

Regular Board Meeting
Geneva Public Library District
127 James St., Geneva, IL
Thursday, February 23, 2017, 7:00 p.m.

AGENDA

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Changes in Agenda [Voice Vote]
- IV. Approval of Minutes
 - A. Regular Meeting, January 26, 2017 / [Voice Vote]
- V. Treasurer's Report
 - A. Financial Statements and Receipts / [RC Vote]
- VI. Patrons' and Public Comments / Correspondence / Publicity
- VII. Committee & Liaison Reports
 - A. Foundation Liaison
 - B. LINC Update
 - C. Legislative Update
- VIII. President's Report
- IX. Library Director's Report
 - A. Librarian's Report
 - B. Staff In-Service Report
- X. New and Unfinished Business
 - A. Update on Batavia annexation lawsuit
 - B. Review Goals and Objectives Midyear Update
 - C. Review report from WET Solutions/approve contract for water treatment (\$AMOUNT) / [Action Item/RC Vote]
 - D. Approve LINC Budget / [Action Item/RC Vote]
 - E. Approve RFP for Cleaning Contract / [Action Item/RC Vote]
 - F. Approve payment to Oak Brook Mechanical (\$5,633.35) for HVAC repairs / [Action Item/RC Vote]
 - G. Approve payment to Peregrine Stime (\$1,785.00) for legal services / [Action Item/RC Vote]
 - H. Approve payment to Ottosen Britz (\$700.00) for legal services / [Action Item/RC Vote]
- XI. Other New Business
- XII. Public and Trustee Comments
- XIII. Future agenda items
- XIV. Adjournment

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, January 26, 2017

PRESENT: President Bob Shiffler, Vice President Pat Lord, Treasurer Mark Adams, Trustee Paul Conterato, Trustee Dana Hintz, Trustee Ellen Schmid, and Library Director Christine Lazaris

ABSENT: Secretary Zachary Craft

ALSO PRESENT: Deputy Director William Karnoscak, Brian LeFevre (Sikich), Youth Services Kristi Miller

I. CALL TO ORDER / ROLL CALL

At 7:01 p.m., President Shiffler called to order the Regular Meeting of the Board of Trustees of the Geneva Public Library District. Trustee Hintz was appointed Secretary Pro Tem. Roll call was taken; all were present with the exception of Secretary Craft who was absent.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

No changes were presented. Trustee Conterato **moved to approve the agenda as presented.** Vice President Lord seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

IV. PRESENTATION OF AUDIT REPORT BY BRIAN LEFEVRE

Brian LeFevre of Sikich presented the annual audit report which was filed with the state comptroller's office. He noted the audit followed the standards set forth by the American Institute of Certified Public Accounts and the Governmental Accounting Standards Board. LeFevre answered questions raised by Trustees, including IMRF funding, assumed salary increases, and the current plan funding rate. He commended the District for streamlining funds. He discussed potential for further streamlining funds by eliminating smaller tax levy categories, such as the audit fund and liability insurance fund. All thanked LeFevre for his work and Mr. LeFevre departed at 7:47 p.m.

V. APPROVAL OF MINUTES

Trustee Hintz moved to approve the Minutes of the Public Hearing, December 22, 2016 and Regular Board Meeting, December 22, 2016. Trustee Conterato seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

VI. TREASURER'S REPORT

Treasurer Adams presented the monthly financial statements for December 2016. He noted two Certificate of Deposits are expiring and will be renewed. Director Lazaris commented on the expense for work completed by Driessen Construction which was improperly coded and will be corrected by the Library's accountant. Vice President Lord moved to approve the Treasurer's Report for December 2016 as presented, including approval of all bill payments as presented, subject to audit. Trustee Hintz seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

VII. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustees reviewed written patron comments. There were no public comments.

VIII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Director Lazaris reported that a \$1,000 donation was received by the Foundation requesting potential use for Collaboration Zone supplies. Manager Nancy Kendzior will develop a list of items such as chargers, calculators, and a mobile white board to

be purchased with these funds. Trustee Hintz will attend the February 2, 2017 meeting.

B. LINC Update

Director Lazaris reported that while there was no LINC meeting this month, she received notice that SWAN members voted to approve LINC's membership in their consortium. The migration process will be commencing.

C. Legislative Update

Director Lazaris reported about an upcoming Legislative Meet-Up on Monday, February 13. Any Trustees interested in attending should let her know as soon as possible.

IX. PRESIDENT'S REPORT

President Shiffler reported that the pending annexation lawsuit with the Batavia Public Library will be resolved shortly, in favor of the Geneva Public Library District.

He also reported on community meetings for sharing educational information about the referendum that were held this month with the Geneva Learners, Harrison Street PTO, Geneva History Museum Board, Lions, and the Citizens Group. More meetings will be conducted with other local groups in the upcoming months. Director Lazaris will send out schedule to Trustees if they want to attend future meetings.

X. LIBRARY DIRECTOR'S REPORT

Director Lazaris reported on efforts to inform the community about plans for a new library and the referendum scheduled for April 4, 2017. She walked Trustees through the project website available at www.gpldnewbuilding.org and shared information about the upcoming library newsletter that will advertise community forums on March 14 and March 18 and a print brochure that will be available in the Library. Trustees discussed how to best communicate the information in addition to efforts by President Shiffler and Director Lazaris.

XI. NEW and UNFINISHED BUSINESS

A. Project Outcome Report Presentation

Youth Services Manager Kristi Miller reported on Project Outcome, a free toolkit the Library is using which measures the impact of library programs. She reported on the survey period of fall 2016 where staff studied three program areas: Early Childhood Literacy (storytimes), Education and Lifelong Learning (adult programs) and Digital Learning (technology classes). Patrons indicated that as a result of program attendance they were more aware of resources and plan to apply what they have learned. Miller discussed results and how patron comments are being used to improve future programs. Discussion ensued regarding use of outcome measurement as an additional metric for understanding the value of library services.

B. Review updated organizational chart

Director Lazaris reported that the Graphic Designer position now reports to the Marketing Manager. This change is reflected in the updated organizational chart and will also be updated on the website.

C. Appoint trustees for review of closed minutes

Trustees Hintz and Schmid were appointed to review pending closed minutes to determine which can be recommended for release to open status. Vice President Lord and Trustee Conterato agreed to serve as a backup review team if more hours are needed than can be provided by Trustees Hintz and Schmid.

D. Approve 2017 Calendar of Duties

Vice President Lord **moved to approve the 2017 Calendar of Duties.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

E. Approve Disposal of Excess Furniture

Director Lazaris indicated that there was excess furniture due to recent building improvements. Vice President Lord **moved to approve disposal of excess furniture as detailed in the Board packet.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

F. Approve payment to Ottosen Britz for legal services (\$1,190.00)

Trustee Conterato **moved to approve payment in the amount of \$1,190.00 to Ottosen Britz for legal services.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

AYES: Adams, Conterato, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

XII. OTHER NEW BUSINESS

Trustees discussed the newly launched coffee service and inquired about the rationale behind the limited hours during the initial roll out. Director Lazaris explained that she wanted to gather information regarding usage and staffing needs before expanding service hours. Vice President Lord requested a monthly report detailing usage, noting a desire to expand services to all hours the library is open.

XIII. PUBLIC and TRUSTEE COMMENTS

None.

XIV. FUTURE AGENDA ITEMS

None.

XV. ADJOURNMENT

Trustee Hintz **moved to adjourn the meeting of the Board of Trustees.** Trustee Conterato seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:26 p.m.

Respectfully submitted,

Dana Hintz, Secretary Pro Tem

Bob Shiffler, President

V. A



Monthly Financial Report
For the Month Ended January 31, 2017

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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Geneva Public Library District

**Balance Sheet
Governmental Funds**

As of January 31, 2017

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and Investments	\$ 4,471,896.63	\$ 431,224.71	\$ 323,209.42	\$ 5,226,330.76
Receivables				
Property Taxes	25,465.58	-	3,401.86	28,867.44
Prepays	-	-	-	-
Due From Other Funds	-	-	-	-
Total Assets	<u>\$ 4,497,362.21</u>	<u>\$ 431,224.71</u>	<u>\$ 326,611.28</u>	<u>\$ 5,255,198.20</u>
LIABILITIES				
Accounts Payable	\$ 35,138.64	\$ -	\$ -	\$ 35,138.64
Total Liabilities	<u>35,138.64</u>	<u>-</u>	<u>-</u>	<u>35,138.64</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred Property Taxes	25,465.58	-	3,401.86	28,867.44
Total Deferred Inflows of Resources	<u>25,465.58</u>	<u>-</u>	<u>3,401.86</u>	<u>28,867.44</u>
Total Liabilities and Deferred Inflows of Resources	<u>60,604.22</u>	<u>-</u>	<u>3,401.86</u>	<u>64,006.08</u>
FUND BALANCES				
Total Fund Balance	<u>4,436,757.99</u>	<u>431,224.71</u>	<u>323,209.42</u>	<u>5,191,192.12</u>
Total Liabilities and Fund Balances	<u>\$ 4,497,362.21</u>	<u>\$ 431,224.71</u>	<u>\$ 326,611.28</u>	<u>\$ 5,255,198.20</u>

Geneva Public Library District

**Statement of Revenues, Expenditures,
and Changes In Fund Balances
Governmental Funds**

For the 7 Months Ended January 31, 2017

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES				
Taxes	\$ 4,116,557.62	\$ -	\$ 549,931.77	\$ 4,666,489.39
Replacement Taxes	18,409.61	-	968.92	19,378.53
Fines & Fees	11,377.82	-	-	11,377.82
Interest	8,788.39	-	-	8,788.39
Other	<u>32,485.24</u>	<u>-</u>	<u>-</u>	<u>32,485.24</u>
Total Revenues	<u>4,187,618.68</u>	<u>-</u>	<u>550,900.69</u>	<u>4,738,519.37</u>
EXPENDITURES				
Personnel	\$ 1,190,196.79	\$ -	\$ 248,163.27	\$ 1,438,360.06
Library Materials	280,272.18	-	-	280,272.18
Programs	17,822.15	-	-	17,822.15
Building & Supplies	84,642.31	79,200.00	24,308.18	188,150.49
Professional Services	111,987.52	-	10,888.00	122,875.52
Other	<u>291,122.94</u>	<u>-</u>	<u>-</u>	<u>291,122.94</u>
Total Expenditures	<u>1,976,043.89</u>	<u>79,200.00</u>	<u>283,359.45</u>	<u>2,338,603.34</u>
Net Change in Fund Balances	<u>2,211,574.79</u>	<u>(79,200.00)</u>	<u>267,541.24</u>	<u>2,399,916.03</u>
FUND BALANCES				
Beginning of the year	<u>2,225,183.20</u>	<u>510,424.71</u>	<u>55,668.18</u>	<u>2,791,276.09</u>
End of the period	<u>\$ 4,436,757.99</u>	<u>\$ 431,224.71</u>	<u>\$ 323,209.42</u>	<u>\$ 5,191,192.12</u>

**Geneva Public Library District
Treasurer's Report
As of January 31, 2017**

Checking and Money Market Accounts

MB Financial - Checking	\$ 238,254.13
MB Financial - MM	4,271,479.14
MB Financial - TSYS	2,783.48
MB Financial - FSA	4,538.60
Geneva Bank & Trust - MM	222,239.09
IL Funds - MM	86,004.15
State Bank of Geneva - MM	<u>100,864.94</u>
Total Checking and Money Market Accounts	<u>4,926,163.53</u>

Certificates of Deposit

		APY	Maturity	Term (mo.)
The Private Bank - CD	100,000.00	.55%	2/07/17	18
State Bank Geneva - CD	100,167.23	.60%	2/09/17	24
First State FKA Valley CD	<u>100,000.00</u>	.90%	7/17/17	20
Total Certificates of Deposit	<u>300,167.23</u>			

Total Checking, Money Market & Certificates of Deposit \$ 5,226,330.76

**Geneva Public Library District
Balance Sheet
Governmental Funds
As of January 31, 2017**

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>I.M.R.F. Fund</u>	<u>Audit Fund</u>	<u>Liability Ins. Fund</u>	<u>Building Fund</u>	<u>Social Security Fund</u>	<u>Capital Impr. Fund</u>	<u>Total Governmental Funds</u>
Assets									
Cash & Investments	4,471,896.63	431,224.71	148,989.58	(513.84)	27,373.07	44,247.68	103,112.93	-	5,226,330.76
Property Taxes Receivable	25,465.58	-	1,646.19	65.57	258.95	365.03	1,066.12	-	28,867.44
Other Receivables	-	-	-	-	-	-	-	-	-
Total Assets	<u>4,497,362.21</u>	<u>431,224.71</u>	<u>150,635.77</u>	<u>(448.27)</u>	<u>27,632.02</u>	<u>44,612.71</u>	<u>104,179.05</u>	<u>0.00</u>	<u>5,255,198.20</u>
Liabilities									
Accounts Payable	35,138.64	-	-	-	-	-	-	-	35,138.64
Deferred Property Taxes	25,465.58	-	1,646.19	65.57	258.95	365.03	1,066.12	-	28,867.44
Other Payables	-	-	-	-	-	-	-	-	0.00
Total Liabilities	<u>60,604.22</u>	<u>0.00</u>	<u>1,646.19</u>	<u>65.57</u>	<u>258.95</u>	<u>365.03</u>	<u>1,066.12</u>	<u>0.00</u>	<u>64,006.08</u>
Fund Balance									
Fund Balance	2,225,183.20	510,424.71	22,384.78	(279.38)	5,613.37	9,496.85	18,452.56	-	2,791,276.09
Excess Revenue over Expenses	2,211,574.79	(79,200.00)	126,604.80	(234.46)	21,759.70	34,750.83	84,660.37	-	2,399,916.03
Total Fund Balance	<u>4,436,757.99</u>	<u>431,224.71</u>	<u>148,989.58</u>	<u>(513.84)</u>	<u>27,373.07</u>	<u>44,247.68</u>	<u>103,112.93</u>	<u>0.00</u>	<u>5,191,192.12</u>
Total Liabilities & Fund Balance	<u>4,497,362.21</u>	<u>431,224.71</u>	<u>150,635.77</u>	<u>(448.27)</u>	<u>27,632.02</u>	<u>44,612.71</u>	<u>104,179.05</u>	<u>0.00</u>	<u>5,255,198.20</u>

**Geneva Public Library District
Statement of Cash Receipts and Disbursements
Governmental Funds
For the Month Ended January 31, 2017**

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>I.M.R.F. Fund</u>	<u>Audit Fund</u>	<u>Liability Ins. Fund</u>	<u>Building Fund</u>	<u>Social Security Fund</u>	<u>Total Governmental Funds</u>
Cash Receipts								
PPRT	5,227.84	-	275.15	-	-	-	-	5,502.99
Interest	1,155.30	-	-	-	-	-	-	1,155.30
Fines & Fees	2,308.76	-	-	-	-	-	-	2,308.76
Other	962.11	-	-	-	-	-	-	962.11
Total Receipts	<u>9,654.01</u>	<u>0.00</u>	<u>275.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,929.16</u>
Cash Disbursements								
Personnel	156,802.86	-	17,867.80	-	246.70	-	11,500.31	186,417.67
Building	17,478.23	-	-	-	-	1,902.46	-	19,380.69
Professional Services	15,490.05	-	-	-	-	-	-	15,490.05
Library Materials	70,771.39	-	-	-	-	-	-	70,771.39
Library Programs	2,012.03	-	-	-	-	-	-	2,012.03
Supplies	3,021.22	-	-	-	-	-	-	3,021.22
Other	39,357.82	-	-	-	-	-	-	39,357.82
Total Disbursements	<u>304,933.60</u>	<u>0.00</u>	<u>17,867.80</u>	<u>0.00</u>	<u>246.70</u>	<u>1,902.46</u>	<u>11,500.31</u>	<u>336,450.87</u>
Excess Revenue less Expense	<u>(295,279.59)</u>	<u>0.00</u>	<u>(17,592.65)</u>	<u>0.00</u>	<u>(246.70)</u>	<u>(1,902.46)</u>	<u>(11,500.31)</u>	<u>(326,521.71)</u>

Geneva Public Library District
Statement of Cash Receipts, Disbursements and Changes in Fund Balance
Governmental Funds
For the 7 Months Ended January 31, 2017

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>I.M.R.F. Fund</u>	<u>Audit Fund</u>	<u>Liability Ins. Fund</u>	<u>Building Fund</u>	<u>Social Security Fund</u>	<u>Total Governmental Funds</u>
Fund Balance - Beginning	2,225,183.20	510,424.71	22,384.78	(279.38)	5,613.37	9,496.85	18,452.56	2,791,276.09
Cash Receipts								
Property Taxes	4,116,557.62	-	266,251.06	10,653.54	41,639.35	59,059.01	172,328.81	4,666,489.39
PPRT	18,409.61	-	968.92	-	-	-	-	19,378.53
Interest	8,788.39	-	-	-	-	-	-	8,788.39
Fines & Fees	11,377.82	-	-	-	-	-	-	11,377.82
Other	32,485.24	-	-	-	-	-	-	32,485.24
Total Receipts	<u>4,187,618.68</u>	<u>0.00</u>	<u>267,219.98</u>	<u>10,653.54</u>	<u>41,639.35</u>	<u>59,059.01</u>	<u>172,328.81</u>	<u>4,738,519.37</u>
Cash Disbursements								
Personnel	1,190,196.79	-	140,615.18	-	19,879.65	-	87,668.44	1,438,360.06
Building	68,259.05	79,200.00	-	-	-	24,308.18	-	171,767.23
Professional Services	111,987.52	-	-	10,888.00	-	-	-	122,875.52
Library Materials	280,272.18	-	-	-	-	-	-	280,272.18
Library Programs	17,822.15	-	-	-	-	-	-	17,822.15
Supplies	16,383.26	-	-	-	-	-	-	16,383.26
Other	291,122.94	-	-	-	-	-	-	291,122.94
Total Disbursements	<u>1,976,043.89</u>	<u>79,200.00</u>	<u>140,615.18</u>	<u>10,888.00</u>	<u>19,879.65</u>	<u>24,308.18</u>	<u>87,668.44</u>	<u>2,338,603.34</u>
Excess Revenue less Expense	2,211,574.79	(79,200.00)	126,604.80	(234.46)	21,759.70	34,750.83	84,660.37	2,399,916.03
Fund Balance - Ending	<u>4,436,757.99</u>	<u>431,224.71</u>	<u>148,989.58</u>	<u>(513.84)</u>	<u>27,373.07</u>	<u>44,247.68</u>	<u>103,112.93</u>	<u>5,191,192.12</u>

Geneva Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 7 Months Ended January 31, 2017

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
GENERAL FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 4,116,557.62	4,142,023.22	\$ 25,465.60	0.61%
Pers. Property Replace Tax	5,227.84	18,409.61	35,000.00	16,590.39	47.40%
Fines & Fees	1,520.60	7,494.53	28,000.00	20,505.47	73.23%
Non Resident Fees	0.00	0.00	250.00	250.00	100.00%
Lost Books	98.11	239.54	2,500.00	2,260.46	90.42%
Photocopy Adult	525.70	2,915.06	4,500.00	1,584.94	35.22%
Photocopy Youth	21.00	320.79	500.00	179.21	35.84%
Meeting Room Fees	125.25	320.25	500.00	179.75	35.95%
PC Reservation/Reference Fees	18.10	87.65	200.00	112.35	56.18%
Grants, State, Fed, & Local	0.00	0.00	35,000.00	35,000.00	100.00%
Gifts & Memorials	0.00	211.45	1,000.00	788.55	78.86%
Friends of GPLD	0.00	11,300.00	15,000.00	3,700.00	24.67%
GPL Foundation Grant	0.00	0.00	1,000.00	1,000.00	100.00%
Over & Under	5.50	(87.03)	200.00	287.03	143.52%
Other - Miscellaneous	39.00	345.95	500.00	154.05	30.81%
Developers Donations	917.61	4,314.87	5,000.00	685.13	13.70%
Grant/Fabyan	0.00	16,400.00	16,000.00	(400.00)	-2.50%
Interest Income	1,155.30	8,788.39	12,000.00	3,211.61	26.76%
Total Revenue	<u>9,654.01</u>	<u>4,187,618.68</u>	<u>4,299,173.22</u>	<u>111,554.54</u>	<u>2.59%</u>
Expenses					
Library Materials					
Books-Adult	34,662.41	91,265.67	170,000.00	78,734.33	46.31%
Books-Youth	3,158.85	23,556.05	60,000.00	36,443.95	60.74%
Audiovisual-Adult	13,507.53	33,771.62	83,000.00	49,228.38	59.31%
Audiovisual-Youth	5,403.05	16,909.61	38,000.00	21,090.39	55.50%
Periodicals & Pamphlets	187.20	15,141.83	18,000.00	2,858.17	15.88%
Electronic-Adult	13,852.35	82,137.09	175,000.00	92,862.91	53.06%
Electronic-Youth	0.00	17,490.31	40,000.00	22,509.69	56.27%
Total Library Materials	<u>70,771.39</u>	<u>280,272.18</u>	<u>584,000.00</u>	<u>303,727.82</u>	<u>52.01%</u>
Personnel					
Dept. I Full Time	110,775.33	839,304.49	1,580,000.00	740,695.51	46.88%
Dept. II Part Time IMRF	26,037.85	202,697.18	420,000.00	217,302.82	51.74%
Dept. III Part Time	19,989.68	148,195.12	325,000.00	176,804.88	54.40%
Total Personnel	<u>156,802.86</u>	<u>1,190,196.79</u>	<u>2,325,000.00</u>	<u>1,134,803.21</u>	<u>48.81%</u>
Supplies and Programs					
Supplies - General	2,836.42	9,216.21	22,000.00	12,783.79	58.11%
Supplies - Digital Services	0.00	2,110.42	4,500.00	2,389.58	53.10%
Supplies - Circulation	0.00	1,663.36	6,000.00	4,336.64	72.28%
Supplies - Adult	0.00	791.32	3,000.00	2,208.68	73.62%
Supplies - Youth	184.80	1,562.38	4,000.00	2,437.62	60.94%
Supplies - Tech	0.00	1,039.57	4,000.00	2,960.43	74.01%
Programs-Youth	969.04	6,702.57	22,000.00	15,297.43	69.53%
Programs-Adult	1,042.99	11,119.58	22,000.00	10,880.42	49.46%
Total Supplies and Programs	<u>5,033.25</u>	<u>34,205.41</u>	<u>87,500.00</u>	<u>53,294.59</u>	<u>60.91%</u>

Geneva Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 7 Months Ended January 31, 2017

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
GENERAL FUND					
Professional Services					
Legal Fees	2,975.00	9,239.86	60,000.00	50,760.14	84.60%
Service Contracts	2,232.05	25,129.16	72,000.00	46,870.84	65.10%
Computer Services/Consulting	8,343.00	58,391.00	120,000.00	61,609.00	51.34%
Accounting/Bookkeeping	1,940.00	9,700.00	24,000.00	14,300.00	59.58%
Architectural Services	0.00	9,527.50	24,000.00	14,472.50	60.30%
Total Professional Services	<u>15,490.05</u>	<u>111,987.52</u>	<u>300,000.00</u>	<u>188,012.48</u>	<u>62.67%</u>
Other Operating					
Employee Health Insurance	22,482.82	142,372.24	300,000.00	157,627.76	52.54%
IT Hardware	324.49	19,248.34	70,000.00	50,751.66	72.50%
Personnel Development	1,928.75	13,545.13	50,000.00	36,454.87	72.91%
Postage and Freight	1,354.71	3,562.65	16,000.00	12,437.35	77.73%
IT Software/Security	454.43	27,277.45	35,000.00	7,722.55	22.06%
Publicity & Printing	1,815.50	29,651.39	70,000.00	40,348.61	57.64%
Bank Charges	29.07	211.06	1,000.00	788.94	78.89%
Contingency	0.00	0.00	2,660.86	2,660.86	100.00%
Photocopy Lease	7,079.66	22,341.23	30,000.00	7,658.77	25.53%
Catalog, Acquisition & Bindery	3,345.28	28,984.66	82,000.00	53,015.34	64.65%
Fabyan Foundation	0.00	0.00	16,000.00	16,000.00	100.00%
Friends Sponsored	543.11	3,928.79	15,000.00	11,071.21	73.81%
GPL Foundation Sponsored	0.00	0.00	1,000.00	1,000.00	100.00%
Transfer To Other funds	0.00	0.00	129,000.00	129,000.00	100.00%
Utilities	7,273.46	41,993.55	82,000.00	40,006.45	48.79%
Furniture & Equipment	5,897.00	15,675.02	50,000.00	34,324.98	68.65%
Repairs	4,307.77	10,590.48	50,000.00	39,409.52	78.82%
Total Other Operating	<u>56,836.05</u>	<u>359,381.99</u>	<u>999,660.86</u>	<u>640,278.87</u>	<u>64.05%</u>
Total Expenses	<u>304,933.60</u>	<u>1,976,043.89</u>	<u>4,296,160.86</u>	<u>2,320,116.97</u>	<u>54.00%</u>
Excess Revenues less Expenses	<u>\$ (295,279.59)</u>	<u>\$ 2,211,574.79</u>	<u>\$ 3,012.36</u>	<u>\$ 2,208,562.43</u>	
SPECIAL RESERVE FUND					
Revenues					
Transfer From Other Funds	\$ 0.00	\$ 0.00	129,000.00	\$ 129,000.00	100.00%
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>129,000.00</u>	<u>129,000.00</u>	<u>100.00%</u>
Expenses					
Capital Improvement	29,200.00	29,200.00	150,000.00	120,800.00	80.53%
Current Building	(29,200.00)	0.00	0.00	0.00	-%
Professional Fees, New Bldg.	0.00	50,000.00	300,000.00	250,000.00	83.33%
Total Expenses	<u>0.00</u>	<u>79,200.00</u>	<u>450,000.00</u>	<u>370,800.00</u>	<u>82.40%</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ (79,200.00)</u>	<u>\$ (321,000.00)</u>	<u>\$ 241,800.00</u>	

Geneva Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 7 Months Ended January 31, 2017

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
IMRF FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 266,251.06	267,897.25	\$ 1,646.19	0.61%
Pers. Property Replace Tax	275.15	968.92	1,840.55	871.63	47.36%
Total Revenue	<u>275.15</u>	<u>267,219.98</u>	<u>269,737.80</u>	<u>2,517.82</u>	<u>0.93%</u>
Expenses					
I.M.R.F.	17,867.80	140,615.18	266,400.00	125,784.82	47.22%
Total Expenses	<u>17,867.80</u>	<u>140,615.18</u>	<u>266,400.00</u>	<u>125,784.82</u>	<u>47.22%</u>
Excess Revenues less Expenses	<u>\$ (17,592.65)</u>	<u>\$ 126,604.80</u>	<u>\$ 3,337.80</u>	<u>\$ 123,267.00</u>	
AUDIT FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 10,653.54	10,719.11	\$ 65.57	0.61%
Total Revenue	<u>0.00</u>	<u>10,653.54</u>	<u>10,719.11</u>	<u>65.57</u>	<u>0.61%</u>
Expenses					
Audit	0.00	10,888.00	12,500.00	1,612.00	12.90%
Total Expenses	<u>0.00</u>	<u>10,888.00</u>	<u>12,500.00</u>	<u>1,612.00</u>	<u>12.90%</u>
Excess Revenues less Expenses	<u>\$ 0.00</u>	<u>\$ (234.46)</u>	<u>\$ (1,780.89)</u>	<u>\$ 1,546.43</u>	
LIABILITY FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 41,639.35	41,898.30	\$ 258.95	0.62%
Total Revenue	<u>0.00</u>	<u>41,639.35</u>	<u>41,898.30</u>	<u>258.95</u>	<u>0.62%</u>
Expenses					
Liability & Unemployment	246.70	19,879.65	42,000.00	22,120.35	52.67%
Total Expenses	<u>246.70</u>	<u>19,879.65</u>	<u>42,000.00</u>	<u>22,120.35</u>	<u>52.67%</u>
Excess Revenues less Expenses	<u>\$ (246.70)</u>	<u>\$ 21,759.70</u>	<u>\$ (101.70)</u>	<u>\$ 21,861.40</u>	

Geneva Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2017

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
BUILDING FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 59,059.01	\$ 59,424.04	\$ 365.03	0.61%
Total Revenue	<u>0.00</u>	<u>59,059.01</u>	<u>\$ 59,424.04</u>	<u>365.03</u>	<u>0.61%</u>
Expenses					
Building Maintenance	1,902.46	24,308.18	59,424.04	35,115.86	59.09%
Total Expenses	<u>1,902.46</u>	<u>24,308.18</u>	<u>59,424.04</u>	<u>35,115.86</u>	<u>59.09%</u>
Excess Revenues less Expenses	<u>\$ (1,902.46)</u>	<u>\$ 34,750.83</u>	<u>\$ 0.00</u>	<u>\$ 34,750.83</u>	
SOCIAL SECURITY FUND					
Revenues					
Property Taxes	\$ 0.00	\$ 172,328.81	173,394.93	\$ 1,066.12	0.61%
Total Revenue	<u>0.00</u>	<u>172,328.81</u>	<u>173,394.93</u>	<u>1,066.12</u>	<u>0.61%</u>
Expenses					
Social Security	11,500.31	87,668.44	177,862.50	90,194.06	50.71%
Total Expenses	<u>11,500.31</u>	<u>87,668.44</u>	<u>177,862.50</u>	<u>90,194.06</u>	<u>50.71%</u>
Excess Revenues less Expenses	<u>\$ (11,500.31)</u>	<u>\$ 84,660.37</u>	<u>\$ (4,467.57)</u>	<u>\$ 89,127.94</u>	
Excess Revenue less Expenses - All Funds	<u>\$ (326,521.71)</u>	<u>\$ 2,399,916.03</u>	<u>\$ (321,000.00)</u>	<u>\$ 2,720,916.03</u>	

**Geneva Public Library District
Check List Detail**

All Bank Accounts
January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
CYNTHIA WADE			01/31/17	40848	<u>(50.00)</u>
10-5431	Programs-Adult	to VOID ck # 40848	-50.00		
A TO Z DATABASES			01/09/17	40932	<u>2,660.00</u>
10-5407	Electronic - Adult	A TO Z DATABASES 501652	2,660.00		
ALA STORE			01/09/17	40933	<u>54.00</u>
10-5435	Personnel Development	ALA STORE 73666029 Dalphy 11/10/16	54.00		
ALIBRIS, INC.			01/09/17	40934	<u>127.58</u>
10-5401	Books - Adult	ALIBRIS, INC.745529200	19.95		
10-5436	Postage and Freight	ALIBRIS, INC.	3.99		
10-5401	Books - Adult	ALIBRIS, INC. 74529179	18.94		
10-5401	Books - Adult	ALIBRIS, INC. 74492074	13.95		
10-5436	Postage and Freight	ALIBRIS, INC.	3.99		
10-5401	Books - Adult	ALIBRIS, INC. 74529180	8.95		
10-5436	Postage and Freight	ALIBRIS, INC.	3.99		
10-5401	Books - Adult	ALIBRIS, INC. 74536726	8.95		
10-5436	Postage and Freight	ALIBRIS, INC.	3.99		
10-5401	Books - Adult	ALIBRIS, INC. 74536713	33.90		
10-5436	Postage and Freight	ALIBRIS, INC.	6.98		
AMERICAN ARTISTS LANDSCAPING, INC.			01/09/17	40935	<u>648.00</u>
10-5451	Service Contracts	AMERICAN ARTISTS LANDSCAPING, INC. 811	408.00		
10-5451	Service Contracts	AMERICAN ARTISTS LANDSCAPING, INC. 7B9	240.00		
AMERICAN LIBRARY ASSOCIATION			01/09/17	40936	<u>411.00</u>
10-5435	Personnel Development	AMERICAN LIBRARY ASSOCIATION Karnoscak Thompson Parker	411.00		
AURICO			01/09/17	40937	<u>24.95</u>
10-5451	Service Contracts	AURICO AUR1006995	24.95		
BAKER & TAYLOR			01/09/17	40938	<u>9,539.71</u>
10-5403	Audiovisual - Adult	BAKER & TAYLOR B568472DM	9,539.71		
BAKER & TAYLOR			01/09/17	40939	<u>30.48</u>
10-5404	Audiovisual - Youth	BAKER & TAYLOR L4081312	30.48		
BAKER & TAYLOR			01/09/17	40940	<u>670.96</u>
10-5402	Books - Youth	BAKER & TAYLOR	9.29		
10-5401	Books - Adult	BAKER & TAYLOR C2356983	658.34		
10-5436	Postage and Freight	BAKER & TAYLOR	3.33		
BAKER & TAYLOR			01/09/17	40941	<u>37.11</u>
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	5.79		
10-5436	Postage and Freight	BAKER & TAYLOR L4134692	0.16		
10-5402	Books - Youth	BAKER & TAYLOR	31.16		
BAKER & TAYLOR			01/09/17	40942	<u>531.59</u>
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	34.94		
10-5436	Postage and Freight	BAKER & TAYLOR	2.47		
10-5401	Books - Adult	BAKER & TAYLOR L4134682	494.18		
BAKER & TAYLOR			01/09/17	40943	<u>10,927.66</u>

Geneva Public Library District

Check List Detail

All Bank Accounts

January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5402	Books - Youth	BAKER & TAYLOR	2,127.61		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	2,521.30		
10-5436	Postage and Freight	BAKER & TAYLOR	41.82		
10-5401	Books - Adult	BAKER & TAYLOR L4308002	6,236.93		
BARBARA LEISIO			01/09/17	40944	<u>5.00</u>
10-5430	Programs-Youth	BARBARA LEISIO 1-3-17	5.00		
BARBARA SUGDEN			01/09/17	40945	<u>175.00</u>
10-5431	Programs-Adult	BARBARA SUGDEN 1-4-17	175.00		
BATTLE ROYALE			01/09/17	40946	<u>204.50</u>
10-5430	Programs-Youth	BATTLE ROYALE 2-3-17 Program Final Balance 41b	204.50		
BLOOMINGDALE PUBLIC LIBRARY			01/09/17	40947	<u>12.00</u>
10-4323	Lost Books	BLOOMINGDALE PUBLIC LIBRARY	12.00		
BLUE GOOSE MARKET			01/09/17	4094B	<u>15.89</u>
10-5431	Programs-Adult	BLUE GOOSE MARKET 1-4-17	15.89		
CENGAGE LEARNING/GALE			01/09/17	40949	<u>166.16</u>
10-5407	Electronic - Adult	CENGAGE LEARNING/GALE 59562821	166.16		
CHARLIE WIGGINS			01/09/17	40950	<u>21.49</u>
60-5530	Building Maintenance	CHARLIE WIGGINS 12-21-16	21.49		
CITY OF GENEVA			01/09/17	40951	<u>4,596.01</u>
10-5422	Utilities	CITY OF GENEVA 0307001621-000	4,373.39		
10-5422	Utilities	CITY OF GENEVA	222.62		
DAILY HERALD			01/09/17	40952	<u>187.20</u>
10-5405	Periodicals & Pamphlets	DAILY HERALD 12/28/16 - 2/21/17	187.20		
EMILY THOMPSON			01/09/17	40953	<u>23.44</u>
10-5435	Personnel Development	EMILY THOMPSON Mileage November December 2016	23.44		
FINDAWAY WORLD LLC			01/09/17	40954	<u>4,169.68</u>
10-5404	Audiovisual - Youth	FINDAWAY WORLD LLC 205220	4,169.68		
FIRST COMMUNICATIONS, LLC			01/09/17	40955	<u>611.59</u>
10-5422	Utilities	FIRST COMMUNICATIONS, LLC 13296596	611.59		
GENEVA ACE HARDWARE LLC			01/09/17	40956	<u>75.68</u>
60-5530	Building Maintenance	GENEVA ACE HARDWARE LLC 1036	75.68		
GFC LEASING WI			01/09/17	40957	<u>850.00</u>
10-5450	Photocopy Lease	GFC LEASING WI I00341115	850.00		
GORDON FLESCH CO INC			01/09/17	40958	<u>5,808.50</u>
10-5450	Photocopy Lease	GORDON FLESCH CO INC IN11773008	5,808.50		
GRAPHIC III PAPERS, INC.			01/09/17	40959	<u>117.69</u>
10-5424	Supplies - General	GRAPHIC III PAPERS, INC. 581481	49.72		
10-5424	Supplies - General	GRAPHIC III PAPERS, INC. 581772	67.97		

Geneva Public Library District

Check List Detail

All Bank Accounts

January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
HANG TIME INSTALLATIONS 60-5530	Building Maintenance	HANG TIME INSTALLATIONS 6180	01/09/17 178.00	40960	<u>178.00</u>
KANE COUNTY REGIONAL OFFICE OF EDUCATION 10-5438	Publicity & Printing	KANE COUNTY REGIONAL OFFICE OF EDUCATION SPELLING BEE	01/09/17 100.00	40961	<u>100.00</u>
LAUTERBACH & AMEN, LLP. 10-5454	Accounting/Bookkeeping	LAUTERBACH & AMEN, LLP. 19822	01/09/17 1,940.00	40962	<u>1,940.00</u>
LIBRARY FURNITURE INTERNATIONAL, INC. 10-5423	Furniture & Equipment	LIBRARY FURNITURE INTERNATIONAL, INC. 5378	01/09/17 5,897.00	40963	<u>5,897.00</u>
MARTHA SULLIVAN 10-5431	Programs-Adult	MARTHA SULLIVAN 12-19-16	01/09/17 29.18	40964	<u>29.18</u>
MIDWEST TAPE 10-5404 10-5453 10-5403	Audiovisual - Youth Catalog, Acquisition & Bindery Audiovisual - Adult	MIDWEST TAPE MIDWEST TAPE MIDWEST TAPE 2000007125	01/09/17 1,125.54 778.15 3,819.58	40965	<u>5,723.27</u>
MIDWEST TAPE 10-5407	Electronic - Adult	MIDWEST TAPE 94655537	01/09/17 2,543.08	40966	<u>2,543.08</u>
NCPERS - IL IMRF 10-5415	Employee Health Insurance	NCPERS - IL IMRF 52790117	01/09/17 112.00	40967	<u>112.00</u>
NICOR 10-5422	Utilities	NICOR 89-16-12-1000-4	01/09/17 1,781.51	40968	<u>1,781.51</u>
OVERDRIVE, INC. 10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-130654997-122016	01/09/17 2,919.33	40969	<u>2,919.33</u>
PAPA SAVARIOS 10-5430 10-5431	Programs-Youth Programs-Adult	PAPA SAVARIOS 12-14-16 PAPA SAVARIOS 12-19.16	01/09/17 14.14 19.91	40970	<u>34.05</u>
PENGUIN RANDOM HOUSE LLC 10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1080377450	01/09/17 26.25	40971	<u>26.25</u>
QUILL 10-5424	Supplies - General	QUILL 2789470	01/09/17 177.84	40972	<u>177.84</u>
RUNCO OFFICE SUPPLY 10-5424 10-5424	Supplies - General Supplies - General	RUNCO OFFICE SUPPLY 671319-0 RUNCO OFFICE SUPPLY 671405-0	01/09/17 219.13 5.99	40973	<u>225.12</u>
SARAH KARCH 10-5430	Programs-Youth	SARAH KARCH 12-31-16 PROGRAM	01/09/17 41.82	40974	<u>41.82</u>
SCHOLASTIC, INC. 10-5540	Friends Sponsored	SCHOLASTIC, INC. 14332605	01/09/17 59.70	40975	<u>59.70</u>
ST. CHARLES PUBLIC LIBRARY 10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	01/09/17 13.47	40976	<u>13.47</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts
January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
THE EMPLOYERS ASSOCIATION 10-5435	Personnel Development	THE EMPLOYERS ASSOCIATION 194482	01/09/17 42.00	40977	<u>42.00</u>
TJ'S LAND CARE INC. 60-5530 60-5530	Building Maintenance Building Maintenance	TJ'S LAND CARE INC. NOVEMBER-16 TJ'S LAND CARE INC. NOVEMBER-16	01/09/17 232.00 98.00	40978	<u>330.00</u>
TOWN SQUARE PUBLICATIONS 10-5438	Publicity & Printing	TOWN SQUARE PUBLICATIONS 006 GEN-IL-CW-17	01/09/17 595.00	40979	<u>595.00</u>
U.S. POSTAL SERVICE 10-5438	Publicity & Printing	U.S. POSTAL SERVICE PERMIT 605	01/09/17 215.00	40980	<u>215.00</u>
VILLA PARK PUBLIC LIBRARY 10-4323	Lost Books	VILLA PARK PUBLIC LIBRARY	01/09/17 18.99	40981	<u>18.99</u>
WILLIAMSBURG ELEMENTARY SCHOOL PTO 10-5438	Publicity & Printing	WILLIAMSBURG ELEMENTARY SCHOOL PTO PARENTS NIGHT OUT	01/09/17 100.00	40982	<u>100.00</u>
AMERICAN FIRST AID SERVICES, INC. 10-5424	Supplies - General	AMERICAN FIRST AID SERVICES, INC. 45714	01/23/17 28.70	41008	<u>28.70</u>
BAKER & TAYLOR 10-5401	Books - Adult	BAKER & TAYLOR LS17010056	01/23/17 27,074.52	41009	<u>27,074.52</u>
BATAVIA ENTERPRISES, INC. 10-5451	Service Contracts	BATAVIA ENTERPRISES, INC. February 2017	01/23/17 390.56	41010	<u>390.56</u>
BATAVIA PUBLIC LIBRARY 10-4323 10-4323 10-4323	Lost Books Lost Books Lost Books	BATAVIA PUBLIC LIBRARY BATAVIA PUBLIC LIBRARY BATAVIA PUBLIC LIBRARY	01/23/17 18.98 5.56 63.30	41011	<u>87.84</u>
BLUE GOOSE MARKET 10-5431 10-5431	Programs-Adult Programs-Adult	BLUE GOOSE MARKET 1-16-17 BLUE GOOSE MARKET 1-20-17	01/23/17 3.79 6.29	41012	<u>10.08</u>
CLARENCE GOODWIN 10-5431	Programs-Adult	CLARENCE GOODWIN Program 2-1-17	01/23/17 200.00	41013	<u>200.00</u>
CLARENCE GOODWIN 10-5431	Programs-Adult	to VOID ck # 41013	01/31/17 -200.00	41013	<u>(200.00)</u>
COMCAST CABLE 10-5422	Utilities	COMCAST CABLE 8771 20 045 0164575	01/23/17 284.35	41014	<u>284.35</u>
FIRST CHOICE COFFEE SERVICES 10-5424 10-5424	Supplies - General Supplies - General	FIRST CHOICE COFFEE SERVICES 435193 FIRST CHOICE COFFEE SERVICES 435311	01/23/17 1,362.84 362.00	41015	<u>1,724.84</u>
GENEVA ACE HARDWARE LLC 60-5530	Building Maintenance	GENEVA ACE HARDWARE LLC 51040/1	01/23/17 59.95	41016	<u>59.95</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts

January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
GENEVA PARK DISTRICT			01/23/17	41017	<u>50.00</u>
10-5431	Programs-Adult	GENEVA PARK DISTRICT Program 2-20-17	50.00		
GENEVA WOMEN IN BUSINESS			01/23/17	41018	<u>30.00</u>
10-5435	Personnel Development	GENEVA WOMEN IN BUSINESS February 21 Luncheon	30.00		
GORDON FLESCH CO INC			01/23/17	41019	<u>421.16</u>
10-5450	Photocopy Lease	GORDON FLESCH CO INC IN11785018	421.16		
HALLIE KOONTZ			01/23/17	41020	<u>50.00</u>
10-5431	Programs-Adult	HALLIE KOONTZ Program 2/20/17	50.00		
HELEN PLUM MEMORIAL LIBRARY			01/23/17	41021	<u>69.93</u>
10-4323	Lost Books	HELEN PLUM MEMORIAL LIBRARY	69.93		
ILLINOIS LIBRARY ASSOCIATION			01/23/17	41022	<u>100.00</u>
10-5435	Personnel Development	ILLINOIS LIBRARY ASSOCIATION Kendzior	100.00		
INFOBASE LEARNING			01/23/17	41023	<u>3,415.51</u>
10-5407	Electronic - Adult	INFOBASE LEARNING 297610	3,415.51		
JACKSON-HIRSH INC			01/23/17	41024	<u>37.05</u>
10-5428	Supplies - Youth	JACKSON-HIRSH INC 957965	37.05		
KIWANIS CLUB OF GENEVA			01/23/17	41025	<u>103.00</u>
10-5435	Personnel Development	KIWANIS CLUB OF GENEVA 3/1/17-5/31/17	103.00		
LIBERTY MUTUAL INSURANCE			01/23/17	41026	<u>1,769.93</u>
50-5418	Liability & Unemployment	LIBERTY MUTUAL INSURANCE 600917730	1,769.93		
LIMRICC PHIP			01/23/17	41027	<u>28,079.59</u>
10-5415	Employee Health Insurance	LIMRICC PHIP JANUARY 2017	28,079.59		
LINC			01/23/17	41028	<u>8,343.00</u>
10-5452	Computer Services/Consulting	LINC 6941	10.00		
10-5452	Computer Services/Consulting	LINC 6942	8,333.00		
LISEL ULASZEK			01/23/17	41029	<u>15.95</u>
10-5430	Programs-Youth	LISEL ULASZEK 1-6-17	15.95		
METRO SELF STORAGE-BATAVIA			01/23/17	41030	<u>271.00</u>
10-5451	Service Contracts	METRO SELF STORAGE-BATAVIA FEBRUARY 2017	271.00		
MICHELLE NICHOLS			01/23/17	41031	<u>150.00</u>
10-5431	Programs-Adult	MICHELLE NICHOLS PROGRAM 2/13/17	150.00		
MIDWEST TAPE			01/23/17	41032	<u>37.09</u>
10-5403	Audiovisual - Adult	MIDWEST TAPE 94655039	31.99		
10-5453	Catalog, Acquisition & Bindery	MIDWEST TAPE	5.10		
NAEYC			01/23/17	41033	<u>81.00</u>
10-5435	Personnel Development	NAEYC CRAWSHAW	81.00		

Geneva Public Library District

Check List Detail

All Bank Accounts

January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
NEOFUNDS BY NEOPOST 10-5436	Postage and Freight	NEOFUNDS BY NEOPOST	01/23/17 83.99	41034	<u>83.99</u>
OAK BROOK MECHANICAL SERVICES, INC. 60-5530	Building Maintenance	OAK BROOK MECHANICAL SERVICES, INC. 4692	01/23/17 1,045.00	41035	<u>2,978.97</u>
10-5440	Repairs	OAK BROOK MECHANICAL SERVICES, INC. 4637	1,933.97		
OAK BROOK MECHANICAL SERVICES, INC. 10-5440	Repairs	OAK BROOK MECHANICAL SERVICES, INC. 4915	01/23/17 2,373.80	41036	<u>2,373.80</u>
OTTOSEN BRITZ KELLY COOPER ET AL, LTD 10-5432	Legal Fees	OTTOSEN BRITZ KELLY COOPER ET AL, LTD 93817	01/23/17 1,190.00	41037	<u>1,190.00</u>
OVERDRIVE, INC. 10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-163441237-122816	01/23/17 2,898.27	41038	<u>2,898.27</u>
PAPA SAVARIOS 10-5431	Programs-Adult	PAPA SAVARIOS 1/5/17	01/23/17 15.94	41039	<u>33.93</u>
10-5430	Programs-Youth	PAPA SAVARIOS 1/11/17	17.99		
PENGUIN RANDOM HOUSE LLC 10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1080461802	01/23/17 90.00	41040	<u>100.00</u>
10-5404	Audiovisual - Youth	PENGUIN RANDOM HOUSE LLC 1080051607	10.00		
PEREGRINE, STIME, NEWMAN & RITZMAN 10-5432	Legal Fees	PEREGRINE, STIME, NEWMAN & RITZMAN 57805	01/23/17 1,785.00	41041	<u>1,785.00</u>
QUILL 10-5430	Programs-Youth	QUILL 3188365	01/23/17 110.13	41042	<u>159.88</u>
10-5424	Supplies - General	QUILL 3066538	49.75		
RICHARD HOLINGER 10-5431	Programs-Adult	RICHARD HOLINGER FEBRUARY 2017	01/23/17 200.00	41043	<u>200.00</u>
ROMAN ENDEAVORS INC. 10-5435	Personnel Development	ROMAN ENDEAVORS INC. 01-2017-04 BALANCE DUE	01/23/17 330.00	41044	<u>330.00</u>
RUNCO OFFICE SUPPLY 10-5424	Supplies - General	RUNCO OFFICE SUPPLY 673101-0	01/23/17 148.45	41045	<u>148.45</u>
ST. CHARLES PUBLIC LIBRARY 10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	01/23/17 10.23	41046	<u>80.89</u>
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	12.74		
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	20.19		
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	37.73		
SUSAN I BIXBY 10-5431	Programs-Adult	SUSAN I BIXBY 170112 B	01/23/17 115.00	41047	<u>115.00</u>
TRANSPERFECT TRANSLATIONS INTERNATIONAL INC			01/23/17	41048	<u>200.00</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts
January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5438	Publicity & Printing	TRANSPERFECT TRANSLATIONS INTERNATIONAL INC 1049356	200.00		
U.S. POSTAL SERVICE			01/23/17	41049	<u>1,200.00</u>
10-5436	Postage and Freight	U.S. POSTAL SERVICE	1,200.00		
ULINE			01/23/17	41050	<u>174.06</u>
10-5424	Supplies - General	ULINE 83511237	174.06		
UNIQUE MANAGEMENT SERVICES, INC.			01/23/17	41051	<u>134.25</u>
10-5451	Service Contracts	UNIQUE MANAGEMENT SERVICES, INC. 439041	134.25		
VANGUARD ARCHIVES			01/23/17	41052	<u>69.00</u>
10-5451	Service Contracts	VANGUARD ARCHIVES 204461	69.00		
WAYNE JOHNSON			01/23/17	41053	<u>50.00</u>
10-5431	Programs-Adult	WAYNE JOHNSON 1-24-17	50.00		
WILLIAM KARNOSCAK			01/23/17	41054	<u>304.31</u>
10-5435	Personnel Development	WILLIAM KARNOSCAK MILEAGE 1/4/17	37.21		
10-5435	Personnel Development	WILLIAM KARNOSCAK MILEAGE 9/15/16	34.56		
10-5435	Personnel Development	WILLIAM KARNOSCAK MILEAGE JULY - NOVEMBER 2016	232.54		
WORLD BOOK, INC.			01/23/17	41055	<u>899.00</u>
10-5402	Books - Youth	WORLD BOOK, INC. 1547995	899.00		
CLARENCE GOODMAN			01/23/17	41056	<u>200.00</u>
10-5431	Programs-Adult	CLARENCE GOODMAN 2-1-17 PROGRAM	200.00		
PAYLOCITY PAYROLL			01/11/17	50129	<u>171.85</u>
10-5451	Service Contracts	Payroll Fees - 1/11/17	171.85		
CHASE CARD SERVICES			01/25/17	50130	<u>3,672.33</u>
10-5401	Books - Adult	CHASE CARD SERVICES	93.80		
10-5402	Books - Youth	CHASE CARD SERVICES	91.79		
10-5404	Audiovisual - Youth	CHASE CARD SERVICES	67.35		
10-5424	Supplies - General	CHASE CARD SERVICES	189.97		
10-5428	Supplies - Youth	CHASE CARD SERVICES	147.75		
10-5430	Programs-Youth	CHASE CARD SERVICES	559.51		
10-5431	Programs-Adult	CHASE CARD SERVICES	11.99		
10-5433	IT Hardware	CHASE CARD SERVICES	324.49		
10-5435	Personnel Development	CHASE CARD SERVICES	450.00		
10-5437	IT Software/Security	CHASE CARD SERVICES	454.43		
10-5438	Publicity & Printing	CHASE CARD SERVICES	605.50		
10-5540	Friends Sponsored	CHASE CARD SERVICES	483.41		
60-5530	Building Maintenance	CHASE CARD SERVICES	192.34		
PAYLOCITY PAYROLL			01/25/17	50131	<u>522.44</u>
10-5451	Service Contracts	Payroll Fees - 1/25	522.44		
ILLINOIS MUNICIPAL RETIREMENT FUND			01/31/17	50132	<u>26,132.15</u>
10-2195	IMRF Withheld	IMRF EE - 01/2017	8,264.35		
30-5416	I.M.R.F.	IMRF ER - 01/2017	17,867.80		
TSYS			01/31/17	50134	<u>29.07</u>
10-5447	Bank Charges	Credit Card Processing - 1/2017	29.07		

**Geneva Public Library District
Check List Detail**

All Bank Accounts
January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
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Check List Total 184,677.17

Check count = 107

A PATRON JUST WANTED TO SAY
HOW MUCH SHE APPRECIATES THE
NUMBERING IN THE BEGINNING OF
BOOKS DENOTING PLACE IN
SERIES. IN FACT, SHE SAID "I LOVE
THAT!"

If you would like a response to your
suggestion, please supply the following:

Name:

Phone or email:

Date: 2/10/17

Please, less
emphasis on
cozy mysteries!
Mary Baswell

Found
on
Sheff
1/23

Why
So many
Biographies
about
men?

Love, love, love the new onsite
coffee opportunity! However, am rarely
here between the 9:am - noon
restricted hours, so please, please, please
open up the availability to open
library hours. !!

Please email me if/when this
happens.

If you would like a response to your
suggestion, please supply the following:

Name:

Esther Schütz

Phone or email:

Date: 1/29/17

LIBRARY USED TO HAVE DATE
INSIDE BOOKS OF WHEN THE
LIBRARY ADDED THE BOOK TO
COLLECTION. DON'T SEE THAT
ANYMORE AND MISS IT. WAS
REALLY HELPFUL.

If you would like a response to your
suggestion, please supply the following:

Name:

Phone or email:

Date:

1/19/17

Patron came in and pointed out the
elevator and handicapped access
button/doors and said he didn't
like that our information says the
building is not ADA compliant.

He said he is all for a new library
and will vote yes, but he felt
this statement was not truthful.

Perhaps we could change it to
"the building is not compliant with
current ADA codes" or something
like that.

**If you would like a response to your
suggestion, please supply the following:**

Name:

Phone or email:

Date: 1/23

Thank you for installing
the coffee maker! As an
afternoon / evening visitor,
I'd love to see it available
after noon, especially
decaf.

Love the changes as well as
the plans for a new library!

**If you would like a response to your
suggestion, please supply the following:**

Name:

Phone or email:

Date:

Thanks!!

Coffee is delicious with
just the perfect amount of
\$.50.

Also thanks for setting out
the Sunday newspaper
coupons & supplements for
patrons.

Keep up the great work!!

If you would like a response to your
suggestion, please supply the following:

Name:

Len Thiele

Phone or email:

Date:

1/24/17

OFFICE MAILING -

GREAT IDEA!!

PLEASE

EXPAND THE

HOURS TO

MATCH UB. HOURS

THANKS

If you would like a response to your suggestion, please supply the following:

Name:

Phone or email:

Date:

2/2/2017

The coffee machine is a
great idea. But restricting use
after noon seems limiting.
It would be appreciated if
you could open up the
usage hours.

If you would like a response to your
suggestion, please supply the following:

Name:

Phone or email:

Date:

Christine Lazaris

From: Christine Lazaris
Sent: Wednesday, February 01, 2017 12:19 PM
To: 'Adam M. McMillen'
Subject: RE: Geneva library project

Hi Adam,

Yes, I was at Deane's Market last night and spoke very briefly about the Library. I'm sorry I didn't realize that Jeanine was there. I remember meeting her at an earlier meeting and definitely would have said hello. I'm sure she shared with you what a great turnout they had. Please let her know how much I appreciated the opportunity to share information!

Regarding the library building project, our architects have consulted with engineers but no "real" engineering work has been done. I encourage you to reach out to our architects, StudioGC. Our Project Manager is Craig Meadows (c.meadows@studiogc.com). Craig is also a Library District resident. It's funny how many architects and engineers live in the District! In fact, my husband is an environmental engineer and the Director of the local CB&I office in St. Charles. Their office specializes in solid waste and environmental cleanups which isn't really much fun from my perspective. I enjoyed reviewing KJWW's website and learning more about your firm's expertise and projects.

As a person who spends every day in the library I couldn't agree more with you about wanting a light filled high performing facility! Our building project website, www.gpldnewbuilding.org, shows some of the concepts and ideas being explored for a new facility—including light! Also, Chazmin Beachler is a local citizen who is co-chairing a Citizens Group. Her contact info is chazminbaecherl@gmail.com.

Again, thank you for reaching out to me. It's great to hear from so many community members and share in your enthusiasm about what a new library could offer our community!

Sincerely,
Christine

Christine Lazaris
Library Director
Geneva Public Library District
127 James Street
Geneva, IL 60134
630-232-0787
clazaris@gpld.org

Connecting our community to discover, inspire, and grow!

From: Adam M. McMiller
Sent: Wednesday, February 01, 2017 9:39 AM
To: Christine Lazaris <clazaris@gpld.org>
Subject: Geneva library project

Hi Christine,

I received your contact information from my wife, Jeanine. She has attended one of the library visioning meetings in the past and the meeting at Dean's last night. I believe you spoke at it?

I'm excited to hear about the new library and see that design has already started. I work for an engineering firm and specialize in designing for sustainability and energy efficiency. We also do the engineering for new libraries, among other projects.

I want to reach out and see if there is a way to engage with this project. Being in my backyard, I would love to see it be full of daylight, comfortable, and high performing. Is there a way to engage? Are there engineers already involved?

Happy to meet in person if that is easier too.

Thanks!

Adam McMillen, PE
Director of Sustainability



KJWW Engineering Consultants

[website](#) | [my linkedIn](#) | [vCard](#) | [map](#)



A Division of **IMEG**

Christine Lazaris

From: sandy spiegel <[redacted]>
Sent: Wednesday, January 25, 2017 9:41 AM
To: Christine Lazaris
Subject: Re: Form submission from: Suggestions

Thank you so much! I appreciate this and think our community will as well. Sandy

From: Christine Lazaris <clazaris@gpld.org>
Sent: Wednesday, January 25, 2017 8:59 AM
To: Spiegelsandy@hotmail.com
Subject: FW: Form submission from: Suggestions

Sandy,
Thank you for reaching out to us with your program suggestion. I have shared your idea with our programming staff and we'll definitely look into feasibility. Our programming lineup is already set for Spring/Summer but we'll see what we can do. I agree that this is a timely topic and just last night my husband shared a story with me that I asked him to fact check. At least we're all becoming more aware of the issue!
Thanks so much!
Christine

Christine Lazaris
Library Director
Geneva Public Library District
127 James Street
Geneva, IL 60134
630-232-0787
clazaris@gpld.org
Connecting our community to discover, inspire, and grow!

-----Original Message-----

From: webserver@linc.lib.il.us [<mailto:webserver@linc.lib.il.us>]
Sent: Wednesday, January 25, 2017 8:29 AM
To: Christine Lazaris <clazaris@gpld.org>
Subject: Form submission from: Suggestions

Submitted on Wednesday, January 25, 2017 - 08:29 Submitted by anonymous user: [172.13.62.20] Submitted values are:

The Geneva Public Library District welcomes your ideas, comments and suggestions. :
I just submitted a proposal for a talk and I realized that this maybe the better place for my idea.
I am suggesting that the library have a program to inform the community/adults how to determine what is "Fake News".
Strategies for use on the internet, with blogs or with periodicals, newspapers and news magazines would assist the reader in determining whether what they are reading is "Fake" or actual.
Thank you



RICK WEST/rwest@dailyherald.com

The Geneva Public Library is good, but small, according to Dave Heun. He wonders if building a bigger, better library would justify a tax increase.

Should Geneva build a new library?

Retired folks I know spend a fair amount of time, at least a lot more than when they were working, in two places — the library or the recreation center.

This intrigues me as I edge ever closer to that retirement age.

If you live in St. Charles and want to spend more time in a public library or a park district rec center, you're set up pretty well.

In Geneva, the rec center part is really good, the library part not bad, but pretty small. In Batavia, the library is wonderful, but the recreation center option doesn't exist. It has a park district gym, though.

I hope Geneva doesn't have too tough of a time getting a new library, and that Batavia Park District can stir community interest in a rec center again.

A chance for a nice recreation center slipped by a few years ago when residents voted against one being built in what is the retail strip center on Island Avenue. At least that retail strip didn't go belly-up, a result that easily could have occurred.

Geneva has its shot at a new library — if residents eventually approve a \$21.8 million referendum to have one constructed along Sixth and Seventh streets.

Generally, I'm not going to carry the baton for any tax vote in this column. The editorial page is probably better suited for those things.

But I will say Geneva deserves a new library and Batavia deserves a new recreation center. But "deserves" means nothing if the tax bill math doesn't provide a good return on the investment.

No one likes to see a tax bill go up, but it doesn't take away from my sense that these towns should be able to point to top-rate facilities.

We can't cloud our thinking



Dave Heun
Talk of the Town

with the thought of the digital age potentially making libraries obsolete.

In fact, Geneva Library public relations and marketing director

Paul Krapf notes, "The digital age has actually made libraries more important. We're surrounded by information, but don't know how to process it. That is something librarians are trained in, and available to help."

With a new library, a technology "commons" could be set up to offer a wide range of equipment, Krapf added.

And, as Batavia and St. Charles has proved, a bigger, newer library becomes more of a community center for special presentations and meetings.

As for Batavia and a new recreation center, it seems more people are realizing what a gathering place these centers become. Not only that, it fuels an ambition to lead healthier lives, which is always a good thing.

Here's to hoping both of these new public offerings become reality at some point.

Neighbor

Suburban events at your fingertips

SECTION 5

Use the Daily Herald's online calendar to find suburban events — from plays to sports to concerts and much more. You can even submit your own events.

See dailyherald.com/share



MF2

Up for debate

Column on Geneva library referendum sparks questions

When my editor posted my recent column about the upcoming referendum for a new Geneva Library on Facebook, I figured it would trigger a variety of responses. And it did.

It was interesting to see the varied opinions on whether a tax increase is worth having a larger library offering more services and educational events, but the feedback left me concerned about something entirely different from how a tax hike might translate to my



Dave Heun
Talk of the Town

pocketbook.

It was troubling to see that some weren't well versed on what takes place in the community, and it seems that part of that problem would be from not reading the newspaper and/or its online version.

One respondent went as far as to admit he didn't even know Geneva had a library, while another asked if a new location had been chosen.

My awareness of local issues isn't quite as good as it was years ago when I was a local editor, but I've been around long enough to understand that by reading a newspaper those types of facts can't be missed.

As for the referendum, there's nothing wrong with reviewing facts as laid out by the library and comparing those with other libraries in the region to come up with an interpretation of what they mean to your finances or family's use of a library.

My other assessment is fairly simple. Some people use the library and some don't. There will be "yes" and "no" voters in both camps, though far more "no's" among those who never step foot in the place.

The library's mission has to be to convince those who do use it to fully understand the benefits a new library can bring to a community, and to illustrate to those who don't use it now of what they might be missing.



BRIAN HILL/bhill@daillyherald.com

Allen Anderson of Geneva checks out some materials from the Geneva library.

Share love beyond romance this Valentine's Day

There's a song from the musical "Hairspray" called "Without Love," in which the two leads, Link and Tracy, are reunited and confess their feelings to each other. The song compares a world without love to a week of only Mondays, rock 'n' roll without a drummer, and many more meaningless and horrible things. According to the song, a world without love is a world that none of us would want to live in.

Especially since Valentine's Day just occurred, love is most definitely in the air. With couples going on special dates and jewelry stores advertising flashy and expensive gifts, our culture endlessly promotes fairytale romance and true love - in my opinion, almost too much.

Don't get me wrong, I'm probably the biggest hopeless romantic you'll ever meet, and I'm all in favor of elaborate flower bouquets and candlelit dinners. There's absolutely nothing wrong with finding your soulmate, celebrating them on Valentine's Day and enjoying the beauty and happiness of romantic love. However, why should we limit Feb. 14 to our boyfriends, girlfriends, crushes and spouses? Why not extend it to all the people we love, since, frankly, the people in our lives deserve a day to be celebrated for how much they mean to us.

Love is an incredibly powerful force in all kinds of relationships, and I would argue that it is the basis of every strong relationship. It's what holds a family together when they are faced with difficult challenges, differences in personality and even physical separation. It's what creates a friendship between two unrelated people and makes them closer than siblings. It's what motivates people to let go of their own selfish desires and act in the best interests of someone else. It's absolutely essential to our lives, and I



THE WRITE PLACE

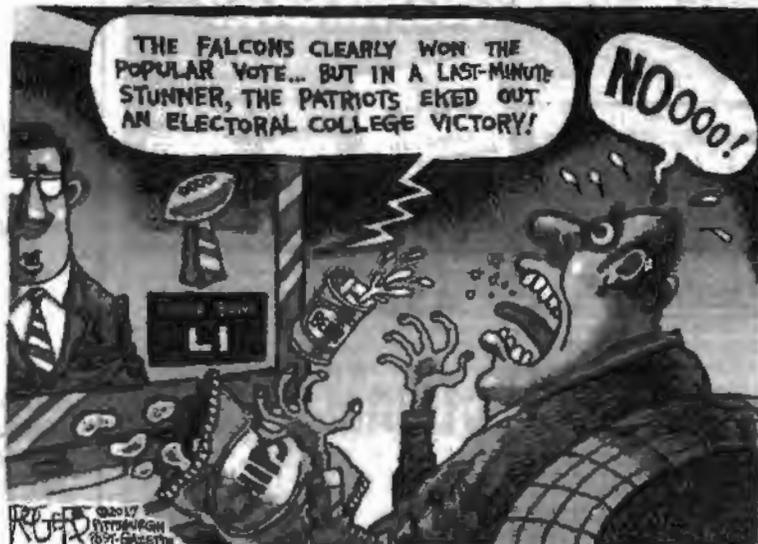
Emma Chrusciel

believe it's one of the most wonderful emotions to ever be felt by humankind.

However, what's the point of loving someone if they never have any idea of how much they mean to you? Here's where my suggestion for a revamped Valentine's Day comes in. Even though Feb. 14 already has passed, I encourage you to do something a little different and show your friends and family just how much you love them. Whether that's a simple text to say "I love you" or a small gift to express your appreciation, the gesture will reflect what too often goes unsaid in our romance-centric society. Of course, if there's that special someone you want to shower with affection as well, go for it! However, let's not neglect the people in our lives that deserve the most but often receive the least.

Even though I might not have had a fancy dinner date this year or received any chocolate from secret admirers, I'm encouraged by knowing that the unconditional love of my family and friends is always there. It doesn't have to be Valentine's Day to share love with those around us, and I believe that it will mean the most at the times when it is unexpected. I hope we never have to live in the loveless world that the "Hairspray" song depicts - rather, I hope we can enter into a society where everyone gets the affection and happiness that they deserve.

Emma Chrusciel is a junior at Geneva High School. In addition to writing, she loves Broadway musicals, playing piano and spending time with her family and friends. Contact her at editorial@kcchronicle.com.



LETTERS

Pass the word

To the editor:

Geneva needs a new library like a hole in the head. You know, like the holes we hear with, breathe with, and eat and drink with. In other words, we need it to stay alive.

What will it cost? If you live in a \$300,000 home, about the same as a monthly Potbelly's Wreck with double meat. The library's meal, however, will cater to your taste and appetite for the entire month.

What could be on the menu? Millions of books, newspapers, magazines. Recorded books. Music CDs. DVDs. Free use of computers and the internet, plus access to conventional and 3-D printing. Tech space for STEM projects. Meeting rooms for book discussions and tutorials. Early literacy play areas. Equipment checkout. Outdoor reading/program areas and a commons area.

Oh, yeah, and a larger reference section where professional reference librarians help research that new career or your child's term paper due next week.

Not to mention a drive-up drop-off spot and on-site parking.

If all the positives don't sway you,

Write to us

The Kane County Chronicle welcomes original letters on public issues. Letters must include the author's full name, home address and day and evening telephone numbers. We limit letters to 400 words. All letters are subject to editing for length and clarity at the sole discretion of the editor. Letters can be emailed to letters@kcchronicle.com, faxed to 630-434-3541 and mailed to Letters, Kane County Chronicle, 333 N. Randall Road, Suite 1, St. Charles, IL 60174.

consider this: The present library resembles a geriatric patient suffering from multiple degenerative diseases. Costly reconstruction won't work due to infrastructure issues. The building's landlocked, so forget additions. Operational costs continue to skyrocket. The elevator, along with heating and air-conditioning systems, are on life support. Time to pull the plug.

If you think a library functions only to hold books for a few addicted readers, consider this: Last year, 3,458 people joined reading

clubs; 24,000 came to programs; computer log-ins topped 15,000; over 600,000 items were checked out; monthly visits averaged 22,000; and nearly 17,000 residents own library cards.

Worried about the value of your home? The price of a new library more than offsets its cost when considering what prospective homebuyers look for when checking out a town: Besides schools and doggie runs, a town's library mirrors its community.

During a public hearing, I remember a library board member comparing today's library to yesterday's front porch, a communal place where the neighborhood gathers. I love that. I also see today's library resembling a medieval cathedral; near the town's center, it reflects the town's soul.

If you didn't get the Christmas present you wanted, give yourself the gift of education, entertainment and community by voting for the library referendum in April.

Pass the word - billions of them.

Richard Holinger
Geneva

THE FIRST AMENDMENT

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.



Library to host forums on referendum

The Geneva Public Library Board of Trustees has spent the past two years studying the community's needs, talking to members of the district about what they want in a library, and listening to their comments, questions and concerns.

After that process, the board unanimously decided that building a new facility on land already owned by the district at 210 S. Sixth St. is the best long-term solution for meeting the community's needs today and tomorrow.

We invite you to join us at one of the upcoming community forums scheduled to discuss the April 4 referendum. The dates are 10 a.m. March 14, 7 p.m. March 14, and 10 a.m. March 18.

All meetings will be held in the library's lower level meeting room.

On April 4, library district



BEYOND THE BOOKSHELVES

Paula Krapf

Residents will be asked to answer the question of whether the library district should issue bonds in the amount of \$21.8 million for the purpose of building and equipping a new facility.

For the owner of a home with a \$300,000 market value, the tax increase will equal about \$8.25 per month (\$99 per year) for the life of the bonds (not to exceed 20 years). Because a new facility would be much more efficient to operate, we would be able to provide the community with expanded services and resources using our current operating rate, and we will not be asking for a separate tax increase for operations.

Learn more about the

If you go

- **WHAT:** Community forums on library referendum
- **WHEN:** 10 a.m. March 14, 7 p.m. March 14, and 10 a.m. March 18
- **WHERE:** Geneva Public Library, 127 James St., Geneva, lower level meeting room

plans, cost and amenities of a new library at www.gpldnewbuilding.org.

Please contact us anytime at board@gpld.org.

A note from customer service

Our spring newsletter should reach your home soon – if it hasn't arrived already – and we've got some exciting programs and events lined up for youth, teens and adults.

Visit www.gpld.org for the full schedule and registration information.

'The Librarian Recommends'

Youth services librarian Jenny Totman suggests "The Girl Who Drank the Moon" by Kelly Barnhill.

"This book is a 2017 Newberry Medal winner and a lyrical treasure filled with cosmic magic, familial love and a fearless fight for good in the world. It's the perfect read for a cold winter's night or as a read aloud, snuggled up with your older child. Recommended for grades 4 to 8."

Paula Krapf is public relations and marketing manager for Geneva Public Library. The "Beyond the Bookshelves" column runs the third Thursday of each month. Feedback can be sent to editorial@kcchronicle.com.



Geneva IL Election 2017 @Geneva2017



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Geneva IL Election 2017 shared Geneva Public Library District's photo. February 10 at 10:11am ·

This was posted to the side bar, but here it is for the main page so everyone can see it.



Geneva Public Library District Published by Paula Krappf · February 6 at 10:36am ·

Community Forums at Geneva Public Library

March 14: 10 a.m. and 7 p.m.; March 18: 10 a.m.

Because the current library facility does not meet the contemporary needs of the District, the Geneva Public Library District Board of Trustees unanimously voted to build a new facility at 210 S. Sixth St.

On April 4, 2017, residents of the Library District will be asked whether or not the District should issue bonds in the amount of \$21.8 million to build and equip a new facility. For the owner of a home with a \$300,000 market value, the tax increase will equal approximately \$8.25 a month (\$99 per year) for the life of the bonds (not to exceed 20 years).

This is an opportunity to create a new facility where community members at all ages and stages of life can come together to enjoy and learn to use resources of all types from books to apps to equipment.

Learn more about the plans and referendum at the community forums, held at the Library, in the lower level meeting room. Visit www.gpidnewbuilding.org for information about the studies, community surveys, and public discussions that led to this decision.

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Community

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330 people like this and 368 people follow this Beth Bales Olson and 2 other friends



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About

This page is to keep up to date with all things regarding the April 4th ballot. Healthy Dialogue and conversations are encouraged.

Typically replies within minutes Message Now

Ask for Geneva IL Election 2017's website

Upcoming Events

APR 4

Election day

Tue 6 AM · Geneva 3 people interested · 7 people ...

Subscribed

Visitor Posts



Sara Holing Today at 7:35am

I am trying to define the issues for this election & how the candida... See More

Like · Comment

Tim Kresler Chat (32)

10:30am

Kimberley Bannerman Larsen Where can I get a "say yes to library" sign? 🙏

Like · Reply · February 14 at 9:16am

Write a reply...

Kevin Holzhauer Wouldn't it be incredible to have such a useful facility in our community? Mark me down for an emphatic Yes Geneva Library!

Like · Reply · 4 · February 10 at 10:40am

Melissa Palmer I can't wait! An up to date library that I can enjoy with my kids and is an easy walk/bike ride from my home. Are they also going to update that park? That would be a nice treat.

Like · Reply · 2 · February 10 at 3:56pm

1 Reply

Sam Slam What happens if the City cant buy the old Library?

Like · Reply · February 14 at 5:34pm

1 Reply

Write a comment...

Status Photo/Video

Write something on this Page...

Geneva IL Election 2017
January 29 at 2:15pm ·

Who plans on Voting April 4th??? Let's get those voting numbers up Geneva! 17 percent is not going to cut it!

Like Comment Share Buffer

25

Chronological

View 4 more comments

Lisa DeWindt Conrad Definitely!!
Like · Reply · January 29 at 9:22pm

Alicia Stumbo-Hines
Like · Reply · February 8 at 3:09pm

Write a comment...

Geneva IL Election 2017 shared a Page.
16 hrs ·

Page for the Geneva Library.

https://www.facebook.com/yesgenevalibrary/?hc_ref=NEWSFEED

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4

Chronological

View 3 more comments

Aaron Adams I'll find out!

Hey! Great page. Can you post info on polling places and times?

Like · Comment

Brannon Ogata Anderson
February 11 at 12:05pm

No matter what ward you are in, I highly recommend you follow Alderm... See More

Like · Comment

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Geneva IL Election 2017

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Geneva IL Election 2017

February 6 at 6:35pm

Can't make it to the city council meeting tonight? No problem. watch it on GBN live. It looks like the Library is doing a presentation tonight as well. 7:00 PM

<https://www.youtube.com/watch?v=JhJ2DDvsFQ>



GBN LIVE!

Geneva Broadcast Network LIVE.

Like Comment Share Buffer

You and 2 others

Chronological



Paula Krapf Yes. Library Board President Robert Shifler did speak to the City Council tonight to provide an overview of the library referendum. Thanks for sharing this link.

Like Reply 1 February 6 at 8:52pm



Paula Krapf Here's the direct link - the library presentation begins at the 26:26 mark: <https://www.youtube.com/watch?v=1bokjYGa0M>



City Council Meeting - February 6, 2017 - Geneva, Illinois

YOUTUBE.COM

Like Reply Remove Preview February 14 at 7:21pm



Write a comment

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Very responsive to messages



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This page is to keep up to date with all things regarding the April 4th ballot. Healthy Dialogue and conversations are encouraged.

Typically replies within minutes
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APR 4

Election day

Tue 6 AM - Geneva

2 people interested

Subscribed

Visitor Posts



Sara Holing

Today at 7:25am



Paula Krapf

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What's Happening in Geneva IL?

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Susan Klovestad shared a link.

January 24 at 2:00pm

"A tax increase to build a new library in Geneva -- good idea or bad idea?" asks Daily Herald columnist Dave Heun.



Should Geneva build a new library?

Geneva has its shot at a new library -- if residents eventually approve a \$21.8 million referendum to have one constructed along Sixth and Seventh streets.

DAILYHERALD.COM | BY DAVE HEUN

Like Comment Share Buffer

20

1 share

75 Comments

View previous comments

50 of 75



Joanne MacQueen Zalusky Bad idea. My husband who is retired visits a few times a week, brings his own reading materials. I always ask him if it's crowded and he says "no". I like our old library just the way it is. Bigger library means more employees, more pensions for employees, more insurance, more overhead, MORE TAXES...

Like · Reply · 9 · January 24 at 8:39pm · Edited



Joanne MacQueen Zalusky And don't forget about the referendums on the April ballot for other things that affect Kane County. Namely a \$50 Million bond for the Park District to buy more land. Any land purchased by the Park District is not just land cost. It takes that land off the rent rolls, they hire people to manage it, pay them pensions, salary. All that equals more taxes to our already highly-taxed City.

Like · Reply · 1 · January 24 at 8:43pm

1 Reply



Barbara Veronica With reciprocal borrowing privileges at other area libraries it's hard to justify a brand new facility- Balavia's library is awesome and Geneva residents use it for free with their Geneva card. I could see updating the current structure- it's layout is dated and it's not very bright inside.

Like · Reply · 6 · January 24 at 8:51pm



Tom Glammacco I would not want to see taxes being increased. We pay enough taxes. The internet is a great resource.

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Enter name or email address...

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11,017 Members (123 new)



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Kim Bookless

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DESCRIPTION

This group is a place to post information about upcoming events ... See More

GROUP TYPE

Events and Plans

TAGS

Geneva, Illinois

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Groups make it easier than ever to share with friends, family and teammates.

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MORE WAYS TO CREATE



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Friends Who Like Geneva CUSD 304

Get Started

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Chat (29)



Paula Krapf

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Donna Minella No thank you. We have a great library. This is not needed
Like · Reply · 2 · January 24 at 8:59pm

Doug Clark Yes, absolutely!!
Like · Reply · 2 · January 24 at 9:19pm

Regina White I pay enough in taxes!!!!!!!!!!!!!!!!!!!!
Like · Reply · 2 · January 24 at 9:45pm

Jennifer Siegle I would like to see some data on how many patrons use the library. I think membership has probably decreased since the internet is in nearly every home. I understand the need to comply with regulations and the parking there is pretty awful so perhaps a town meeting to discuss the reasons both for and against would sway people one way or another.
Like · Reply · 2 · January 24 at 9:46pm
1 Reply

Roseanne Penning Olejarz I would love to see a new library! Yes taxes will increase a little, but so will property values.
Like · Reply · 1 · January 24 at 9:57pm
1 Reply

Steven Sallay Geneva should update it's Metra station.
Like · Reply · 9 · January 24 at 9:58pm
5 Replies

Roseanne Penning Olejarz A library serves the community in so many other ways besides just borrowing books.
Like · Reply · 3 · January 24 at 10:03pm

Ken Loebel If it is built, will there be broadband access made available for everybody along with the latest greatest technologies for people to have access to?
Like · Reply · January 25 at 8:36pm · Edited

Chriss Hadley Where would this new library be built? Is there already library property somewhere?
Like · Reply · January 24 at 10:54pm
1 Reply

Jill Johnson The old 6th st school.
Like · Reply · January 24 at 10:55pm

Charlie McLaughlan I support a new state of the art library.
Like · Reply · 3 · January 24 at 11:22pm

Deanna Elizabeth Isn't one of the reasons genevas taxes are so high is because delnor doesn't pay any taxes? I thought I heard that somewhere... a new library would be nice and especially for a minimal increase. I have been to much nicer libraries in much worse towns. ... See More
Like · Reply · 1 · January 24 at 11:46pm

Phil Lawson Honestly didn't know Geneva even had a library.
Like · Reply · January 24 at 11:49pm

Dale Grischow I utilize Batavia Library since it's the best in The Tri-cities
Like · Reply · 1 · January 25 at 12:02am

Matthew Glenn A new library/access to checked and credible sources is needed in today's world.
Like · Reply · 2 · January 25 at 1:24am

Sandy Sturek Kresler Good idea
Like · Reply · January 25 at 5:47am

Amanda Johnson Pauli Curious, what would happen to the old building if a new library was built? Also, we love our current library.
Like · Reply · 6 · January 25 at 8:16am · Edited
1 Reply

Alexa Aguilar Schwab A few things to keep in mind as you consider this proposal: There is ONE handicapped parking spot in front of the building. The library rents storage units on a monthly basis just to house materials that don't fit in the current space. I disagree that ... See More
Like · Reply · 18 · January 25 at 8:16am · Edited

John Kohlstrand I used to live in Ohio, which has some of the best libraries in the country. I was sincerely surprised by how small the Geneva library is. The community would benefit from more space there.
Like · Reply · 5 · January 25 at 8:56am



What's Happening in St. Charles IL?
17 friends · 17,571 members
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What's Happening in Elgin IL?
5 friends · 24,436 members
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What's Happening in Batavia IL?
13 friends · 7,148 members
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Paula Krapp

taxes. Add it all up and you ... See More
Like · Reply · January 25 at 8:58am

5 Replies

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Mike Ferrari Maybe update the existing building? Add an entrance to the northeast corner, designate more handicapped parking in the city lot, or along the mayors office, reconfigure the inside to use some of the wasted space..all cheaper options. Heck buying the building just north of the library, tearing it down and putting handicapped spots there would probably be cheaper.

Like · Reply · 3 · January 25 at 9:22am · Edited

8 Replies



John McKinley Let's go wide on the topic: Geneva, St Charles, and Batavia libraries are all sparsely populated most times of the day. Furthermore, with the book interchange across tri-cities, there is no need for additional book storage. And technology is a double e... See More

Like · Reply · 1 · January 25 at 9:32am · Edited

4 Replies



John McKinley OK I already know people are going to be in an uproar about that proposal. So what if we instead modernize the existing Geneva library, and contract with Barnes & Noble for additional funding, whereby they take over some of the responsibilities, with the benefit of being able to sell books, and running a bistro there?

Like · Reply · 3 · January 25 at 9:27am · Edited

1 Reply



Analisa Jaros This is a good place to start to answer many of these questions: http://www.gpld.org/.../Needs_Assessment_Highlights.pdf

Like · Reply · 2 · January 25 at 9:59am



Anton Tony Purkart



Like · Reply · 3 · January 25 at 10:08am



Mary Sinacore This building is beautiful why do we need another? So will this building sit empty. God our house taxes have skyrocketed so higher?

Like · Reply · 3 · January 25 at 10:25am

2 Replies



Lorin Schuidt What's wrong with our library now?

Like · Reply · January 25 at 2:29pm

1 Reply



Amy Hamilton We love our library. We're in there 1-2 times per week for books, children's programs, concerts and story time. Parking is an issue, especially during a program or story time. We use their online services as well. While I love the quaint buildin... See More

Like · Reply · 5 · January 25 at 4:11pm



Jessica Mason Our taxes are ridiculously high already!

Like · Reply · 2 · January 25 at 4:29pm



Sue Wauer Yes, the charming building has been overtaken and it's time to build a newer more modern facility with study area, meeting rooms and space.

Like · Reply · 2 · January 25 at 4:31pm



Jessica Mason When I lived in Ohio I didn't know how good we had it! The libraries here are disappointing. I used to be at my library multiple times a week, since moving here I've gone twice (7 months). I wish we had a better library, but it's not so much about the space as it is the material (and a drive up book drop).

Like · Reply · 1 · January 25 at 4:41pm

1 Reply

Jill Johnson [https://www.facebook.com/Geneva2017/...](https://www.facebook.com/Geneva2017/)



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Geneva IL Election 2017

Community · 330 Likes



Liked



Like · Reply · 1 · January 25 at 5:27pm



Jill Johnson That link is for anyone who would like to continue any open dialect on these issues 🙄

Like · Reply · January 25 at 5:27pm



Steve Sommer Bad

Like · Reply · January 25 at 5:36pm



Tristin Landry-Cebelak If we don't update it now, how much will it cost us later when it's falling apart? Love the library 🙄

Like · Reply · January 25 at 5:41pm



Vance Cooley This will attract coyotes

Like · Reply · 3 · January 25 at 6:11pm · Edited



Gail Fink Rizzo I live in Sugar Grove. Several years back, the town wanted a new library. The one we had was very small and the town was growing. The library had the plans drawn up for everyone to see. It was going to cost \$8 million in 2009 to build. Pretty rea... See More

Like · Reply · 6 · January 25 at 7:50pm

1 Reply



Andrew Nickel Bad idea. I like our library. It's not state of the art, but it is cozy and has character. I'm tired of classic institutions being sanitized and made boring for the sake of progress. It's a library. A place for books. If you want to update computers and things like that, great. No need to start over. And it is not about the tax increase.

Like · Reply · 6 · January 25 at 8:36pm

1 Reply



Tom Giammanco Interesting information. I don't believe we need a new library that cost \$22.0 MILLION !! They're trying to say it will only cost each home \$98 more in there tax bill. The information below is directly from the library website. ... See More

Like · Reply · January 25 at 9:18pm · Edited



Dale Grischow I don't need an extra couple hundred bucks on my tax bill. This new Library will not make my house worth more

Like · Reply · 2 · January 25 at 9:13pm



Joanne MacQueen Zalusky Don't forget they already spent 1.5 million on new site and money to demolish the old building.

Like · Reply · 2 · January 25 at 9:21pm · Edited



Kelly Suzanne If its true that the current library building is so outdated and needs updated everything (mechanicals, ADA compliant, etc), how long will it take after City Hall moves into the space (assuming referendum passes and new library is built) before the ci... See More

Like · Reply · 6 · January 25 at 9:25pm

1 Reply



Diane Morakes Jill Johnson

Like · Reply · January 25 at 9:28pm



Kelly Spoden Dziadus I think it's great now!

Like · Reply · 2 · January 25 at 10:10pm



Robin Wills What do we get , just a space or something new with a different experience.

Like · Reply · January 25 at 10:25pm



Vance Cooley It's going to summon snakes

Like · Reply · January 25 at 10:46pm

1 Reply



Write a comment...

Murder, Mayhem & The Mob: A Virtual Tour of Chicago's Beer War – February 1

Who was Al Capone, and why are we still fascinated by him? Please join historian/entertainer Clarence Goodman from 12-1 pm at **Geneva Public Library** as he presents the story that begins with the 18th Amendment and concludes with the true events of the St. Valentine's Day Massacre! Bring a sack lunch, or enjoy complimentary coffee and cookies. For more information, call 232-0780 or visit www.gpld.org.

Easy Website Design – February 7

Learn how to make a professional looking website with an easy drag and drop web design app from 7-8:30 pm at **Geneva Public Library**. Whether it's for personal or business use, find how easy and fun making your own website can be. For more information, call 232-0780 or visit www.gpld.org.

Intro to iMovie -- February 8

Learn how make your award-winning movie using your iPhone or iPad and iMovie from 7-8:30 pm at **Geneva Public Library**. For more information, call 232-0780 or visit www.gpld.org.

Intro to Folded Book Art – February 11

Searching for the perfect gift for the book lover in your life? Learn how to recycle an old book into a creative work of art for your favorite reader from 1-3 pm at **Geneva Public Library**. All materials will be supplied. For more information, call 232-0780 or visit www.gpld.org.

Natural Solutions to Headache Pain – February 16

Learn about the different types of headaches, what causes them, and how to prevent them as well as safe, natural, and effective alternatives to treating them from 7-8:30 pm at **Geneva Public Library**. Program presented by Dr. Anthony DiCarlo, a wellness consultant and chiropractor. For more information, call 232-0780 or visit www.gpld.org.

Foreign Film Sundays – February 19

Gather with friends to watch and discuss a foreign film led by members of Geneva's International Cultural Exchange Committee from 1-3:30 pm at **Geneva Public Library**. This month's film is *Le Chef* (France). For more information, call 232-0780 or visit www.gpld.org.

My Journey Into the Wilds of Chicago – February 22

In his book, *My Journey into the Wilds of Chicago*, photographer and humorist Mike MacDonald takes you on a trip to Chicago's wild side—a verdant, untamed Chicago that has been there all along, just waiting to be explored. Copies of the book will be available for purchase and signing after the presentation from 7-8:30 pm at **Geneva Public Library**. For more information, call 232-0780 or visit www.gpld.org.

Protecting Your Privacy on the Internet – February 23

Learn how to control your 'digital trail' on the Internet from 10-11:30 am at **Geneva Public Library**. This class covers managing cookies, what information your browser reveals to websites, and how this can be used to identify you. For more information, call 232-0780 or visit www.gpld.org.



VII.C

MEMORANDUM

To: Board of Trustees
From: Christine Lazaris
Date: February 14, 2017
RE: Legislative Update

Please find attached handouts from the Legislative Meet-Up that I attended on February 13, 2017.

100th Illinois General Assembly

| 2017 Spring Session |

SUPPORT STATE FUNDING FOR LIBRARIES

APPROVE Fiscal 2017 state general appropriations to fully fund the Illinois Secretary of State's 2017 grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. A specific example of crucial state funding is the Illinois Talking Book program which serves over 16,000 adults and children who cannot read print due to a physical or visual limitation. Approve appropriations for the Illinois State Library as well as appropriations for higher education which include state university and community college academic libraries.

APPROVE Fiscal 2018 state appropriations for both general revenue and Live and Learn funds to the Illinois Secretary of State for equalization and per capita grants for public libraries, school libraries and library systems. Approve appropriations for the Illinois State Library as well as appropriations to higher education which include state university and community college academic libraries.

ILA INITIATIVES

SUPPORT Senate Bill 851 / House Bill 373! Sponsored by Sen. Hutchinson (D-40, Olympia Fields) and Rep. Willis (D-77, Northlake).

This legislation is an initiative of village public libraries that will improve public disclosure of anticipated library tax levies by moving the disclosure date closer to when a levy must actually be approved. Identical legislation was approved by the House in 2016, but was not called for a final vote in the Senate.

SUPPORT Bill Numbers and Sponsors to Follow.

This proposal allows any library established under the Illinois Local Library Act and the Public Library District Act to place non-binding, public advisory referendum questions on the ballot if approved by its board of trustees and complies with Illinois Election Code requirements.

LOCAL CONTROL

OPPOSE Proposed Property Tax Freeze Legislation!

A statewide property tax freeze totally preempts local control. Local library trustees' primary duty is to manage local revenues and expenditures. A freeze nullifies this most basic responsibility. A freeze is especially harmful when the state has failed to provide funding support for local libraries and continues to impose unfunded mandates.

OPPOSE Legislation which limits access to information in libraries or imposes unconstitutional burdens on intellectual freedom. Legislation mandating statewide Internet filters is an example of legislation that ILA opposes because it takes away local control. Legislation which impairs free speech or impacts the Library Confidentiality Act should also be strongly opposed.

Strong Libraries = A Strong Illinois

Illinois Library Association, 33 W. Grand Ave., Ste. 401, Chicago, IL 60654
phone: 312-644-1896; fax: 312-644-1899; e-mail: ila@ila.org; www.ila.org



Illinois Library Association

115th U.S. Congress

| First Session |

KEY ISSUES

Calibrating Security & Privacy

Protecting patron privacy has been a core library value and practice for over a century. Every state in the nation specifically protects individuals' library borrowing records. Librarians believe that we must not and need not trade civil liberties for security and are committed to sensibly amending the PATRIOT ACT, FISA, and other key surveillance statutes and orders accordingly. Maximizing transparency and oversight are key priorities.

Assuring Fast & Fair Internet Access

Robust and equitable public access to information is a fundamental goal of all librarians. High-speed broadband is essential to that access and full participation in the digital age. America's libraries are critical existing infrastructure essential to achieving universal broadband access, adoption, and use, particularly in rural communities. Investing in fast, fair and affordable broadband networks for libraries will help create jobs, build a skilled workforce, and bring the benefits of the Internet and e-commerce to all Americans.

Protecting Copyrights & Enabling Innovation

Copyright is the "traffic code" for much of the information that flows through the Internet and society. Libraries respect it and spend more than \$4 billion annually for copyrighted works. As the Supreme Court has affirmed, ILA believes that "fair use" and other legal exceptions to copyright assure its consistency with the First Amendment and are vital to the health of our innovation economy, culture, and democracy.

Maximizing Government Information Access

Librarians are dedicated to government transparency and the broadest possible public access to non-classified government information. ILA strongly supports legislation to make all non-confidential Congressional Research Service reports available online without charge, and the fastest possible free public access to scientific articles published by the recipients of federal funds.

Helping States Leverage Federal Library Funding

Every state determines how best to use its population-based share of \$156 million in annual matching grant funding through the Institute of Museum and Library Services. Funds enable a wide range of programs and services including: child literacy; broadband access; e-rate application; job search training; and veteran reintegration and support. ILA urges rapid reauthorization of the Museum and Library Services Act and the essential "Grants to States" program it contains.

Strong Libraries = A Strong Illinois

Illinois Library Association, 33 W. Grand Ave., Ste. 401, Chicago, IL 60654
phone: 312-844-1896; fax: 312-644-1899; e-mail: ila@ila.org; www.ila.org



Illinois Library Association

Top Ten Quick Advocacy Tips

When library issues arise in public policy debates, every library advocate needs to reach out to their public officials and persuade them to protect our libraries and rights!

1. **Get to know your local public officials BEFORE you need their help.**
2. **Do your homework.** Look to the Illinois Library Association or American Library Association (Office for Intellectual Freedom or Washington Office) for background on the specific issue and how best to frame the message.
3. **Contact public officials personally if possible.** A meeting is better than a phone call, a phone call is better than an e-mail, and an e-mail is better than no contact.
4. **Shrink the message.** Share the most important facts and the few best arguments.
5. **Make it personal.** Explain how the issue impacts you and your institution...and their constituents! **Make a clear request.** Ask them specifically to SUPPORT the legislation, or OPPOSE the legislation, or help to change the legislation.
7. **Be polite, but direct, and try to get a commitment to support the library position.**
8. **Mobilize.** Ask your library leaders, staff, Friends groups, library supporters, civic leaders, and others to also contact their public officials. Form a coalition of liked-minded organizations to support your position.
9. **Use the media, new and traditional.** Draw broader attention to the issue and the library perspective using all channels, for example, letters to the editor, blog comments, list serves, social media, etc.
10. **Don't forget.** After the issue is resolved, make sure to thank those that supported the library, and know that more work needs to be done with those that did not.

Strong Libraries = A Strong Illinois

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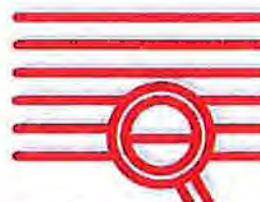
Illinois Library Association

HOW TO SPOT FAKE NEWS



CONSIDER THE SOURCE

Click away from the story to investigate the site, its mission and its contact info.



READ BEYOND

Headlines can be outrageous in effort to get clicks. What's the whole story?



CHECK THE AUTHOR

Do a quick search on the author. Are they credible? Are they real?



SUPPORTING SOURCES?

Click on those links. Determine if the info given actually supports the story.



CHECK THE DATE

Reposting old news stories doesn't mean they're relevant to current events.



IS IT A JOKE?

If it is too outlandish, it might be satire. Research the site and author to be sure.



CHECK YOUR BIASES

Consider if your own beliefs could affect your judgement.



ASK THE EXPERTS

Ask a librarian, or consult a fact-checking site.



 MONTHLY HIGHLIGHTS

Submitted by: Christine Lazaris, Library Director

STAFF INSERVICE

Many thanks to the Board of Trustees for approving closing the Library on January 27, 2017 for the Library's annual Staff InService. It is a very rewarding day and closing the Library is certainly a testament to the Library's commitment to professional development. We appreciate Board members taking time out of their busy schedules to attend the InService.

The day provides opportunities to connect with one another in pursuit of discovery, inspiration, and growth. Participants spent the morning interacting with StudioGC Project Manager Craig Meadows to review plans for a new facility and information related to the upcoming referendum. This was followed by an interactive session led by professional speaker Lori Klinka who helped us consider how to minimize stress and manage busy workloads. The afternoon featured staff presentations on new services and initiatives, a presentation on library trends, and fire and active shooter training led by Geneva Fire Department and Police Department. The day ended with a fun teambuilding activity where tables faced off in a game of Library Family Feud.


PLANNING FOR OUR FUTURE EDUCATION CAMPAIGN

Efforts to inform community members about plans for a new library building and the upcoming referendum on April 4, 2017 continue. Recent meetings have included educational presentations to various booster clubs, American Legion, Chamber of Commerce Board, Kiwanis, and the City Council. The City Council presentation is available on the Geneva Broadcast Network and was publicized and shared on the Library's Facebook page.

LIBRARY USAGE

Visits to the Library increased just slightly when comparing gatecounts for January 2017 (20,962) and January 2016 (20,424). Patterns of checkouts and computer use followed similar trends that we have observed for many months.

ADMINISTRATION

Submitted by: Christine Lazaris, Library Director

FOUNDATION UPDATE

Trustee Hintz and I attended the Foundation Meeting on February 2 where we shared information about the Library's referendum education campaign. The Foundation awarded the Library a grant of \$1,000 to purchase supplies for the Collaboration Zone. The next installment of the Speaker Series is scheduled for March 15. Roberta Dietzen, author of *Gypsy Music Street*, will talk about lessons learned from the holocaust and the importance of bringing awareness to genocide. The next meeting of the Foundation will be moved from the first week in March to February 23.

LINC UPDATE

I attended the monthly LINC meeting held at Villa Park Public Library on February 10. Representatives of SWAN and RAILS attended the meeting to provide an update on migration, review technology needs, and discuss the grant process for absorbing migration costs and impact fees. The LINC Board of Directors reviewed the operational budget for fiscal year 2017-18, beginning May 1, 2017. All member libraries need to have their own Board of Trustees approve the budget.

LEGISLATIVE UPDATE

I attended a Legislative Meetup at the Marriott Hotel in Oakbrook on February 13 and had the pleasure of sitting with our very own Representative Steve Andersson. ILA representatives reviewed current advocacy efforts in Springfield including support for: funding Illinois State Library grants; SB 851/HB373 regarding public disclosure of tax levies by village public libraries; and a proposal allowing libraries to place non-binding referendum questions on the ballot. ILA opposes any legislation resulting in a property tax freeze and any legislation related to limiting access to information, Internet filters, impairment of free speech, and/or confidentiality of library records.

ECONOMIC INTERESTS STATEMENTS

I submitted the Library's list of individuals, including Trustees, Administrators, and Managers required to file a Statement of Economic Interests to the Kane County Clerk's Office. Statements can be filed online and need to be completed by April 30. The County Office will be following up shortly with more information.

COFFEE SERVICE UPDATE (PROVIDED BY DEPUTY DIRECTOR WILLIAM KARNOSCAK)

Patron feedback has been very positive regarding the introduction of coffee service to the Library. One hundred cups of coffee and 110 cocoas were brewed from January 19 through February 11 (representing 21 days of coffee/cocoa service), Monday through Saturday, 9 a.m. – 12 p.m. On the coffee side, each week has represented increased usage: 21, 24, and 29 servings respectively. On Monday, February 20 – after a month-long trial period – hot beverage service will be available at all times the Library is open. We appreciate the Board's patience as we slowly introduced the service and monitored its impact on our facilities and administrative staff to provide it.

INFORMATION & READER SERVICES

Submitted by: Nancy Kendzior, Information & Reader Services Manager

ADULT SERVICES REBRANDING

“Adult Services” is now “Information & Reader Services” and the service desks have been rebranded as the “Information Desk” and the “Reader’s Desk” in lieu of “Reference Desk” and Readers Advisory.” The name changes are intended to better align with the Library’s mission, move away from library lingo, and identify more clearly the offerings of our department. Signage featuring a “menu” of services is on order for the windows behind the Information Desk which will further identify many ways to *Discover, Inspire, and Grow* at the Geneva Public Library.



MAKE-IT MARKET

Thanks to a generous donation from the Smith Family Foundation we were able to move ahead with plans for a Make-It Market, which had been an idea on my wish-list for future implementation. Located on open shelving adjacent to the new Collaboration Zone, the Make-It Market is an idea-sharing and supplies market for adults and teens to collaborate creatively. Plastic bins with basic homework and craft supplies are now available for in-house use when working on projects at the Library. Additionally, DIY idea sheets are also available for projects to make at home for fun, decoration, or creativity. New project sheets will be updated every month. A mobile glass whiteboard is also on order for use in the Collaboration Zone, and table signage promoting our in-house tablets and charging cords is also under development.

NEW LIBRARY BUILDING FEEDBACK

Many community members have taken the time to express their support of a new building. Below are a few examples shared by staff this month:

Gail Conrath, Assistant Manager, shares *“A patron who had not visited the library in three years has returned to using the Library’s public computers regularly. She stopped by the Information Desk to let me know how impressed she is with all the changes to the current building, and commented that she couldn’t believe that anyone wouldn’t want a new library.”*

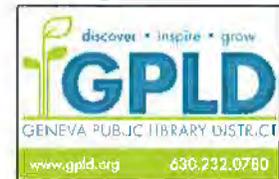
Erin Wittry, Library Assistant, states *“A patron came in needing assistance learning how to use Overdrive on her iPad. I spent a lot of time working with her individually to help her do this. When she was done she left, but then came back after a few minutes to tell me how she appreciated my customer service, patience, and positivity and very much supports a new Library building. “*

CUSTOMER SERVICES

Submitted by: Kate Cobo, Customer Service Manager

LIBRARY CARDS

We have received our new library cards that have our wonderful logo. They are in color and these bright cards convey a modern and positive vibe!



STAFFING UPDATE

Congratulations to our Material Handler, Bridget Hass! She has accepted a Technical Services position and will begin her new position on February 20.

Circulation of Collection Materials	January 2017	January 2016	Percent Change
Adult	27,313	27,492	-1%
Youth	24,088	25,488	-5%
Transits (ILL and LINC transfers)	2,339	2,145	9%
Total	53,740	55,125	-3%
Print	29,843	30,711	-3%
Audio Visual	13,997	15,495	-10%
Other (videogames, puzzles, misc.)	2,289	2,369	-3%
Electronic Adult – eBooks, eAudiobooks, video	4,794	4,078	+18%
Electronic Youth– eBooks, eAudiobooks, video	470	327	+44%
Total Electronic	5,264	4,405	+20%
Text renewals	545	449	+21%

DIGITAL SERVICES

Submitted by: Lynnette Singh, Digital Services Manager

DIGITIZATION SERVICES

Digital Services Librarian Ellen Anderson continues to meet with library patrons one-on-one to assist them in getting started using our digitization equipment. This last month, Ellen has worked with patrons converting VHS tapes, audiocassette tapes, and 8mm reel-to-reel film to digital formats. The Wolverine 8mm Reel-to-Reel Film convertor is a new addition to our collection purchased at the request of several interested patrons. Due to popular demand, more "Digitize All Things" workshops have been scheduled for the upcoming spring and summer months.

Recently, Foundation President Mike Longo, stopped by the library to thank Ellen and let us know what a terrific new service this is!



WEBSITE REDESIGN

The Digital Content Strategy Team is meeting regularly to work on the reorganization of web content and a new fresh and updated front page design. The redesign will incorporate our new logo, color scheme and style guidelines to create a consistent look and build brand recognition across all the library's communication channels. Thank you to Ellen Anderson, Martha Sullivan, Emily Thompson, and Paula Krapf for their work on this important project!

Wireless Connections and Data Usage	January 2017
Data Usage	884.00 GB
Unique Clients	2,088
Average Daily Connections	207

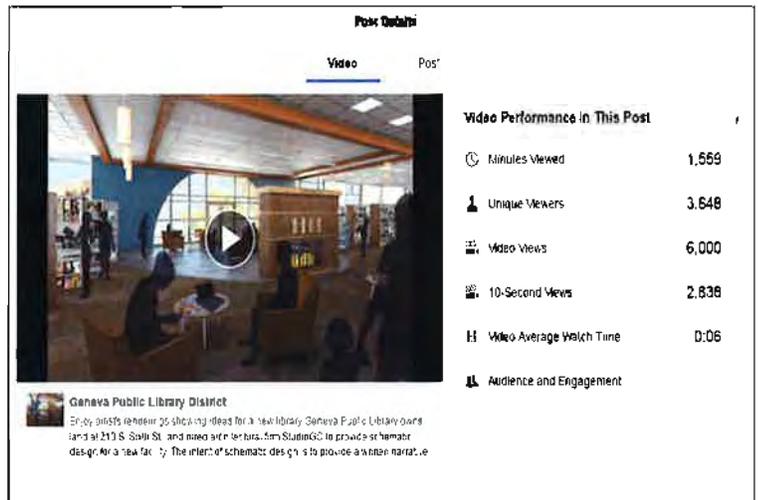
PUBLIC RELATIONS AND MARKETING

Submitted by: Paula Krapf, Public Relations and Marketing Manager

REACHING OUR COMMUNITY VIA SOCIAL MEDIA

We've been working on social media campaigns to help spread the word about Library events, resources, and the referendum. On Twitter, we've had a lot of success supporting our partners in the community – such as the school district, Chamber of Commerce, City of Geneva – and they have reciprocated, giving us all more exposure.

Since many community members spend time on Facebook, we've used targeted posts to get their attention. Facebook allows you to select an audience, submit demographic information such as age range, location, and interests, and then Facebook ensures the post shows up in the newsfeed of that audience. Our last three targeted posts about the referendum have, to date, been viewed by more than 9,000 members of our District, and more than 900 community members took the time to react to the posts, via comments, likes, shares, or clicks on the link to the gpldnewguiding.org website.



NEW GRAPHICS FOR GPLD

Our new graphic designer Caitlyn Forster has settled in quickly, and once she got new Library cards designed, she began working on business cards. Next up, she'll work on staff IDs. In addition, Caitlyn will continue to refine the look of the Library Link newsletter. We appreciate her can-do spirit!

FOX VALLEY SUMMER ACTIVITIES FAIR

We are returning to the event this year, held February 13 and sponsored by Wredling Middle School PTO in St. Charles. Last year's inaugural event attracted more than 200 people, and we had the opportunity to talk with several families in our District. We'll have a table where we can showcase some of the Library's new technology, and we'll provide information on upcoming summer programs and activities – including Summer Reading.

VOLUNTEER RECOGNITION BRUNCH IS MARCH 19

Look out for your invitation: Our Annual Volunteer Recognition Brunch will be held from 11 a.m. to 1 p.m. on Sunday, March 19 at Riverside Receptions. We'll have a special visit from Amelia Earhart!

TECHNICAL SERVICES

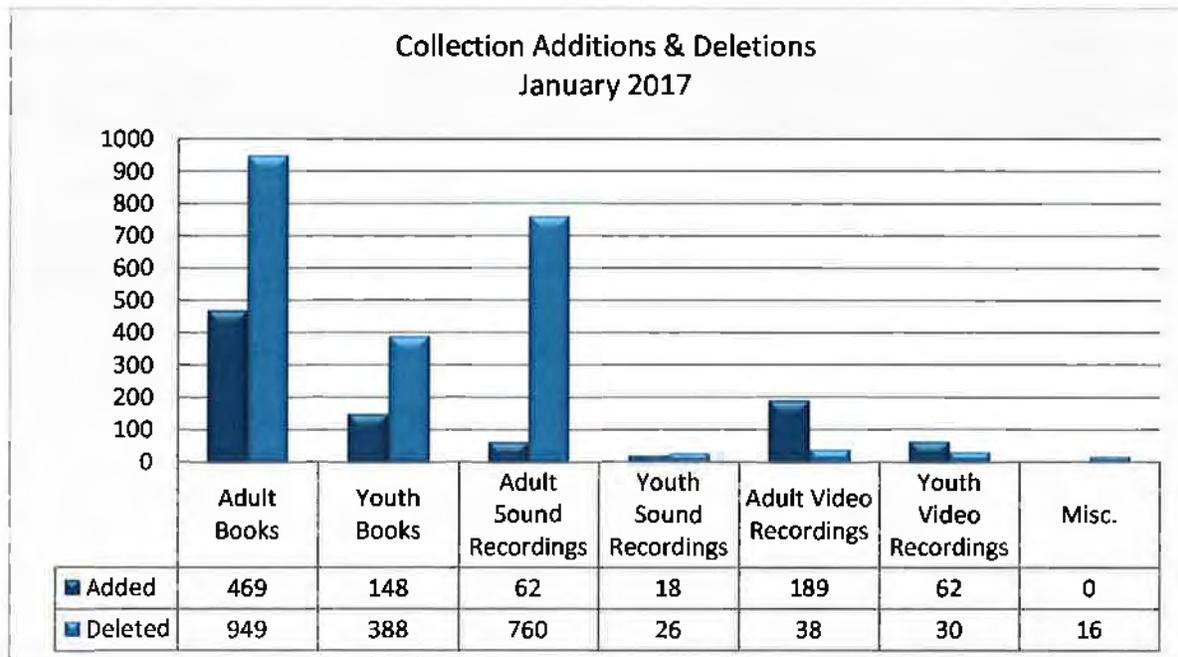
Submitted by: Janet Miranda, Technical Services Manager

PARENT/TEACHER COLLECTION

Technical Services Assistant Laurie Turnquist has been busy reclassifying materials from the Parent/Teacher collection. Youth Services is condensing their collection to create a more specialized selection. Items removed from the former Parent Teacher collection are being evaluated by Information and Reader Services staff and added to the NF collection if they are found to enhance the current adult collection.

STAFFING UPDATE

We are very excited to welcome Bridget Hass from Material Handling to our Technical Services Team. Bridget fills the vacancy left by Kari Moncreiff who took over as Cataloging Assistance after Jill Redmer moved out of state. Bridget will begin her new position on Monday, February 20. Training Bridget will be a team effort and an excellent opportunity to evaluate and fine-tune many of our procedures for our updated Procedural Manual.



YOUTH SERVICES

Submitted by: Kristi Miller, Youth Services Manager

MIDDLE SCHOOL SERVICES

Lisa C. and her kids told YS Assistant Ginny Sieck how much they love the middle school space and programming. Maggie loved laser tag last time it was offered and her brother Daniel is so excited that he is now old enough to attend. The youngest, James, is so enamored with the Middle Ground furniture he wanted to know where to buy some for his house!

The second annual Laser Tag event brought 57 middle schoolers to the Library on Friday, February 3. Middle School Librarian Kylie Peters and YS Assistant Sarah Karch orchestrated three sessions to accommodate as many teens as possible. Participants were thrilled to play in the Library after hours, and learned their way around our collections upstairs and down by following clues to collect tokens. Participants and parents expressed their thanks, with one Dad saying “Thanks for staying late and doing this. It’s great for the kids!”

STEAM PROGRAMS FOR ALL AGES

At Preschool Story and STEAM: Color Explosion on January 17, Early Childhood Librarian Kim Crawshaw and Assistant Manager Lisel Ulaszek led a group of 46 preschoolers and parents in a brief storytime followed by activity stations that encouraged hands-on exploration of the science behind color. A parent said, “We lived in St. Charles for a while before moving to Geneva. [This is] an old space but you’re creative with how you use it and open to change. We like that!”

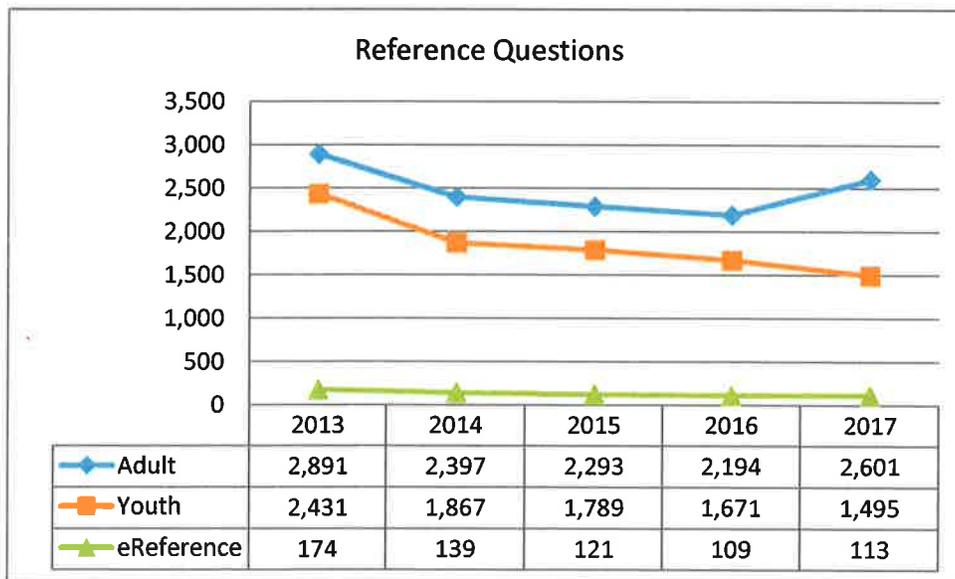
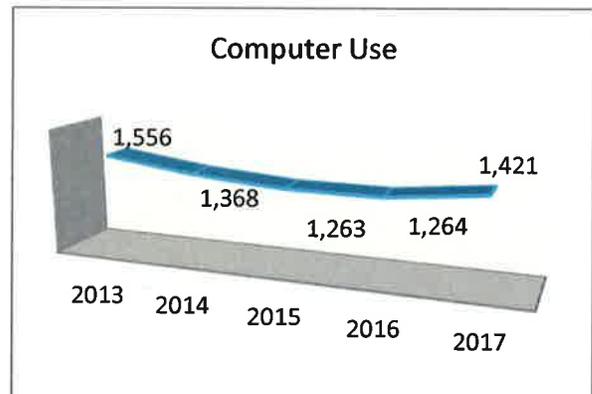
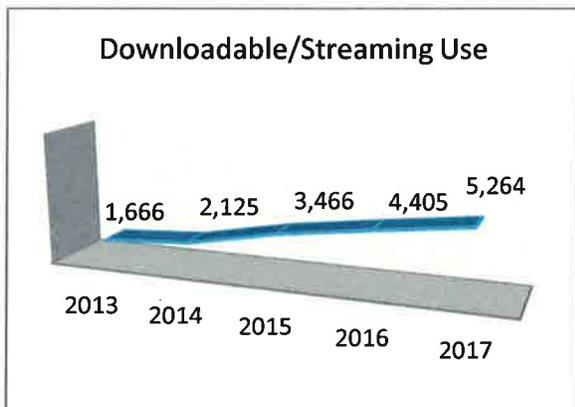
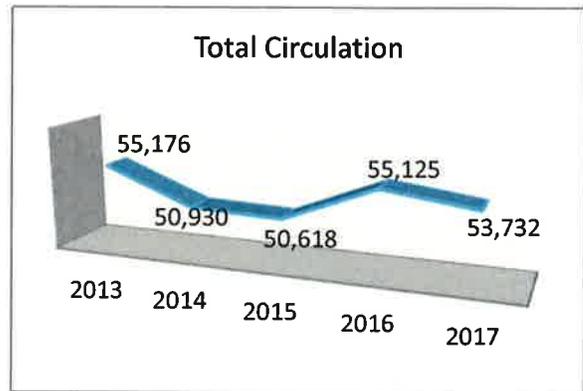
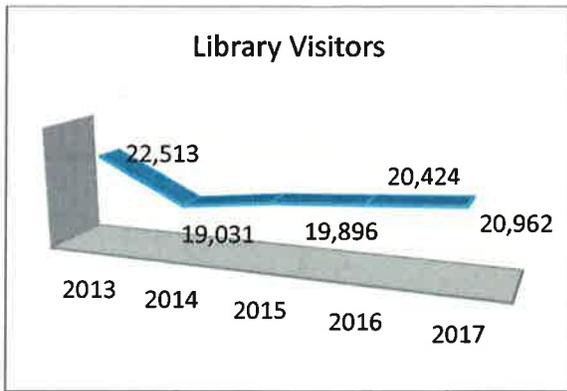


Sarah Karch and Elementary School Librarian Jessica Parker encouraged families to get creative at the Library on Sunday, January 29 for Family STEAM Roller Coaster Construction. Families worked together to build roller coasters using a variety of provided supplies, then tested their designs. Sarah reported that the teamwork and problem solving of parents and children was fun to witness, and she was quite impressed with the variety and difficulty of the finished designs.

Lisel and YS Assistant Katie Smith entertained 53 young people while exercising their physics and spatial relationship skills at the Angry Birds Extravaganza on Monday, January 16th. One activity had kids working with their parents to construct catapults out of recycled materials.

Mary Lee H. and son Elliot (who has special needs) were excited to realize that the STEAM station is a permanent exhibit. She told YS Assistant Ginny Sieck, “Elliot rarely sits and works on tasks other than the computer when we visit the Library but he enjoyed last week’s activity and really liked working on this one! I think it’s great to have activities like this out all the time!”

STATISTICAL SUMMARY: *January 2017*



EVENT LISTING: January 2017

---ADULT EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Mobile Library @ GreenFields.	1/3/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson and Megan Hrabak	34
Mobile Library @ The Reserve.	1/10/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson	20
Page Turners @ The Reserve.	1/11/2017	2:00 PM		Adult Outreach	Adults	Martha Sullivan	7
Mobile Library @ GreenFields.	1/17/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson & Megan Hrabak	53
Story Share @ Batavia Rehab.	1/19/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson	11
Story Share @ Joshua Tree Community.	1/24/2017	10:00 AM		Adult Outreach	Adults	Meredith Anderson	8
Mobile Library @ The Reserve.	1/24/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson	21
Story Share @ Bria.	1/25/2017	9:45 AM		Adult Outreach	Adults	Megan Hrabak	8
Home Service Visits	1/31/2017	All Day		Adult Outreach	Adults		22
Mobile Library @ GreenFields.	1/31/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson & Megan Hrabak	51
Knitting Club	1/2/2017	6:30 PM	Program Room	Adult Program	Adults	Carla Hibbard	8
NEW TOPIC Book & Bag It - Greenland: A Travel Talk with Barb & Ron	1/4/2017	12:00 PM	Meeting Room	Adult Program	Adults	Barbara Sugden	22
20s and 30s - DIY Five Second Journal	1/5/2017	7:00 PM	Program Room	Adult Program	20s and 30s	Lauren Maxwell	4
20s and 30s Building Your Career Toolbox	1/10/2017	7:00 PM	Meeting Room	Adult Program	20s and 30s	Cynthia Wade	4
20s & 30s Books and Brews	1/11/2017	7:00 PM		Adult Program	20s and 30s	Lauren Maxwell	4
Chill Out with Yoga	1/14/2017	10:00 AM	Meeting Room	Adult Program	Adults	Lisa Bertke	12
Chill Out with Coloring for Adults	1/16/2017	6:30 PM	Meeting Room	Adult Program	Adults	Christine Dalphy	3
Tuesday Evening Book Discussion	1/17/2017	7:30 PM	Program Room	Adult Program	Adults	Brenna Murphy	8

Meditation for Peace and Well-Being in the New Year	1/19/2017	7:00 PM	Meeting Room	Adult Program	Adults	Michael Ribet	29
Friday Morning Book Discussion	1/20/2017	9:30 AM	Conference Room	Adult Program	Adults	Gail Conrath	6
Foreign Film Sunday	1/22/2017	1:00 PM	Meeting Room	Adult Program	Adults	ICEC (International Cultural Exchange Committee)	15
20s & 30s Board Game Night	1/23/2017	6:30 PM	Meeting Room	Adult Program	20s and 30s	Hallie Koontz	14
Night Writers Workshop	1/24/2017	6:15 PM	Meeting Room	Adult Program	Adults		9
Healthy Living for Your Brain and Body	1/25/2017	7:00 PM	Meeting Room	Adult Program	Adults	Alzheimer's Association	15
Digital Photo Organizing and More!	1/30/2017	7:00 PM	Meeting Room	Adult Program	Adults	Beth Randall	42
Geneva Library Foundation Speaker Event	1/18/2017	7:00 PM	Meeting Room	Adult Program	Adults	Jim Proebstle	25
Setting Up Your Brand-New Windows 10 PC	1/4/2017	7:00 PM	Meeting Room	Computer/Technology	Adults		8
Setting Up Your Brand-New Windows 10 PC	1/5/2017	10:00 AM	Meeting Room	Computer/Technology	Adults		7
Intro to Garage Band	1/11/2017	7:00 PM	Meeting Room	Computer/Technology	Adults		3
How to Use Facebook	1/12/2017	10:00 AM	Meeting Room	Computer/Technology	Adults	Ellen Anderson	11
Mac Basics	1/17/2017	7:00 PM	Meeting Room	Computer/Technology	Adults	Ross Valentine	8
Total Attendance for Adult Events							492
Total Adult Events							31

---TEEN EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Inaugural Teen Advisory Board Meeting	1/5/2017	4:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	1
Keep Calm and Remix	1/12/2017	4:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	0
Take & Make Craft Kits: Lucky Stars	1/21/2017	All Day		Teen Program	Teens	Martha Sullivan	12
Headed to College	1/25/2017	4:00 PM	Meeting Room	Teen Program	Teens	Brittany Jones	3

Total Attendance for Teen Events	16
Total Teen Events	4

---YOUTH EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
After School Enrichment-Williamsburg	1/10/2017	2:15 PM	Off-Site	Youth Outreach	Grades 3-5	Emily Thompson	8
After School Enrichment-Williamsburg	1/17/2017	2:15 PM	Off-Site	Youth Outreach	Grades 3-5	Jessica Parker	8
Geneva Christian 5th Grade Class Visit	1/18/2017	9:15 AM	Program Room	Youth Outreach	Not Applicable	Jessica Parker	5
Battle of the Books St. Peter	1/19/2017	8:45 AM	Off-Site	Youth Outreach	All ages	Jessica Parker	36
Tales on the Town at Third Street Eyecare	1/19/2017	10:00 AM	Off-Site	Youth Outreach	All ages	Kim Crawshaw & Lisel Ulaszek	8
Battle of the Books St. Peter	1/23/2017	8:45 AM	Off-Site	Youth Outreach	All ages	Emily Thompson	35
Book Buzz- Fabyan	1/23/2017	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Emily Thompson	7
Book Buzz-Williamsburg	1/23/2017	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Jessica Parker	18
Kids Zone- Fabyan	1/23/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	25
Kids Zone-Williamsburg	1/23/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Jessica Parker	24
Kids Zone- Fabyan	1/23/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	12
Kids Zone-Williamsburg	1/23/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Jessica Parker	18
Preschool Outreach Story Time	1/24/2017	10:30 AM	Off-Site	Youth Outreach	Ages 3-5	Kim Crawshaw	80
After School Enrichment-Williamsburg	1/24/2017	2:15 PM	Off-Site	Youth Outreach	Grades 3-5	Jessica Parker	8
Kids Zone-Harrison	1/24/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	27
Kids Zone-Harrison	1/24/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	13
Book Buzz-Western	1/25/2017	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Jessica Parker	15
Kids Zone-Western	1/25/2017	3:30 PM	Off-Site	Youth Outreach	All ages	Jessica Parker	16

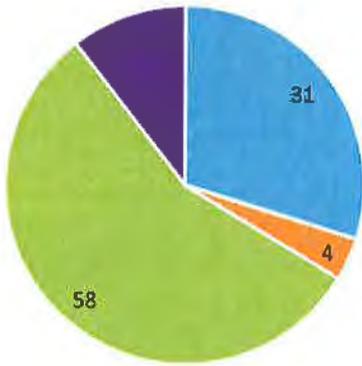
Kids Zone-Western	1/25/2017	3:50 PM	Off-Site	Youth Outreach	All ages	Jessica Parker	14
Battle of the Books St. Peter	1/26/2017	8:45 AM	Off-Site	Youth Outreach	All ages	Kylie Peters	38
Battle of the Books St. Peter	1/26/2017	12:00 PM	Off-Site	Youth Outreach	All ages	Kim Crawshaw	37
Book Buzz-Heartland	1/26/2017	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Jessica Parker	20
After School Enrichment-Harrison	1/31/2017	2:15 PM	Off-Site	Youth Outreach	Grades 3-5	Emily Thompson	12
After School Enrichment-Williamsburg	1/31/2017	2:15 PM	Off-Site	Youth Outreach	Grades 3-5	Jessica Parker	8
Scavenger Hunt	1/2/2017	9:00 AM		Youth Program	All ages	Sarah Karch	85
Discovery Playtime	1/6/2017	10:00 AM	Meeting Room	Youth Program	Ages 2-5 with a caregiver	Kim Crawshaw + Ginny Sieck	81
Young Actors Workshop	1/6/2017	4:30 PM	Meeting Room	Youth Program	Grades 2-4	Susan Garlisch	10
Family Storytime	1/7/2017	10:00 AM	Program Room	Youth Program	All ages	Christian O'Kelley	20
Storytime at Peck Farm	1/11/2017	10:00 AM		Youth Program	All ages	Kim Crawshaw	41
Kids' Club	1/11/2017	4:00 PM	Meeting Room	Youth Program	Grades 2 & 3	Emily Thompson	8
Library Squad	1/11/2017	5:00 PM	Program Room	Youth Program	Grades 6-8	Kylie Peters	7
Fan Club-Jedi Academy	1/12/2017	4:00 PM	Meeting Room	Youth Program	Grades 1-5	Susan Garlisch	8
Mother-Daughter Book Discussion	1/12/2017	6:45 PM	Program Room	Youth Program	Girls in grades 4-8 with caregiver	Emily Thompson	2
Teen Tech Studio: Cardboard Challenge	1/13/2017	6:30 PM	Meeting Room	Youth Program	Grades 6-12	Kylie Peters	10
Owls by Moonlight	1/13/2017	7:00 PM		Youth Program	All ages	Jessica Parker	41
Angry Birds Extravaganza	1/16/2017	9:30 AM	Meeting Room	Youth Program	All ages	Lisel Ulaszek	53
Angry Birds Drop-In Craft	1/16/2017	9:30 AM		Youth Program	All ages	Lisel Ulaszek & Katie Smith	53
Wii Tournaments (Grades 6-8)	1/16/2017	1:00 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	6
K-1 Fun	1/16/2017	4:00 PM	Meeting Room	Youth Program	Kindergarten & 1st grade	Emily Thompson	12
Preschool Story and STEAM: Color Explosion	1/17/2017	10:00 AM	Meeting Room	Youth Program	Ages 3-6 with a caregiver	Kim Crawshaw & Lisel Ulasek	46

Wii Tournaments (Grades 4-5)	1/17/2017	4:00 PM	Meeting Room	Youth Program	Grades 4 & 5	Kylie Peters	9
Reading to Rover	1/18/2017	3:45 PM	Program Room	Youth Program	Grades 1-5	Ginny Sieck	15
Word Workshop	1/19/2017	4:00 PM	Meeting Room	Youth Program	Grades 4-8	Emily Thompson	5
Half a Great Day	1/20/2017	1:00 PM	Program Room	Youth Program	All ages	Kim Crawshaw, Emily Thompson	22
Minecraft for Middle Schoolers	1/20/2017	4:00 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	4
Family Storytime	1/21/2017	10:00 AM	Program Room	Youth Program	All ages	Katie Smith	18
Time Travel Party: The 90s	1/21/2017	1:00 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	7
Coding Lab	1/26/2017	4:30 PM	Meeting Room	Youth Program	Grades 3-8	Jessica Parker & Kylie Peters	12
Family STEAM - Roller Coaster Construction	1/29/2017	1:00 PM	Meeting Room	Youth Program	All ages	Sarah Karch	43
Bounce & Rhyme	1/30/2017	10:00 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Ginny Sieck	61
LEGO WeDo	1/31/2017	4:00 PM	Meeting Room	Youth Program	Grades 2-5	Kylie Peters	13
Family Storytime	1/31/2017	7:00 PM	Program Room	Youth Program	All ages	Katie Smith	14
LEGO WeDo Robotics (Grades 6-12)	1/31/2017	7:00 PM	Meeting Room	Youth Program	Grades 6-12	Kylie Peters	5
Sensory Storytime	1/14/2017	11:00 AM	Program Room	Youth Storytime	Ages 3-8 with a caregiver	Ginny Sieck	4
2 & 3 Year-Old Storytime-with a caregiver	1/30/2017	9:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Katie Smith	23
3-6 Year-Old Storytime	1/30/2017	1:15 PM	Program Room	Youth Storytime	Ages 3-6	Kim Crawshaw	7
3-6 Year-Old Storytime	1/31/2017	9:30 AM	Program Room	Youth Storytime	Ages 3-6	Sarah Karch	6
3-6 Year-Old Storytime	1/31/2017	10:30 AM	Program Room	Youth Storytime	Ages 3-6	Sarah Karch	11
Total Attendance for Youth Events							1,254
Total Youth Events							58

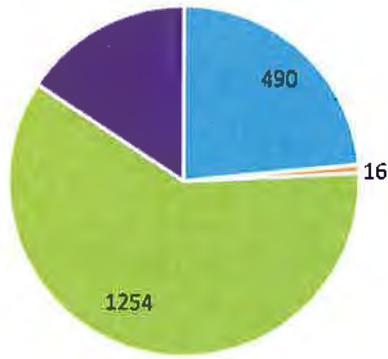
---PR EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Geneva Women in Business Board Meeting	1/3/2017	9:00 AM	Off-Site	PR	Adults	Paula Krapf	15
Foundation Meeting	1/5/2017	7:00 PM	Conference Room	Community Relations	Adults	Christine Lazaris	8
Geneva Learners	1/13/2017	10:00 AM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	15
Geneva Women in Business Luncheon	1/17/2017	11:30 AM	Off-Site	PR	Adults	Paula Krapf	60
Harrison School PTO	1/17/2017	7:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	10
Citiznes for Geneva Library	1/19/2017	7:00 PM	Off-Site	PR	Adults	Christine Lazaris	25
Lions	1/23/2017	12:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	20
Geneva History Musuam Board	1/24/2017	5:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	10
25 N Grand Opening	1/26/2017	5:00 PM	Off-Site	PR	Adults	Paula Krapf	50
Geneva High School PTO	1/26/2017	7:00 PM	Off-Site	PR	Adults	Paula Krapf	6
Action for a Better Tomorrow	1/31/2017	7:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	110
Total Attendance for PR Events							329
Total PR Events							11

Events



Attendance



SUMMARY

Total events	104
Total attendance	2,091

TO: Board of Trustees
FROM: Christine Lazaris
DATE: February 9, 2017
RE: Staff InService Update

With your approval and support the Library closed on January 27, 2017 to provide all staff with the opportunity to participate in a collaborative day devoted to training and development. Sixty staff and four Board members were in attendance.

The day began with introductory remarks and service awards to staffers celebrating milestone anniversaries. We thanked and congratulated: Ellen Anderson, Amy Belles, Laura Timko, and Ross Valentine for their 5 years of service; Maria Hutchinson, Emily Thompson, and Carrie Wolinski for their 10 years of service; Gail Conrath and Jill Larson for their amazing 20 years of service.

Craig Meadows and Pat Callahan provided staff with an overview of the building project and more information about the design process. Lori Klinka, a motivational speaker, provided ideas for focusing on what's important and managing stress. Staff enjoyed delicious box lunches from our local favorite Deane's Market.

After lunch staff headed upstairs for a round of speed learning where small groups rotated through stations to learn more about library services and programs. Many thanks to the speed learning presenters who gave the same talk 10 times in a row. Presenters and topics included: Meredith Anderson/Home Services; Gail Conrath/Book Club Service; Christine Dalphy/Adult Programming; Kim Crawshaw/Every Child Ready to Read; Katie Smith/STEAM Station; Paula Krapf/Marketing; Ellen Anderson/Tech Zoo; Janet Miranda/ SWAN Migration; Barbara Leisio/ Admin Procedures; Jill Larson & Susan Krass/ ILL.

After a fun round of speed learning, four of our library managers spoke about library trends. Kate Cobo talked about RFID and automated material handling systems; Lynnette Singh spoke about the maker movement and digital media commons; Nancy Kendzior shared information about collection trends, including browseable genre arrangements, fast casual service, streaming services, and collections of "things;" and Kristi Miller discussed staffing trends such as flexible staffing points, roving service models, and collaborative work areas.

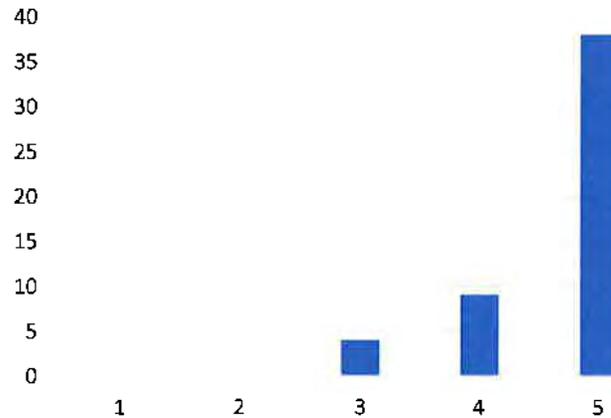
The Geneva Police and Fire Departments visited with us and talked about how to respond in emergency situations. The day ended with a very fun game of GPLD Family Feud. Sarah Karch channeled her inner Richard Dawson while Christian O'Kelly manned the dreaded buzzer.

Thank you for your continued support of professional development! Please join me in also thanking Megan Hrabak, Sarah Karch, and Erin Wittry who planned the day's events, our Team MOJO who organized lunches, and our many presenters who spent part of their development day educating all of us.

Please find attached responses to a survey that was administered after the event.

Survey Responses

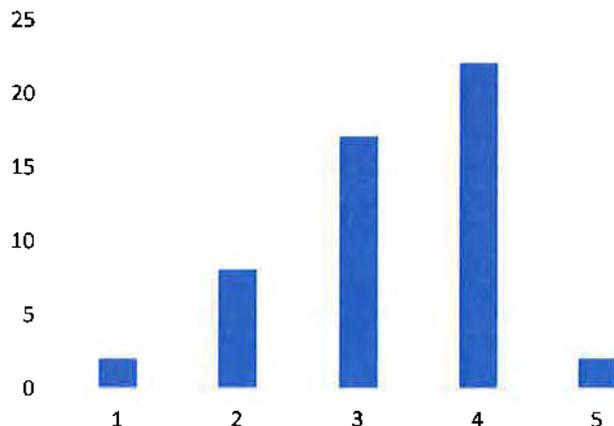
1. How would you rate Building Plans Update by Craig Meadows? (1-5, Poor to Excellent)



Comments?

- Great to see details about the building in this forum; thank you.
- Great overview of plans!
- Nice presentation. More information than time allowed caused him to rush a bit at the end but I think staff appreciated seeing the plans and asking questions.
- Lots of great information, very relevant!
- This was very helpful.
- Kristi/Lisel had already shared most of the information but I think it was a great idea to present to everyone
- The presentation itself was fine, but that was the 3rd time I've seen it, so it felt like a waste of time. Were there people there who hadn't seen it before? If so, why not?
- I really enjoyed hearing more about the process they have used to develop the building plans. It's amazing how much thought has been put into the use of the space available.
- Craig was very thorough and had a positive outlook.
- Time seemed to be a concern, but it was great info to have! Very exciting.
- He did fine, but you had already told us everything he said at a staff meeting. Also, the end was rushed.
- So glad to have the latest info - came in handy during our very busy weekend!
- Enjoyed hearing more details about the new building
- Building Plans Update was wonderful.

2. How would you rate Snapshots to Success by Lori Klinka? (1-5, Poor to Excellent)

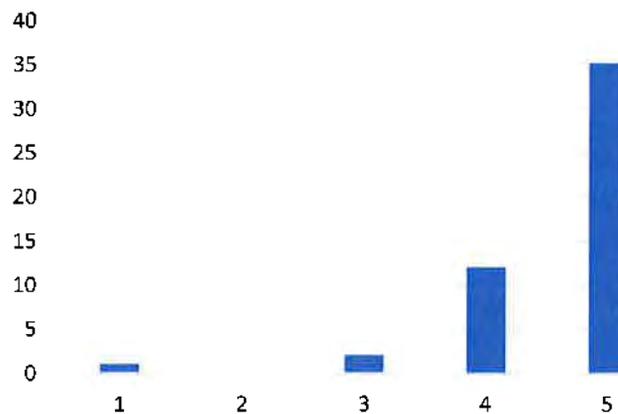


Comments?

- Very nice presenter, but really nothing new to learn.
- This presentation felt overly long, albeit meriting some helpfulness at the end of the session.
- Lori was fun, and it was the right mix of talking/worksheets/small group activity. She tied it all together nicely.
- The message was great, but the presentation was jumbled and all over the place. It felt like she put this presentation together 30 minutes beforehand.
- I was disappointed in her delivery and the presentation lacked focus... the first part took a long time to develop and her acting skills were not as impressive as her resume. The second half had some merit and the hands on activities proved useful in identifying my stresses and reinforcing the idea of being in the moment.
- Could we eliminate this kind of stuff?
- Could have included clearer instructions about the group exchange exercises and how her presentation tied into this, but overall very good program with staff interaction.
- She was a fine presenter, but I didn't feel I learned anything from the session.
- I found her presentation a little disjointed, did not flow from one part to the next.
- She was interesting but I think her point could have been made in less time.
- not a fan of character acting but enjoyed the perspective on stress management
- Though the presentation was good and engaging, I feel like having two hours for this presentation, which was unrelated to our work, took away from time that Speed Learning at the Library, a quick but informative vessel for useful information for all staff, could have used. The presentation wasn't bad, but I don't think it related directly enough to use up two hours, and the Speed Learning could have benefited from an extra 2-3 minutes per station.
- Not the easiest speaker to follow; it felt very disjointed. The personalities were also not necessary and confusing to the message.
- The presenter was awkward and I didn't take anything away from her presentation.
- I was surprised to find some real insight into several things I've been struggling with lately. At the beginning of her presentation, I thought it'd be too silly but it turned out great.
- Good content and I enjoyed her humor. However, I thought she didn't explain the first exercise very well so my partner and I weren't sure what we were supposed to be doing.

- It was great listening to her input on managing Stress! I learned something new I Will try.
- I enjoyed the information Lori presented about narrowing your focus and cutting out unnecessary stress factors in any given moment. I know that's something I need to work on! Lori's style of speaking isn't personally my favorite- I also saw her at Reaching Forward this past year and felt she tended to lose focus in her information both times. I would highly recommend Jaclyn Rowe for future consideration, she had a fantastic presentation at Reaching Forward and is a very intelligent, funny, and polished speaker!
- She had a lot of energy and was good-natured, but I didn't learn anything. Of course we should stay in the moment, but how? How do we finish tasks causing stress when the stress is because we don't have time to finish them?
- She was entertaining and it is always good to be reminded how to prioritize our stressers and how to turn them around by looking at them from a different perspective, when possible.
- It felt very long. I got a few ideas.
- Her messages seemed a bit confused. Directions were vague and activities hard to follow. Honestly, most staff at my table weren't participating. Too long.
- It started a little slow but it picked up and turned out to be enjoyable
- Seemed a bit too generic. Sorry, I know that's not really helpful feedback, but she didn't say a lot that we haven't heard before and her presentation, though fine, felt like it was geared toward younger people.

3. How would you rate Speed Learning at the Library? (1-5, Poor to Excellent)

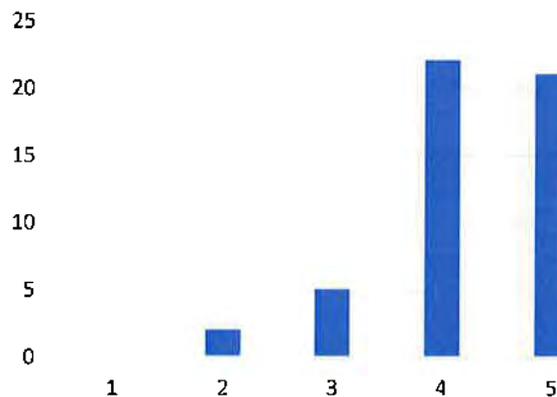


Comments?

- Presented, so didn't get a chance to visit the other stations.
- Informative and attention-grabbing. Ten different stations felt a touch disjointed.
- Great idea to get an overview of what's going on around the library.
- Erin & her presenters did a great job.
- I presented
- I learned a lot - even when I thought I knew about a particular service. Each presenter was prepared and delivered an informative presentation. The speed idea was great - lots of info in a short period of time, and moving around after lunch is always a good idea!

- Great way to learn more about our library and provided lively interaction and movement from table to table.
- As a presenter, I really enjoyed doing this. I wish I could have heard the other 9 presentations.
- I like this concept. I was a presenter so I didn't get to go around.
- I thought that this was a great idea! And think that the community might benefit from something like this being offered (a chance to learn all about what the library offers besides books)
- As a presenter, I am sorry to say I did not get anything from this speed learning as I did not get the opportunity to listen to any of the other presentations. Also, I had to repeat myself 10 times to 10 different groups of people, which left me hoarse for the rest of the day. It was very tiring. I don't understand why we couldn't have each given one 7.5 minute presentation to the entire library staff in one go in the Meeting Room. This way all presenters and all staff could have heard each presentation and not repeat themselves 10 times. Instead, all presenters were left out of hearing the other presentations. I know other presenters said it made for a very stressful and tiring day.
- I wish each station had been allotted 10 minutes instead of 7, but otherwise it was very informative! Each person at the station, as well as Erin, did a great job.
- Very informative and nicely constructed. My only suggestion would be to have the groups a little more spread out. Some of the presenters were hard to hear because of all of the other activity.
- Really well organized and very informational. A great way to disseminate a lot of information in a little time to a bunch of people!
- The Presenters, All of them, did an amazing job!! It was so so great to hear about the different services we offer our Community and Barbara and all the help she had offered!! I Love working here!!
- It was great to learn one on one about specific areas of the library!
- It was great to get to know what everyone is doing here at the Library. Presenters were well-prepared.
- I am sorry I missed all the other presentations, but I had fun being a presenter and I like to think everyone learned something from each of the topics.
- It gave a lot of information in a short amount of time. Well organized.
- Best part of the day...A few minutes longer at each table would have been even better. Must have been a bit tough on the presenters, tho.
- Good way to learn about all of the different services we do
- More of this! And more often!

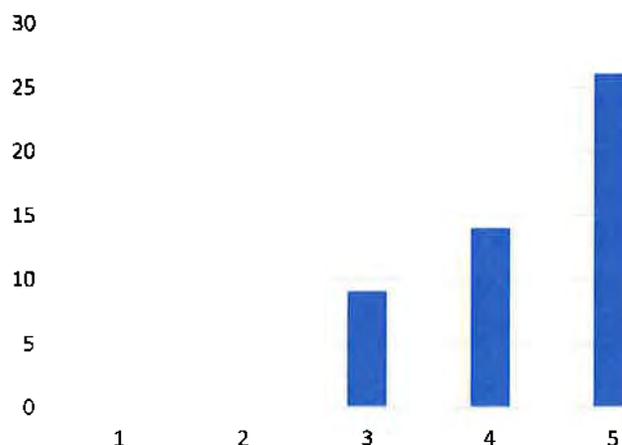
4. How would you rate The Future is Now? (1-5, Poor to Excellent)



Comments?

- Useful and concise.
- Very interesting, and it was nice to see what is happening at other libraries.
- This might have worked better right after the architects presentation; to sort of draw direct lines from what we saw in the presentation by Mr. Meadows to the things the members of the Leadership Team spoke about.
- Lots to think about!
- I can't speak for myself, but I was impressed with other managers' research and presentations. I hope staff learned something and also found themselves intrigued by some of the concepts enough to do some of their own exploring.
- Kate: 4, Lynnette: 3, Nancy: 0, Kristi: 2
- I thought everyone did a good job and staff seemed to enjoy it.
- Very informative, and some great possibilities for our future library building.
- Yeah managers. Interesting and concise information about each topic.
- They all did a good job, but I didn't understand the overall point of the presentation. Are these things we should be doing, are going to be doing? Only doing in a new building? Doing regardless of a new building?
- I'm so excited about the New Changes that are in store for us!!
- Good information and definitely gives us an idea of what could be in store as we move forward.
- They did a fine job, but anyone paying attention to the library world should already know everything they said.
- Always excited about where libraryland is headed and how we can move in a forward direction even before we move to a new building.
- All presenters were well prepared and very articulate.
- Good to hear about future trends

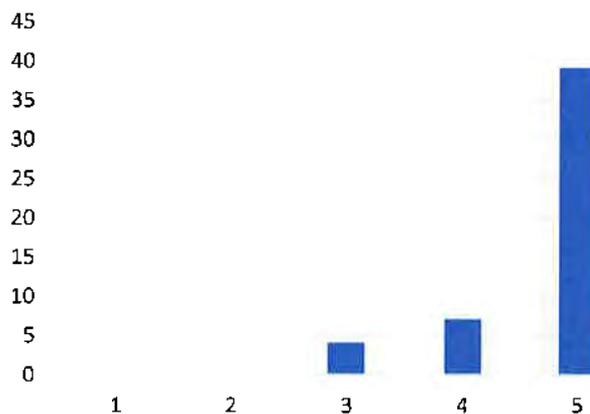
5. How would you rate Safety Training, presented by Geneva Fire and Police Departments? (1-5, Poor to Excellent)



Comments?

- Good speakers, but no training was really given, other than the video watched beforehand.
- This was not only necessary, but insightful and entertaining.
- Very informative.
- It was good, and I realize they were trying to present a lot of material in a very brief amount of time. Will look forward to additional safety content throughout the year at my department meetings.
- Thank you for starting this conversation.
- The fire part was pretty quick - I would have thought he would at least have a fire extinguisher in hand to point out the pin, etc. The detective did an excellent job of quickly running through material regarding active shooter situations, and keeping his audience engaged with a bit of levity. I think it's clear we have some work to do here at GPLD to get more prepared in the case of emergency. Many of our doors don't lock, or only lock from the outside. We would be hard pressed to find places to hide or escape.
- to scary did not sit in
- I think that we should have some drills to help us deal with a situation, should it happen.
- It provided a good overview that revealed so much we are not doing at GPLD. We need a 911 quick button on all phones, yellow card with an emergency active plan, and lock-down drills for staff.
- Both gentlemen presented a tough topic with humor. This training is essential as we are a public entity.
- We really need a plan
- I appreciated that challenging topics were addressed professionally and with an appropriate sense of humor. I hope we move forward quickly with implementation of safety procedures
- I still feel unprepared for an emergency in the library.
- Good to know.
- Great info, clear presentation.
- They were both really good presenters and it is important to learn about and be reminded of safety practices. We cannot be too prepared, as much as we hope we never have to implement any of our safety plans.
- I think I can use the fire extinguisher now if I need to!
- Good, thorough training on stressful topics.

6. How would you rate Family Feud Farewell, hosted by Sarah Karch? (1-5, Poor to Excellent)



Comments?

- Fun.
- Entertainment can be key to learning!
- Really fun. If we did this every year, that would be fine by me!
- Sarah brought amazing skills to this activity. What a fun way to end the day; the teams up front, and the tables cheering them on! What fun!
- This was the BEST! A great way to end the day.
- What a fun way to end the day! I haven't laughed that hard in awhile! Sarah was unbelievably fun in her role as Richard Dawson. Christian handled the controls well. Staff really got into it and learned a few things about each other in the process. And kudos to Christine & William for being such good sports. I would love to see this become an annual event!
- Fun team building activity and a great way to conclude the in-service.
- Sarah did great. The game was hilarious and was a great way to bond with co-workers.
- I loved, loved, loved this. It was a great finale to the day and was lots of fun!
- Sarah rocks! This was fun.
- Good mixture of fun as well as informative presentations. Family Feud Farewell was a fun way to end the day. Nicer Panera breakfast and great lunch from Deane's Market & Deli were also greatly appreciated.
- It was a great end to the day but seemed to be a bit chaotic
- Sarah Karch and Christian O'Kelley are so amazing. We are so lucky to have both of them on staff. They are enthusiastic, fun and very passionate people.
- a fun way to end the day and leave with a smile
- Sarah's energy was wonderful! Great hosting and PowerPoint.
- Was exhausted by this point.
- This was so much fun! Great job Sarah!
- Sarah did an Amazing job!! She's so much fun! I truly enjoyed the whole day!! The Best In-service Day, ever!!
- Everyone loved this! Heard quite a few people say it was their favorite InService game to date.
- Hilarious!
- What a great way to end the day - all laughing together!
- So much fun! Nice way to end the day.
- Great fun.
- Fun activity to end the day
- Great idea and great activity to come after the somewhat stressful Safety Training presentation. Good planning on the part of the organizing committee.

7. What did you like most about the day?

- The variety of information covered (oh, and the food!)
- I enjoyed the extra time to spend with colleagues with whom I don't often interact.
- Family Feud
- The variety of topics and learning opportunities.
- The level of enthusiasm everyone seemed to have; this one has been the best one yet
- It gave me a chance to really reflect on some of the things we're working toward as a Library, to share what I do with my colleagues and to think about resolving stressful issues in my life. I feel the active shooter training was important and timely, too.
- Coming together as a team - hearing about accomplishments of the past year - learning together - inspiring each other - laughing together.
- Speed Learning - connecting with other staff members
- the flow

- Having time to discuss various library aspects with people we normally don't get to meet with on a regular basis.
- Nice variety to the day and all staff did and heard the same things. Excellent planning and execution!
- I felt I learned the most in the speed learning session.
- The food & Speed Learning.
- The day just sped by. I appreciate being able to gather with all staff.
- Fast paced- useful information presented in an engaging manner.
- Time with colleagues to learn and be together without distractions.
- Too hard to choose! I thought they were all good, though I thought the speed learning was great because everyone got to learn more about services they may not have known existed at GPLD or weren't sure how they worked.
- Speed learning
- Family Feud and lunch
- sitting with colleagues I don't normally get to socialize with and the opportunity to recharge and learn something new - I appreciate the multiple sessions and changing pace throughout the day as well.
- The Family Feud was probably the high point. The day had already been fun and informative, but that game at the end was a nice way to bond with everyone and share a laugh.
- The Building Plan Update
- The variety of it all. Enjoy breaking off into groups and having a quick overview of library functions.
- I liked the speed learning session that we did. It was interesting to see all of the new things the library is doing and if we ever get questions about something we now know who to call and or can kind of explain things ourselves.
- The food; Speed Learning
- The time flew by!
- I felt like I learned a lot and had fun doing it
- It was great to see what's in store for us, updating our Library, to see all the services we do offer, and the Family Feud to end the day, such a nice touch!! It was hard to leave. Christian did a wonderful job with the screen work and buzzer!!
- Lots of great information and a fantastic time to get together and touch base with other departments.
- Interacting with people I don't normally see.
- Sitting with co-workers that I don't get to see too often.
- New Building Plans and Family Feud
- That everything was fun this year
- Getting to hang out with staff from other departments and learn what they are doing. Fun team-building like Family Feud.
- The entire day was very informative and it is always good to be together as a group. I also appreciate the board members who are able to join us. And the food was quite good - thank you for supporting a local business!
- I liked hearing about the library building plans.
- I really liked the stations and learning about different programs/media available.
- Organization and content.
- Speed learning at the library
- Building plans update
- Speed learning!
- Family Feud
- speed learning
- Learned a lot and it was fun too. Food was good
- Community atmosphere.

8. Do you have any suggestions for making improvements to In Service Day?

- The lunch was excellent. The building presentation was very good, and I am sure that staff learned a lot with the speed learning.
- Shorter sessions, 5- or 10-minute breaks in between them keeps the mind more open to new information. More active participation.
- I thought this year's was the best one yet.
- It was such an engaging day! It went by so quickly--a bathroom break, perhaps?
- I thought the only part that dragged was Laurie Klinka, and sometimes you just don't know what to expect with presenters. I thought her topic was just what we needed - something practical and focused on employees as humans. It just didn't go quite as well as I had hoped. Keeping speakers in the morning and short, staff-led presentations and activities in the afternoon seems to be a winning formula.
- More opportunity to connect with other staff. While it was nice to get to know those at the assigned table, it would have been nice to switch tables a couple times throughout the day to connect with others as well. Also along those lines, having more passive/less structured activities to network and get to know fellow staff (coloring sheets, craft activity, etc...)
- Need to improve volume (microphone?) - only the Fire & Police presenters had a good volume.
- Maybe shortening the day?
- This is one of the best In-Service days I've attended.
- I can't think of anything - the topics were fantastic, food was delicious!
- Adding in one built in break would be nice. Great lunch--thank you!
- None
- More cross training opportunities for everyone.
- Increase the time of Speed Learning to about 10 minutes a presentation.
- Having new keynote speakers each year.
- I think that the whole day was spectacular. I learned so much on Friday not only about the Library, but about myself too. This day really benefited me a lot and I am glad I was able to attend this year.
- More "programs" like Speed Learning-- it was quick, informative, and got us moving.
- Slow the pace a bit--just a teeny bit.
- I did hear that this year was pretty stationary and people were hoping for more chances to stretch or move around.
- More interaction with co-workers
- It's hard to sit in the same room for almost all day. Maybe plan more activities that get us out of the room or moving around? Stretch breaks?
- Build in Bathroom Breaks for all....
- No suggestions.
- Hard to improve on a great day.
- Bathroom break!
- I enjoyed the In Service Day this year.
- Build in a break in the morning and one in the afternoon schedule
- A small break between presentations would have been appreciated.

9. Would you like to help plan In Service Day next year?

- Christian O'Kelley (YS)
- Jenny Scott
- Bridget (kind of wish there was a maybe button)
- Megan Hrabak - I would possibly help again.



MEMORANDUM

To: Board of Trustees
From: Christine Lazaris
Date: February 14, 2017
RE: Batavia Annexation Lawsuit Update

Per Ericka Thomas of Ottosen Britz:

“Attached is the final order entered on the annexation litigation with Batavia. As the order indicates, the Geneva ordinance is given full force and effect and the case is now considered closed. Please let me know if you need anything else on this matter or if you would like me to prepare a brief synopsis for the next Board meeting. Have a good day!” --Ericka Thomas

IN THE CIRCUIT COURT FOR THE SIXTEENTH JUDICIAL CIRCUIT
KANE COUNTY, ILLINOIS

PEOPLE OF THE STATE OF ILLINOIS
ex. rel. BATAVIA PUBLIC LIBRARY
DISTRICT, KANE AND DUPAGE COUNTIES,
ILLINOIS,

Plaintiff,

v.

THE GENEVA PUBLIC LIBRARY DISTRICT,
KANE COUNTY, ILLINOIS,

Defendant.

Case No: 07 MRK 594
(10 OC 2)

AGREED ORDER

This matter, coming before the Court for case management conference following remand from the Second District Appellate Court's August 2015 Order, as more fully stated in *People v. Batavia Public Library District*, 2015 IL.App.(2d) 100674-U, and the Court being fully advised:

IT IS HEREBY ORDERED AS FOLLOWS:

1. This Court finds that the Second District Appellate Court's Order affirming the trial court's determination that Batavia Public Library District Ordinance 2006-011 was invalid and reversing the trial court's determination that Geneva Public Library District Ordinance 2006-007 was invalid, gives Geneva Public Library District Ordinance 2006-007 priority over the subsequently passed Batavia Ordinances concerning annexation of the territory annexed by Geneva Ordinance 2006-007.
2. This Court finds that Geneva Ordinance 2006-007 is to be given full force and effect and this matter shall be considered closed.

Entered this 15th day of January, 2017

By: Michael J. Puller

Michael J. Puller
Circuit Judge
16th Judicial Circuit
(OUT-OF-CIRCUIT JUDGE
Assignment)

Prepared by:
Ericka Thomas
Ottosen Britz Kelly Cooper Gilbert & DiNolfo
1804 N. Naper Blvd., Suite 350
Naperville, IL 60563

Agreed to in form:
Batavia Public Library District

By: [Signature]

Geneva Public Library District

By: Michael J. Thomas



X. B

MEMORANDUM

To: Board of Trustees
From: Christine Lazaris
Date: February 17, 2017
RE: Goals and Objectives Midyear Update

The Library is currently in year two of a three year strategic plan adopted by the Board of Trustees on July 23, 2015. Action items were identified at the beginning of the fiscal year as steps to be taken to accomplish goals and objectives outlined in the strategic plan. Actions are meant to be nimble to allow for external or societal changes and technological advances.

Please find attached the mid-year update on achievement of goals and objectives for FY 2016-17. A final report, including measurements, will be provided after the close of the fiscal year.

FLEXIBLE SPACE INITIATIVE: provide a well-maintained facility with flexible space

Goal 1: Community members will be welcomed by efficiently used, engaging spaces

Objective 1A: Provide comfortable furnishings designed to support productive use of the library by individuals and groups

Actions:

- ❖ Launch Collaboration Zone (*Christine Lazaris/Nancy Kendzior*)

Update: Construction and furnishing of the Collaboration Zone is complete. The space was promoted heavily on social media and also was featured in the *Kane County Chronicle*. Word of mouth has also helped create awareness of the space. The space is heavily used on school days from about 3-7pm and sees steady traffic at other times. Signage for the area is on order. (CL/NK)

- ❖ Launch Middle Ground (*Christine Lazaris/Kristi Miller*)

Update: Construction and furnishing of the Middle Ground is complete. The space was promoted heavily on social media and also was featured in the *Kane County Chronicle*. Word of mouth has also helped create awareness of the space. Research and design work is in progress for adding decoration and enrichment opportunities to the Middle Ground, such as a Middle Ground sign, display board, dry erase board, endcap display space, and board games. Work on a Middle Ground logo is beginning. (CL/KM)

- ❖ Develop designs, select furnishings, and obtain quotes for self-service coffee area (*Christine Lazaris/Kate Cobo*)

Update: Construction and furnishings for the coffee area is complete. Morning coffee service piloted in January. Full day coffee service is scheduled to begin on February 20. Community feedback thus far has been very positive. (CL)

- ❖ Dispose of unused furnishings and equipment
 - Develop inventory of unused shelving components (*Andy Strutz*)

Update: An inventory of unused shelving currently stored in the building is complete. Shelving located off-site still needs to be inventoried. (AS)

- Document contents of storage units (*Andy Strutz*)

Update: The two off-site storage units have been video documented. A more detailed list of contents is still needed. (AS)

- Investigate digitization alternatives for replacement of microfilm (*Lauren Maxwell*)

Update: The Microfilm collection has been inventoried and reviewed. The majority of items also exist in digitized format and can be discarded. Estimates for digitizing the post-2012 *Geneva Republican* collection and adding it to our current database are being compiled. The Geneva School District is willing to allow the Library to digitize the *Viking* yearbook if we move forward with this project. Estimates for that project will be collected. A written evaluation with possible recommendations will be complete by fiscal yearend. (LM)

- Investigate ADA compliant alternatives to replace outdated low vision equipment (*Lynnette Singh*)

Update: Work has not yet commenced. (LS)

Measurement:

- Use of library spaces and length of library visits by community members will increase as evidenced by current data benchmarks and anecdotal evidence
- User satisfaction levels regarding variety of spaces will improve as evidenced by patron feedback

- Space utilization will improve as evidenced by available square footage and anecdotal evidence

Objective 1B: Provide greater efficiency and improve usability of limited use spaces

Actions:

- ❖ Maximize efficiency of service desks
 - Continue efforts at rebranding Reference Desk as multi-purpose information desk including technology assistance (*Nancy Kendzior*)

Update: “Adult Services” is now “Information & Reader Services” and the service desks have been rebranded as the “Information Desk” and “Reader’s Desk” in lieu of “Reference Desk” and “Readers Advisory.” Name changes are intended to better align with the Library’s mission. Signage featuring a “menu” of services is on order for the windows behind the Information Desk. (NK)

- Initiate rebranding of Readers Advisory Desk as popular materials touch point (*Nancy Kendzior*)

Update: The service desk in the reading room was repositioned and a used bookcase was obtained from Messenger Library to create additional display opportunities and a new seating nook. The rearrangement of furniture has resulted in a noticeable increase in foot traffic and patrons spending more time sitting, reading, and browsing materials. (NK)

- Initiate rebranding of Answers Desk as a maker space touch point for children, parents, and educators (*Kristi Miller*)

Update: An unused low bookcase was repurposed as a maker space for kids directly in front of the Answers Desk. The STEAM Station debuted in late October and has generated a great deal of interest. Children and parents regularly work together on projects and activities, and students now have basic school supplies at their disposal.

The Answers Desk has been re-organized with the south side (nearest the copy machine) now clear of staff materials. The next phase will include moving the PC to the west (front) side of the desk and selecting some equipment (such as paper cutter, stapler, die-cut machine) to reside on the south side for use by patrons. (KM)

- Continue efforts to monitor usage and consolidate customer service staffing to one desk during non-peak hours (*Kate Cobo*)

Update: Using checkout and foot traffic statistics, peak hours at mid-morning and late afternoon staffing correspond with higher staffing and dips in late evening activity are matched by reduced staffing levels. Staffing increased slightly from 4:00-5:00 while the upper lobby desk now closes at 8:00 p.m.

- ❖ Reconfigure tables and display shelving in Youth Services (*Kristi Miller*)

Update: Tables were turned 180 degrees to better facilitate traffic flow, display shelving was moved away from the Answers Desk, and self-check machines are now neatly against the wall by the entrance/exit to the Youth Services area. This freed up space to create the STEAM Station and dramatically improved sight lines and traffic flow within the department. (KM)

- ❖ Update large meeting room with new carpeting, lighting, and sound system as funding and/or grant opportunities permit (*Christine Lazaris*)

Update: The Library did not receive grant funding for updating the large meeting room. No further action expected this fiscal year. (CL)

- ❖ Maximize use of staff spaces by digitizing files, reducing paper storage, and reconfiguring work areas as needed (*ALL*)

Update: Staff throughout the library have been charged (often through personal goals outlined in annual performance evaluations) with eliminating clutter, reducing paper storage, and using work spaces efficiently. Duplicates of invoices, personnel files, etc. housed within individual departments have been destroyed. (CL)

Measurement:

- Space utilization will improve as evidenced by available square footage and anecdotal evidence
- Staff efficiency will increase as a result of more efficiently used staff space and desk coverage

Goal 2: Community members will visit a high-functioning safety-conscious facility

Objective 2A: Plan for continued maintenance of building and grounds, and replacement of fixed assets

Actions:

- ❖ Create master facilities plan and determine budget for funding long term capital improvements (*Christine Lazaris/William Karnoscak*)

Update: Sample facilities plans from other libraries have been reviewed and will be modified to meet the needs of GPLD. Extensive budgeting work is being postponed until after April referendum when the future of GPLD is more certain. (CL)

- ❖ Replace/repair HVAC as recommended by independent evaluation (*Christine Lazaris/Andy Strutz*)

Update: HVAC systems continue to be maintained through ongoing maintenance and repair. Corrosion of dielectric connectors has resulted in multiple leaks. An independent evaluation of water conditions within the pipes was conducted in January. The report recommends implementing a water treatment system. This treatment however will not reverse the effects of aging. The report and potential contract will be reviewed with Trustees in February. (CL/AS)

- ❖ Continue exploring opportunities for improving ADA-Accessible parking (*Christine Lazaris/Board of Trustees*)

Update: Lack of accessibility has been well documented through the planning for the future process. Library Administration is meeting with two local citizens in late February interested in helping share information with the community about the importance of accessibility. These local residents will again share information about the need for accessible parking with city officials. (CL)

Measurement:

- Board of Trustees and staff will have a comprehensive facilities plan and financial understanding of how to fund it
- Inspections and maintenance of building and grounds will be conducted on an ongoing and regular basis

Objective 2B: Provide leadership for emergency preparedness in the Library

Actions:

- ❖ Complete audit of employee files and update medical contact information for all staff (*William Karnoscak/Barbara Leisia*)

Update: Employee files have been reviewed and medical contact information has been integrated into the payroll system. A process for updating medical contact information on an annual basis is being developed. (WK)

- ❖ Complete revision of Emergency/Disaster Manual and develop review process to maintain currency (*William Karnoscak/Peggy Carlson*)

Update: The Emergency Manual has been reviewed and updated. Trustees will preview the updated information in March and provide feedback. Approval of the updated manual by Trustees is tentatively scheduled for April 27, 2017. (WK)

- ❖ Continue efforts to provide ongoing staff training in safety preparedness (*William Karnoscak*)

Update: Geneva Police and Fire Department provided safety training at the annual InService on January 27, 2017. Additional safety training opportunities will be reviewed by the Leadership Team and scheduled accordingly. (WK)

- ❖ Implement person-in-charge (PIC) training for current and new staff serving this role (*Desk Managers*)

Update: Staff serving as PICs have been provided with documented procedures for opening and closing the building and what steps to take in case of a variety of situations. This information will be added to the Emergency Manual. Training will be ongoing. (KM/KC/NK)

Measurement:

- Employee files and manuals will be up-to-date
- Staff will be aware of emergency procedures and have access to current documentation
- Drills will be conducted on an ongoing and regular basis

Goal 3: Community members will have a modern library designed to provide flexible space and accommodate 21st century needs

Objective 3A: Document space needs for providing library services to our community

Actions:

- ❖ Develop print materials and website devoted to site planning (*Christine Lazaris/Paula Krapf/Caitlyn Forster*)

Update: A website and print materials devoted to sharing information about the building project launched in December. The website has been promoted using the Library's column in the *Kane County Chronicle*, the Library's print newsletter, e-newsletter, and social media. Bookmarks for creating awareness of the site have been placed on all outgoing library materials. Print FAQs have been made available throughout the education campaign and evolve as more information becomes available. The latest version is an 8-page glossy brochure with a letter to District residents from Trustees. Posters featuring interior concepts for the new building are featured throughout the Library. A postcard mailer to all homes with a target delivery date of March 2017 is under consideration. (CL)

- ❖ Develop social media marketing campaign for sharing information about site planning (*Paula Krapf*)

Update: Routine posts on Facebook provide information with community members about plans for a new facility. Three promoted posts have also been used to reach more than 12,000 members of the District and will continue to be used on a regular basis up to the referendum in order to increase awareness. Social media sites are monitored and the Library responds as needed to conversations and questions about the referendum. (PK)

- ❖ Share site planning information with Citizens Advisory Group, Friends, Foundation, and other Library affiliates (*Christine Lazaris*)

Update: Information has been shared with Friends, Foundation, and Citizens Group members throughout the planning process. Three community engagement meetings, held at the Library in November 2016, were advertised using all available communication channels. *(continued on next page)*

Presentations to community groups and other taxing bodies, including Geneva Learners, school PTOs and booster clubs, Lions, Rotary, Kiwanis, American Legion, Geneva History Museum Board, Chamber of Commerce Board, Park District Board, and District 304 Board were conducted or are currently scheduled. A presentation made on February 6, 2017 to City Council can be viewed online through the Geneva Broadcast Network and is also available on the Library's Facebook page.

Citizens for Geneva Library is an active political action group advocating in favor of the referendum. Library Administration makes every attempt to ensure that information disseminated by this group is accurate.

Three additional community forums are scheduled at the Library in March and will again be advertised using all available communication channels. (CL)

Measurement:

- Board of Trustees and staff will be informed and able to speak confidently about library needs
- Community members will be aware of library needs as evidenced by reach of message, regular updates to website, and presentations to community groups

Objective 3B: Plan for new or upgraded facility based on findings from the Library Needs Assessment

Actions:

- ❖ Work with architects to develop detailed building program and schematic design for new facility (*Christine Lazaris*)

Update: Schematic design for a new facility is nearly complete. Regular updates have been reviewed by staff and Trustees. Documents are available on the building project website. (CL)

- ❖ Work with architects and financial advisors to develop funding plan for construction of new facility (*Christine Lazaris*)

Update: A financial plan for funding a new facility was approved by Trustees on December 22. The report is available on the building project website. Voters will potentially give their approval on April 4, 2017. (CL)

- ❖ Work with architects and financial advisors to develop operational budget for new facility (*Christine Lazaris*)

Update: A draft operational budget for the new facility is complete and available on the building project website. If voters approve funding a new library a transition plan will need to be developed. (CL)

Measurement:

- Board of Trustees and Library Administration will have information and tools necessary to plan facilities for meeting ongoing space needs of the community as evidenced by completion of building program and funding plan.

Goal 1: Community members will enjoy and explore experiential learning opportunities at the Library

Objective 1A: Provide up-to-date equipment and resources for connecting and creating in a digital world

Actions:

- ❖ Assess progress toward goals set forth in Technology Plan for 2015-17 and update plan for 2017-19 (*Lynnette Singh*)

Update: A Progress Report for the 2015-2017 Technology Plan is complete and an updated Technology Plan for 2017-2019 is in draft form. Both reports will be presented Trustees at their regular meeting on March 23, 2017. (LS)

- ❖ Acquire technology equipment for use by community members in the Library and develop lending procedures for circulation (*Lynnette Singh/Ellen Anderson/Kate Cobo*)

Update: New equipment, including: 2 VCR/ DVD players, 2 photo digitizers, 6 video capture devices, 2 slide digitizers, 1 cassette to MP3 converter, is available for check out to GPLD cardholders. The same collection of equipment is also available for in house use and/or library programs. Additional technology equipment such as phone chargers and MacBook Pro laptops will also be available soon for in house use. (EA)

- ❖ Provide equipment and programming for digital media creation (*Lynnette Singh/Ellen Anderson*)

Update: Digitization equipment was purchased as noted above and has been used for programming in the class "Digitize All the Things" which debuted in November with one morning session and one evening session. Each session was filled with a full waitlist. More programs are scheduled for spring. One-on-one appointments are scheduled to meet additional demand.

Other digital media creation programming have included classes on photo and video editing presented by trainers from the Apple store and Teen Tech Studio programs featuring stop motion animation, video production apps, and robotics.

- ❖ Provide active and passive makerspace programming, including a coding club for tweens and teens (*Kristi Miller*)

Update: The *STEAM Station* debuted in October as an example of passive makerspace programming for children. Activities, books, and supplies are available and topics change weekly. The *Make-It-Market* debuted in February to offer a similar opportunity for teens and adults. Plastic bins with basic homework and craft supplies are available for in-house use when working on projects at the Library. Additionally, DIY idea sheets are also available for projects to make at home for fun, decoration, or creativity.

Active programming provides many opportunities for children, tweens, and teens to explore and learn. *Coding Lab* launched for 3rd-8th graders in December and January, with 26 patrons attending two programs thus far. *Teen Tech Studio* continues to draw an audience on Friday evenings once per month. Upper elementary students and teens enjoy LEGO robotics programs that feature the Library's LEGO WeDo sets. Outreach staff brought *The Science of Art* to after school programs this fall, and preschoolers were introduced to STEAM concepts with *Preschool Fun with Math* this fall and *Preschool Story and STEAM: Color Explosion* in January. More programs are slated for late winter and spring. (KM)

- ❖ Monitor electronic resource (streaming, downloadables, databases, etc.) usage trends, analyze variety of available data points, and develop reporting mechanisms (*Gail Conrath/Ellen Anderson*)

Update: eMedia stats are recorded monthly in a centralized location with additional reporting categories, including a breakdown of checkouts by type (ex: ebook, eAudiobook, music, etc.) and age groups (ex: adult, youth). A report on e-usage trends will be brought to the Board for review before fiscal yearend. (EA)

Measurement:

- Greater variety of digital resources and programming will be available to community members as evidenced by current data benchmarks
- User satisfaction levels will be rated consistently high in regard to digital resources and programming as evidenced by anecdotal evidence
- Board of Trustees and staff will have strong understanding of electronic resource usage trends

Objective 1B: Stimulate imagination in our community members

Actions:

- ❖ Develop early literacy kits with materials devoted to pre-reading and early childhood skills *(Kim Crawshaw/Janet Miranda)*

Update: Twenty thematic early literacy kits (including Feelings, ABCs, Kindergarten Readiness, and Shapes) were created and made available for circulation on January 16. By the next day, all the kits were checked out. Circulation and feedback will be monitored and more kits will be added as needed. (KC/JM)

- ❖ Develop discovery skills kits with materials to reinforce concepts for tactile learners and assist those with cognitive delays and speech impairments *(Ginny Sieck/Janet Miranda)*

Update: Discovery skills resources are being reviewed. Kits are expected to launch near fiscal yearend. (GS)

- ❖ Develop engagement kits with materials for use at outreach visits *(Meredith Anderson)*

Update: Engagement kits are currently under development, courtesy of funding from the Friends. These kits will consist of thematic bags intended for grab-and-go outreach programs at senior centers and care facilities. Materials and bags have been ordered and will be used as soon as they arrive. (MA)

Measurement:

- Greater variety of resources will be available to community members as evidenced by growth of non-traditional material collection size
- User satisfaction levels will be rated consistently high in regard to variety of resources as evidenced by anecdotal evidence

Goal 2: Community members will be welcomed by an engaged, patron-focused staff

Objective 2A: Staff will provide effective assistance to community members in a digital world

Actions:

- ❖ Provide staff training on productivity software and multimedia creation tools
(Lynnette Singh)

Update: An ongoing schedule of Lunch and Learns for staff has been established. Training will include Excel, Word, Digitization Equipment, and items in the Tech Zoo. (LS)

- ❖ Implement use of staff calendar system as library-wide scheduling expectation
(Managers)

Update: Staff has been trained on Outlook and Outlook calendar. Calendars are shared among department colleagues and managers, and are used for library-wide scheduling.

- ❖ Recognize staff achievements through staff recognition program and internal staff communications

- Continue Team Mojo efforts to promote library-wide teambuilding *(Christine Lazaris)*

Update: “WOW Citations” are made to staff from staff to recognize one another for going above and beyond and exemplifying the Library’s operational values of: relevance, empowerment, innovation, and enthusiasm. These are read weekly at Leadership Meetings, hung in the staff breakroom, and recipients are named on the WOW! blog on the Staff Intranet. A quarterly lunch is provided by the Library Director to celebrate achievements.

A staff led team (Team Mojo) plans fun teambuilding activities throughout the year such as a Halloween costume and treat contest, holiday cookie share, and a Valentine’s Day Share the Love charity event. (CL)

- Continue How to WOW! team efforts to provide employee led discussions and training to support the Library’s culture of WOW! *(Kim Crawshaw)*

Update: Inspirational and educational articles and prompts are shared virtually on the WOW! blog on the Staff intranet and physically in the staff lounge. The How to WOW! team is exploring more interactive learning opportunities for staff. (KC)

- ❖ Develop survey to assess employee engagement and satisfaction levels (*William Karnoscak*)

Update: Work has not yet commenced. (WK)

Measurement:

- Staff will be knowledgeable on use of Library technology tools
- Staff efficiency will increase as a result of training and scheduling consistency
- Staff satisfaction levels will be rated high as evidenced by internal surveys and anecdotal evidence

Objective 2B: Provide consistent level of staffing across whole library

Actions:

- ❖ Develop documentation of internal departmental procedures, network configuration, and other local processes (*Managers*)

Update: Managers are working with their teams to develop internal documentation of procedures. Documentation is made available on shared network drives and/or wikis for easy access. Documentation of network infrastructure is complete. (CL)

- ❖ Analyze future staffing needs for expanded facilities and/or services (*Christine Lazaris/William Karnoscak*)

Update: A draft operational budget for expanded facilities and services was developed in consultation with Ehlers Financial and includes the addition of a full-time facilities position. More extensive planning and a transition plan will be undertaken if the Library's referendum question on April 4, 2017 is met favorably. (CL)

- ❖ Hire Development Manager to manage fundraising and grant writing (*Christine Lazaris*)

Update: Trustees reviewed and approved a proposal for hiring a Development Manager. After an unsuccessful recruiting effort Library Administration began
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exploring use of consulting services as an alternative to hiring a full-time staffer. Work effort will potentially resume after learning the outcome of the Library's referendum question on April 4, 2017. (CL)

- ❖ Identify volunteer opportunities throughout the Library, grow volunteer base, and develop scheduling system for most efficient use of volunteers (*William Karnoscak/Paula Krapf/Christian O'Kelley/Kylie Peters*)

Update: Best practices documentation has been gathered regarding use of volunteers in libraries. A great deal more work effort is needed to complete this action item. (WK)

- ❖ Streamline graphic requests and use outside printing services to increase efficiency of Digital Services team (*Lynnette Singh/Caitlyn Forster*)

Update: Graphic request procedures were streamlined by establishing new guidelines and a core package of promotional materials for each program. An online request system was implemented and outside printing services are used for large production runs. Opportunities for using templates so that staff can make some of their own posters, bookmarks, etc. are being considered. (LS)

- ❖ Develop dashboard view of statistics to enhance staff understanding of data sources and measurements (*Kate Cobo/Janet Miranda*)

Update: Managers are currently investigating various library dashboards to determine what information will be most meaningful and useful. Review of current library metrics is also underway to ensure that all departments and service desks record transactions in the same manner. The optimal breakout of material information for comparisons of our holdings and checkouts is also being analyzed. (KC)

Measurement:

- Community members will be welcomed by user-focused staff and staff resources will be used efficiently
- Board of Trustees and Administration will have strong understanding of ongoing staffing needs
- Library volunteer base, fundraising efforts, and grant applications will increase

- Board of Trustees and staff will have strong understanding of library metrics and trends

Goal 1: Community members will visit a library that is easy and fun to use, and customer-friendly in its arrangement and layout

Objective 1A: Enhance access for use of library materials and services by customers

Actions:

- ❖ Implement concierge service model elements and training as feasible in current building (*Kate Cobo*)

Update: A rotating schedule designating a concierge position was developed. This position is charged with acknowledging all guests as they enter and exit the building and proactively offering help to guests. A ready reference tool with commonly asked questions regarding the library and the community and access to the library event calendar are made available at the staff station.

Ongoing staff training is provided to heighten or maintain awareness of library wide offerings. Customer Service staff complete "Customer 2.0" worksheets and guest speakers from other departments help inform staff of new technologies and services. (KC)

- ❖ Continue exploring software options for streamlining event and room reservations for staff and patrons (*Lynnette Singh*)

Update: Staff reviewed software options and presented a proposal to Library Administration and Trustees outlining the advantages of the Communico platform. The license agreement was approved by Trustees and once implemented will be used for room and event registration. (LS)

- ❖ Plan system needs/requirements for migration to SWAN consortium (*Janet Miranda/Kate Cobo*)

Update: SWAN mailing lists, minutes, advisements, etc. have been made available and reviewed by GPLD staff. In late summer, Trustees and staff attended informational meetings about joining SWAN. In September, Trustees approved participation in SWAN, and in January, SWAN Trustees approved LINC's membership in their consortium. LINC and SWAN are actively working on a detailed migration plan. Such activities include: working with member libraries to identify reports that need to be retained and reviewing the patron and bibliographic database to ensure all fields will be transferable. (KC)

- ❖ Implement personalized reading list service (*Nancy Kendzior/Brenna Murphy /Kristi Miller/ Emily Thompson*)

Update: A webform for creating personal reading lists based on patron provided information about reading interests launched on February 1. Marketing to develop awareness of this service is currently under consideration. (NK)

Measurement:

- User satisfaction regarding convenience will be rated consistently high based on anecdotal evidence
- Use of readers advisory service will increase
- Staff will have the tools and resources necessary for system upgrades

Objective 1B: Enhance user experience for discovery of collection materials

Actions:

- ❖ Continue efforts to develop a standalone Adult Biography collection (*Nancy Kendzior/Lauren Maxwell/Janet Miranda*)

Update: About 1,600 items in the Adult Nonfiction collection have been evaluated for inclusion in the Biography section. Of this number, 130 items have been completely processed by Technical Services and relocated in the Biography section, while approximately 180 are awaiting processing. Efforts to reclassify approximately 1,500 additional items will continue. (LM)

- ❖ Continue efforts to optimize arrangement of Adult AV materials by grouping nonfiction DVDs with other AV materials, categorizing fiction DVDs by genre, and increasing promotion of streaming and downloadable alternatives (*Gail Conrath/Janet Miranda*)

Update: Nonfiction DVDs were moved from their interfiled position with nonfiction books and moved next to fiction DVDs. (A great deal of weeding and shifting was needed to accommodate this new standalone collection.) Genre categories for fiction DVDs have been finalized with eight categories: Action, Holiday, Foreign Films, Science Fiction, Drama, Comedy, Horror, and Musicals. Once labeling details are finalized the long process of reclassifying the collection (approximately 4,400 items) will begin. Opportunities for increasing promotion of streaming and downloadable products are also being explored. (GC)

- ❖ Highlight popular series and authors within the Youth Fiction collection (*Lisel Ulaszek/Janet Miranda*)

Update: Read-alike displays for popular series and authors have been featured in Youth Services as an additional merchandising avenue. Opportunities for using *LibraryAware*, a readers' advisory database, for creating shelf-talkers for popular juvenile fiction series and authors are being reviewed. The possibility of creating a separate transitional chapter book collection for newly independent readers who are seeking shorter chapter books is also being explored. (LU)

- ❖ Re-organize Parent Teacher collection to reduce duplication and highlight materials that assist students and young children with specific skills (*Kim Crawshaw/Lauren Maxwell / Christine Dalphy / Janet Miranda*)

Update: Staff has evaluated approximately 75% of materials previously available in the YS Parent-Teacher collection for transfer and inclusion in the Adult Nonfiction collection. About 15% of evaluated materials have been added to the Adult Nonfiction collection. After all materials are evaluated and moved, a new collection of resources that is organized by grade level and aimed at assisting students will launch in its place. (KC)

- ❖ Continue efforts at right-sizing library collections for current space constraints by developing weeding plan and staff knowledge on use of CollectionHQ (*Jessica Parker/Gail Conrath*)

Update: Collection Development staff received training on Collection HQ. Reports are scheduled on a monthly basis to ensure consistent evaluation of the collections in regard to size and attractiveness. CHQ administrators are familiarizing themselves with popular author and subject reporting features and will train Collection Development staff to utilize these reports. A weeding plan is in draft form. (GC)

- ❖ Develop Library-wide merchandising manual/guidelines and create additional displays and topical arrangements (*Nancy Kendzior/Kristi Miller/Carla Hibbard*)

Update: A preliminary outline for a library-wide merchandising manual is under development. A display schedule for eight locations throughout Information & Reader Services areas was developed and provides 15 displays per month on a variety of current, trending, and staff recommended topics.

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Youth Services maintains a display schedule for two available locations downstairs, and adds “pop-up” displays at service desks and on tables to address announcements such as ALA literary awards, the World Series, or the death of heroic individuals. (NK/KM)

- ❖ Develop inventory of signage and building wayfinding needs (*Managers/Caitlyn Forster*)

Update: Work has not yet commenced. (LS)

Measurement:

- User satisfaction regarding discovery of library materials will be consistently rated high as evidenced by anecdotal evidence
- Use of collection materials in reorganized areas will increase as evidenced by current data benchmarks and anecdotal evidence

Goal 2: Community members will have access to library services designed to meet their busy lifestyles

Objective 2A: Provide convenience-oriented services to library visitors

Actions:

- ❖ Continue efforts to improve self-checkout experience
 - Redesign holds wrappers for easier identification of materials (*Kate Cobo*)

Update: The holds wrappers were updated in July to make retrieving holds easier. They now begin with the first two letters of guests’ last name followed by the last four digits. Patron feedback has been very positive. (KC)

- Add user input barcode feature at self-check terminals (*Lynnette Singh/Kate Cobo*)

Update: The user input barcode feature was added to the self-check terminals in August. (KC)

- Rearrange placement of self-check terminals in youth services (*Kristi Miller/Lynnette Singh*)

Update: Self-check terminals in Youth Services were moved to allow for better display and traffic flow. (LS/KM)

- Research options and pricing for implementation of RFID (*Janet Miranda/Kate Cobo/Lynnette Singh*)

Update: Research on RFID technology is ongoing. A list of relevant information sources and possible vendors has been compiled. A report on findings will be shared with the Board by fiscal yearend. (LS)

- ❖ Continue efforts to rebrand and expand home service delivery (*Meredith Anderson/Nancy Kendzior/Megan Hrabak*)

Update: Efforts to rebrand and expand home service delivery include updating delivery bags and promotional material, restructuring a 3-week service rotation to a 4-week rotation, and improving communication with recipients by including an informational folder with all deliveries. The Home Service application and interest survey were revised and are available at public service desks.

St. Charles Public Library developed a partnership with Northwestern Medicine. Delnor Hospital now provides patients with information about Home Service at Tri-City libraries upon departure from the hospital.

In September 2016, there were 12 patrons receiving home service. Since September 2016, 13 new patrons have registered for home service and 5 patrons have passed away or moved to a care facility in another town. As of February 2017 there are 20 active home service patrons. (MA)

- ❖ Explore options and analyze cost for remote pick-up and/or return service (*Christine Lazaris/William Karnoscak/Kate Cobo*)

Update: Research on the variety of remote service options and an inventory of 181 libraries in the Chicagoland region offering some type of remote pick-up and/or return service has been completed. Libraries offering these services need
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to be contacted to learn more about best practices. A report on findings will be shared with Trustees by fiscal yearend. (CL)

- ❖ Provide additional book return area on lower level of the building *(Kate Cobo/Kristi Miller)*

Update: Reconfiguration of Youth Services to meet space needs for housing kits and improving traffic flow now precludes this possibility. YS staff are proactive in offering to walk materials upstairs for patrons. (KC/KM)

Measurement:

- Self-checkout use will increase as evidenced by current data benchmarks
- Community members will have greater awareness of home services as evidenced by current data benchmarks
- Board and staff will understand options and costs related to providing remote pick-up/return service

Objective 2B: Provide easy access to information and resources 24/7 with up-to-date and user-friendly virtual services

Actions:

- ❖ Move Library websites off of LINC servers in preparation for dissolution of consortium *(Lynnette Singh)*

Update: The staff Intranet, email, and Evanced room and program registration sites were all moved off of LINC servers. The Library's website still needs to be moved. This is scheduled to occur as part of the migration to the Communico platform. (LS)

- ❖ Update front page of Library website for fresh look while streamlining ongoing updates and maintenance *(Lynnette Singh/Cathi Bartels)*

Update: A staff led team is in the process of analyzing web content, developing a mission statement, and creating a maintenance plan for a new website. Our new logo, color scheme, and style guidelines will be used to create a new design on the Communico platform after it launches in the spring. (LS)

- ❖ Explore options for enhancing access to Board packets while streamlining the production process (*Lynnette Singh/Christine Lazaris*)

Update: A streamlined process for disseminating Board packets was developed and met favorably by Trustees. A public version of the packet is available on the Library's website. (CL)

- ❖ Develop user guide cards for popular database offerings (*Ellen Anderson/Cathi Bartels*)

Update: User cards for adult database offerings, including: *Lynda.com*, *Chilton Library*, and *Ancestry.com* have been created. Other databases guides are currently being developed. Plans to promote our databases with slides displayed on flat screens in the library building are also underway. (EA)

Measurement:

- Use of Library website will increase as evidenced by current data benchmarks
- Use of databases will increase as evidenced by current data benchmarks
- Production of Board packets will be more efficient
- Library websites will be independently hosted

Goal 1: Community members of all ages and at all stages of life will enjoy library resources and services geared towards their interests

Objective 1A: Provide opportunities for engaging age specific groups that are currently underrepresented at the Library

Actions:

- ❖ Continue efforts to engage with middle schoolers through targeted programming and outreach (*Kylie Peters*)

Update: Four to five programs per month are offered for middle schoolers, including monthly meetings with the Library Squad, an enthusiastic group of middle schoolers who offer program suggestions, attend many programs, and provide word-of-mouth marketing. Outreach efforts include school visits for locker setup days, booktalks, library database presentations, and book tastings. Developing relationships with local schools and other community groups that serve middle schoolers is ongoing. Opportunities for collaborating on events such as Step Up to 6th Grade, Chick Chat, Boy Scout activities, and Writers Week at Geneva Middle School North are also being pursued. (KP)

- ❖ Continue efforts to strengthen relationship with high schoolers through targeted programming and outreach (*Martha Sullivan*)

Update: Teen programming has increased from an average of two monthly programs to four, and include a wider variety of topics than previously offered. Feedback regarding current programming will be used to better focus programming efforts, including feedback from the Teen Advisory Board, which was established in January and will meet monthly. Communication and programming with high school staff and other community organizations has been established to better reach the teen population. Additionally, board games have been purchased for the Collaboration Zone to provide increased passive programming options, and will debut soon. (MS)

- ❖ Continue efforts to engage with community members in their 20s and 30s through targeted programming and outreach (*Lauren Maxwell*)

Update: Three to five programs for community members in their 20s and 30s are consistently offered each month, and attendance is trending upward. Monthly programming generally includes: book discussion, board game night, craft program, and a community focused program. Surveys were conducted in fall/winter 2016 to gauge current program success and to solicit programming suggestions from community members in their 20s and 30s. Feedback from these surveys indicates an average program rating of 4.5/5 and suggestions are used to create upcoming programming. (LM)

- ❖ Continue efforts to residents at local nursing homes and senior centers through targeted programming and outreach (*Meredith Anderson*)

Update: Connections have been established with and regular visits are made to GreenFields, The Reserve, Joshua Tree Community, Bria, and Batavia Rehab. Mobile Library Services are provided bi-monthly at GreenFields and The Reserve. Engagement programming is provided monthly to Joshua Tree Community, Bria, and Batavia Rehab. Since the beginning of July 2016, 52 outreach visits targeted toward adults with disabilities and senior citizens and 1,098 transactions have occurred. (MA)

Measurement:

- Use of library resources and program attendance by targeted groups will increase as evidenced by current data benchmarks and anecdotal evidence
- Outreach opportunities and community partnerships will increase as evidenced by current data benchmarks and anecdotal evidence

Objective 1B: Provide service to targeted groups in our community

Actions:

- ❖ Continue efforts to support parent and teacher community through provision of supplementary library services and resources
 - Partner with District 304 to offer teacher and student cards and teacher resource guide (*Christine Lazaris/Kristi Miller/Jessica Parker*)

Update: Outreach staff share and gather information about potential service opportunities with teachers and staff of D304. Once armed with this information Library Administration and/or Trustees can present a request for consideration of an intergovernmental agreement with District 304 Administration and/or elected officials. *(continued on next page)*

Library Administration includes the Library's desire to expand our partnership as a talking point in all communications with D304 officials. A Teacher Resource Guide will be developed as an additional tool for marketing our services to teachers. (KM/CL)

- Perform targeted outreach to preschools and daycare centers and develop marketing materials highlighting specific interest library services (*Kim Crawshaw*)

Update: Marketing of preschool services is currently being reviewed. An informational handout will be used with local preschools to highlight service offerings. A draft document will be presented for management review and forwarded to Graphics for production. (KC)

- ❖ Continue efforts to support small business/entrepreneur community through provision of supplementary library services and resources

- Partner with Chamber of Commerce and local businesses to build awareness of library resources (*Paula Krapf/Lisel Ulaszek*)

Update: The Library has a regular presence with the Chamber and local business community in meetings, events, and through networking, building this relationship both at groups and via one-on-one meetings. The Library is represented on the Board of Geneva Women in Business, which provides an opportunity to work closely with the Chamber as well as maintain current relationships and establish new relationships. (PK)

Tales on the Town is a new outreach initiative that debuted in late November where Youth Services staff provides storytime for ages 6 and under at a different local business each month. Forever Yogurt, Sweet Natalie's, and Third Street Eyecare have hosted this program to date. Deane's Market & Deli will host the next program on February 28. Attendance started out small, but continues to build each month. The program is promoted through branded posters at the businesses as well as via social media accounts used by the Library and the business hosting the program. (LU)

- Offer programming in support of small business development, job seekers, financial literacy, and evaluate attendance statistics to determine if these types of events fill a need in the community (*Christine Dalphy*)

Update: Three financial literacy programs were held in fall 2016 with positive feedback and good attendance results (ranging from 13-59). Several more are scheduled for spring 2017. Programs for small business development and job seekers are planned for spring 2017. (CD)

- ❖ Provide additional programming and services for people of all ages with special needs and market to local groups and parents to increase awareness (*Ginny Sieck/Meredith Anderson*)

Update: Sensory Storytime is offered at the Library on a monthly basis. Local partners have been identified for distribution of Sensory Storytime marketing, including a Geneva patron who is an Occupational Therapist, to increase awareness of this service. Three new families have expressed interest in the past few months. Sensory Storytime outreach opportunities with the school and park districts are also being explored.

Monthly outreach events are provided for adults with special needs at local partner, the Joshua Tree. They were strong supporters and active participants in the outreach version of the 2016 Summer Reading Program. They also enjoy monthly Book & Bag It events at the Library.

Staff regularly attends quarterly SNAILS (Special Needs and Inclusive Library Services) meetings to network with other libraries and learn from their experiences. (GS/MA)

Measurement:

- Use of library resources and program attendance by targeted community groups will increase as evidenced by current data benchmarks and anecdotal evidence
- Awareness of Library services will increase as evidenced by inclusion in business, parent, and school communications (newsletters, social media sites)
- Quantity of business Library cards will increase as evidenced by current data benchmarks

Goal 2: Community members will be aware of library services and opportunities

Objective 2A: Build library brand recognition in the community

Actions:

- ❖ Develop new logo and use consistent branding on external and internal communications, including employee badges, business cards, email signatures, etc. *(Christine Lazaris/Caitlyn Forster)*

Update: Trustees reviewed and approved a new Library logo at their October meeting. A style guide outlining acceptable use of the Library brand was developed and continues to be tweaked. The spring 2017 newsletter featured the new logo and branding. Employee badges, business cards, and email signatures featuring the new logo are under development. More work is needed to complete the transition process. (CL)

- ❖ Develop “Welcome to the Library” menu featuring services available throughout the Library *(Paula Krapf/Caitlyn Forster)*

Update: Work effort to complete an all–Library brochure featuring the Library’s “menu” of services was temporarily halted. Work will resume now that a new logo has been adopted and a new graphic designer hired. (PK)

- ❖ Develop marketing toolkit (library card applications, branded items, brochures, etc.) for staff to use at events and meetings outside of the building *(Paula Krapf)*

Update: Work effort to develop a marketing toolkit was temporarily halted. Work will resume now that a new logo has been adopted and a new graphic designer hired. (PK)

- ❖ Initiate use of targeted email messaging, such as new cardholder welcomes and lapsed member returns *(Paula Krapf)*

Update: Email marketing messages – one to welcome new members and a second to target members of our community who have not been to the Library in a year or more, informing them of library happenings, and encouraging them to
(continued on next page)

visit—were developed. The first email to lapsed recipients was sent after the new year. Thus far approximately 900 people have received emails with a well above average open rate of 40%. (PK)

- ❖ Continue efforts to train staff on word-of-mouth marketing (*Paula Krapf*)

Update: Marketing tips are shared on the Staff Intranet and one-on-one and small group coaching sessions are scheduled as needed. A one page weekly bulletin highlighting new services, upcoming programs, and general library happenings is provided to all desk staff to empower them to share information with patrons. (PK)

- ❖ Implement use of outcome measures and consistent program surveying methods for reporting effectiveness of services (*Kristi Miller*)

Update: Project Outcome surveys were implemented in fall 2016 in three service areas: Early Childhood, Digital Learning, and Adult Learning. Surveys show that patrons are learning, gaining confidence, are more aware of resources, and intend to apply what they have learned. Qualitative feedback has been overwhelmingly positive, and constructive comments have been shared with programmers and changes considered/implemented. Survey periods align with the Library's quarterly newsletter. Winter program surveys are in progress, with spring programs up next. The Summer Reading survey will be implemented in May. A report on Project Outcome was shared with Trustees in January. Additional opportunities for using measurements will be considered. (KM)

- ❖ Develop recognition program for materials purchased with Friends donations (*Christine Lazaris/Caitlyn Forster*)

Update: Friends are recognized on an ongoing basis in the Library newsletter. Work has not yet commenced on developing a bookmark or some other promotional materials for highlighting their contributions within the building. (CL)

Measurement:

- Community members will be aware of library resources and services as evidenced by current data benchmarks and anecdotal evidence
- Consistent identifiable branding will be used to promote the Library in all formats

To: Board of Trustees
From: Christine Lazaris
Date: February 13, 2018
RE: Hot Water Boiler System

After multiple leaks in the attic I requested an independent evaluation of the hot water boiler system. StudioGC put me in contact with WET Solutions to test the water in the boiler. Please find the report generated by WET Solutions as well as an email from Oak Brook Mechanical, the contractor currently servicing our system, attached. Both contractors have provided recommendations for potentially alleviating some of the issues the Library currently faces in trying to maintain a system that is beyond its lifespan. No solution can reverse the effects of aging and additional leaks are likely.

As a reminder a more comprehensive report on our building systems was completed as part of our Needs Assessment. The Detailed Building Assessment can be found on our website at: <http://www.gpld.org/sites/default/files/policies/gpldbuildingreport.pdf>.



WET Solutions, Inc.

Water & Wastewater Treatment...Solutions Beyond Chemicals®

707 Remington Road, Suite #7, Schaumburg, IL 60173

Tel: 847-368-8652 • Fax: 847-368-8717

E-mail: info@wetsolutionsinc.com • WEB: www.wetsolutionsinc.com

January 31, 2017

Mr. Andrew Strutz
Facilities Manager
Geneva Public Library
127 James St.
Geneva, IL 60134

Re: Results and Recommendations

Dear Mr. Strutz:

Thank you for giving us an opportunity to implement a water treatment program at your facility. After doing a survey at the facility, it is apparent the Hot Water Boiler System at Geneva Public Library has been neglected. There has been corrosion occurring throughout the system. The recommendation is to introduce a scale and corrosion inhibitor to the system. Unfortunately, introducing any inhibitor to the system would precipitate the iron from solution and most likely produce a considerable amount of sludge. This sludge could very easily plug some smaller orifices or low flow areas of the system. It is with this in mind that it be recommended to implement an iron clean-up, system passivation, and treatment protocol.

Hot Water Boiler System Results

Conductivity	220 mmhos
Alkalinity, Phenolphthalein	14
Alkalinity, Total	70
Hardness, Total	60
pH	9.09
Total Iron	>10
Nitrite	<100
Molybdenum	0
Microbiological Growth	Negative

City Water Results

Conductivity	192 mmhos
Alkalinity, Phenolphthalein	0
Alkalinity, Total	64
Hardness, Total	70
pH	7.61
Total Iron	1
Microbiological Growth	Negative

FINDINGS

The on-site survey provided information related to the existing system condition and history allowing us to determine the following recommendations. The system has not been treated properly over the years. Previously, it appears chemical was added to the system, however, it is unknown how as the system does not have the necessary equipment to properly introduce treatment. There does not appear to be any record kept of treatment introduced or testing performed. 3 x 5 gallon pails were ordered in 2014, however, only one is located on-site. Due to the work that has been done over the past several months, the system appears to have been flushed of the majority of the chemicals previously used. The condition of the make-up water is another contributing source to the existing issues. The make-up water is corrosive in nature and will increase the potential for corrosion in the system. It is with the above information in mind we make the following recommendations.

RECOMMENDATIONS

Cleaning and Treatment Implementation

We have estimated the system volume to be 750 gallons for the below proposed work. The assumption has been made that there is no aluminum present in the system.

A full system clean-up should be done. Follow the procedure below:

- (1) Flush as much of the iron contaminated current system water to drain, while replacing with fresh city water.
- (2) Add 15 gallons of WET 3115F Iron Dispersant/Cleaner.
- (3) Recirculate system for 7-10 days.
- (4) Drain (or flush) system thoroughly to remove chemical.
- (5) Treat system with WET 4100 Scale and Corrosion Inhibitor at a dosage of 5 gal per 750 gallons system holding capacity.

The following chemicals will be required to perform the above:

One WET 3115F Iron Dispersant/Cleaner Treatment		
3 x 5 gal pail @ \$ 216.00	\$	648.00
Two WET 4100 Scale and Corrosion Inhibitor		
1 x 5 gal pail @ \$ 181.44	\$	181.44



Equipment

As above clean-up and treatment is implemented, it is highly recommend to install a by-pass filter housing to your system. There is not a way to add chemical to the system currently. This equipment can be used to add chemical, and after the cleaning is complete, it can be used to provide filtration long term. The majority of the system will be clean from the clean-up, but there may still be some rogue corrosion by-products. These by-products may slough off and become transported in the bulk water. The idea is to remove those corrosion by-products from the water via side stream filtration. That way they won't transport to your heat transfer surface and plate out as energy robbing iron scale.

One Stainless Steel filter housing, 4 x 10"
Model No. GTCHB412M2415PC

Cost \$ 749.00

Case 20 micron Tin Core High Temp. Filter Cartridge
10" Cotton/Tin, 15/case, Model No. SWTC20-10

Cost \$ 118.50

Required Service

Once the clean-up is complete, treatment monitoring will be necessary moving forward. Our recommendation for monitoring is quarterly service to ensure no additional issues arise without being rectified quickly. In a facility like yours, there are a lot of individual coil units. This means there is typically a frequent introduction of particulate into the bulk water. If monitored properly, the issues, particulate volume, and problems with subside over time.

Price \$ 2,000.00

TOTAL \$ 3,696.94

Above prices do not include delivery, installation, or sales tax. These prices do include on-site consulting and services by your WET Solutions Inc. representative.

**Payment made for the consultative program evaluation and recommendations of \$ 1,200.00 will be applied to the above recommended work if performed within 60 days.



**It is important to note the risks in implementing a clean-up and treatment program. With a system that is experiencing leaks and in need of a cleaning there is always the inherent risk of exposing more leaks throughout the system. Often deposits form in areas that are leaking or ready to leak. Once the clean-up is performed and/or treatment is introduced, these deposits are removed. If the integrity of the pipe is already compromised, a leak will be found. It is important to know this is a potential risk in your case, but the risk of exposing leaks is lower than experiencing the continued degradation that will occur if treatment is not implemented at all.

As always, if you have any questions or would like to place the order, do not hesitate to contact me at 847-275-9758.

Respectfully



Justin Wilhelms
Vice President, Sales
WET Solutions, Inc.
Water Environmental Technologies



Christine Lazaris

From: Ken Wisniewski <kenw@omshvac.com>
Sent: Monday, February 13, 2017 10:53 AM
To: Christine Lazaris
Subject: Hot Water Boiler System Survey

Christine,

Per the findings of the survey by WET solutions it has been recommended that your system be drained, flushed and refilled introducing the proper chemicals needed to control corrosion and scale build up.

Our technician, Andy Lindstrom has observed at least 2 dozen rotted and corroded dielectric unions in the attic. It is our recommendation that these fittings be replaced prior to the system being flushed to minimize the chance of leaks after the new chemicals are introduced into the system.

Cost to complete the replacement of these fittings is **\$8,100.00** based on all work being performed during our normal working hours.

Sincerely,

Ken Wisniewski
Assistant Service Manager
Oak Brook Mechanical Services, Inc.
961 S. Route 83
Elmhurst, IL. 60126
630-941-3555



X. D

MEMORANDUM

To: Board of Trustees
From: Christine Lazaris
Date: February 14, 2017
RE: LINC Budget

LINC's fiscal year begins May 1, 2017 and a new budget needs to be approved by all member libraries. Please find attached the LINC operating budget for fiscal year 2017/2018 as recommended by the LINC Board of Directors. Reductions in staffing and office rental costs resulted in decreased expenses. As a result, LINC expects to collect \$27,960 more in revenues than expenditures. With so much in flux regarding the dissolution of the consortium, however, the Board of Directors decided to maintain current member rates. In all likelihood, this is the final full year of operations for LINC.

**DRAFT Operating Revenues
for LINC 2017-2018 Budget**

**Approved
Revenues
2016/2017**

**Draft
Revenues
2017/2018**

**Endnotes
for LINC Draft 2017/2018 Operating Revenues**

Operating Fund Revenues

**Total Revenue
Annually**

**Total Revenue
Annually**

Products and Services

Batavia	\$80,000.00	\$80,000.00
Bloomingtondale	\$60,000.00	\$60,000.00
Franklin Park	\$6,666.00	\$0.00
Geneva	\$100,000.00	\$100,000.00
Glen Ellyn	\$80,000.00	\$80,000.00
Itasca	\$40,000.00	\$40,000.00
St. Charles	\$100,000.00	\$100,000.00
Villa Park	\$51,500.00	\$51,500.00
West Chicago	\$60,000.00	\$60,000.00
Total	\$578,166.00	\$571,500.00

Web Hosting:

LINC will no longer host these Web sites.

Batavia	\$120.00	\$0.00
Bloomingtondale	\$120.00	\$0.00
Franklin Park	\$120.00	\$0.00
Glen Ellyn	\$120.00	\$0.00
St. Charles	\$120.00	\$0.00
Villa Park	\$120.00	\$0.00
Geneva	\$120.00	\$0.00
Glenside Public Library	\$180.00	\$0.00
Carol Stream Public Library	\$180.00	\$0.00
Total	\$1,200.00	\$0.00

Interest Income

Checking account	\$200.00	\$200.00
IMET (Operating only)	\$260.00	\$780.00
Illinois Fund	\$12.00	\$1,800.00
Total	\$472.00	\$2,780.00

Audit moved all IL Funds interest to OP. Fund.

Grand Total

\$579,838.00

\$574,280.00

DRAFT Operating Expenditures for LINC 2017-2018 Budget	Approved Expenditures <u>2016/2017</u>	Draft Expenditures <u>2017/2018</u>	Endnotes for LINC Draft 2017/2018 Operating Expenditures
LINC Staff	\$247,000.00	\$160,000.00	<i>Reduce to 1 full time and two part-time</i>
FICA Employer	\$19,019.00	\$12,320.00	<i>Adjusted for reductions</i>
IMRF Employer	\$33,000.00	\$22,400.00	<i>Adjusted for reductions</i>
Health/Life Insurance	\$19,896.00	\$15,000.00	<i>Preparing for a big increase, just in case</i>
Workers' Compensation	\$1,750.00	\$1,300.00	<i>From current budget</i>
Total Salaries and Benefits	\$320,665.00	\$211,020.00	
Errors & Omissions Insurance	\$1,500.00	\$1,500.00	
Bond	\$750.00	\$750.00	
Liability Property Insurance	\$6,000.00	\$6,000.00	
Total Liability Insurance	\$8,250.00	\$8,250.00	<i>No change</i>
Security System	\$1,400.00	\$0.00	
Utilities	\$4,700.00	\$0.00	
Site Rental/Working from home	\$44,000.00	\$13,000.00	
Total Site	\$50,100.00	\$13,000.00	<i>Reductions from downsizing</i>
Office Supplies	\$1,500.00	\$1,000.00	
Postage	\$255.00	\$255.00	
Training and Software	\$8,000.00	\$5,000.00	
Travel/Mileage	\$2,000.00	\$2,000.00	
Professional Dues/Expenses	\$1,500.00	\$500.00	
Total Office Expenses	\$13,255.00	\$8,755.00	<i>Some reductions</i>
Office Equip. Maintenance	\$3,120.00	\$0.00	<i>We bought the printer outright. No monthly maintenance.</i>
Accounting Software Maintenance	\$2,000.00	\$2,000.00	
Software/Hardware Maintenance	\$132,000.00	\$142,745.00	<i>ERC, Authority, BlueCloud Visibility, etc.</i>
DataStream Content	\$19,000.00	\$18,750.00	
Total Maintenance Contracts	\$156,120.00	\$163,495.00	<i>Slight adjustments.</i>
Point to Point	\$45,000.00	\$47,000.00	
Office Phones	\$4,000.00	\$1,800.00	
Cable Internet Service	\$1,500.00	\$1,200.00	
Total Telecommunications	\$50,500.00	\$49,800.00	<i>Sight changes</i>
Audit	\$8,000.00	\$8,000.00	
Legal	\$2,500.00	\$6,000.00	
SirsiDynix Consulting	\$0.00	\$60,000.00	<i>This wasn't budgeted last year and was increased this year from \$40,000</i>
Total Consulting Fees	\$10,500.00	\$74,000.00	<i>due to migration and potential staffing issues.</i>
Transfer to Development		\$18,000.00	<i>Transfer this to the development fund as we have in years' past.</i>
Total General Fund Expenditures	\$609,390.00	\$546,320.00	
Total Revenues	\$579,838.00	\$574,280.00	
Under/Over	-\$29,552.00	\$27,960.00	<i>Under budget!</i>

TO: Board of Trustees
FROM: Christine Lazaris
DATE: February 9, 2017
RE: New Cleaning Contract

Our current cleaning contract with Complete Cleaning expires on May 31, 2017 and thus we must begin the process of seeking cleaning proposals so that we do not experience any interruption of service. Attorney Ritzman advises "As cleaning services are personal services (vs. brick & mortar), regardless of the amount, we need not utilize formal competitive bids with newspaper publication, formal bid opening, etc. While we have discretion to hire a company of our choice without obtaining any quotes/proposals, using an RFP process is advisable."

Attached you will find an RFP for Cleaning Services that has been reviewed by Ritzman.

The potential timeline for the process is as follows:

February 23, 2017	Board approves RFP
February 24, 2017	Legal notice sent to <i>Daily Herald</i> , RFP posted on Library website and in the building, RFP sent to local cleaning contractors
March 14, 2017	Mandatory building walk-through
March 31, 2017	Proposals due by 5:00 p.m.
April 13, 2017	Building and Grounds Committee reviews top 3 proposals as evaluated by Library Administration
April 27, 2017	Board approves Cleaning Contract
May 1, 2017	Complete Cleaning (current contractor) notified of decision
June 1, 2017	Contractor begins new contract period

Please let me know if you have any questions, comments, or concerns prior to the meeting on February 23, 2017 so that I may properly investigate.

**Request for Proposals (RFP) for Cleaning Services
Geneva Public Library District, Geneva, IL**

Issued: February 24, 2017
Submittals Due: 5:00 p.m. Central Daylight Savings Time, March 31, 2017

I. Introduction

The Board of Trustees of the Geneva Public Library District requests proposals for professional cleaning services, which will provide routine interior cleaning at the Geneva Public Library, 127 James St., Geneva, IL 60134. The Geneva Public Library is approximately 27,600 square feet. The Library is open seven days per week and has over 274,000 visitors each year. Cleaning is to be provided for the entire building with the exception of: boiler room, elevator maintenance room, storage rooms, closets, public book and audiovisual shelving (see attached cleaning schedule). The intent of seeking proposals is to award a three-year contract beginning June 1, 2017.

II. Scope of Work

Cleaning services are to be provided as follows:

- a. Services shall be provided seven (7) days per week per attached cleaning schedule.
- b. The Library is to be cleaned Monday through Friday between 9:30 p.m. and 7:00 a.m.; Saturday and Sunday between 5:30 p.m. and 7:00 a.m. with the exception of the following holidays when the Library is closed: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.
- c. At any time during the term of this contract, the Library reserves the right to adjust the cleaning specification attached. The Library understands that additional work shall be estimated and priced to performance.
- d. The Contractor will, as part of this agreement, be expected to work closely with the Library in resolving any and all problems resulting during the terms of this agreement.

III. Instructions to Bidders

Before submitting a proposal, each respondent shall familiarize itself with the scope of work as outlined in the RFP, laws, regulations, and other factors affecting contract performance. The Respondent shall be responsible for fully understanding the requirements of this RFP and the resulting contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of this RFP and resulting contract. **A mandatory building walk-through is scheduled for March 14, 2017 at 1:00 p.m.**

A. General Assumptions

- a. The Contractor shall provide competent, trained, and experience staff to the highest standards.
- b. The Contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss of time events so service to the Geneva Public Library District continues uninterrupted.
- c. The Contractor shall provide all necessary equipment, tools, and materials for cleaning services with the exception of: paper products, trash liners, and bathroom supplies.
- d. The Contractor shall be responsible for any cost, fees, or fines due to misuse of the building's alarm system.
- e. The Contractor will be responsible for any loss of Geneva Public Library District's property due to errors, mistakes, malfeasance, or misfeasance of its employees or products/equipment provided by the Contractor.
- f. The Contractor will work cooperatively with designated Library staff.
- g. The Contractor will not subcontract work without the expressed written permission of the Geneva Public Library District. By submitting a proposal, each bidder agrees that each worker assigned to this contract is a direct employee of the named organization.
- h. The Contractor agrees to pay for all permits, licenses, and fees, and give all notices and to comply with all laws, ordinances, and rules of the City of Geneva and State of Illinois.
- i. Upon acceptance of a proposal, the parties will enter into a three-year contract upon terms approved by the Library Board of Trustees and the Library's Attorney.

- j. If the Contractor fails to perform the work in a satisfactory manner or otherwise breaches the contract, the Library shall give notice to the Contractor and provide an opportunity to correct the deficiencies. If the performance does not meet the standards of this contract within seven (7) calendar days, the Library may terminate the contract.
- k. The Geneva Public Library District or Contractor may cancel this agreement at any time subject to thirty (30) days prior written notice.

B. Payment

- a. Invoices shall be submitted monthly to Christine Lazaris, Library Director, Geneva Public Library District, 127 James St., Geneva, IL, 60134.
- b. Sales to the Geneva Public Library District are exempt from state and local tax. Proof of tax exemption status will be provide by the Library to the Contractor.
- c. The Library shall submit monthly payments to the Contractor for all services outlined in this agreement in accordance with the Local Government Prompt Payment Act.

C. Insurance

- a. The Contractor shall maintain insurance outlined below at its own expense during the terms of this contract. The Contractor shall provide proof of insurance and bonding on or before the effective date of this agreement with a certificate evidencing that the Contractor's insurance policies will not be changed or canceled without at least thirty (30) days prior written notice to the Library.
- b. The limits for insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

General liability:	\$1,000,000 each occurrence, with additional umbrella liability of not less than \$1,000,000
Personal injury:	\$1,000,000
Business Service Bond	\$25,000
Workers compensation:	statutory limits

- c. The Contractor shall provide lost key coverage to indemnify the Library for purchase and installation of new locks and keys in the case that a Contractor employee loses or misplaces a key to the Library facility.
- d. Geneva Public Library District shall be named as an additional insured on all insurance policies, except for professional liability and worker's compensation.

- e. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the owner and its agents, officers, and employees from and against all injuries, losses, damage claims, suits, liabilities, judgements, costs, and expenses, including but not limited to attorney's fees, which may arise directly or indirectly from the performance of Contractor's work or the work of its employees. The Contractor shall, at its own expense, appear, defend, and pay all charges to attorneys and all costs and other expenses arising therefrom or incurred in connection there with and if any judgement shall be rendered against the owner in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

D. Material Safety Data Sheets

- a. It is a federal law that chemical manufacturers and importers develop an MSDS for each hazardous chemical they produce or import, and must provide the MSDS automatically at the time of the initial shipment or a hazardous chemical to a downstream distributor or user, or anytime the chemical makeup of the product is changed.
- b. Contractors who are awarded this contract, and if the above paragraph applies to this bid, must submit information to the Library regarding the specific chemical identity of the hazardous chemical(s) involved and their common names.

IV. Proposal Content

The Proposal Package should include the following information:

a. Cover Letter

The cover letter should briefly state the firm's understanding of the work to be performed, and a statement as to why the firm believes it is best qualified to perform the services. The cover letter should also include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.

b. References

Provide a list of at least three (3) office/commercial/business references documenting your experience. Each reference should include the business name, contact name, and a current telephone number.

c. Outline of Materials and Staff

- i. An estimate of how many people will be in the building, for how long, and a range of hours staff will be on the premises.
- ii. Supply list: what is included in the contract and what may be purchased through your company. Include cost for additional supplies.
- iii. Tools or equipment to be stored on the premises (vacuum cleaner, mops, brooms, etc.)

d. Cost of Services

Respondents shall provide:

- i. A fixed monthly cost for the janitorial services identified in the scope of work and attached cleaning schedule for years 1, 2, 3 of the contract period.
- ii. A fixed cost for specific extra services and maximum increases for years 2 and 3 of the contract period.
- iii. An hourly rate for on-call or out of scope work and maximum increases for years 2 and 3 of the contract period.

e. List of current clients

f. Copies of insurance, license, and bonding documentation

g. Additional Information (Optional)

Respondents may include any other information deemed essential to the evaluation of the proposal.

V. Evaluation and Selection Process

Proposals will be evaluated by the Director, Deputy Director, and Facilities Manager. Selected proposal(s) will be reviewed by the Building and Grounds Committee of the Library Board of Trustees and presented to the Library Board of Trustees at their meeting on Thursday, April 27, 2017 at 7:00 p.m. held in the lower level meeting room of the Library.

Evaluation of Proposals:

- a. Proposals will only be accepted from principals of the firm that will actually be doing the work.
- b. Proposals must be complete.
- c. In selecting the Contractor, experience, services offered, and quality of service will be considered as well as costs.
- d. The Library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of the proposal.

VI. Administration

A. Issuance

This RFP was issued by the Geneva Public Library District on February 24, 2017.

B. Closing Date

The Contractor's response to the RFP must be received in a sealed envelope by March 31, 2017 at 5:00 p.m. Central Daylight Savings Time at the address below:

Geneva Public Library District

Attn: Christine Lazaris

127 James St.

Geneva, IL 60134

Any inquiries related to the RFP should be directed to Christine Lazaris at clazaris@gpld.org.

CLEANING SCHEDULE

Entrance & Customer Service	Daily	As Needed	Weekly	Monthly
1. Vacuum all carpeted areas & mats	X			
2. Sweep & damp mop all tiled floors	X			
3. Spot clean all entryway glass and glass doors	X			
4. Spot clean glass partitions	X			
5. Dust & spot clean all office furniture, to include: tables, chairs, credenzas and filing cabinets	X			
6. Dust all telephones	X			
7. Polish brass railings	X			
8. Damp wipe & polish all exposed desk tops	X			
9. Clean & sanitize all telephones			X	
10. Vacuum under all desks			X	
11. Dust top of all partitions & ledges			X	
12. Damp wipe all office furniture, to include credenzas and filing cabinets			X	
13. Vacuum all upholstered chairs				X

Public Areas (Adult Services, Youth Services)	Daily	As Needed	Weekly	Monthly
1. Vacuum all carpeted areas with special attention to traffic areas	X			
2. Sweep & mop all tiled/laminate floors	X			
3. Spot clean glass partitions	X			
4. Vacuum carpet between bookshelves	X			
5. Damp wipe all tables, study carrels and counters	X			

6. Clean & sanitize all telephones	X			
7. Wash interior glass partitions & doors				X
8. Vacuum/clean all upholstered furniture			X	
9. Wash display case glass	Daily or as needed			
10. Clean coffee bar	Daily or as needed			

Youth Program Room	Daily	As Needed	Weekly	Monthly
1. Vacuum circle carpet	X			
2. Sweep & mop floor	X			
3. Clean sink & counters	X			
4. Refill paper towel dispenser	X			
5. Spot clean carpet & walls	Daily or as needed			
6. Strip & wax laminate floor	Twice a year			

Meeting Room & Kitchen/Staff Lounge	Daily	As Needed	Weekly	Monthly
1. Vacuum carpet daily	X			
2. Spot clean carpet	Daily or as needed			
3. Sweep & mop tile floor	X			
4. Clean sink, counter & water machine	X			
5. Wash walls around recycling area	X			
6. Fill paper towel dispenser	X			
7. Clean & sanitize phones			X	
8. Dust off top of pop machine			X	
9. Wipe cabinet fronts, refrigerator sides & top, outside of microwaves and stove				X
10. Vacuum upholstered chairs				X

Office Areas	Daily	As Needed	Weekly	Monthly
1. Vacuum all open carpeted areas	X			
2. Sweep and mop tiled floors	X			
3. Dust office partitions	X			
4. Dust tops of cubicles	X			
5. Dust & spot clean all office furniture, to include: tables, chairs, credenzas and filing cabinets	X			
6. Dust all telephones	X			
7. Clean & sanitize all telephones			X	
8. Damp wipe all office furniture, to include credenzas and filing cabinets			X	
9. Vacuum all upholstered chairs				X

Restrooms	Daily	As Needed	Weekly	Monthly
1. Clean & sanitize all counters, porcelain fixtures, including sinks, toilet bowls, and urinals	X			
2. Clean & polish all chrome faucets & fixtures	X			
3. Damp clean and sanitize both sides of toilet seats	X			
4. Damp clean all mirrors	X			
5. Damp clean all trash cans	X			
6. Sweep and damp mop all tile floors with disinfectant	X			
7. Damp clean diaper tables inside and outside	X			
8. Refill liners in diaper tables	X			
9. Damp clean dryers	X			
10. Clean & sanitize door handles	X			
11. Deodorize bathrooms	X			

12. Spot clean all partitions	X			
13. Polish all stainless steel	X			
14. Refill all soap, towel and tissue dispensers	X			
15. Flush bathroom floor drains			X	
16. Wash partitions			X	
17. Refill deodorizers		X		

Stairwells, elevator & loading dock	Daily	As Needed	Weekly	Monthly
1. Sweep all stairwells	X			
2. Spot clean elevator doors & walls	X			
3. Vacuum carpet mats in stairwell	X			
4. Mop elevator floor	X			
5. All stainless steel in elevator polished	X			
6. Dust handrails			X	

All contracted areas	Daily	As Needed	Weekly	Monthly
1. Clean & sanitize all water fountains	X			
2. Clean & refurbish sand urns outside	X			
3. Spot clean fingerprints, sills, light switches, kick and push plates			X	
4. Remove all cobwebs			X	
5. Dust all windowsills			X	
6. Dust all blinds				X
7. Dust doorframes and baseboards				X
8. Empty all trash cans (including outside picnic & entrance) to dumpster & replace liners	X			

9. Empty all recycling bins to designated areas (**DO NOT REMOVE POP CANS**)

X

SALES • SERVICE • INSTALLATION

Invoice - 5084

Date: 1/26/2017
Account ID: 82
PO Number:

Bill to: Geneva Public Library
127 James St.
Geneva, IL 60134

Service at: Geneva Public Library
127 James St.
Geneva, IL 60134

Reference: Work Order - 4854

Terms:

Comments: 2nd boiler flame failure & low air not running

Service Repair: Regular Hours 20.00

Labor: \$3,000.00

Material: \$242.43

Freight: \$17.12

Date 1/17
Approved DH Approve
Rec'd By
Account 10-5440

*Hold For
Bill Approval*

 **ENTERED**

Subtotal:	\$3,259.55
Sales Tax:	\$0.00
Payments:	\$0.00
Total Due:	\$3,259.55



SERVICE REPORT

Oak Brook Mechanical Services, Inc.
961 S. Route 83
Elmhurst, Illinois 60126-4993
(630) 941-3555
www.omshvac.com

Geneva Public Library
127 James St.
Geneva, IL 60134

Date: 1/25/17
Ticket# 4854

Contact: Andy Strutz

Your technician today is Kevin Hark #31

APPROVED WORK

Description

4 Service Repair: Regular Hours

#2 boiler locked out due to low air. Reset boiler and unit started started to heat. Checked pressure differential on the pressure switch and set at .35 as per manufacture. Noticed cracks in plastic tubing for the pressure switch. Replaced tubing. Checked water temperature rise and found it to be at 30 degrees on both boilers. Should be about 20 degrees. Cycled boiler several times and boiler started each time with no failure. Will order gasket kits for the boilers and need 2 gauges. One for the boiler and one for the pump. Also recommend replacing the pressure switch for boiler #2. Work complete for today. Boilers in tight space will need a

8 Service Repair: Regular Hours

cleaned both boilers and replaced bad burners also replaced bvent and cap on boiler chimney

8 Service Repair: Regular Hours

1/25/17 15:47:03

Thank You For Your Business!

SALES • SERVICE • INSTALLATION

Invoice - 4915

Date: 1/16/2017
Account ID: 82
PO Number:

Bill to: Geneva Public Library
127 James St.
Geneva, IL 60134

Service at: Geneva Public Library
127 James St.
Geneva, IL 60134

Reference: Work Order - 4573

Terms:

Comments: Replace seals and motor on Taco Pumps

Service Repair: Regular Hours 8.00

Labor: \$1,200.00

Material: \$1,082.80

Freight: \$91.00

Date
Approved
DH Approve
Rec'd By
Account

1/19/17

AS [Signature]

10-5440

 **ENTERED**

*Hold for Fed
Approval*

Subtotal:	\$2,373.80
Sales Tax:	\$0.00
Payments:	\$0.00
Total Due:	\$2,373.80



SERVICE REPORT

Oak Brook Mechanical Services, Inc.
961 S. Route 83
Elmhurst, Illinois 60125-4993
(630) 941-3555
www.omshvac.com

Geneva Public Library
127 James St.
Geneva, IL 60134

Date: 1/11/17
Ticket# 4573

Contact: Andy Strutz

Your technician today is Andy Lindstrom #28

APPROVED WORK

Description

2 1600-868CRP Seal Kit

1661-025 1.5HP Motor

Freight

8 Service Repair: Regular Hours

replaced seal and motor on pump p1

A handwritten signature in black ink, appearing to be 'X' or a similar stylized mark, is written above a horizontal line.

1/11/17 13:21:07

Thank You For Your Business!