



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, October 17, 2018, 7:00 p.m.**  
Location: Library Meeting Room

**AGENDA**

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. 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. Overview of Technical Services Topics (Lou Carlile, Head of Technical Services)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

**p. 3** ..... a. Approve Minutes of the September 19, 2018 Budget & Appropriation Public Hearing

**p. 4** ..... b. Approve Minutes of the September 19, 2018 Regular Board of Trustees Meeting

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

8. Regular Agenda

**p. 19** ..... a. Approve payments for the period of September 20 – October 17, 2018 **(ACTION)**

**p. 22**..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business
10. New Business
11. Director's Report
- p. 23 ..... a. Community Survey
- b. Report on Library Use during Summer Daze (August 2018)
- p. 26 ..... 12. Department Head Reports
- p. 34 ..... 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)
- p. 35 ..... a. FY19 Per Capita Grant Requirement – Review "Trustee Facts File" Chapters
- Chapter 6 – Intellectual Freedom (Trustee Ruzicka)
- Chapter 7 – Planning (Trustee Stull)
- Chapter 8 – Human Resources (Trustee DuRocher)
19. Closed Session
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 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.*
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  - a. Overview of Technical Services Topics (Lou Carlile, Head of Technical Services)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
  - a. Approve Minutes of the September 19, 2018 Budget & Appropriation Public Hearing
  - b. Approve Minutes of the September 19, 2018 Regular Board of Trustees Meeting
  - c. Receive and file Financial Report for September
8. Regular Agenda
  - a. Approve payments for the period of September 20 – October 17, 2018 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**

9. Unfinished Business
10. New Business
11. Director's Report
  - a. Community Survey
  - b. Report on Library Use during Summer Daze (August 2018)
12. Department Head Reports
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  - a. Next meetings or events
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19. Closed Session
20. Discussion/action resulting from the above closed session (**ACTION**)
21. Adjournment (**ACTION**)

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the**  
**Budget & Appropriation Public Hearing**  
**Wednesday, September 19, 2018, 7:00 p.m.**

1. Call to Order – Trustee Picha called the meeting to order at 7:00 p.m.
2. Roll Call – Trustee Picha called roll call  
ATTENDING: Trustees DuRocher, Lezon, Picha, Ruzicka, Stull, and Warren  
ABSENT: Trustee Richardson  
ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis
3. Public Comments on the Budget & Appropriation Ordinance - none
4. Trustee/Staff Comments on the Budget & Appropriation Ordinance - none
5. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 7:03 p.m. Trustee Lezon. seconded.*

*Voice vote:*

*Ayes – all*

*Absent – Trustee Richardson*

*Motion carried*

Respectfully submitted,

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, September 19, 2018**

1. Call to order – Trustee Picha called the meeting to order at 7:03 p.m.
2. Roll Call - Trustee Picha called roll call  
ATTENDING: Trustees DuRocher, Lezon, Picha, Ruzicka, Stull and Warren  
ABSENT: Trustee Richardson  
ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis
3. Approval of the agenda
  - a. Trustee Picha moved Item 7.a. – Approval of August 15, 2018 Minutes to the Regular Agenda 8.c.
  - b. Trustee Picha removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

4. Presentation – Assistant to the Director Jackie Davis gave an overview of current building maintenance topics

Jackie reported the following items were the major building issues at this time:

- A new hot water heater was installed on September 12.
- Herbo Tree Service was hired to remove a large Dutch Elm tree and other shrubs and trees along the property line bordering the Airhart Construction site. They will also trim numerous trees and bushes.
- Director Whitmer and Jackie compiled a Request for Proposal for Cleaning Services. The proposal timelines is as follows:
  - Library issues RFP September 20, 2018
  - Mandatory walk-through – October 2, 2018
  - Deadline for submitting proposals – Monday, October 15, 2018 at 4:30 p.m.
  - Library completes RFP evaluation – week of October 15, 2018
  - Interview short-listed candidates – week of October 29, 2018
  - Contract signing – November 2018
  - Contract commences – January 1, 2019

- The health insurance renewal rate increased by 2% and there was no increase for vision and dental insurance.
- The auditors will be at the Library on September 20 and 21 to conduct the annual audit.
- Reservations for use of the meeting room have increased.
- Jackie also shared some of the "many" hats she wears.

5. Public comments – none
6. Correspondence – none
7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Receive and file Financial Report for August
- b. Adopt Ordinance #18-19-03 Budget & Appropriation Ordinance for 2018-2019 Fiscal Year
- c. Adopt Resolution #215 - Resolution to Determine Estimate of Funds Needed for 2018-2019 Fiscal Year
- d. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2018-2019 Fiscal Year
- e. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2019 as required by Illinois Public Act 97-0609

*MOTION: Trustee Warren moved to approve the Consent Agenda as amended. Trustee DuRocher seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of August 16 – September 19, 2018

*MOTION: Trustee Warren moved to approve payments in the amount of \$40,889.42 for the period of August 16, 2018 through September 19, 2018 including electronic payments and checks #6650-6691. Trustee Stull 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 DuRocher moved to transfer \$100,000 from the Business NOW Account to the Operating Account. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays - None*

*Absent – Trustee Richardson*

*Motion carried*

c. Approve Minutes of the August 15, 2018 Regular Board of Trustees Meeting

*MOTION: Trustee Lezon moved to approve the Minutes of the August 15, 2018 Regular Board of Trustees Meeting. Trustee Stull seconded.*

*Voice Vote:*

*Ayes – 4*

*Nays – None*

*Abstain – Trustees DuRocher and Warren*

*Absent – Trustee Richardson*

*Motion carried.*

9. Unfinished Business – None

10. New Business

a. Consideration of Changes to the Schedule for Regular Board Meetings

Trustee Picha pointed out the four items to be discussed:

- Does the Board wish to change the start time of the Board Meetings?
- Does the Board wish to change the day of the week for regular board meetings?
- Does the Board wish to change the week of the month for the regular board meeting?
- Does the Board wish the December meeting to be held one week prior to the regularly scheduled date?

After discussion, the consensus of the Board is to keep the meeting time at 7 p.m. on the third Wednesday of the month. If the Board chooses to not have a December meeting it can be voted on at the November board meeting.



b. Approve Revised Policy No. 210 – Library Cards

Trustee DuRocher asked what a non-resident tenant is. Director Whitmer explained a non-resident tenant could be a business owner renting property. If the Library can identify the person as a principal stockholder, partner, senior administration officer, or owner of the business they are eligible for a library card good for one year.

*MOTION: Trustee DuRocher moved to approve Revised Policy No. 210 – Library Cards, incorporating eligibility for nonresident tenants as prescribed by Public Act 100-0875. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Richardson*

*Motion carried.*

c. Strategic Planning Process – Review Draft of Community Survey

Director Whitmer stated Sarah Keister-Armstrong took into consideration comments from the Trustees and Management Team and developed the attached survey draft.

- Trustee DuRocher stated she feels the survey is very lengthy and some people will not complete the entire form.
- Trustee Ruzicka stated she feels it is short and simple.
- Trustee Picha asked if the survey will be available online in Spanish and would like to have copies in Spanish available at the survey table. Director Whitmer stated a Spanish version will be both on the website and available in the Library.
- Staffed tables will be set up in the library to take the survey.
- Director Whitmer will ask if staff can attend the Park District Senior Luncheon to distribute the survey.
- Staff has discussed being in the area of Family Foods and/or Discoveries Shop to hand out the survey.
- Warrenville Youth and Family Services could be a partner to encourage residents to fill out the survey.
- Would like to get the survey to the Homeowners Associations, churches, possibly attend a City Council meeting to announce the survey.
- Trustees would like Director Whitmer to ask the City if they could include the survey link in *Hometown Happenings*. Director Whitmer stated the link will not be available in time to be included.
- All trustees agreed to offer two \$50 Amazon gift cards to survey participants.

- There will be a question at the end of the survey asking which staff member encouraged the person to complete the survey and the staff member with the most counts will win a gift card.
- Consensus of the Board is to have a bookmark about the survey passed out at checkout.

Director Whitmer may send out an invitation for Trustees to join staff at the survey table.

d. Review Facility Assessment Report from ComEd Energy Efficiency Program

Director Whitmer stated an energy engineer from ComEd's Energy Efficient program conducted a site visit in August. She reviewed the assessment report received from ComEd.

The following items do not require pre-application and are being addressed immediately by Library staff:

- Relamp T-8 lighting
- Relamp CFL lighting
- Repair/replace photocells for street lamps
- Adjust the Computer Server Room thermostat to 70 degrees.

Staff will review the recommendations and apply for incentives in October/November for the following items:

- Replace Halogen lighting (outdoor flood lights)
- Replace Metal Halide Lighting (outdoor flood lights, interior/exterior clerestory flood lights, street lamps)

The incentive program requires a pre-application and work begins after approval. When the work is completed, the Library will file a final application and receive the rebate/incentive in 4-6 weeks.

The report suggested adding Variable Speed Drives on hot water pumps, which the Library will consider for next fiscal year. The Library has four pumps and all will need to have three-way valve systems replaced with two-way valves. This project is estimated at \$20,000 with a 10-year payback period.

The following items will not be pursued in the near future:

- Expand unoccupied hours
- Data Center efficiency program

There were no questions from the Trustees.

- e. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Whitmer pointed out she submits a levy that exceeds the amount we expect to received. This ensures the Library receives all funds available. The County Clerk always reviews and adjusts the request so the funds collected from property owners are within the limitations of the tax cap.

The Truth in Taxation Notice will be published in the *Daily Herald* on November 1 and the Public Hearing will be held at 7 pm on Wednesday, November 14, 2018.

#### 11. Director's Report

- a. The Staff In-Service Day will be held on October 5. The main topics are harassment and fire extinguisher training. There will also be other safety training and activities.
- b. Director Whitmer met with Product Architecture regarding new signage for the Library.
- c. The STEAM Space is open and being used for programs.
- d. ComEd tentatively has scheduled a power outage on October 23. Trustee Picha asked what staff would be doing that day. Director Whitmer stated the Library might be able to open at 5 pm; however, staff will be on call if opening occurs earlier. Staff may have to complete an activity that day.
- e. The Website Committee is active.
- f. The Library's Art Sale during Art on the Prairie made approximately \$500. Some of the remaining artwork may be displayed in the Quiet Room.
- g. Dorothy Deer, Warrenville in Bloom, approached Director Whitmer to plant a butterfly garden on library property since they have funds remaining for the year and would like to complete the planting by mid-October. Director Whitmer indicated to Ms. Deer the area for the garden by the lower level sidewalk.
- h. Unveiling of the 18,000-piece puzzle is Tuesday, September 25 at 7 pm in the Computer Lab.

#### 12. Department Head Reports – no questions

#### 13. President's Report

Trustee Picha reported the upcoming meetings and events.

- 14. Treasurer's Report – Trustee Lezon stated the financials look good. Director Whitmer reported there is a substantial increase in the interest income on Page 2 of the financials. MB Financial increased the rate and interest income is now approximately \$1,700 per month.

- 15. Secretary's Report – none
- 16. Committee Reports – None
- 17. Trustee Comments

Trustee DuRocher asked about the activity on the Prairie Path. Director Whitmer replied the City is adding an electronic sign at the intersection, new traffic lights, clearing out brush and dead/dying/diseased trees, regrading the area and replanting shade trees. This area will also become a trailhead for the path.

18. Items for information and/or discussion

a. FY19 Per Capita Grant Requirements

Trustee Picha stated there are three requirements that need to be completed by the December board meeting:

1) Review of Trustee Fact Files Chapters 6-10

October	Chapter 6 – Intellectual Freedom – Trustee Ruzicka Chapter 7 – Planning - Trustee Stull
November	Chapter 8 – Human Resources - Trustee DuRocher Chapter 9 – Facilities - Trustee Lezon Chapter 10 – Budgeting/Financial Management - Trustee Warren

2) Complete at least one free online education opportunity focusing on meeting the needs of patrons with challenges or disabilities.

November – Trustee Stull

3) November – familiarize yourself with the Illinois Veterans' History Project

November – Trustee DuRocher will submit a recap to Director Whitmer to include in the November board packet.

8. Adjournment

*MOTION: Trustee Lezon moved to adjourn the meeting at 8:35 pm. Trustee Ruzicka 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**

**September 30, 2018**

WARRENVILLE  
LIBRARY  
INCOME

SEPTEMBER  
2018  
FUND BALANCES

PAGE 1

LEVY	SEPT EXT	% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2018	OTHER INCOME MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
			A			B	C		D		E
CORPORATE	1748717	94.7048%	439821	1691826	96.75%	372154	33073	33073	125036	465872	1631181
BLDG. & MAIN.	97776	5.2952%	24615	94685	96.84%	95801	0	0	5319	14218	176268
TOTAL TAX (LEVIED)	1846493	100.00%	464436	1786511	96.75%	467955	33073	33073	130355	480090	1807449
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	0	0	8100	8100	146731
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%	464436	1786511	96.75%	872157	6932	33073	138455	488190	2203551

FORMULA =  
A+B+C-D=E

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: September 30, 2018

	CORPORATE FUND				
	1 Month Ended Sep. 30, 2018	3 Months Ended Sep. 30, 2018	Budget	Balance	% Received / Expended
<b>Income</b>					
Taxes Levied	439,821.23	1,691,804.76	1,748,717.00	56,912.24	96.75%
Back Taxes	0.00	21.61	0.00	(21.61)	0.00%
Copier	579.25	1,933.41	6,000.00	4,066.59	32.22%
Extended Use Fees	1,493.15	4,047.88	19,000.00	14,952.12	21.30%
Fees	141.25	218.25	250.00	31.75	87.30%
Interest	2,402.39	6,390.28	3,000.00	(3,390.28)	213.01%
Book Sales	402.50	445.03	500.00	54.97	89.01%
Lost Books	276.95	1,035.45	3,500.00	2,464.55	29.58%
Gifts / Memorials	0.00	45.00	0.00	(45.00)	0.00%
Miscellaneous	436.14	818.14	3,000.00	2,181.86	27.27%
Hotel/Motel Tax	0.00	0.00	17,205.00	17,205.00	0.00%
Grants - Per Capita	0.00	16,938.75	16,900.00	(38.75)	100.23%
Grants, Miscellaneous	1,200.00	1,200.00	1,600.00	400.00	75.00%
	<u>446,752.86</u>	<u>1,724,898.56</u>	<u>1,819,672.00</u>	<u>94,773.44</u>	<u>94.79%</u>
<b>Expenses</b>					
Sal. - Administration	16,146.64	55,992.42	212,500.00	156,507.58	26.35%
Sal. - Circulation	9,866.04	35,252.63	133,000.00	97,747.37	26.51%
Sal. - Maintenance	1,703.43	5,897.89	22,500.00	16,602.11	26.21%
Sal. - Public Services	27,042.50	95,122.12	366,500.00	271,377.88	25.95%
Sal. - IT	6,176.68	20,909.32	80,500.00	59,590.68	25.97%
Sal. - Tech Services	10,034.90	35,782.99	134,000.00	98,217.01	26.70%
I.M.R.F. - Expense	11,600.75	26,628.95	92,000.00	65,371.05	28.94%
Fica - Expense	5,303.41	18,641.38	72,000.00	53,358.62	25.89%
Unemp. Comp.	0.00	204.99	1,200.00	995.01	17.08%
Op - Mat'l Processing/Tech	565.30	2,644.13	13,000.00	10,355.87	20.34%
Op - Mat'l Processing/Circ	0.00	186.08	2,210.00	2,023.92	8.42%
Op - Postage	0.00	577.04	5,165.00	4,587.96	11.17%
Op - Office Supplies	32.33	512.64	3,850.00	3,337.36	13.32%
Op - Bank Fee's	44.10	199.67	600.00	400.33	33.28%
Op - Automation Supplies	0.00	1,837.67	3,000.00	1,162.33	61.26%
Op - Publishing	0.00	304.75	1,300.00	995.25	23.44%
Equip. - Purchases	608.99	2,114.01	8,700.00	6,585.99	24.30%
Equip. - Maintenance	325.71	896.54	3,500.00	2,603.46	25.62%
Auto. - Software	19.99	8,892.54	17,195.00	8,302.46	51.72%
Auto. - Purchases	79.99	1,186.84	3,600.00	2,413.16	32.97%
Auto. - Maintenance	601.12	32,695.92	44,865.00	12,169.08	72.88%
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	3,381.14	10,587.83	70,540.00	59,952.17	15.01%
Pd - Recruiting	45.00	180.00	500.00	320.00	36.00%
Pd - Staff Appreciation	30.96	216.94	3,300.00	3,083.06	6.57%
Pd - Staff / Dues	375.00	638.00	2,875.00	2,237.00	22.19%
Pd - Staff / Meetings	1,731.01	2,106.01	6,950.00	4,843.99	30.30%
Pd - Staff / Transportation	27.84	63.71	1,500.00	1,436.29	4.25%
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.	15.98	43.02	500.00	456.98	8.60%
Cont. - Lawyer	0.00	0.00	5,000.00	5,000.00	0.00%
Cont. - Accounting	884.54	4,582.48	13,100.00	8,517.52	34.98%
Cont. - Collections	8.95	17.90	1,250.00	1,232.10	1.43%

See Accountants Compilation Letter



WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: September 30, 2018

	CORPORATE FUND				% Received / Expended
	1 Month Ended Sep. 30, 2018	3 Months Ended Sep. 30, 2018	Budget	Balance	
Cont. - Audit	0.00	1,550.00	7,810.00	6,260.00	19.85%
Cont. - Consultants	4,500.00	4,500.00	19,700.00	15,200.00	22.84%
Lib. Mat. - Adult Books	3,170.98	12,240.49	58,000.00	45,759.51	21.10%
Lib. Mat. - Youth Books	1,815.76	7,529.52	33,000.00	25,470.48	22.82%
Lib. Mat. - Adult AV	611.47	4,073.34	26,000.00	21,926.66	15.67%
Lib. Mat. - Youth AV	2,186.05	2,692.50	7,000.00	4,307.50	38.46%
Lib. Mat. - EBooks	1,307.90	1,307.90	26,000.00	24,692.10	5.03%
Lib. Mat. - Periodicals	0.00	10,427.28	11,500.00	1,072.72	90.67%
Lib. Mat. - Internet Subsc...	4,306.04	13,009.33	25,000.00	11,990.67	52.04%
Ps - Programs Adult	948.34	1,870.86	6,700.00	4,829.14	27.92%
Ps - Programs Youth	940.88	1,050.08	6,500.00	5,449.92	16.16%
Ps - Hotel/Motel	696.87	6,794.06	17,205.00	10,410.94	39.49%
Ps - Refunds / Fines / Fees	0.00	19.95	500.00	480.05	3.99%
Ps - Printing	2,930.00	2,930.00	14,500.00	11,570.00	20.21%
Ps - PR / Publicity	702.20	1,031.41	13,125.00	12,093.59	7.86%
Ps - Misc.	0.00	400.00	1,150.00	750.00	34.78%
Gas	118.33	386.04	8,000.00	7,613.96	4.83%
B & M - Water / Sewer	0.00	143.80	800.00	656.20	17.98%
Electricity	3,772.08	13,163.02	40,000.00	26,836.98	32.91%
Telephone	1,042.38	3,285.44	13,400.00	10,114.56	24.52%
B & M - Landscape Maint	(328.00)	0.00	0.00	0.00	0.00%
Gifts	(337.59)	484.09	2,000.00	1,515.91	24.20%
Contingency	0.50	0.50	10,000.00	9,999.50	0.01%
Debt Repayment	0.00	0.00	169,900.00	169,900.00	0.00%
	125,036.49	465,872.42	1,862,290.00	1,396,417.58	25.02%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: September 30, 2018

**BUILDING & MAINTENANCE FUND**

	<u>1 Month Ended</u> <u>Sep. 30, 2018</u>	<u>3 Months ...</u> <u>Sep. 30, 20...</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
Taxes Levied	24,615.13	94,683.89	97,776.00	3,092.11	96.84%
Back Taxes	0.00	1.21	0.00	(1.21)	0.00%
	<u>24,615.13</u>	<u>94,685.10</u>	<u>97,776.00</u>	<u>3,090.90</u>	<u>96.84%</u>
<b>Expenses</b>					
Maintenance	4,002.00	9,492.00	74,520.00	65,028.00	12.74%
Maintenance Supplies	0.00	60.51	3,200.00	3,139.49	1.89%
Security	0.00	1,292.91	13,550.00	12,257.09	9.54%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	0.00	0.00	5,200.00	5,200.00	0.00%
Janitorial Supplies	341.49	937.38	3,000.00	2,062.62	31.25%
B & M - Landscape Maint	976.00	2,435.59	7,450.00	5,014.41	32.69%
	<u>5,319.49</u>	<u>14,218.39</u>	<u>126,920.00</u>	<u>112,701.61</u>	<u>11.20%</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
 Statement of Revenues Expenses Cash Basis  
 Period Ending: September 30, 2018

	<b>SPECIAL RESERVE FUND</b>				
	<u>1 Month Ended</u> <u>Sep. 30, 2018</u>	<u>3 Months Ended</u> <u>Sep. 30, 2018</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	8,100.00	16,850.00	8,750.00	48.07%
	0.00	8,100.00	16,850.00	8,750.00	48.07%

See Accountants Compilation Letter

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**September 30, 2018**

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	14,459.40
Cash / Copier Change	75.00
MB Operating	146,906.22
MB Business NOW	1,288,332.66
MB Business Money Market	553,138.46
MB Certificate of Deposit	<u>203,571.25</u>
	2,206,892.99

General Fixed Assets	<u>6,180,189.00</u>
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<b>TOTAL ASSETS</b>	<b><u>\$ 8,387,081.99</u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>3,341.24</u>
	3,341.24

**LONG-TERM LIABILITIES**

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

**EQUITY**

Fund Balance	6,433,740.75
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 8,387,081.99</u></b>
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See Accountants Compilation Letter

**REGULAR AGENDA**

Approve payments for the period of September 20 – October 17, 2018

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

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

# WARRENVILLE PUBLIC LIBRARY

## TRANSACTION DETAIL BY ACCOUNT

September 20 - October 17, 2018

DATE	NUM	NAME	AMOUNT	TRANSACTION TYPE
10/17/2018	6692	Abraham, Diana	-62.67	Check
10/17/2018	6693	Accounting Services, Inc.	-508.00	Check
10/17/2018	6694	Alarm Detection Systems, Inc.	-619.71	Check
10/17/2018	6695	Ambius	-278.00	Check
10/17/2018	6696	Art Shuter Piano Technician	-125.00	Check
10/17/2018	6697	AT&T	-383.97	Check
10/17/2018	6698	Baker & Taylor	-1,969.13	Check
10/17/2018	6699	Baker & Taylor	-499.81	Check
10/17/2018	6700	Baker & Taylor	-2,976.11	Check
10/17/2018	6701	Baker & Taylor	-2,693.64	Check
10/17/2018	6702	Coronado, Shawna	-175.00	Check
10/17/2018	6703	D.E. Mathieu Plumbing	-360.00	Check
10/17/2018	6704	Illinois Office of the State Fire Marshal	-70.00	Check
10/17/2018	6705	Jankowski, Jane	-49.51	Check
10/17/2018	6706	Johnstone Supply	-402.24	Check
10/17/2018	6707	Konica Minolta Business Solutions	-225.69	Check
10/17/2018	6708	LIMRICC Purchase of Health Insurance Prog	-4,550.56	Check
10/17/2018	6709	Lynch, Terrence	-275.00	Check
10/17/2018	6710	Midwest Tape	-367.32	Check
10/17/2018	6711	Midwest Tape	-1,877.13	Check
10/17/2018	6712	Paddock Publications	-637.91	Check
10/17/2018	6713	Pine Landscaping	-370.00	Check
10/17/2018	6714	Provantage LLC	-1,107.00	Check
10/17/2018	6715	Service Master Commercial Cleaning	-1,962.68	Check
10/17/2018	6716	Skoog, Donal	-400.00	Check
10/17/2018	6717	Today's Business Solutions, Inc.	-207.20	Check
10/17/2018	6718	U.S. Postmaster	-450.00	Check
10/17/2018	6719	Unique Management Services, Inc.	-17.90	Check
10/17/2018	6720	Warrenville Ace Hardware	-71.90	Check
10/17/2018	6721	Wheaton Park District	-40.00	Check
10/17/2018	6722	Whitmer, Sandy	-35.90	Check
10/17/2018	6723	Herbo-Tree Service	-3,175.00	Check
10/17/2018	6724	Davis, Jackie	-123.68	Check
10/17/2018	6725	Meredith Books	-33.91	Check
10/17/2018	6726	Sam's Club/Synchrony Bank	-71.57	Check
10/17/2018	6727	SYNCHRONY BANK/AMAZON	-744.30	Check
10/17/2018	6728	Oriental Trading Company	-38.94	Check
10/17/2018	6729	Technology Management Revolving Fund	-450.00	Check
10/17/2018	6730	Illinois Office of the State Fire Marshal	-100.00	Check
10/17/2018	6731	Minuteman Press	-142.90	Check
09/25/2018	Electronic	Northern Illinois Gas	-118.33	Check
09/25/2018	Electronic	Direct Energy Business	-3,772.08	Check
09/27/2018	Electronic	MegaPath	-60.76	Check
09/27/2018	Electronic	Paylocity	-264.92	Check

DATE	NUM	NAME	AMOUNT	TRANSACTION TYPE
10/01/2018	Electronic	AFLAC	-142.56	Check
10/02/2018	Electronic	Konica Minolta Premier Finance	-167.00	Check
10/10/2018	Electronic	Warrenville, City of	-162.44	Check
10/12/2018	Electronic	Konica Minolta Premier Finance	-391.00	Check
10/17/2018		Library Furniture International	-2,061.00	Check

## **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.



**Library Community Survey**

The Library Community Survey was released on Friday, October 12. Responses are due by Friday, November 2. We will promote the survey in the Library and through electronic communications (eNews Special Edition, social media, website). We will also encourage participation at several "outreach" locations: Johnson Elementary, Bower Elementary, Jefferson Preschool, Warrenville Park District (preschool, senior luncheon, fitness center), and the Family Foods strip mall. If you are interested in joining our efforts, please ask for a copy of our schedule.

As an incentive, two \$50 Amazon gift cards will be given to two survey participants. There is a similar incentive for the two library employees who encourage the most participation.

A special thanks to Kathy Gaydos and Leila Heath for coordinating our outreach locations. Thanks to Kathy for developing a talking points and information guide for staff and for working with Molly Schlecht to create flyers and other promotional materials.

Added thanks to Diana Abraham, Sylvia Thompson, Kathy Gaydos and Gail Smith for encouraging survey participation at the outreach sites.

Please take the survey and encourage your family, friends and neighbors to complete the survey. The survey links are:

- English version: [bit.ly/wpldsurvey](http://bit.ly/wpldsurvey)
- Spanish version: [bit.ly/wpldsurveyspanish](http://bit.ly/wpldsurveyspanish)

**Report on Library Use During Summer Daze (August 2018)**

The following is a summary of data collected during Summer Daze. This information will be used to help with a decision regarding opening the Library during Summer Daze in 2019. The Library was open on Friday and Saturday 9:30 am – 5 pm (closed 2 hours early on Friday); Data was collected on Friday from 1-5 pm and all day on Saturday.

- **Visitor Counts** - "door counts" for both public entrances; includes people who entered to use the restrooms, but did not venture further into the library.
  - On Friday afternoon (1-5 pm) the Library had a total of 144 visitors for an average of 36 visitors per hour
  - On Saturday (9:30 am – 5 pm) the Library had a total of 306 visitors for an average of 41 visitors per hour
  - For the entire month of August, the visitor count averaged 39 visits per hour
- **People in the Library** – staff surveyed the Library spaces every hour
  - Except for the first hour on Saturday morning (which is typically a low use period), there were typically about 20 people using the Library at all times.
  - The areas most consistently in use were the computers (adult & youth, including iPad kiosk), quiet room and other reading areas in adult services, discovery room in youth services

• **Transactions by point of service (staff-member)**

	Fri 1-5pm	Sat 9:30 am-1 pm	Sat 1-5pm
Member Services	25	14	40
Adult Services	14	3	7
Youth Services	8	3	2

The majority of transactions were in person.

- **Anecdotal info**

- Nice to hang out here because it's so hot outside
- Member thought it was like a "maze" to get here today, but was able to figure it out
- Member shared she asked two people on golf cart with Summer Daze shirts on if the library was open and they told her "no." (Staff member found Summer Daze staff to inform them library is open.)
- Made it in despite the obstacles; there's only one drive not blocked to get in
- Park District came in to make sure cars parked by Gazebo were not ours (they weren't) before calling tow
- Helped adult patron who was in for 1st time since renovation. She said it was "too hot" to be out at Summer Daze and was glad to find us open. She wanted to browse new books.
- Group of rowdy 11-13 yr old boys came into charge devices, etc. They disturbed the 2 quiet girls in the teen lounge who have been studying all day.

**RFP for Cleaning Services**

The RFP for Cleaning Services was released on September 20. Jackie hosted a mandatory walkthrough ~~held~~ held on October 2. Proposals are due by 4:30 pm on Monday, October 15.

**Tentative Date for ComEd Outage**

As reported last month, ComEd has tentatively scheduled an outage for our facility on October 23. The outage is necessary to move some underground lines that feed the Library. If the outage is confirmed for October 23, staff recommend we cancel a morning storytime program (instead of relocating the program) and reschedule an afternoon computer class. We anticipate the Library will be closed until 5 pm on the day of the outage. As of October 11, we have not received a firm commitment the work will be completed on October 23.

**Other Items**

- The Art Sale & Auction held the weekend of Art on the Prairie netted sales of \$555.
- Tree trimming and removal were completed by Herbo Tree Service in September. Remaining brush will be removed by our landscape service.
- The Sikich audit team was at the Library on September 20 & 21. Brian LeFevre will attend the November 14 Board Meeting to deliver the report.

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

September 5 – Website Committee  
September 13 – Management Team Meeting  
September 15, 16 – Library Art Sale & Silent Auction  
September 18 – LIMRiCC (Insurance) Fall Meeting  
September 20, 21 – Auditors on site

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

September 13 – Management Team Meeting  
September 18 – LIMRiCC (Insurance) Fall Meeting  
September 20, 21 – Auditors on site  
September 24 – Staff Recognition Committee

# STATISTICAL SUMMARY

## SEPTEMBER 2018

	SEP 2018	SEP 2017	% change	+/-
<b>TOTAL CIRCULATION</b>	18,494	18,420	0.4%	74
Print	9,742	9,470	2.9%	272
NonPrint	7,028	7,740	-9.2%	-712
Equipment (mobile dev., in-house laptops, etc.)	140	113	23.9%	27
Downloadables	1,584	1,097	44.4%	487
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	1,056	652	62.0%	404
<b>ZINIO (eMagazines)</b>	30	61	-50.8%	-31
<b>Hoopla</b>	498	327	52.3%	171
<b>Tumblebooks (discontinued 7/2018)</b>	-	57	-100.0%	-57
<b>ITEM REQUESTS PROCESSED</b>	206	312	-34.0%	-106
<b>INTERLIBRARY LOANS RECEIVED</b>	193	263	-26.6%	-70
<b>MATERIALS ADDED</b>	655	754	-13.1%	-99
<b>MATERIALS WITHDRAWN</b>	595	437	36.2%	158
<b>TOTAL COLLECTION SIZE*</b>	110,348	111,889	-1.4%	-1,541
<b>PROGRAMS</b>				
Number of Adult Programs	8	9	-11.1%	-1
Adult Program Attendance	142	158	-10.1%	-16
Number of Teen Programs	3	4	-25.0%	-1
Teen Program Attendance	14	15	-6.7%	-1
Number of Children's Programs	16	19	-15.8%	-3
Children's Program Attendance	425	482	-11.8%	-57
Book-A-Librarian	6	8	-25.0%	-2
Book-a-Librarian Attendance	6	8	-25.0%	-2
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,182	1,230	-3.9%	-48
<b>RESIDENT CARDS ACTIVE</b>	5,782	5,929	-2.5%	-147
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	300	333	-9.9%	-33
<b>VISITOR COUNT</b>	10,544	10,960	-3.8%	-416
<b>COMPUTER SESSIONS*</b>	1,299	1,481	-12.3%	-182
<b>DATABASE USAGE</b>	279	209	33.5%	70
<b>WEBSITE VISITS**</b>	48,001	44,310	8.3%	3,691
<b>UNIQUE WEBSITE VISITORS</b>	43,403	38,767	12.0%	4,636

Detailed statistical reports will be available at the Board Meeting

\*\*includes website and computer catalog

**InterLibrary Loan**

Item Requests Processed: 206 (312 LY); Materials Received: 193; Materials Lent: 66

**Programming**

Adult:

Canning 9/4: 33

Book Discussion 9/6: 8

Warrenville Writers Connection 9/10: 10

Warrenville Historical Society 200 Years of History 9/18: 16

Voyagers 9/18: 13

Sunday Concert (Cowboy Songs) 9/23: 42

Puzzle Reveal 9/25: 15

Brown Bag Movie 9/27: 5

Book a Librarian (6): 6

Puzzles: 1

1000 piece: Seurat's *La Grande Jatte*

Teen:

Teen Gaming 9/5: 2

Penguin Pop-Up 9/14: 3

Smash 9/21: 9

Youth:

Family Storytime (3): 91

Toddler Time (3): 142

Science Explorers 9/6: 20

PAWS 9/8: 12

Nature-Telling 9/12: 28

Art Camp Jr 9/13: 23

Crafty Kids 9/19: 37

Tech Club Jr 9/19: 20

Tech Club 9/20: 16

Babies & Books 9/26: 3

Home School Meet & Greet 9/26: 18

Fun on the Farm 9/29: 15

**Outreach / PR**

Teen Volunteers: 14; Hours: 23

**Weeding/Shelf Shifts**

Weeding:

Fiction, Mystery, J Nonfiction 000-199, Picture Books

**Reference**

Community Puzzle Recap:

The Community Puzzle was completed in four 4,500 piece sections from April 6 to the end of August. Over 50 people signed the participation sheet, but many more contributed. We held the Community Puzzle Reveal on 9/25. Several of the regular participants attended and shared their positive experiences with the group. They