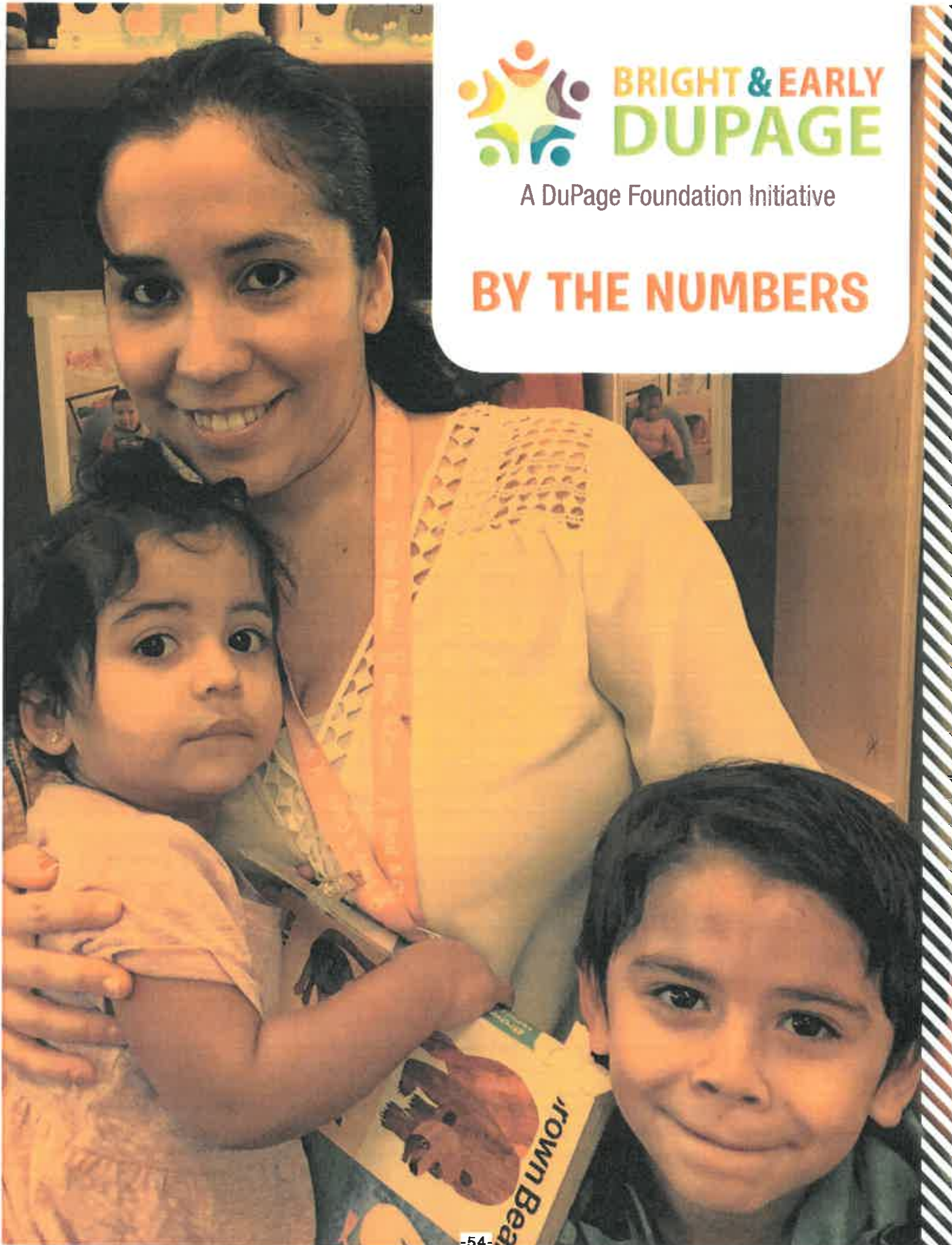
\*\*\*December 2016 - Tumblebooks Computers removed from Youth Department for Renovation



**BRIGHT & EARLY  
DUPAGE**

A DuPage Foundation Initiative

## **BY THE NUMBERS**







A DuPage Foundation Initiative

*Cover Photo: The efforts of the Addison Early Childhood Collaboration were a key factor in the establishment of the Addison Early Children's Center which provides high-quality early learning and child care for 16 at-risk children ages six weeks to three years. The Center opened in 2016.*

**The DuPage Foundation** has been making grants to benefit young children since our founding. Expanding our work in that area, the Bright & Early DuPage initiative was launched in 2012 to ensure that all DuPage children, regardless of race, ethnicity or income level, are ready to succeed when they enter kindergarten.

During the past four years, the Foundation has provided grants to help DuPage communities build collaborative, sustainable systems to assist young children and their families, particularly those who are at risk, obtain the resources they need to prepare for success in school.

## OUR ACCOMPLISHMENTS

### ~\$1 MILLION

In **early childhood grants** from the DuPage Foundation has served as a catalyst in changing the landscape of early childhood in DuPage County.

### \$5,016,425

In **new** individual, foundation, local, State and Federal funding has been received to support early childhood in DuPage County since the launch of Bright & Early DuPage.

### FOUR

Formal community collaborations have been created and strengthened benefiting children and families in Addison, Bensenville, Bloomingdale, Carol Stream, Hanover Park, Warrenville, Wheaton & Wood Dale.

Additionally, the DuPage Early Childhood Collaboration was created as a central resource point for county-wide advocacy, data support, and technical assistance.

Collaboration is changing the way we do business across the region: opportunities are fitting together like a puzzle.

**Lorena Vaughn**

Former Director

DuPage Early Childhood Collaboration  
[dupagefederation.org/early-childhood](http://dupagefederation.org/early-childhood)



*The Wheaton/Warrenville Early Childhood Collaboration's Parent Council network, which has grown from 8 to 36 parents in the past two years, has fostered connections to resources. One parent who is a refugee was hired as a Program Aide for HeadStart after receiving application assistance through the Parent Council.*



### Legend:

- Early Childhood Collaboratives which have received grants through the Bright & Early DuPage initiative.
- Early childhood collaborative launched through a Federal grant.

*In 2016, 20 at-risk families from Bloomingdale, Carol Stream and Hanover Park have been provided with resources and referrals as a result of the Birth to Five Community Coalition's outreach events.*



## \$6 MILLION

The DuPage Foundation's Bright & Early DuPage endowment from gifts made by the Grand Victoria Foundation and Gustafson Family Foundation, among many others.

## 3 → 258

As a direct result of collaborative efforts among partners, participation in high-quality parent education workshops delivered by Project Help **increased from three** parents in FY14 to 258 parents in FY16.

## 796

Additional children have been screened for developmental delays as a result of targeted outreach.

## 1850

Isolated and at-risk families have been identified through extensive outreach from local collaborative partners and many have been connected to local services and programs such as Birth to 3, HeadStart, Early Intervention, home visiting, parent education workshops and ESL classes.

The Bright and Early DuPage Initiative has been a 'game changer' in fostering systemic change in the early childhood efforts of DuPage County. The Foundation's leadership has helped transform a single agency system into one that looks to collaboration partners FIRST before proceeding with action plans. DuPage families are benefitting every day from the work that you have promoted!

**Cynthia Michul**  
Technical Advisor



## 811

at-risk children participated in an organic summer outreach effort focused on art and gross motor activity improvement with **374** parents given referrals to programs.





A DuPage Foundation Initiative

*Bensenville School District 2 broke ground on their new Early Childhood Center which will serve 110 to 140 children. The need for the additional classrooms was partially informed by the data collected through the Bensenville Early Learning Supporters' outreach efforts.*



**The most recent program** grant cycles for Preschool for All, Preschool Expansion and Prevention Initiative saw a significant increase in funding and early childhood slots in DuPage County.

**246**

**New** high-quality learning slots were created for at-risk children.

**\$2,656,243**

in **new** State funding was granted.

**13**

The number of volunteer leaders dedicated to the Bright & Early DuPage Committee.

I am so thankful for the Early Childhood Collaborations. They have created partnerships that are making powerful and systemic change for the children in our community.

**Peggy McGuire**  
Executive Director  
Project HELP

**FIVE**

**New** home visitor positions were established to provide one-on-one support for parents in need.

The Bright and Early DuPage funding has really made it possible for us to connect families to the necessary services they need to be kindergarten ready, while supporting the collective impact of our existing early childhood network to promote the coordination of services, improve communication and reduce siloed work among our local community partners.

**Elise Schram, MPH, CHES**  
Project Director  
Wheaton/Warrenville Early Childhood  
Collaborative

**DuPage  
Foundation**

*Mission:* To foster philanthropy, connect donors to area needs and build community partnerships.

**For more information or to make a gift to the initiative, please contact:**

**Barbara Szczepaniak**  
Vice President for Programs  
630-598-5280  
3000 Woodcreek Drive, Suite 310  
Downers Grove, IL 60515-5408  
630-665-5556  
[www.dupagefoundation.org](http://www.dupagefoundation.org)

# **PUBLIC SERVICES DEPARTMENT REPORT**

## **March 2017**

**Leila Heath**

### **InterLibrary Loan**

Item Requests Processed: 308 (296LY); Materials Received: 255; Materials Lent: 68

### **Programming**

Adult:

Book Discussion 3/2: 9

Staying Positive 3/2: 29

Sunday Concert (Irish Dulcimer) 3/12: 49

Inside Writing & Publishing 3/16: 16

Adult Coloring 3/18: 0

Book a Librarian (4): 4

Puzzles: 4

1000 piece: *Colorful Caps; Hound of the Baskervilles; In Piedmont, Italy*

500 piece: *Ludicrous Library*

Teen:

Teen Writing Club 3/8: 1

Teen Hangout 3/17: 0

Youth:

Family Storytime (2): 70

Toddler Time (3): 85

Robot Adventures: 3/2: 12

Lego Time 3/9: 3

Saturday Storytime 3/11: 4

Snap Circuit 3/16: 13

### **Outreach / PR**

The Library e-newsletter, Library Matters, was mailed 3/28 to 538 (545 LY) recipients.

Youth:

Johnson School Snap Circuit 3/7: 29

Johnson Robots 3/14: 19

Teen Volunteers: 5; Hours: 8

### **Shelving / Collection Shifts**

YS Shelving Prep: Picture Books Classification

AS Weeding: DVDs, Audiobooks

YS Shifting: J Fiction, Beginning Readers, Spanish, Award Winners, New Books, J Nonfiction

**Meetings / Continuing Ed**

Management Meetings: Leila

ReadSquared Demo 3/3: Leila, Jen, Diana, Jane

Spring Staff Picks Webinar 3/6: Leila, Diana

Spring YA Announcements 2017 3/6: Leila, Diana

Creativity & Library Leadership Webinar 3/7: Leila

WWECC 3/8: Diana

Tech Team Meeting 3/9: Jen, Sylvia, Guillermo, Alyssa, Diana, Jane, Nayeli

Top 10 Skills for Teaching Tech to Patrons 3/9: Guillermo

Series Nonfiction Must-Haves 3/13: Diana, Leila

Raise the Tech Bar Webinar 3/15: Leila

Rivistas Demo 3/15: Leila

Bibliobox to Learning Environments 3/15: Guillermo

WYFS 3/15: Diana

Parent Council 3/20: Diana

**Readers' Advisory**

NextReads eNewsletter: 149 (145 LY) subscribers

Beyond Dust Jackets Blog: Views 3/1-31: 1249; Total views 2017: 3181

**OverDrive eAudiobooks/eBooks**

New User accounts 3/1-31: 13

Checkouts 3/1-31: 742

Total checkouts 2017: 2129; Total checkouts FY: 6597

**Zinio eMagazines**

User accounts thru 3/31: 188

Checkouts 3/1-31: 71

Total checkouts 2017: 253; Total checkouts FY: 615

**Hoopla**

New User accounts 3/1-31: 26

Checkouts 3/1-31: 243

Total checkouts 2017: 638; Total checkouts FY: 2115

## TECHNICAL SERVICES REPORT

March 2017

Louis Carlile

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### Collection statistics for the month:

\*1063 items were added. (751 books, 151 AV, 156 periodicals, 0 eBooks/eAudio, 5 equipment)

\*649 items were deleted. (129 books, 334 AV, 186 periodicals, 0 eBooks/eAudio, 0 equipment)

### Other items:

\*77 books were repaired.

\*103 AV were cleaned / repaired.

### Activities:

\*Tech Team meeting (Lou Carlile)

\* Laconi meeting at Mount Prospect Public Library. "Tips for stress relief" (Gail Smith)

\*49 withdrawn Audiobooks were donated to libraries in Illinois.



# **CIRCULATION REPORT**

## **March 2017**

**Patty Dybala**

<b>Library Card Monthly Stats</b>		
	<b>March 2017</b>	<b>March 2016</b>
<b># of new cards issued</b>	<b>63</b>	<b>78</b>
<b># of renewed cards (expiring 3/2017)</b>	<b>65</b> (223 notices sent)	<b>35</b> (137 notices sent)
<b>Warrenville Resident cards (active)</b>	<b>6,060</b>	<b>6,358</b>
<b>Reciprocal Borrower cards (active)</b>	<b>314</b>	<b>341</b>

<b>Miscellaneous Monthly Circulation Stats</b>		
	<b>March 2017</b>	<b>March 2016</b>
<b>Self-Checkout Station</b>	<b>4,406 items</b> (25% of total circulation)	<b>4,278 items</b> (21% of total circulation)
<b>Reciprocal Borrower Circulation</b>	<b>1,464</b>	<b>1,676</b>
<b># of Outgoing Book Discussion ILL Requests</b>	<b>37</b> (11% of total item requests)	<b>45</b> (13% of total item requests)
<b>Mobile Device Circulation</b>	<b>31</b>	<b>48</b>
<b>Mobile Device In-house Circulation</b>	<b>24</b>	<b>20</b>

### **Department Projects**

As part of the Fresh Start Initiative, we began deleting "stale" accounts with fees (accounts expired prior the July 1, 2010). A full report will be available in June.

### **Staffing**

Bhargavi Lakkaraju resigned from the position of Customer Service Specialist effective March 12, due to personal reasons.

Olivia Voegtlt accepted the position of Customer Service Specialist, she began training on March 17. Olivia has been working in the Technical Services department as a Collection Support Specialist before accepting the Customer Service Specialist position.

**Homebound Delivery** - None this month

## COMPUTER SERVICES REPORT

March 2017

Cynthia Makowski

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1. Meetings, training, etc.
  - Management Team (2)
  - Tech Team – Enterprise catalog preview, PDF in browser followup
  - Budget review w/Sandy
  - SirsiDynix Enterprise training videos
  - Tech Talk Live @ College of DuPage
2. Disabled accounts for former employee Bhargavi Lakkaraju.
3. Replaced monitors at Adult & Youth service desks with new HP (DisplayPort) widescreen monitors in preparation for dual-monitor deployment.
4. Moved furniture, computers, printers, phones, power strips & cables as needed due to construction.
5. Worked with SirsiDynix to complete the initial setup of the new Enterprise public catalog. Worked with Kent Wachlin/CFB and Illinois Century Network to set up custom URL (<http://epac.warrenville.com>) which redirects to SirsiDynix's Enterprise server. Watched self-paced admin training (Admin Overview, Search Targets, Search Limits)
6. Completed IT budget draft.
7. Adjusted Firefox and Internet Explorer settings on Public PCs and laptops so PDFs open in Adobe Reader.  
(PDF behavior cannot be changed in Edge.) Began reviewing printer and other settings to test the viability of supporting Chrome on the Public PCs, not just the laptops.

## PRESIDENT'S REPORT

### Next Meetings or Events

(As of Wednesday, April 12, 2017)

Sunday, April 16  
Library Closed

Wednesday, April 19 at 6 p.m.  
Committee of the Whole Meeting (Budget)  
Library Meeting Room

Wednesday, April 19 at 7 p.m.  
Regular Library Board of Trustees Meeting  
Library Meeting Room

Wednesday, May 17 at 6 p.m.  
(Tentative) Committee of the Whole Meeting (Budget)  
Library Meeting Room

Wednesday, May 17 at 7 p.m.  
Regular Library Board of Trustees Meeting  
Library Meeting Room

Sunday, May 28 & Monday, May 29  
Library Closed



#### Building Project Calendar

Phase 2 is substantially complete (awaiting some furniture deliveries)

Next major project targets:

June 1 – project completion 😊

**REMINDER: The deadline for Statement of Economic Interest filing is April 30.**

#### ILA Reporter

The April 2017 issue of the ILA Reporter is available for viewing at  
<https://www.ila.org/publications/ila-reporter>.

Podcasting: Everybody's Doing It!

Eric Edwards, Illinois State Library

Is Your Library a LOT?

Keisha Hester, Broadview Public Library District

Going to the Source: Legislative Research Tips for You and Your Patrons

Eric Edwards, Illinois State Library

#### Future Board Meeting Discussion/Action Items

May –

- Re-elected and Newly elected Trustees take Oath of Office
- Board elects officers, President appoints committee assignments
- Closed session for Director's Evaluation
- Adopt Revised Meeting Room Policy

