



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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, February 20, 2019, 7:00 p.m.**  
Location: Library Meeting Room

**AGENDA**

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**  
*Trustees may request to remove any items from the consent or regular agenda at this time.  
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
  - a. Employee Recognition (Colleen Szewczyk, 5 years)
  - b. Fine Free Libraries (Member Services Manager Patty Dybala)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the January 16, 2019 Regular Board of Trustees Meeting
  - b. Receive and file Financial Report for January
8. Regular Agenda
  - a. Approve payments for the period of January 17, 2019 – February 20, 2019 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
  - a. Approve Strategic Plan **(ACTION)**

10. New Business
  - a. Approve Expenditures for Trustee Participation in Chamber of Commerce and Illinois Library Association Events **(ACTION)**
  - b. Natural Gas Supply Program **(ACTION)**
  - c. Electricity Supply Contract **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
  - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed session as allowed by 5 ILCS 120/2(c)(3) for the purpose of "discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the**  
**Regular Board of Trustees Meeting**  
**January 16, 2019**

1. Call to order – Trustee Picha called the meeting to order at 6:35 p.m.

2. Roll Call – Trustee Picha called roll call

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

ABSENT: Trustee Richardson

ALSO ATTENDING Ms. Sarah Keister Armstrong

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

PUBLIC ATTENDING: Gail Smith, Warrenville resident

3. Approval of the agenda

To accommodate guests and presenters Trustee Picha reorganized the agenda as follows:

1. Call to order
2. Roll Call
3. Approval of the Agenda
4. Public Comments
5. Unfinished Business
6. Correspondence
7. Presentations
8. Department Head Reports
9. Consent Agenda
10. Regular Agenda
11. New Business

Director's Report through adjournment to follow same order as original agenda with Items #19 and 20 (closed Session and resulting discussion) removed.

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

4. Public Comments – None

5. Unfinished Business

Strategic Plan Discussion - Sarah Keister Armstrong

Ms. Armstrong led discussion of the Strategic Plan and the comments received from the Trustee and Management Team surveys she sent out after the December Board Meeting.

The following notes summarize considerable discussion:

REDUCE DISCONNECT AND RAISE AWARENESS OF SERVICES

- Communicate with and target marketing for the Hispanic community and other underserved audiences.
- Increase the percentage of Warrenville residents possessing a library card. Realize the implications of new developments under construction or proposed. Some of these new developments may have over 2,000 residents.
- Transform the Library's image so books are not the primary focus.
- Collaborate with other community organizations.

CREATIVE COMMUNICATION & OUTREACH ESTABLISHING TRUST

- Establish trust with the Hispanic community by collaborating with organizations that already have established relationships.
- Create Library Ambassadors who can promote the services of the Library.
- Identify different segments of the population and then meet their needs:
  - Low income
  - Disabled
  - Immigrants
  - Millennials
  - Seniors
- Promote use of Library space:
  - Target use of the Library to small and large businesses.
  - Promote the social aspect for gathering.
- Evaluate opportunities for Library to serve as clearinghouse for community information; consider a local social media page.
- Hours of operation
  - Increase Friday evening hours.
  - Evaluate expanding other hours.
- Continue programming
  - Connect materials with some of the programs.
  - Offer Spanish-speaking programs.
  - Introduce Friday evening programs if hours are extended.
- Maintain and improve positive atmosphere

- Outreach to address geographic barriers to Library use
  - Conduct off-site programs.
  - Presentations.

#### INCREASE AWARENESS/LIBRARY USE

- Reflect the diversity of the community.
- Utilize Library Ambassadors to promote the Library.
- Create a 12-month Marketing Plan.
- Reframe communication
  - Relate to people's personal lives.
  - Create communication from a member's perspective.
  - Create standardized terminology.

#### CONNECT WITH THE COMMUNITY

- Improve ways for members to find value in the Library.
- Connect with local organizations.
- Develop collaborative marketing relationships.

#### ELEVATE USER EXPERIENCE

- Improve ease of use.
- Remove barriers.
- Join consortia.
- Extend hours.
- Provide customer service training to all staff.
- Improve the café area.
- Create a volunteer program.

#### CONTINUE TO MAINTAIN ITEMS FROM THE PREVIOUS STRATEGIC PLAN

- Embrace emerging technologies.
- Provide a continuous learning environment for Library staff.
- Promote the Library as a destination with comfortable seating areas for gathering, meeting and studying.
- Evaluate and maintain the collections, programs and resources.
- Maintain the facility.
- Be fiscally responsible.

Ms. Armstrong left the meeting at 7:31 p.m.

#### 6. Correspondence

Director Whitmer shared a thank you note she received from Tim Reinbold, the Warrenville Park District Director. He thanked Director Whitmer for allowing the

Park District to hold a staff meeting and training session in the meeting room on December 18.

7. Presentations

Overview of Technical Services by Head of Technical Services Lou Carlile

- Mr. Carlile stated the Library is now receiving more preprocessed materials from Baker & Taylor (B&T). Previously, materials arrived with only covers processed. Juvenile Fiction and Young Adult Fiction are now arriving with additional preprocessing items including spine labels, barcodes and ownership label.
- These materials will go straight to cataloging, allowing the item to be on the shelf much faster. This increases efficiency and enables staff to concentrate on other projects including shelving when a page is not available or assisting Administration with projects.
- Staff hours in the department were reduced by 8 hours per week when the cataloging assistant retired. This reduction was made in anticipation of the preprocessing.
- Trustee Warren asked if Baker & Taylor is the only vendor offering this service. Mr. Carlile responded Brodart offers this service, but Baker & Taylor has the majority of the market and has a good record with getting the materials out in a timely manner with competitive prices.
- Ms. Heath, Head of Public Services, stated Baker & Taylor has the Library's purchasing history including which staff member ordered the item, when it was purchased and how many copies were ordered. The staff can search for newly published items with professional reviews. The system also helps selectors avoid duplicate orders.

8. Department Head Reports

- Trustee Stull asked about the status of the Library's app since she is receiving a message stating the app will be replaced in 2019. Director Whitmer stated there is no replacement date and she will contact the vendor to remove the app.
- Marketing Report - Trustee Picha asked what the item meant regarding templates with logos and footers for each department. Kathy Gaydos replied she is working on "branding" that embraces the Library's logo. Staff members will be able to use the templates to create simple take-home materials that support programs and services.
- Computer Services Report – Trustee Picha asked what Cynthia Makowski meant in her report regarding finalizing the library advertisement video. Ms. Makowski stated her assistant Peter Baklashev is working with Youth Services Librarian Jane Jankowski and a staff committee on this project. They are filming short instructional videos on topics such as "Welcome to the Library." There will also be videos on topics including "How to use the Library app for Overdrive" and "My Account." These will be available in Spanish and are another way to communicate with the members.

Director Whitmer stated she would invite the Video Committee to a board meeting when the Library advertisement is completed.

9. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of December 19, 2018 Committee of the Whole Meeting
- b. Approve Minutes of the December 19, 2018 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for December

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Richardson*

*Motion carried*

10. Regular Agenda

- a. Approve payments for the period of December 19, 2018 – January 16, 2019

*MOTION: Trustee Stull moved to approve invoices in the amount of \$31,579.83 for the period of December 20, 2018 through January 16, 2019 including electronic payments and checks #6832 – 6872 with check #6862 voided. Trustee DuRocher seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Richardson*

*Motion carried*

- b. Approve Transfer of Funds

*MOTION: Trustee Warren moved to transfer \$125,000 from Business NOW Account to Operating Account. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Richardson*

*Motion carried*

11. New Business – None

12. Director's Report

Trustee DuRocher stated she thought Chef Dave was going to cater the staff appreciation dinner. Director Whitmer replied staff thought it would be a program by Chef Dave, not a meal. Since this event will occur immediately following the Library's 40<sup>th</sup> Anniversary event it will not be possible to have Chef Dave set up in the meeting room.

Director Whitmer invited Trustee Ruzicka to assist herself and Jackie Davis in the planning process for the staff appreciation dinner. They will meet at 6:30 p.m. on February 20.

There will be more discussion at the March board meeting regarding the 40<sup>th</sup> Anniversary Event.

13. President's Report

Trustee Picha stated the upcoming events.

Trustee Picha asked trustees to notify Director Whitmer as soon as possible if they would like to attend any of the events listed.

Trustee Picha stated next month Head of Member Services Patty Dybala will give an informational presentation of Fine Free Libraries and the Board will review closed session minutes.

14. Treasurer's Report

Trustee Lezon stated the MB Financial Certificate of Deposit that matured on January 6, 2019 was deposited in the Library's money market account.

The new Certificate of Deposit for \$600,000 was opened with an interest rate of 2.47% for 9 months.

The Library received three cash gifts at the end of 2018. Two donations totaling \$300 were directed to the Library and one donation of \$500 was directed to the Warrenville Public Library District Designated Fund at the DuPage Foundation.

Trustee Lezon reported the financials look good.

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

16. Committee Reports – none

17. Trustee Comments



- Trustee DuRocher reported she suffered a heart attack on Tuesday, January 8. She had listened to a podcast on the previous Sunday evening that mentioned feeling nauseous during a heart attack. This prompted her to call 911. She had minor surgery and has no damage to her heart.
- Trustee Warren stated the Glendale Heights Public Library had a program "One Book/One Community." There were copies of a chosen book available for every age group. He shared the adult book.
- Trustee Warren also mentioned a program Glendale Heights Public Library held Thanksgiving through Black Friday. Any overdue material could be returned fine free during this time. Director Whitmer stated a Black Friday event with free coffee was held a couple years ago at Warrenville with very little participation.
- Trustee Lezon stated she will be canvassing the City for the upcoming election and would like to distribute the Library flyer in Spanish if completed. Director Whitmer stated it is not completed. The translation is completed but there is no staff to complete the layout. Trustee Lezon stated she knows someone who could finish this project.
- Director Whitmer stated there was an objection to the third candidate's petition for candidacy and he withdraw from the election. Director Whitmer stated she also had questions concerning the petition and most likely would have had the Library's attorney review it prior to certifying the ballot if the candidate had not withdrawn.

18. Items for information and/or discussion

Trustee Warren stated when the Strategic Plan is completed the Board should be involved in some of the items.

19. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 8:14 p.m. Trustee DuRocher seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

Respectfully submitted,

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**January 31, 2019**

WARRENVILLE LIBRARY INCOME	JANUARY 2019	FUND BALANCES				AUDITED FUND BAL 6/30/2018	OTHER INC. RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
		% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED						
LEVY	LEVY EXT										
CORPORATE	1748717	94.7048%	674	1742211	99.63%	372154	(100000)	67071	156562	1131868	949568
BLDG. & MAIN.	97776	5.2952%	33	97500	99.72%	95801	0	0	5034	40575	152726
TOTAL TAX (LEVIED)	1846493	100.00%	707	1839711	99.63%	467955	(100000)	67071	161596	1172443	1102294
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		154831	100000	0	2276	13761	241070
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0
TOTAL	1846493	100.00%	707	1839711	99.63%	872157	0	67071	163872	1186204	1592735
FORMULA =				A		B	C	D		E	F
A+B+C+D+E=F											

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

	CORPORATE FUND				
	1 Month Ended	7 Months Ended			% Received /
	Jan. 31, 2019	Jan. 31, 2019	Budget	Balance	Expended
<b>Income</b>					
Taxes Levied	0.00	1,741,515.20	1,748,717.00	7,201.80	99.59%
Back Taxes	674.43	696.04	0.00	(696.04)	0.00%
Copier	634.70	4,352.99	6,000.00	1,647.01	72.55%
Extended Use Fees	1,835.40	11,167.50	19,000.00	7,832.50	58.78%
Fees	26.00	453.75	250.00	(203.75)	181.50%
Interest	1,614.20	14,603.68	3,000.00	(11,603.68)	486.79%
Book Sales	221.43	1,048.35	500.00	(548.35)	209.67%
Lost Books	184.00	1,779.45	3,500.00	1,720.55	50.84%
Gifts / Memorials	100.00	345.00	0.00	(345.00)	0.00%
Miscellaneous	120.94	1,277.01	3,000.00	1,722.99	42.57%
Hotel/Motel Tax	0.00	13,904.75	17,205.00	3,300.25	80.82%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	0.00	1,200.00	1,600.00	400.00	75.00%
	5,411.10	1,809,282.47	1,819,672.00	10,389.53	99.43%
<b>Expenses</b>					
Sal. - Administration	24,563.09	129,022.76	212,500.00	83,477.24	60.72%
Sal. - Circulation	16,668.71	82,744.73	133,000.00	50,255.27	62.21%
Sal. - Maintenance	2,523.60	13,700.02	22,500.00	8,799.98	60.89%
Sal. - Public Services	44,987.47	225,825.99	366,500.00	140,674.01	61.62%
Sal. - IT	9,100.02	48,216.88	80,500.00	32,283.12	59.90%
Sal. - Tech Services	16,591.99	83,372.98	134,000.00	50,627.02	62.22%
I.M.R.F. - Expense	7,757.63	57,431.86	92,000.00	34,568.14	62.43%
Fica - Expense	8,213.31	43,279.82	72,000.00	28,720.18	60.11%
Unemp. Comp.	123.79	527.56	1,200.00	672.44	43.96%
Op - Mat'l Processing/Tech	624.06	5,061.87	13,000.00	7,938.13	38.94%
Op - Mat'l Processing/Circ	0.00	465.45	2,210.00	1,744.55	21.06%
Op - Postage	787.41	2,498.86	5,165.00	2,666.14	48.38%
Op - Office Supplies	28.42	1,616.56	3,850.00	2,233.44	41.99%
Op - Bank Fee's	45.98	367.47	600.00	232.53	61.25%
Op - Automation Supplies	0.00	3,099.14	3,000.00	(99.14)	103.30%
Op - Publishing	0.00	1,246.26	1,300.00	53.74	95.87%
Equip. - Purchases	558.00	4,496.99	8,700.00	4,203.01	51.69%
Equip. - Maintenance	325.88	1,936.25	3,500.00	1,563.75	55.32%
Auto. - Software	20.99	10,965.50	17,195.00	6,229.50	63.77%
Auto. - Purchases	317.81	1,916.97	3,600.00	1,683.03	53.25%
Auto. - Maintenance	611.53	34,059.84	44,865.00	10,805.16	75.92%
L. Ins. - Workmen's Comp	0.00	0.00	3,800.00	3,800.00	0.00%
Ins. - Multi Peril Package	0.00	12,466.00	13,250.00	784.00	94.08%
Ins. - Health / Life	3,702.82	24,879.75	70,540.00	45,660.25	35.27%
Pd - Recruiting	0.00	270.00	500.00	230.00	54.00%
Pd - Staff Appreciation	0.00	397.07	3,300.00	2,902.93	12.03%
Pd - Staff / Dues	0.00	1,710.00	2,875.00	1,165.00	59.48%
Pd - Staff / Meetings	578.00	3,312.84	6,950.00	3,637.16	47.67%
Pd - Staff / Transportation	63.31	509.86	1,500.00	990.14	33.99%
Pd - Trst / Mtgs	0.00	(383.43)	500.00	883.43	-76.69%
Pd - Trst / Transportation	0.00	(16.17)	250.00	266.17	-6.47%
Pd - Trustee Misc.	62.08	238.46	500.00	261.54	47.69%
Cont. - Lawyer	945.00	945.00	5,000.00	4,055.00	18.90%
Cont. - Accounting	1,002.74	8,264.49	13,100.00	4,835.51	63.09%
Cont. - Collections	321.60	482.70	1,250.00	767.30	38.62%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended	7 Months Ended			% Received /
	Jan. 31, 2019	Jan. 31, 2019	Budget	Balance	Expended
Cont. - Audit	0.00	7,810.00	7,810.00	0.00	100.00%
Cont. - Consultants	0.00	10,535.97	19,700.00	9,164.03	53.48%
Lib. Mat. - Adult Books	4,342.57	32,099.41	58,000.00	25,900.59	55.34%
Lib. Mat. - Youth Books	2,605.99	19,683.07	33,000.00	13,316.93	59.66%
Lib. Mat. - Adult AV	2,287.62	12,338.10	26,000.00	13,661.90	47.45%
Lib. Mat. - Youth AV	0.00	4,248.18	7,000.00	2,751.82	60.69%
Lib. Mat. - EBooks	0.00	1,438.89	26,000.00	24,561.11	5.53%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	0.00	18,020.33	25,000.00	6,979.67	72.08%
Ps - Programs Adult	212.99	3,567.15	6,700.00	3,132.85	53.24%
Ps - Programs Youth	50.00	1,924.76	6,500.00	4,575.24	29.61%
Ps - Hotel/Motel	650.00	8,244.06	17,205.00	8,960.94	47.92%
Ps - Refunds / Fines / Fees	0.00	39.95	500.00	460.05	7.99%
Ps - Printing	0.00	5,977.21	14,500.00	8,522.79	41.22%
Ps - PR / Publicity	6.00	1,051.39	13,125.00	12,073.61	8.01%
Ps - Misc.	559.92	1,164.82	1,150.00	(14.82)	101.29%
Gas	1,053.89	2,317.40	8,000.00	5,682.60	28.97%
B & M - Water / Sewer	0.00	454.70	800.00	345.30	56.84%
Electricity	3,364.02	24,034.54	40,000.00	15,965.46	60.09%
Telephone	903.88	7,403.73	13,400.00	5,996.27	55.25%
Gifts	0.00	484.09	2,000.00	1,515.91	24.20%
Contingency	0.00	563.27	10,000.00	9,436.73	5.63%
Debt Repayment	0.00	153,109.00	169,900.00	16,791.00	90.12%
	156,562.12	1,131,867.63	1,862,290.00	730,422.37	60.78%

See Accountants Compilation Letter

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

	<b>BUILDING &amp; MAINTENANCE FUND</b>				
	<b>1 Month Ended</b>	<b>7 Months ...</b>			<b>% Received /</b>
	<b>Jan. 31, 2019</b>	<b>Jan. 31, 20...</b>	<b>Budget</b>	<b>Balance</b>	<b>Expended</b>
<b>Income</b>					
Taxes Levied	0.00	97,465.99	97,776.00	310.01	99.68%
Back Taxes	33.33	34.54	0.00	(34.54)	0.00%
	33.33	97,500.53	97,776.00	275.47	99.72%
<b>Expenses</b>					
Maintenance	2,190.00	20,046.20	74,520.00	54,473.80	26.90%
Maintenance Supplies	173.67	828.81	3,200.00	2,371.19	25.90%
Security	619.71	2,892.33	13,550.00	10,657.67	21.35%
Snow Removal	1,772.40	6,405.20	20,000.00	13,594.80	32.03%
Hvac	0.00	572.24	5,200.00	4,627.76	11.00%
Janitorial Supplies	0.00	2,217.22	3,000.00	782.78	73.91%
B & M - Landscape Maint.	278.00	7,612.59	7,450.00	(162.59)	102.18%
	5,033.78	40,574.59	126,920.00	86,345.41	31.97%

See Accountants Compilation Letter

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

	SPECIAL RESERVE FUND				
	<u>1 Month Ended</u> <u>Jan. 31, 2019</u>	<u>7 Months Ended</u> <u>Jan. 31, 2019</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
	0.00	0.00	0.00	0.00	0.00%
<b>Expenses</b>					
Equip. - Purchases	2,276.40	4,554.40	0.00	(4,554.40)	0.00%
Auto. - Purchases	0.00	9,207.00	16,850.00	7,643.00	54.64%
	2,276.40	13,761.40	16,850.00	3,088.60	81.67%

See Accountants Compilation Letter

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

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	15,218.92
Cash / Copier Change	75.00
MB Operating	161,040.49
MB Business NOW	561,497.03
MB Certificate of Deposit 7707	600,000.00
MB Business Money Market	<u>259,852.59</u>

1,598,094.03

General Fixed Assets	<u>6,337,069.00</u>
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**TOTAL ASSETS** \$ 7,935,163.03

**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>5,355.75</u>
	5,355.75

**LONG-TERM LIABILITIES**

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

**EQUITY**

Fund Balance	6,109,807.28
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**TOTAL LIABILITIES & FUND BALANCE** \$ 7,935,163.03

See Accountants Compilation Letter



## **REGULAR AGENDA**

Approve payments for the period of January 17 – February 20, 2019

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

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

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**January 17 - February 20, 2019**

Date	Num	Name	Amount
02/20/2019	6873	Accounting Services, Inc.	-508.00
02/20/2019	6874	Alessio, Amy	-125.00
02/20/2019	6875	Ambius	-278.00
02/20/2019	6876	AT&T	-383.97
02/20/2019	6877	Baker & Taylor	-1,067.86
02/20/2019	6878	Baker & Taylor	-1,895.83
02/20/2019	6879	Baker & Taylor	-2,613.64
02/20/2019	6880	Baker & Taylor	-752.61
02/20/2019	6881	Baker & Taylor	-2,538.89
02/20/2019	6882	Central Technology	-1,752.96
02/20/2019	6883	Davis, Jackie	-13.83
02/20/2019	6884	Demco	-434.51
02/20/2019	6885	Direct Energy Business	-3,599.94
02/20/2019	6886	Dooley Brothers	-500.00
02/20/2019	6887	For the Love of Tidy	-250.00
02/20/2019	6888	Jankowski, Jane	-47.75
02/20/2019	6889	Konica Minolta Business Solutions	-265.66
02/20/2019	6890	LIMRICC Purchase of Health Insurance Prog	-4,622.36
02/20/2019	6891	Midwest Tape	-2,086.83
02/20/2019	6892	Midwest Tape	-733.78
02/20/2019	6893	Museum of Science and Industry	-250.00
02/20/2019	6894	OverDrive	-1,432.90
02/20/2019	6895	Paddock Publications	-28.75
02/20/2019	6896	Quill Corporation	-585.09
02/20/2019	6897	RACO Industries	-88.11
02/20/2019	6898	Sam's Club/Synchrony Bank	-186.96
02/20/2019	6899	Service Master Commercial Cleaning	-1,815.00
02/20/2019	6900	Technology Management Revolving Fund	-450.00
02/20/2019	6901	Today's Business Solutions, Inc.	-177.92
02/20/2019	6902	Today's Business Solutions, Inc.	-1,135.00
02/20/2019	6903	Unique Management Services, Inc.	-62.65
02/20/2019	6904	Warrenville Historical Society	-25.00
02/20/2019	6905	Wheaton Park District	-45.00
02/20/2019	6906	Whitmer, Sandy	-9.36
02/20/2019	6907	Business Card	-1,866.39
02/20/2019	6908	Midwest Tape	-7,000.00
02/20/2019	6909	Petty Cash Fund	-60.95
02/20/2019	6910	Fox Valley Fire & Safety	-1,545.00
2/20/2019	6911	Synchrony Bank/Amazon	-1,234.51
01/22/2019	Electronic	Northern Illinois Gas	-1,053.89
01/24/2019	Electronic	MegaPath	-69.91

01/28/2019	Electronic	AFLAC	-183.84
01/31/2019	Electronic	Paylocity	-183.08
02/07/2019	Electronic	Konica Minolta Premier Finance	-391.00
02/07/2019	Electronic	Pitney Bowes, Inc.	-94.50
02/07/2019	Electronic	Konica Minolta Premier Finance	-167.00
02/08/2019	Electronic	Call One	-302.93
02/11/2019	Electronic	Warrenville, City of	-148.46

-45,064.62

## **REGULAR AGENDA**

Approve transfer of funds

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

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

## **UNFINISHED BUSINESS**

### **Approve Strategic Plan (ACTION)**

The attached Strategic Plan is ready for Board Approval.

Sarah Keister Armstrong drafted a plan which clearly outlined the priorities and goals that arose out of Board discussions in December and January. The Management Team reviewed Ms. Armstrong's plan and made several revisions that clarified some goals. For example, the Management Team decided to concentrate on improving services to the Hispanic population rather than spreading our attention across multiple audiences (teens, seniors, etc.)

The Management Team agrees that a five-year period is appropriate for this plan. A three-year period would require a significant increase in resources that is not practical without a reduction in existing programs and services.

Once this plan is approved by the Board, the Management Team will develop an action plan, assigning responsibilities, timelines and resources to the goals. Requests for resources required to fulfill these goals will be discussed as part of the budget process each year.

We intend for this to be a "living" document. We will report back to the Board at least annually on our progress. If needed, goals may be revised, added or deleted with the Board's approval.

***SUGGESTED MOTION: Approve Strategic Plan for July 1, 2019 through June 30, 2024.***



## STRATEGIC PLAN

July 1, 2019 – June 30, 2024

In 2018, the Warrenville Public Library District embarked on a strategic planning process inspired by feedback provided by the community it serves. Through conversations with community members, local organizations, Library staff and the Board of Trustees, the Library set the following priorities and goals.

### STRATEGIC PRIORITY: INCREASE USE OF THE LIBRARY

#### GOAL: IMPROVE SERVICES TO HISPANIC RESIDENTS

- Work with community organizations to establish trust and connect with residents
- Identify needs of the residents
- Implement Library services to meet the identified needs
- Recruit and retain staff who can provide bilingual and culturally competent service

#### GOAL: RAISE AWARENESS OF THE LIBRARY

- Investigate opportunities to reach non-users and infrequent users of the Library
- Develop a 12-month marketing plan for each fiscal year
- Utilize creative methods of communication to promote Library services
- Shift Library communications to the user's perspective
- Develop a series of presentations to communicate the benefits of using the Library
- Create a Library Ambassador program to bolster word-of-mouth marketing

### STRATEGIC PRIORITY: CONNECT WITH THE COMMUNITY

#### GOAL: CONNECT LOCAL ORGANIZATIONS, ENTITIES AND RESIDENTS

- Convene regular meetings at which local organizations can share information about events and services
- Utilize Library spaces, events and marketing efforts to connect residents with community resources

#### GOAL: DEVELOP COLLABORATIVE RELATIONSHIPS TO SUPPORT AND ENHANCE LIBRARY SERVICES

- Launch a formal volunteer program for the Library
- Promote use of Library meeting spaces as collaborative and educational spaces for local businesses and community organizations

## STRATEGIC PRIORITY: ELEVATE THE USER EXPERIENCE

### GOAL: IMPROVE EASE OF USE OF THE LIBRARY

- Remove barriers to Library use
- Investigate consortium membership
- Evaluate the possibility of extending hours of operation
- Develop a series of presentations to demonstrate how to use the Library

### GOAL: ENHANCE CUSTOMER SERVICE

- Develop a values statement
- Implement customer service training for all staff
- Coach employees on managing change and embracing innovation

## ONGOING RESPONSIBILITIES

As the Library moves forward in its work to achieve these goals, it will also continue to value the following ongoing responsibilities:

- The Library will embrace emerging technologies as a means to provide services and resources to Library users;
- In order to meet the needs of its users, the Library will provide a continuous learning environment for Library staff that emphasizes cross-training, adaptability and personal and professional development;
- The Library will be a destination in the community with collections, programs and events that appeal to all ages;
- The Library will be a comfortable place with spaces for gathering, meeting and studying;
- The Library will continuously evaluate and maintain its collections, programs and other resources;
- The Library will proactively maintain its facility; and
- The Library will continue strong fiscal stewardship.

## **NEW BUSINESS**

### **Approve Expenditures for Trustee Participation in Chamber of Commerce and Illinois Library Association Events (ACTION)**

- At the January Board Meeting Trustee Ruzicka expressed an interest in attending the Chamber of Commerce Dinner. There was no opposition expressed. Director Whitmer and Trustee Ruzicka registered for the February 15 event. (\$85)
- At the January Board Meeting Trustee Warren expressed an interest in attending the ILA Legislative Meet-up (Lunch) on Friday, March 1. Director Whitmer will register Trustee Warren and any other interested Trustees after the expenditure is approved by the Board. Director Whitmer will also attend. (\$45)
- At the January Board Meeting Trustees Warren, Ruzicka and Stull expressed an interest in attending the ILA Trustee Forum Workshop on Saturday, March 16. Director Whitmer will register these Trustees and any other interested Trustees after the expenditure is approved by the Board. Director Whitmer will also attend (\$125-\$150 each)

#### ***SUGGESTED MOTION: Approve expenditures for***

***Trustee Ruzicka to attend the Western DuPage Chamber of Commerce Annual Dinner;***

***Trustees \_\_\_\_\_ and \_\_\_\_\_ to attend the ILA Legislative Meet-up; and***

***Trustees \_\_\_\_\_ and \_\_\_\_\_ to attend the ILA Trustee Forum Workshop.***





## **2019 Legislative Meet-Ups**

This year our regional advocacy efforts expand with eight legislative events providing an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library.

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

### **Make your voice heard!**

#### **Friday, 1 March 2019**

##### **West Suburban Library Legislative Lunch**

Chicago Marriott Oak Brook

1401 W. 22nd St.

Oak Brook, IL 60523

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

12:30 noon program begins

2:00 p.m. program concludes

Price: \$45

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#### **Online resources:**

- List of Legislators and their staff who have responded to the event invitation: <https://www.ila.org/events/legislative-meet-ups/2019-west-suburban-legislators>
- How to prepare for a Meet-up: <https://www.ila.org/events/legislative-meet-ups/how-to-prepare-for-a-meet-up>

***Illinois Library Trustee Forum Workshop  
Saturday, March 16, 2019  
Chicago Marriott Oak Brook  
1401 West 22nd St., Oak Brook***



**Registration Fees**

ILA Member: \$135; Non-Member: \$150 ; Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

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

***Agenda***

8:00 - 9:00 a.m.	Continental Breakfast and Networking
9:00 - 9:10 a.m.	Welcome and Introductions
9:10 - 10:30 a.m.	<p>Succession Planning for Trustees Gail Johnson &amp; Pam Parr Face to Face Communications &amp; Training, Inc. As elected officials we do a lot of planning. Planning for the future of the library can fall apart with a simple change in leadership at the staff or board level. This workshop will discuss the process of building leaders at all levels of your organization. Succession planning has success at its root for a reason. Without planning for the future of your library leadership, success will be difficult to achieve.</p> <p>Gail and Pam will give you strategic steps to follow, sprinkled with humor (of course), as you create an effective succession plan for your library. By the way—this includes your board. Yes, you can influence the future of your board, as well. We'll show you how.</p>
10:30 - 10:45 a.m.	Break
10:45 a.m. - Noon	Attorneys from Klein, Thorpe & Jenkins will present a mock board meeting, focusing on FOIA, OMA, trustee emails, board conflicts, and state statutes that impact trustees.
Noon - 1:15 p.m.	Luncheon and Forum Business Meeting
1:30 - 2:15 p.m.	<p>Legislative Update Derek Blaida, ILA Legislative Consultant Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.</p>
2:15 - 2:30 p.m.	Break
2:30 - 3:30 p.m.	<p>Legal Q&amp;A Lawyers from Ancel Glink will answer your questions about legal issues impacting your library.</p>

## **NEW BUSINESS**

### **Natural Gas Supply Program (ACTION)**

Director Whitmer met with Paul Kalas of Vanguard Energy in January. Mr. Kalas recommends the Library switch from Nicor's Customer Select program to Rate 74. Mr. Kalas estimates the Rate 74 program will save the Library about \$100 annually.

- The Rate 74 program allows daily meter reads from a cellular connection provided by Nicor which provides better data than the current meter reads. The cellular connection is a new option. Previously, the Library would have been required to provide a telephone line for the daily meter reads. The cost of the phone line would have exceeded any savings from the Rate 74 program.
- The Customer Select program costs have increased since the Library first joined.
- The Rate 74 program costs a little more than the Customer Select program (approximately \$60 per year), but the price of gas is a little bit lower through Rate 74 (approximately \$180 per year). The net savings are approximately \$120.

***SUGGESTED MOTION: Authorize staff to work with Vanguard Energy to switch from the Nicor Customer Select program to Rate 74.***

## **NEW BUSINESS**

### **Electricity Supply Contract (ACTION)**

Director Whitmer met with Paul Kalas of Vanguard Energy in January. Mr. Kalas suggested the Library consider locking in pricing for an additional year of electricity while the supply/energy rates are low.

A sample quote from January is attached.

If the Board concurs, Director Whitmer will work with Mr. Kalas to secure updated quotes and proceed with a contract for an additional year of electricity supply (May 2022 – May 2023).

***SUGGESTED MOTION: Authorize staff to work with Vanguard Energy to secure quotes and execute a contract for electricity supply for May 2022 – May 2023.***



850 East Diehl Rd, Suite 142  
Naperville, IL 60563  
(630) 955-1500  
(630) 955-0989

### Warrenville Public Library District

"Energy Only" Quote Date 01/14/2019

12 Month (May 2022 - May 2023)							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total "Fixed" Energy Charges
AEP Energy	\$ 0.03033						\$ 0.03033
Constellation Energy	\$ 0.02954						\$ 0.02954
Direct Energy	\$ 0.02968						\$ 0.02968
Dynegy Energy	\$ 0.03104				\$ 0.00078		\$ 0.03182
Engie Resources	\$ 0.03106						\$ 0.03106
Hudson Energy	\$ 0.03340						\$ 0.03340
MidAmerican Energy	\$ 0.03327						\$ 0.03327

24 Month (May 2022 - May 2024)							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total "Fixed" Energy Charges
AEP Energy	\$ 0.03099						\$ 0.03099
Constellation Energy	\$ 0.03061						\$ 0.03061
Direct (Ends Feb 2024)	\$ 0.02981						\$ 0.02981
Dynegy (Ends Jan 2024)	\$ 0.03072				\$ 0.00086		\$ 0.03158
Engie Resources	\$ 0.03148						\$ 0.03148
Hudson Energy	\$ 0.03350						\$ 0.03350
MidAmerican Energy	\$ 0.03479						\$ 0.03479

36 Month (May 2022 - May 2025)							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total "Fixed" Energy Charges
AEP Energy	\$ 0.03168						\$ 0.03168
Constellation Energy	\$ 0.03309						\$ 0.03309
Engie Resources	\$ 0.03220						\$ 0.03220
MidAmerican Energy	\$ 0.03496						\$ 0.03496

48 Month (May 2022 - May 2026)							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total "Fixed" Energy Charges
Engie Resources	\$ 0.03339						\$ 0.03339

60 Month (May 2022 - May 2027)							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total "Fixed" Energy Charges
Engie Resources	\$ 0.03465						\$ 0.03465

Current Agreement (May 2018 - May 2022), Signed 02/26/2018							
Electric Supply Components							
Supplier	Fixed Energy Price (ATC)	Line Losses	Capacity	Transmission	Ancillary	Renewal Compliance Charge	Total Energy Charges
Direct Energy	\$ 0.02969	\$ 0.00203	\$ 0.03312	\$ 0.01322	\$ (0.00119)	\$ 0.00005	\$ 0.07692

All Suppliers: Energy is Fixed, all other components are passed thru, except the following.  
Dynegy: Energy is Fixed, which includes Ancillary Charges, all other components are passed thru.

Confidential and Proprietary Information of Vanguard Energy Services

**Recommended Schedule Change for Budget Review**

Assigning tasks and associated costs for the Strategic Plan will delay the preparation of the first draft of the working budget. The first draft will be ready for review in May. I recommend the Board schedule a Committee of the Whole Meeting for 6 pm on May 22 and skip the Committee of the Whole Meeting that would normally be held in April.

**Hotel Motel Tax Grant Status**

Our two grant requests were approved by the City Council on February 4. Both requests will be fully funded.

- Concerts on the Commons - \$13,198  
Wednesday night concerts in June, July and August (no concert July 3)  
(coordinated by Sandy Whitmer)
- Sunday Music Matinees - \$3,140  
Monthly Sunday afternoon concerts September through April  
(coordinated by Sylvia Thompson)

**Other**

Evie Opelka has joined the staff as our part-time Graphic Designer. We received 17 applications for this position and interviewed five applicants.

On January 9 the Warrenville Park District set up a survey table in the Library to gather input on their services from residents. (The Park District allowed us to do the same at the Recreation Center for our survey.)

We received new section dividers for the picture book collection from Library Furniture International (LFI). Colleen Szewczyk placed labels in the dividers and replaced the old cardboard dividers with the new acrylic dividers. LFI also installed some shelf-top sign holders in the Youth Services Department and shelving end panels and a top on some shelving in the Administration hallway.

I communicated the results of a mid-year evaluation of our current year insurance levels to our insurance broker. (We review liability, property and workers compensation levels.)

Mark Zipoy from Shales McNutt Construction visited the Library to help us determine the best way to re-hang the concrete Library seal that was displayed in the Board Room prior to the renovation. We rearranged some artwork and Ly Tran hung the seal near the Stafford Place entrance.

In January we responded to two FOIA requests:

- SmartProcure – "checkbook"
- From Karolis Dirzys, LocalLabs – Map of district boundaries in electronic (.SHP) format (library has no responsive records; referred to DuPage County GIS)

I extend my thanks to the management team and staff who managed not one, but TWO weather-related closures while I was away from the Library. The Library closed early (6 pm) on Tuesday, January 29 and reopened at Noon on Thursday, January 31 in response to a wind chill advisory from the National Weather Service. The Library closed early (5pm) on Tuesday, February 5 in response to an ice storm warning and

recommendations from FEMA. Closures of the Library are considered carefully. Many steps are undertaken to prepare for the closure, communicate details to multiple audiences and reopen the Library.

The February issue of ILA Reporter is available online at [https://www.ila.org/content/documents/reporter\\_0219.pdf](https://www.ila.org/content/documents/reporter_0219.pdf) Articles include:

Disaster Preparedness and Recovery in Libraries: Bracing for the Worst, Helping the Community Heal

Eric A. Edwards, Illinois State Library

Winning the ILA Resources and Technical Services Forum Scholarship

Mara Fass, Champaign Public Library

Reaching At-Risk Youths One Book at a Time

Rebecca Ferguson and Rachel Shulman, Vernon Area Public Library; and

Magi Henderson, Glen Carbon Centennial Library

The Room Where It Happens: Planning a "Hamiltunes: An American Sing-Along" Program for Libraries

Anjelica Rufus-Barnes, Prospect Heights Public Library District

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

Various – Graphic Designer Interviews

January 8, 10 – Management Team Meetings

January 15 – Jefferson Early Childhood Center Groundbreaking (with Diana Abraham)

January 16 – Met with Paul Kalas, Vanguard Energy to review Natural Gas and Electricity Supply Contracts

January 16 – Met with representatives from Innovative Interfaces (Polaris ILS vendor)

January 17 – Webinar: RAILS Member Update

January 17 – Management Team Meeting re: Collection Codes, On Order Items, etc. (ILS Settings)

January 18 – Warrenville Hospitality Group

January 22 – Met with Patty Dybala re: Fine Free Libraries

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

January 8, 10 - Management Team Meetings

January 14 - Bodily Fluids Procedures with Leila and staff

January 21 – Staff Recognition Committee

# STATISTICAL SUMMARY

January 2018

	JAN 2018	JAN 2017	% change	+/-
<b>TOTAL CIRCULATION ***</b>	19,798	16,826	17.7%	2,972
Print	9,721	7,787	24.8%	1,934
NonPrint	8,678	7,697	12.7%	981
Equipment (mobile dev., in-house laptops, etc.)	80	43	86.0%	37
Downloadables	1,319	1,299	1.5%	20
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	771	792	-2.7%	-21
<b>ZINIO (eMagazines)</b>	50	85	-41.2%	-35
<b>Hoopla</b>	463	213	117.4%	250
<b>Tumblebooks</b>	35	209	-83.3%	-174
<b>ITEM REQUESTS PROCESSED</b>	293	275	6.5%	18
<b>INTERLIBRARY LOANS RECEIVED</b>	221	222	-0.5%	-1
<b>MATERIALS ADDED</b>	866	836	3.6%	30
<b>MATERIALS WITHDRAWN</b>	1,201	1,256	-4.4%	-55
<b>TOTAL COLLECTION SIZE*</b>	113,323	106,624	6.3%	6,699
<b>PROGRAMS</b>				
Number of Adult Programs	7	5	40.0%	2
Adult Program Attendance	105	77	36.4%	28
Number of Teen Programs	4		#DIV/0!	4
Teen Program Attendance	12		#DIV/0!	12
Number of Children's Programs	18	3	500.0%	15
Children's Program Attendance	588	62	848.4%	526
Book-A-Librarian	4	5	-20.0%	-1
Book-a-Librarian Attendance	4	5	-20.0%	-1
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,454	1,339	8.6%	115
<b>RESIDENT CARDS ACTIVE</b>	5,852	6,173	-5.2%	-321
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	347	309	12.3%	38
<b>VISITOR COUNT **</b>	5,282	9,387	-43.7%	-4,105
<b>COMPUTER SESSIONS</b>	1,375	1,398	-1.6%	-23
<b>DATABASE USAGE</b>	275	359	-23.4%	-84
<b>WEBSITE VISITS</b>	88,345	5,089	1636.0%	83,256
<b>UNIQUE WEBSITE VISITORS</b>	82,388	2,364	3385.1%	80,024

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

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

Detailed statistical reports will be available at the Board Meeting

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



## **PUBLIC SERVICES REPORT**

**January 2019**

**Leila Heath**

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### **InterLibrary Loan**

Item Requests Processed: 293 (293 LY); Materials Received: 260; Materials Lent: 50

### **Programming**

#### **Adult:**

Book Discussion 1/3: 8

Warrenville Writers Connection 1/7: 10

Pop-Up Craft Time 1/12: 8

Fermi Lab 1/15: 23

Computer Maintenance 1/19: 13

Excel 1/22, 1/23: 10

Brown Bag Movie 1/24: 9

Sunday Concert (Flute) 1/27: 49

Book a Librarian (10): 10

Puzzles: 1

1000 piece: Venetian Impressions

#### **Teen:**

D&D 1/2: 5

Switch Gaming 1/11: 10

Henna 1/25: 7

#### **Youth:**

Family Storytime (4): 95

Toddler Time (3): 133

Snap Circuits 1/3: 11

Nature-Telling 1/9: 24

Science Explorers 1/10: 16

PAWS 1/12: 15

Crafty Kids 1/16: 36

Art Camp Jr 1/17: 16

Babies & books 1/23: 6

Table Crafts (4): 28

### **Outreach / PR**

Teen Volunteers: 6; Hours: 8

### **Weeding/Shelf Shifts**

#### **Weeding:**

Nonfiction 300's, 600's, 700's, 900's, Biographies, Spanish; J Fiction, J Nonfiction 500's;

Picture Books, YS DVDs, YS CDs

### **Reference**

Started planning Summer Reading and Summer Programming.

Interviewing for PT Adult Services Associate position.

**Meetings / Continuing Ed**

Management Team Meetings: Leila  
PreSchool Programming SIG 1/7: Diana  
Strategic Plan Meetings 1/8, 1/10: Leila  
Citizenship Corner 1/8, 1/29: Leila, Nora  
Reviews 1/9-1/11: Alexa, Mary, Claire  
Bodily Fluids Procedures 1/14: Leila, Diana, Nayeli  
ILL Returns Procedure 1/15: Leila, Sylvia  
Jefferson Groundbreaking 1/15: Diana  
Board Meeting & Strategic Plan 1/16: Leila  
Collection Codes 1/17: Leila  
YS Summer Reading /Summer Programming 1/18: Leila, Diana, Jane, Nayeli, Mary  
Scanner Training 1/18-1/21: Leila, AS Staff, YS Staff  
AS Summer Reading/Summer Programming 1/22: Leila, Jen, Sylvia  
Cross Training with Member Services 1/23: Claire  
Spring 2019 Preview Series Titles Webinar: Diana  
Kindergarten Readiness Statistical Analysis: Diana  
YALSA – Interactions with Teens: Nayeli  
Size Doesn't Matter-Transforming Big Ideas into Small Library Environ Webinar: Nora  
Spanish Language Collection Development Webinar: Nora

**Digital Resources**

Beyond Dust Jackets Blog:  
Views 1/1-31: 1582  
Total views 2019: 1582; Total views FY: 14285

NextReads Newsletters:  
Subscribers thru 1/31: 168  
Newsletters sent 1/1-31: 749  
Total newsletters sent 2019: 749; Total newsletters sent FY: 4862

OverDrive eAudiobooks/eBooks:  
New User accounts 1/1-31: 13  
Checkouts 1/1-31: 1063  
Total checkouts 2019: 1063; Total checkouts FY: 6659

Zinio eMagazines:  
User accounts thru 1/31: 209  
Checkouts 1/1-31: 138  
Total checkouts 2019: 138; Total checkouts FY: 585

Hoopla:  
New User accounts 1/1-31: 30  
Checkouts 1/1-31: 523  
Total checkouts 2019: 523; Total checkouts FY: 3546

## MEMBER SERVICES REPORT

January 2019

Patty Dybala

Library Card Monthly Stats		
	January 2019	January 2018
# of new cards issued	65	93
# of renewed cards (expiring 1/2019) *Automatically renewed per NCOA report	104 (83% of accounts renewed)	29 (125 notices sent*) *email only
Warrenville Resident cards (active)	5,859	5,852
Reciprocal Borrower cards (active)	303	347

Miscellaneous Monthly Circulation Stats		
	January 2019	January 2018
Self-Checkout Station	7,401 items (42% of total circulation)	7,167 items (38% of total circulation)
Reciprocal Borrower Circulation	1,392	1,454
# of Outgoing Book Discussion ILL Requests	60 (17% of total item requests)	33 (10% of total item requests)
Mobile Device Circulation	39	38

### Professional Growth/Meetings/Outreach

1/8; 1/10 Management Team Strategic Planning Meeting- Patty  
1/15 Interlibrary Loan Return Processing Meeting- Sylvia, Leila, Patty  
1/16 Board Meeting: Strategic Planning Discussion- Patty  
1/17 Meeting re: On Order Materials and Collection Codes- Sandy, Patty, Leila, Lou  
1/22 Library Card Registration at Outreach Events Planning- Patty, Sandy  
1/24 VHS to DVD Conversion Station Procedures Meeting- Cynthia, Leila, Patty  
1/18- 1/22 Scan Station Upgrade Training- Patty, Stephanie, Kathy, Mary, Ellen, Sandy, John, Jaime

### Homebound Delivery

1/17- Jaime and Patty

# MARKETING REPORT

## January 2019

Kathy Gaydos

### eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Special Closing (1/29)	1235	44%	3%
Jan. 2019 (1/3)	1236	43%	12%
Survey Thanks (12/11)	602	72%	1%
Dec. 2018 (sent 12/1)	847	37%	12%
Winter RM (sent 11/13)	838	39%	32%
Nov. 2018 (sent 10/30)	837	37%	20%
Special Survey (10/12)	814	42%	51%
October 2018	819	38%	10%

### Social Media

Facebook	Aug.	Sept.	Oct.	Nov.	Dec.	Jan. '19
Total Page Followers	906	916	926	935	943	959
Total Page Likes	905	915	922	932	940	955
Avg. Daily Reach (includes paid)	749	558	502	509	444	705
Twitter	Aug.	Sept.	Oct.	Nov.	Dec.	Jan. '19
Average Daily views	278	163	238	236	238	274
Average Engagement Rate	1.2%	1.0%	0.9%	1.3%	1.2%	0.9%

### Activities

#### Graphics Created:

Closing signs (1/29)

Slides/flyers for most spring programs

#### Other:

Spring 2019 Reading Matters, in progress

Spring 2019 text and images inputted into Communico

#### Meeting/Event Attendance

Survey Results/Strategic Planning with Management Team, Kathy 1/8 & 1/10

Board meeting, Kathy 1/16

Interviews for Graphic Designer, Kathy 1/9, 1/15 & 1/21

Website, Sandy and Kathy 1/24

# TECHNICAL SERVICES REPORT

## January 2019

Lou Carlile

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### Collection statistics for the month:

\*995 items added. (616 books, 129 AV, 149 periodicals, 100 eBooks/eAudio, 1 equipment)

\*2167 items deleted. (1383 books, 353 AV, 431 periodicals, 0 eBooks/eAudio, 0 equipment)

### Meetings / Continuing Ed / Events:

\*Management Team meetings: (Lou Carlile)

\*Board meeting, strategic plan discussion with board, and Tech Services pre-processing presentation: (Lou Carlile)

\*Strategic plan meetings: (Lou Carlile)

\*Meeting to discuss the process of ordering materials: (Lou Carlile, Leila Heath)

\*Meeting to discuss changes in collection codes and statistics collection: (Lou Carlile, Patty Dybala, Sandy Whitmer, Leila Heath)

### Collection Maintenance:

\*190 books repaired.

\*247 AV cleaned / repaired.

1. Meetings, training, etc.
  - Management Team Meetings/Strategic Planning (2)
  - Board Meeting (Strategic Planning)
  - Webinar: JJ's List Disability Awareness Training
  - Webinar: SiriDynix 2018 & 2019—A Recap and a Look Forward
2. Worked with Uri/TBS to upgrade the software on the SimpleScan Station. Provided orientation to the new menus and features to all Member Services and Public Services staff.
3. Assisted with Library closing due to extreme weather: adjusted the Public PC closing time in MyPC and returned it to normal; created one-time PC shutdown tasks for the Public and Catalog PCs in Faronics; re-recorded the Day and Temporarily Closed greetings in the Auto Attendant; put the phone system in Forced Closed status and returned it to the normal Business Schedule.
4. Continued to configure and troubleshoot DPM 2016 and WSUS 2016. Moved the WSUS 2016 VM to one of the pair of new hosts, and saw improved update and backup performance.
5. Received replacement network switch; worked with Kent/CFB to connect and configure.
6. Ordered replacement for failed mobile hotspot; configured, labeled and put into circulation.
7. Edited videos for the Library's instructional series
8. Trained (2) members on the use of the VHS to DVD media conversion station.
9. Installed 4 new barcode scanners in the Adult and Youth work areas; verified and updated the inventory of all barcode scanner devices.
10. Began adjusting the Firefox browser settings on Staff PCs to eliminate the false "critically out of date" message.
11. Renewed and installed the updated SSL certificate for the Tomcat/Web Services link between the Enterprise Catalog and Horizon.
12. Replaced the "number" signs on top of the Public PCs in the Adult and Youth departments.
13. Reviewed and updated the Repetitive IT Tasks document.

## **PRESIDENT'S REPORT**

### **Next Meetings or Events**

(As of Thursday, February 14, 2019)

Wednesday, February 20 at 7 pm  
Regular Library Board of Trustees Meeting  
Library Meeting Room

Wednesday, March 20 at 7 pm  
Regular Library Board of Trustees Meeting  
Library Meeting Room

### **Save the Date**

Sunday, April 7 from 2-4 pm  
Library District 40<sup>th</sup> Anniversary Celebration

Sunday, April 7 at 5/5:30pm?  
Staff Appreciation Dinner  
at Eddie Merlot's  
Details to come

### **Community Events**

Mayor Brummel's State of the City Address  
Wednesday, February 27 at City Hall  
6 pm Light refreshments  
6:30 pm State of the City Address

Representative Grant Wehrli "Mobile Office Hours"  
Illinois State Representative, District 41  
Friday, March 8 at Warrenville Library  
10 am - Noon

### **Future Agenda Items:**

#### **March**

- Staff Informational Presentation (Kathy Gaydos, Marketing & Communications Specialist)
- Receive Director's Self-evaluation and instructions/forms to begin Director's Evaluation
- Non-resident library card participation (adopt tax bill method or general mathematical fee method)



Please join us for an informative presentation by Mayor David Brummel with the City of Warrenville. Light refreshments will be provided and information about the City of Warrenville as well as the Western DuPage Chamber of Commerce. At 6:30 PM in the City Council Chambers, Mayor Brummel will be providing information on exciting new developments and what the City of Warrenville has accomplished. See you there!

## **TREASURER'S REPORT**

### **Quarterly Developer Donations Update**

The City of Warrenville advised us that the balance of the Library District Developer Donations is \$8,532.90 as of December 31, 2018.



## **CLOSED SESSION**

### **REVIEW OF CLOSED SESSION MINUTES**

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

- There are no minutes to be released at this time.
- The following verbatim recordings should be destroyed:
  - o March 15, 2017 Closed Session
  - o April 19, 2017 Closed Session

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

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

***SUGGESTED MOTION: Approve destruction of verbatim recordings of the March 15, 2017 and April 19, 2017 Closed Sessions.***

