

Regular Board Meeting
Geneva Public Library District
127 James St., Geneva, IL
Thursday, January 26, 2017, 7:00 p.m.

AGENDA

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Changes in Agenda [Voice Vote]
- IV. Presentation of audit report by Brian LeFevre
- V. Approval of Minutes
 - A. Public Hearing, December 22, 2016 / [Voice Vote]
 - B. Regular Meeting, December 22, 2016 / [Voice Vote]
- VI. Treasurer's Report
 - A. Financial Statements and Receipts / [RC Vote]
- VII. Patrons' and Public Comments / Correspondence / Publicity
- VIII. Committee & Liaison Reports
 - A. Foundation Liaison
 - B. LINC Update
 - C. Legislative Update
- IX. President's Report
- X. Library Director's Report
- XI. New and Unfinished Business
 - A. Project Outcome report and presentation by Kristi Miller
 - B. Review updated organizational chart
 - C. Appoint trustees for review of closed minutes
 - D. Approve 2017 Calendar of Duties / [Action Item/RC Vote]
 - E. Approval Disposal of Excess Furniture / [Action Item/RC Vote]
 - F. Approve payment to Ottosen Britz (\$1,190.00) / [Action Item/RC Vote]
- XII. Other New Business
- XIII. Public and Trustee Comments
- XIV. Future agenda items
- XV. Adjournment

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**AUDITOR'S COMMUNICATION TO THE
BOARD OF TRUSTEES**

For the Year Ended
June 30, 2016



**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
AUDITOR’S COMMUNICATION TO THE BOARD OF TRUSTEES
TABLE OF CONTENTS**

	<u>Page(s)</u>
COVER LETTER.....	1
REQUIRED COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE.....	2-5
• Adjusting Journal Entries	
MANAGEMENT LETTER.....	6-10
FIRM PROFILE	



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

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

November 11, 2016

Members of the Board of Trustees
Geneva Public Library District
127 James Street
Geneva, Illinois 60134

Ladies and Gentlemen:

As part of our audit process we are required to have certain communications with those charged with governance at the beginning of our audit process and at the conclusion of the audit. Those communications include information related to the planned scope and timing of our audit, as well as other information required by auditing standards. Our communication at the beginning of our audit process along with our questionnaire regarding consideration of fraud in a financial statement audit was sent to you on August 22, 2016.

In addition, auditing standards require the communication of internal control related matters to those charged with governance. Our management letter, as well as a listing of future pronouncements that may affect the Library, are enclosed within this document.

This information is intended solely for the use of the Board of Trustees and management of Geneva Public Library District, and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Sikich LLP

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



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

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

November 11, 2016

The Honorable President
Members of the Board of Trustees
Geneva Public Library District
Geneva, Illinois

Ladies and Gentlemen:

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Geneva Public Library District, Geneva, Illinois (the District) for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 9, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ending June 30, 2016. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no particularly sensitive estimates made by management during our audit of the financial statements except for the actuarial assumptions used to calculate the total pension liability.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. We did not note any sensitive disclosures. The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole except for AJE02 and AJE03.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 11, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to other required supplementary information (RSI), as listed in the table of contents that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report the combining and individual fund financial statements and schedules which accompany the financial statements but are not RSI. With respect to this information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We were not engaged to report on the supplemental data, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the Board of Trustees and management of Geneva Public Library District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Sikich LLP

Sikich LLP

By: Brian LeFevre, CPA, MBA

Partner

Geneva PLD

Year End: June 30, 2016

Adjusting Journal Entries

Date: 7/1/2015 To 6/30/2016

Number	Date	Name	Account No	Debit	Credit
AJE-01	6/30/2016	Compensated Absences	99-2010 99-GFA	2,546.04	
AJE-01	6/30/2016	Adjustment for Compensated Absences	99-5410 99-GFA		-2,546.04
To adjust compensated absences for employees no longer at the Library					
AJE-02	6/30/2016	Fund Balance	99-3000 99-GFA	1,942,393.27	
AJE-02	6/30/2016	Change in Capital Assets	99-9910 99-GFA		-1,942,393.27
Reclass entry for Financial Statement Reporting Purposes - reclass depreciation expense from fund balance to expense					
AJE-03	6/30/2016	Pension Items - IMRF	99-1000 99-GFA	308,390.00	
AJE-03	6/30/2016	Net Pension Liability	99-2000 99-GFA		-488,069.00
AJE-03	6/30/2016	Pension Expense	99-5000 99-GFA	179,679.00	
To record current year IMRF activity in accordance with GASB Statement No. 68.					

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

MANAGEMENT LETTER

June 30, 2016





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

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

Members of the Board of Trustees
Geneva Public Library District
Geneva, Illinois

In planning and performing our audit of the financial statements of the of the governmental activities, each major fund and the aggregate remaining fund information of the Geneva Public Library District, Geneva, Illinois (the District) as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses and, therefore, material weaknesses may exist that were not identified. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, as discussed below we identified certain matters that are opportunities for strengthening internal controls and operating efficiency, of which management should be aware. We also reviewed the status of the recommendations from the prior year audit. The status of these recommendations is included in Appendix A.

This report is intended solely for the information and use of the President, the Board of Trustees and management and others within the administration and is not intended to be and should not be used by anyone other than these specified parties

Sikich LLP

Naperville, Illinois
November 11, 2016

DEFICIENCY

1. Credit Card Compliance

The Library does not currently have employees sign a formalized agreement indicating that they have read and understand Library policy involving credit cards. We recommend that the Library create and have employees sign a policy that outlines topics such as their spending limits, an understanding that the card is for Library use only, and that the District is a tax-exempt organization.

OTHER INFORMATION

Future Accounting Pronouncements

GASB Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*, establishes requirements for those pensions and pension plans that are not administered through a trust meeting specified criteria. The provisions in Statement No. 73 are effective for the fiscal year ending June 30, 2016—except those provisions that address employers and governmental non-employer contributing entities for pensions that are not within the scope of Statement No. 68, which is effective for financial statements for the fiscal year ending June 30, 2017.

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, addresses reporting by OPEB plans that administer benefits on behalf of governments and replaces GASB Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. Statement No. 74 addresses the financial reports of defined benefit OPEB plans that are administered through trusts that meet specified criteria. The statement builds upon the existing framework for financial reports of defined benefit OPEB plans, which includes a statement of fiduciary net position (the amount held in a trust for paying retirement benefits) and a statement of changes in fiduciary net position. Statement No. 74 enhances note disclosures and RSI for both defined benefit and defined contribution OPEB plans. Statement No. 74 also requires the presentation of new information about annual money-weighted rates of return in the notes to the financial statements and in 10-year RSI schedules. The provisions in Statement No. 74 are effective for OPEB plan or sponsoring employer financial statements for the fiscal year ending June 30, 2017.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, addresses reporting by governments that provide OPEB to their employees and for governments that finance OPEB for employees of other governments and replaces the requirements of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as they relate to governments that provide benefits through OPEB plans administered as trusts or similar arrangements that meet certain criteria. Statement No. 75 requires governments providing defined benefit OPEB to recognize their long-term obligation for OPEB as a liability for the first time, and to more comprehensively and comparably measure the annual costs of OPEB benefits. The Statement also enhances accountability and transparency through revised and new note disclosures and required supplementary information (RSI). The provisions in Statement No. 75 are effective for the fiscal year ending June 30, 2018.

OTHER INFORMATION (Continued)

Future Accounting Pronouncements (Continued)

GASB Statement No. 78, *Pensions Provided Through Certain Multiple-Employer Defined Benefit Pension Plans*, establishes requirements for pensions provided to employees of state or local government employers through a cost-sharing multiple-employer defined benefit pension plan that (1) is not a state or local government pension plan, (2) is used to provided defined benefit pensions to both employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (3) has no predominant state or local governmental employer (either individually or collectively with other state or local governmental employers that provide pensions through the pension plan). The requirements of this statement are effective for the fiscal year ending June 30, 2017.

GASB Statement No. 80, *Blending Requirements for Certain Component Units – an amendment of GASB Statement No. 14*, requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The requirements of this statement are effective for the fiscal year ending June 30, 2017.

GASB Statement No. 81, *Irrevocable Split-Interest Agreements*, provides recognition and measurement guidance for situations in which a government is a beneficiary of a split-interest agreement. The requirements of this statement are effective for the fiscal year ending June 30, 2018.

GASB Statement No. 82, *Pension Issues - an amendment of GASB Statements No. 67, No. 68, and No. 73*, addresses issues regarding (1) the presentation of payroll-related measures in the required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. The requirements of this standard are effective for the fiscal years ending June 30, 2018 and 2019.

We will advise the District of any progress made by GASB in developing this and other future pronouncements that may have an impact on the financial position and changes in financial position of the District.

**APPENDIX A
STATUS OF RECOMMENDATIONS FROM JUNE 30, 2015**

DEFICIENCIES

1. Interactive Account Groups

The District does not currently utilize funds (account groups) to track and record the capital asset or long-term debt activity throughout the year for governmental activities. We recommend that the District set up funds for governmental capital assets and long-term debt on its general ledger and utilize these funds to track the related activity and facilitate the conversion of the fund financial statements at the entity-wide level.

Status - Comment implemented as of June 30, 2016.

2. Segregation of Duties

During our review of the District's internal controls, we noted a lack of segregation of duties related to the payroll system. We noted that the Business Manager has the ability to make changes to employees' pay rates in the payroll module and also has access to changes the number of hours worked. Proper segregation of duties should separate the abilities to change pay rates and hours. We recommend the District segregate the aforementioned functions among separate employees.

Status - Comment implemented as of June 30, 2016.

3. Bank Reconciliation Review

During our walkthrough of the bank reconciliation process, we noted the bank reconciliations that the Business Manager prepares are not reviewed by a second individual. We recommend that bank reconciliations be reviewed on a regular basis.

Status - Comment still applicable as of June 30, 2016.

4. Uncollateralized Accounts

During our review of the District's cash deposits at financial institutions, it was noted that the District had \$32,054 of uninsured and uncollateralized deposits as of June 30, 2015. We recommend the District perform a review of deposits on a monthly basis to ensure that the District's deposits with financial institutions are either covered by FDIC insurance (\$250,000) or covered by a third party collateral agreement and sufficient collateral is pledged. This will provide a higher level of safekeeping over public funds and maintain compliance with the District's investment policy.

Status - Comment implemented as of June 30, 2016

Sikich Snapshot

Organization

Sikich LLP, a leading professional services firm specializing in accounting, technology, investment banking* and advisory services**, has more than 750 employees throughout the country. Founded in 1982, Sikich now ranks as one of the country's Top 35 Certified Public Accounting firms and is among the top 10 of all enterprise resource planning solution partners in the country. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.

Industries

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

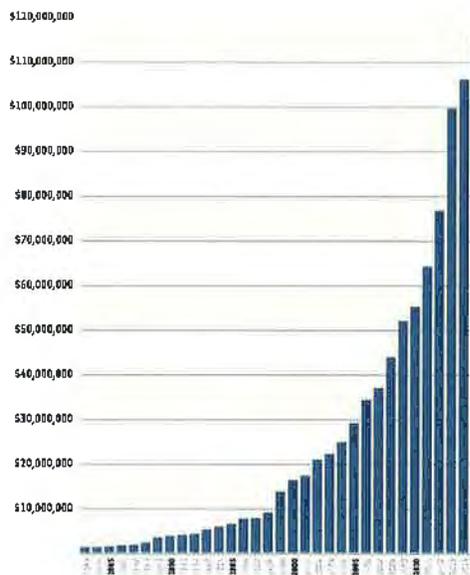
- Agriculture
- Construction & Real Estate
- Energy
- Government
- Manufacturing & Distribution
- Not-for-Profit

Statistics

2015 Revenues	\$116.6M
Total Partners	106
Total Employees	688
Total Personnel	794

Personnel count as of July 13, 2016

Sikich Total Revenues

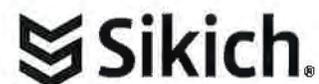


SERVICES

- Accounting, Audit, Assurance & Tax
- Business Valuation
- Dispute Advisory
- ERP & CRM Software
- Human Resources Consulting
- Insurance Services
- Investment Banking & Corporate Finance
- IT Services
- Marketing & Public Relations
- Retirement Planning
- Supply Chain
- Wealth Management

Awards

- Vault Accounting Top Ranked 2017
- *Accounting Today* Top 100 Firms: ranked 31st nationally, 2016
- *Accounting Today* Regional Leaders – Top Firms: Great Lakes: ranked 4th, 2016
- *Milwaukee Business Journal* Largest Management Consulting Firms: ranked 10th, 2016
- *Milwaukee Business Journal* Largest Milwaukee-Area Accounting Firms: ranked 11th, 2016
- *INSIDE Public Accounting* Top 50 Largest Accounting Firms: ranked 31st nationally, 2016
- When Work Works Award, 2016
- *WorldatWork* Work-Life 2016 Seal of Distinction
- Best Places to Work in Illinois, 2016
- Best Places to Work in Indiana, 2016
- Chicago's 101 Best and Brightest Companies to Work For®, 2016
- Milwaukee's 101 Best and Brightest Companies to Work For®, 2016
- WICPA Excellence Award - Public Service Award (Firm), 2016
- *Accounting Today* Top 100 Value Added Reseller: ranked 7th, 2016
- Bob Scott's Top 100 Value Added Reseller: ranked 9th, 2016
- US SMB Champions Club Heartland Partner of the Year, Microsoft's US Small and Mid-sized Business (SMB) Champions Club, 2016
- 2016 US SMB Champions Club Heartland Influencer Partner of the Year, Microsoft's US Small and Mid-sized Business (SMB) Champions Club, 2016
- *Inc. 5000*: ranked #4344, 2015
- *Crain's List* Chicago's Largest Privately Held Companies: ranked #250, 2015
- Bob Scott's Top 100 Value Added Reseller: ranked 9th, 2015
- National Best & Brightest Companies to Work For®, 2015
- Chicago's 101 Best and Brightest Companies to Work For®, 2015
- National Best & Brightest in Wellness, 2015
- *Chicago Tribune's* Top Workplaces, 2015
- Edge Award - 2015 Community Service
- Microsoft Dynamics Inner Circle and President's Club, 2014



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Sikich Snapshot

Certifications

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2014, Sikich LLP received its 9th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.



Microsoft Partner

Gold Enterprise Resource Planning

Microsoft Partner

Sikich has earned a Microsoft ERP Gold competency; ranked among the top 1 percent of all Microsoft Dynamics partners worldwide; and carries the following certifications:

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- MCSE (Microsoft Certified System Engineer)
- CCNA (Cisco Certified Network Associate)
- CCDA (Certified Cisco Design Associate)
- CCEA (Citrix Certified Enterprise Administrator)
- MRMS (Microsoft Retail Management Systems)
- CISA (Certified Information Systems Auditor)
- CNE (Certified Novell Engineer)
- MS CSM (Microsoft Customer Service Manager)
- MS CAE (Microsoft Certified Account Executive)
- MCDBA (Microsoft Certified Database Admin.)



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**International Accounting Bulletin, 2011*



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*** Advisory services offered through Sikich Financial, a Registered Investment Advisor. Securities offered through Triad Advisors, Member FINRA and SIPC. Triad Advisors and Sikich Financial are not affiliated.*

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**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

ANNUAL FINANCIAL REPORT

**For the Year Ended
June 30, 2016**



**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
TABLE OF CONTENTS**

	<u>Page(s)</u>
INDEPENDENT AUDITOR'S REPORT	1-2
GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS	
Management's Discussion and Analysis.....	MD&A 1-8
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position	3
Statement of Activities	4
Fund Financial Statements	
Governmental Funds	
Balance Sheet	5
Reconciliation of Fund Balances of Governmental Funds to the Governmental Activities in the Statement of Net Position	6
Statement of Revenues, Expenditures and Changes in Fund Balances	7
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Governmental Activities in the Statement of Activities.....	8
Notes to Financial Statements.....	9-24
Required Supplementary Information	
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund	25
Notes to Required Supplementary Information	26
Illinois Municipal Retirement Fund	
Schedule of Employer Contributions	27
Schedule of Changes in the Employer's Net Pension Liability and Related Ratios.....	28

**GENEVA PUBLIC LIBRARY DISTRICT
 GENEVA, ILLINOIS
 TABLE OF CONTENTS (Continued)**

	<u>Page(s)</u>
COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES	
MAJOR GOVERNMENTAL FUNDS	
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - Special Reserve Fund	29
NONMAJOR GOVERNMENTAL FUNDS	
Combining Balance Sheet	30-31
Combining Statement of Revenues, Expenditures and Changes in Fund Balances	32-33
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	
Illinois Municipal Retirement Fund	34
Audit Fund	35
Liability Insurance Fund	36
Building Acquisition and Maintenance Fund	37
Social Security Fund	38
Capital Improvement Fund	39
SUPPLEMENTAL DATA	
Property Tax Assessed Valuations, Rates, Extensions and Collections - Last Seven Tax Levy Years	40

INDEPENDENT AUDITOR'S REPORT



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

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

INDEPENDENT AUDITOR'S REPORT

Members of the Board of Trustees
Geneva Public Library District
Geneva, Illinois

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Geneva Public Library District, Geneva, Illinois (the District), as of and for the year ended June 30, 2016 and the related notes to the financial statements which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Geneva Public Library District, Geneva, Illinois, as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and other required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements as a whole. The combining and individual fund financial statements and schedules and supplemental data are presented for purposes of additional analysis and are not a required part of the basic financial statements of the District. The combining and individual fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing basic standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole. The supplemental data has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Sikich LLP

Naperville, Illinois
November 11, 2016

**GENERAL PURPOSE EXTERNAL
FINANCIAL STATEMENTS**

GENEVA PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

As the management of the Geneva Public Library District (the "District"), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2016. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the District's Financial Statements (beginning on page 3).

This discussion and analysis is designed to (1) assist the reader in focusing on significant financial issues, (2) provide an overview of the District's financial activity, (3) identify changes in the District's financial position (its ability to address the next and subsequent year challenges), (4) identify any material deviations from the financial plan (the approved budget), and (5) identify individual fund issues or concerns.

USING THE FINANCIAL SECTION OF THIS ANNUAL REPORT

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. The focus of the Statement of Net Position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. This statement combines and consolidates governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations using the accrual basis of accounting and economic resources measurement focus. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused compensated absences).

The government-wide financial statements (see pages 3 & 4) describe functions of the District that are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the District reflect the District's basic services, including materials collections, reference and readers' services, programming, interlibrary loan and outreach services.

Fund Financial Statements

Traditional users of governmental financial statements will find the Fund Financial Statements to be more familiar. The focus of the presentation is on major funds rather than fund types. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are in one category: governmental funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains eight individual governmental funds. Information is presented separately in the governmental fund balance sheet and statement of revenues, expenditures, and changes in fund balances for the General Fund and the Special Reserve Fund, all of which are considered to be "major" funds. Data from the other six governmental funds are combined into a single, aggregate presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements later in this report.

The District adopts an annual budget for each of its governmental funds. A budgetary comparison statement has been provided elsewhere in this report to demonstrate compliance with the budget. The basic governmental fund financial statements can be found on pages 5 through 8 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 9 through 24 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's progress in funding its obligation to provide benefits to its employees. Required supplementary information can be found on pages 25 through 28 of this report.

The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information on pensions. Combining and individual fund statements and schedules can be found on pages 29 through 40 of this report.

GOVERNMENT-WIDE STATEMENTS

Net Position

The following table reflects the condensed Statement of Net Position.

Table 1
Statement of Net Position
Governmental Activities

	As of June 30, 2016	As of June 30, 2015
Current and Other Assets	\$ 7,660,788	\$ 9,016,095
Capital Assets	4,804,744	3,035,213
Deferred Outflows	889,020	580,630
	\$ 13,354,552	\$ 12,631,938
Long-Term Liabilities	\$ 1,913,182	\$ 1,440,919
Other Liabilities	174,153	226,337
Deferred Inflows	4,695,356	4,614,072
	\$ 6,782,691	\$ 6,281,328
Net Position		
Net Investment in Capital Assets	\$ 4,804,744	\$ 3,035,213
Restricted	55,950	85,531
Unrestricted	1,711,167	3,229,866
	\$ 6,571,861	\$ 6,350,610

Net position increased \$221,251 during 2016 - from \$6,350,610 to \$6,571,861.

For more detailed information, see the Statement of Net Position on page 3.

Activities

The following table summarizes the revenue and expenses of the District's activities for 2016 and 2015:

Table 2
Changes in Net Position
Governmental Activities
For the Fiscal Year Ended

	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Revenue		
General Revenues		
Property Taxes	\$ 4,604,935	\$ 4,497,871
Replacement Taxes	33,955	36,882
Investment Income	16,892	16,571
Miscellaneous	848	687
Donations	-	2,974
Program Revenues		
Charges for services	36,907	53,459
Operating Grants	76,887	76,538
Capital Grants	-	-
Total Revenues	<u>4,770,424</u>	<u>4,684,982</u>
Expenses		
General Government	<u>4,549,173</u>	<u>4,466,650</u>
Total Expenses	<u>4,549,173</u>	<u>4,466,650</u>
Changes in Net Position	<u>221,251</u>	<u>218,332</u>
Total Net Position, Beginning of Year	6,350,610	6,867,586
Prior Period Adjustment	<u>-</u>	<u>(735,308)</u>
Total Net Position, End of Year	<u>\$ 6,571,861</u>	<u>\$ 6,350,610</u>

FINANCIAL OVERVIEW
GENEVA PUBLIC LIBRARY DISTRICT

INCOME SOURCES

	<u>2015/2016</u>	<u>2014/2015</u>
Local Property Taxes	97.2%	96.9%
Fines, Service Fees, Photocopies	0.8%	1.1%
Grants, Gifts, Miscellaneous	1.6%	1.6%
Interest	0.4%	0.4%
Nonresident Fees, Rental	0.0%	0.0%
Total Income	\$4,770,424	\$4,684,982

EXPENDITURES BY CATEGORY

	<u>2015/2016</u>	<u>2014/2015</u>
Salaries and Benefits	46.0%	63.8%
Library Materials	8.4%	11.9%
Equipment & Supplies	1.0%	1.1%
Contractual Services	4.8%	6.7%
Utilities	1.3%	1.7%
Administration	3.1%	4.3%
Programs	0.8%	1.4%
Capital Outlay	34.6%	9.1%
Total Expenditures	\$6,154,831	\$4,505,016

This table reflects expenditures for all governmental funds on the modified accrual basis of accounting.

There are several basic impacts on revenues and expenses as reflected below:

Revenues

Revenue was up 1.8% over last year. As usual, most income was from local property taxes. In terms of total revenue compared to 2015, income from property taxes was up 2.3% over last year (from \$4,497,871 to \$4,604,935). The District's investment portfolio is managed using an average maturity similar to most other governments. Market conditions may cause investment income to fluctuate. Most of the Library's funds are invested in the Illinois Funds and some are invested in CD's. In 2015, investment income was up 1.9%

Total revenue from all sources was \$4,770,424, up 1.8% from last year's \$4,684,982. Almost all of the difference was due to more tax revenue. Income from other sources was flat or only slightly changed. Investment income was up slightly, though as a percentage of total revenue it remained at 0.4%. Reflecting the continuing flat interest rates, investment income has typically been less than 1% of total revenue. The portion of Library revenue from local property taxes increased slightly, from 96.9% to 97.2%.

Expenses

Programs. Within functional expense categories, individual programs may be added or deleted in order to meet the changing needs of the District.

Changes in authorized personnel. Changes in service demand may cause the District Board to increase or decrease staffing levels. Personnel costs are the District's most significant operating costs and there is little turnover in professional, paraprofessional, administrative, and maintenance staff.

Salary. Salary expenditures were up from 2015. IMRF and Social Security rates remained essentially the same as last year. The Library contribution to employee health insurance premiums increased slightly. As a percentage of total library expenditures personnel decreased from 63.8% to 46% which is a result of capital purchases made in 2016. In real terms personnel costs were up \$90,924 from 2015.

Inflation. While overall inflation has been extremely modest, some of the District's functions and services may experience unusual commodity specific increases.

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

As noted earlier, the Geneva Public Library District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. As of June 30, 2016, the governmental funds (as presented on the balance sheet on page 5) had a combined fund balance of \$2,791,279.

Table 3
General Fund Budgetary Highlights
For the Fiscal Year Ended June 30, 2016

	<u>Original and</u> <u>Final Budget</u>	<u>Actual</u>
Revenues		
Property Taxes	\$ 4,066,204	\$ 4,058,151
Personal Property Replacement Tax	34,970	32,257
Interest Income	15,000	16,892
Grants	70,500	76,887
Fines, Fees, Other	48,800	36,907
Miscellaneous	700	848
	<hr/>	<hr/>
Total Revenues	\$ 4,236,174	\$ 4,221,942
Expenditures and Transfers		
General Government	4,028,600	\$ 3,510,024
Capital Outlay	160,000	187,143
Miscellaneous	3,518	620
Transfers	42,000	42,000
	<hr/>	<hr/>
Total Expenditures and Transfers	\$ 4,234,118	\$ 3,739,787
Change in Fund Balance	<hr/> \$ 2,056	<hr/> \$ 482,155

Capital Assets

The following schedules reflect the District's capital asset balances:

Table 4
Capital Assets

	As of June 30, 2016	As of June 30, 2015
Governmental Activities		
Capital Assets Not Being Depreciated		
Land	\$ 2,400,672	\$ 483,500
Art	40,000	40,000
Total Capital Assets Not Being Depreciated	<u>2,440,672</u>	<u>523,500</u>
Capital Assets Being Depreciated		
Building and Building Improvements	4,819,417	4,794,196
Furniture and Equipment	940,913	940,913
Total Capital Assets Being Depreciated	<u>5,760,330</u>	<u>5,735,109</u>
Less Accumulated Depreciation For		
Buildings and Building Improvements	2,505,972	2,372,407
Furniture and Equipment	890,286	850,989
Total Accumulated Depreciation	<u>3,396,258</u>	<u>3,223,396</u>
Total Capital Assets Being Depreciated, Net	<u>2,364,072</u>	<u>2,511,713</u>
Governmental Activities Capital Assets, Net	<u>\$ 4,804,744</u>	<u>\$ 3,035,213</u>

At year-end, the District's investment in capital assets (net of accumulated depreciation) for its governmental-type activities was \$4,804,744 (up 58.3% from \$3,035,213 in 2015). The significant addition during the year was the acquisition of property for a new library in the future. See Note #4 for further information on capital assets.

Long-Term Debt

Table 5
Long-Term Debt

	As of June 30, 2016	As of June 30, 2015
Accrued Compensated Absences Payable	\$ 65,911	\$ 81,717
Net Pension Liability	1,847,271	1,359,202
Total Long-Term Liabilities	\$ 1,913,182	\$ 1,440,919

See Note #6 for further information on long-term debt.

PRESENT AND FUTURE COMMUNITY ISSUES

Geneva Public Library had its early beginnings in the 1870's. The Library reached its 114th year of tax supported service in 2008, the year the building turned 100. The historic district near the Fox River includes many unique shops and restaurants, and a popular upscale shopping mall has developed along Randall Road to the west of downtown. Education and income level of residents is high, and the community values and supports its schools, parks and library. The commuter rail line that once ended in Geneva now extends west to LaFox and Elburn. The District has had a long range plan since the 1970's to annex undeveloped farmland to the west of the City. After unsuccessfully attempting to annex the undeveloped land in the 1980's, the District received feedback from the landowners that they did not want to pay library taxes on the land until it was developed. As such, the District committed to the landowners to wait until the land was developed to pursue annexation. In 2006, this long range plan was put in jeopardy when Batavia Public Library District [hereinafter "Batavia"] passed a surprise annexation of all of the undeveloped land remaining to the west of the City. Geneva Public Library District challenged Batavia's annexation and also passed its own annexation ordinance, in an attempt to protect the land, when it appeared that the Batavia ordinance would be defeated. The Geneva ordinance annexed the smallest amount of land that was prudent in order to cut off all land contiguity from Batavia Public Library District, while at the same time attempting to respect the landowners' wishes not to pay taxes on undeveloped land. After numerous years of litigation, in August 2014, the Second District Appellate Court determined that the original Batavia Public Library District ordinance was so legally defective that it could not stand. The Appellate Court also ruled that the Geneva Public Library District ordinance was not enacted for an improper purpose and that it was technically compliant with the requirements of the Illinois Public Library District Act. As things currently stand, the Geneva Public Library District annexation ordinance has priority over any subsequent Batavia annexation ordinances and the land has been preserved for Geneva Public Library District in the event that it is ever developed into residential areas. Although the case has not been finalized, it appears that Batavia Public Library District has no other legal grounds by which to challenge the Geneva ordinance. The matter is next up in court on December 15, 2016, at which time Batavia's future strategy on this issue, if any, should be revealed. Assuming the Geneva ordinance retains priority, the District expects to serve an estimated population of 36,000 – 46,000 residents by build-out of the future boundaries.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens with a general overview of the District's finances and to demonstrate accountability for the money it receives. Questions concerning this report or requests for additional financial information should be directed to Christine Lazaris, Director, Geneva Public Library District, 127 James St. Geneva, Illinois, 60134.

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

STATEMENT OF NET POSITION

June 30, 2016

	Governmental Activities
ASSETS	
Cash and investments	\$ 5,291,416
Receivables	
Property taxes	2,368,938
Prepaid items	434
Capital assets not being depreciated	2,440,672
Capital assets being depreciated (net of accumulated depreciation)	<u>2,364,072</u>
 Total assets	 <u>12,465,532</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension items - IMRF	<u>889,020</u>
 Total deferred outflows of resources	 <u>889,020</u>
 Total assets and deferred outflows of resources	 <u>13,354,552</u>
LIABILITIES	
Accounts payable	140,862
Accrued payroll	33,291
Long-term liabilities	
Due within one year	65,911
Due in more than one year	<u>1,847,271</u>
 Total liabilities	 <u>2,087,335</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred revenue - property taxes	<u>4,695,356</u>
 Total deferred inflows of resources	 <u>4,695,356</u>
 Total liabilities and deferred inflows of resources	 <u>6,782,691</u>
NET POSITION	
Net investment in capital assets	4,804,744
Restricted	
Building maintenance	9,497
Liability insurance	5,615
IMRF	22,385
Social Security	18,453
Unrestricted	<u>1,711,167</u>
 TOTAL NET POSITION	 <u>\$ 6,571,861</u>

See accompanying notes to financial statements.

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2016

FUNCTIONS/PROGRAMS	Program Revenues				Net (Expense) Revenue and Change in Net Position
PRIMARY GOVERNMENT	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities					
General government	\$ 4,549,173	\$ 36,907	\$ 76,887	\$ -	\$ (4,435,379)
Total governmental activities	4,549,173	36,907	76,887	-	(4,435,379)
TOTAL PRIMARY GOVERNMENT	\$ 4,549,173	\$ 36,907	\$ 76,887	\$ -	(4,435,379)
			General Revenues		
			Taxes		
			Property		4,604,935
			Replacement		33,955
			Investment income		16,892
			Miscellaneous		848
			Donations		-
			Total		4,656,630
			CHANGE IN NET POSITION		221,251
			NET POSITION, JULY 1		6,350,610
			NET POSITION, JUNE 30		\$ 6,571,861

See accompanying notes to financial statements.

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**BALANCE SHEET
GOVERNMENTAL FUNDS**

June 30, 2016

	<u>General</u>	<u>Special Reserve</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and investments	\$ 4,449,175	\$ 510,425	\$ 331,816	\$ 5,291,416
Receivables				
Property taxes	2,089,765	-	279,173	2,368,938
Prepaid items	434	-	-	434
TOTAL ASSETS	\$ 6,539,374	\$ 510,425	\$ 610,989	\$ 7,660,788
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
LIABILITIES				
Accounts payable	\$ 138,877	\$ -	\$ 1,985	\$ 140,862
Accrued payroll	33,291	-	-	33,291
Total liabilities	172,168	-	1,985	174,153
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenue - property taxes	4,142,023	-	553,333	4,695,356
Total deferred inflows of resources	4,142,023	-	553,333	4,695,356
Total liabilities and deferred inflows of resources	4,314,191	-	555,318	4,869,509
FUND BALANCES				
Nonspendable - prepaid items	434	-	-	434
Restricted				
Building maintenance	-	-	9,497	9,497
Liability insurance	-	-	5,615	5,615
IMRF	-	-	22,385	22,385
Social Security	-	-	18,453	18,453
Committed				
Special reserve	-	510,425	-	510,425
Unassigned	2,224,749	-	(279)	2,224,470
Total fund balances	2,225,183	510,425	55,671	2,791,279
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 6,539,374	\$ 510,425	\$ 610,989	\$ 7,660,788

See accompanying notes to financial statements.

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION**

June 30, 2016

FUND BALANCES OF GOVERNMENTAL FUNDS	\$ 2,791,279
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	4,804,744
Compensated absences payable is not due and payable in the current period and, therefore, is not reported in governmental funds	(65,911)
Net pension liability for the Illinois Municipal Retirement Fund is shown as a liability on the statement of net position	(1,847,271)
Differences between expected and actual experiences, assumption changes, net differences between projected and actual earnings, and contributions subsequent to the measurement date for the Illinois Municipal Retirement Fund are recognized as deferred outflows of resources on the statement of net position	<u>889,020</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 6,571,861</u></u>

See accompanying notes to financial statements.

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2016

	General	Special Reserve	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES				
Property taxes	\$ 4,058,151	\$ -	\$ 546,784	\$ 4,604,935
Personal property replacement taxes	32,257	-	1,698	33,955
Investment income	16,892	-	-	16,892
Grants	76,887	-	-	76,887
Fines, fees and other	36,907	-	-	36,907
Miscellaneous	848	-	-	848
Total revenues	4,221,942	-	548,482	4,770,424
EXPENDITURES				
Current				
General government	3,510,644	-	513,372	4,024,016
Capital outlay	187,143	1,943,672	-	2,130,815
Total expenditures	3,697,787	1,943,672	513,372	6,154,831
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	524,155	(1,943,672)	35,110	(1,384,407)
OTHER FINANCING SOURCES (USES)				
Transfers in	-	106,186	42,000	148,186
Transfers (out)	(42,000)	-	(106,186)	(148,186)
Total other financing sources (uses)	(42,000)	106,186	(64,186)	-
NET CHANGE IN FUND BALANCES	482,155	(1,837,486)	(29,076)	(1,384,407)
FUND BALANCES, JULY 1	1,743,028	2,347,911	84,747	4,175,686
FUND BALANCES, JUNE 30	\$ 2,225,183	\$ 510,425	\$ 55,671	\$ 2,791,279

See accompanying notes to financial statements.

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES**

For the Year Ended June 30, 2016

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$ (1,384,407)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures; however, they are capitalized and depreciated on the statement of activities	1,942,393
Some expenses in the statement of activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds	(172,862)
The change in compensated absences is shown as an expense on the statement of activities	15,806
The change in the net pension liability for the Illinois Municipal Retirement Fund is reported only in the statement of activities	(488,069)
The change in deferred inflows and outflows of resources for the Illinois Municipal Retirement Fund is reported only in the statement of activities	<u>308,390</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 221,251</u></u>

See accompanying notes to financial statements.

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

NOTES TO FINANCIAL STATEMENTS

June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Geneva Public Library District, Geneva, Illinois (the District) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

a. Reporting Entity

The District is a municipal corporation governed by an elected president and six-member board. These financial statements present the District's reporting entity as required by generally accepted accounting principles. The District is considered to be a primary government since its board is separately elected and the District is fiscally independent.

Based on the criteria of GASB Statement No 61, *The Financial Reporting Entity: Omnibus - an amendment of GASB Statements No. 14 and No. 34*, there are no component units for which the District is considered to be financially accountable for.

b. Fund Accounting

The District uses funds to report on its financial position and the changes in its financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into the following categories: governmental, proprietary and fiduciary. The District reports only governmental funds.

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of restricted, committed or assigned monies (special revenue funds), the funds restricted, committed or assigned for acquisition or construction of general capital assets (capital projects fund), and the funds restricted, committed or assigned for the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the general government not accounted for in some other fund.

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the District. The effect of material interfund activity has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment, or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and standard revenues that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The District reports the following major governmental funds:

The General Fund is the District's primary operating fund. It accounts for all financial resources of the District except those accounted for in another fund.

The Special Reserve Fund is used to account for funds committed for future capital and other needs.

d. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting and Financial Statement Presentation
(Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District considers revenues to be available as they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District reports deferred/unavailable revenue and unearned revenue on its financial statements. Deferred/unavailable revenues arise when a potential revenue does not meet both the measurable and available or earned criteria for recognition in the current period. Unearned revenues arise when resources are received by the District before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the deferred inflow for deferred/unavailable revenue or the liability for unearned revenue is removed from the financial statements and revenue is recognized.

e. Cash and Investments

Investments with maturity greater than one year at time of purchase, if any, are stated at fair value. Non-negotiable certificates of deposit, if any, and all other investments are reported at cost.

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. The District does not have any investments at June 30, 2016 using fair value measurements.

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

f. Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as “due from other funds” or “due to other funds” on the balance sheet. Short-term interfund loans, if any, are classified as “interfund receivables/payables.”

g. Prepaid Items/Expenses

Payments made to vendors for services that will benefit periods beyond the date of this report are recorded as prepaid items/expenses.

h. Capital Assets

Capital assets, which include property, plant and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost in excess of \$2,500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized as applicable.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	15-40
Land improvements	7
Furniture and equipment	5-7
Computer and electronics	3-5

i. Compensated Absences

In accordance with GASB Interpretation No. 6, *Accounting for Certain Liabilities*, only vested or accumulated vacation leave including related Social Security and Medicare that is matured and payable at June 30, 2016, is reported as an expenditure and a fund liability of the governmental fund that will pay it. Vested or accumulated vacation of governmental activities at the government-wide level is recorded as an expense and liability as the benefits accrue to employees. Sick leave does not vest upon termination or retirement and, therefore, no liability has been recorded for this.

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

j. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount, as applicable. Bond issuance costs are reported as expenses in the current period.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

k. Interfund Transactions

Interfund transactions are accounted for as revenues or expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

All other interfund transactions, except reimbursements, are reported as transfers.

l. Fund Balance/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or legally or contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities. Committed fund balance is constrained by formal actions of the District's Board of Trustees, which is considered the District's highest level of decision-making authority. Formal actions include ordinances approved by the Board of Trustees. Assigned fund balance represents amounts constrained by the District's intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the District's Director. Any residual fund balance in the General Fund is reported as unassigned. Deficit fund balances of other governmental funds are also reported as unassigned.

The District has adopted a flow of fund policy which prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending the District considers committed funds to be expended first followed by assigned funds and then unassigned funds.

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

l. Fund Balance/Net Position (Continued)

The various special revenue funds supported by property taxes are restricted due to the restricted revenue streams of the fund balance. Other funds are restricted due to the nature of the contributions to the fund.

In the government-wide financial statements, restricted net position is legally restricted by outside parties for a specific purpose. None of the net position or fund balances are restricted as a result of enabling legislation adopted by the District. Net investment in capital assets is the book value of capital assets less outstanding principal balances of debt that was issued to construct the capital assets.

m. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

n. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

2. DEPOSITS AND INVESTMENTS

The District's investment policy authorizes the District to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States Government or agreements to repurchase these obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services and Illinois Funds.

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

2. DEPOSITS AND INVESTMENTS (Continued)

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Fund's share price, which is the price for which the investment could be sold.

It is the policy of the District to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objective of the policy is safety of principal, liquidity, yield and maintaining the public trust.

a. Deposits

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the District's deposits may not be returned to it. To guard against credit risk for deposits with financial institutions, the District's investment policy requires that deposits with financial institutions in excess of FDIC be collateralized with collateral in an amount of the uninsured deposits with the collateral held by a third party acting as the agent of the District.

b. Investments

As of June 30, 2016, the District has no debt securities.

Interest rate risk is the risk that change in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the District limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for operating funds and investing operating funds primarily in shorter-term securities. Unless matched to a specific cash flow, the District will not invest operating funds in securities maturing more than one year from the date of purchase. In addition, the policy requires the District to structure the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

The District limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by primarily investing in federally insured bank accounts and certificates of deposit. Illinois Funds is rated AAA by Standard and Poor's.

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

2. DEPOSITS AND INVESTMENTS (Continued)

b. Investments (Continued)

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the District will not be able to recover the value of its investments that are in the possession of an outside party. To limit its exposure, the District's investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third party acting as the District's agent separate from where the investment was purchased. Illinois Funds is not subject to custodial credit risk.

Concentration of credit risk is the risk that the District has too high a percentage of their investments invested in one type of investment. The District's investment policy does not require diversification of investment to avoid unreasonable risk.

3. RECEIVABLES - TAXES

Property taxes for 2015 attach as an enforceable lien on January 1, 2015 on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year by passage of a Tax Levy Ordinance. Tax bills are prepared by the County and issued on or about May 1, 2016 and August 1, 2016 and are payable in two installments, on or about June 1, 2016 and September 1, 2016. The County collects such taxes and remits them periodically.

The 2015 tax levy collections are intended to finance the 2017 fiscal year and are not considered available for current operations and are, therefore, shown as unavailable or deferred revenue. The 2016 tax levy has not been recorded as a receivable at June 30, 2016, as the tax attached as a lien on property as of January 1, 2016; however, the tax will not be levied until December 2016 and, accordingly, is not measurable at June 30, 2016.

4. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2016 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 483,500	\$ 1,917,172	\$ -	\$ 2,400,672
Art	40,000	-	-	40,000
Total capital assets not being depreciated	523,500	1,917,172	-	2,440,672

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

4. CAPITAL ASSETS (Continued)

	Beginning Balances	Increases	Decreases	Ending Balances
GOVERNMENTAL ACTIVITIES				
(Continued)				
Capital assets being depreciated				
Land improvement	\$ 3,850	\$ -	\$ -	\$ 3,850
Buildings	4,790,346	25,221	-	4,815,567
Furniture	542,474	-	-	542,474
Equipment	104,664	-	-	104,664
Computers and electronics	293,775	-	-	293,775
Total capital assets being depreciated	5,735,109	25,221	-	5,760,330
Less accumulated depreciation for				
Land improvement	3,850	-	-	3,850
Buildings	2,368,557	133,565	-	2,502,122
Furniture	504,750	12,105	-	516,855
Equipment	100,751	2,107	-	102,858
Computers and electronics	245,488	25,085	-	270,573
Total accumulated depreciation	3,223,396	172,862	-	3,396,258
Total capital assets being depreciated, net	2,511,713	(147,641)	-	2,364,072
GOVERNMENTAL ACTIVITIES				
CAPITAL ASSETS, NET				
	\$ 3,035,213	\$ 1,769,531	\$ -	\$ 4,804,744

Depreciation expense was charged to functions of the primary government as follows:

GOVERNMENTAL ACTIVITIES	
General government	<u>\$ 172,862</u>
TOTAL DEPRECIATION EXPENSE - GOVERNMENTAL ACTIVITIES	<u>\$ 172,862</u>

5. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; illnesses of employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past three fiscal years.

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)**

6. LONG-TERM DEBT

	Balances July 1	Additions	Reductions	Balances June 30	Current Portion	Long-Term Portion
GOVERNMENTAL ACTIVITIES						
Compensated absences payable	\$ 81,717	\$ 65,911	\$ 81,717	\$ 65,911	\$ 65,911	\$ -
Net pension liability	1,359,202	488,069	-	1,847,271	-	1,847,271
TOTAL GOVERNMENTAL ACTIVITIES	\$ 1,440,919	\$ 553,980	\$ 81,717	\$ 1,913,182	\$ 65,911	\$ 1,847,271

7. CONTINGENT LIABILITIES

Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

8. INDIVIDUAL FUND DISCLOSURES

a. Transfers

Interfund transfers during the year ended June 30, 2016 consisted of the following:

Fund	Transfers In	Transfers Out
General	\$ -	\$ 42,000
Special Reserve	106,186	-
Nonmajor Governmental	42,000	106,186
TOTAL	\$ 148,186	\$ 148,186

The purposes of significant transfers are as follows:

- \$42,000 transferred from the General Fund to Nonmajor Governmental Funds to reduce remainder of deficits in these funds.
- \$106,186 transferred from Nonmajor Governmental Funds (Capital Improvement) to Special Reserve Fund to close the Capital Improvement Fund.

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

8. INDIVIDUAL FUND DISCLOSURES (Continued)

b. Deficit Fund Balances

The following fund had a deficit fund balance at June 30, 2016:

<u>Fund</u>	<u>Amount</u>
Audit	\$ (279)

9. RETIREMENT FUND COMMITMENTS

Illinois Municipal Retirement Fund

The District's defined benefit pension plan, Illinois Municipal Retirement Fund (IMRF), provides retirement, disability, annual cost of living adjustments and death benefits to plan members and beneficiaries. IMRF is an agent multiple-employer pension plan that acts as a common investment and administrative agent for local governments and school districts in Illinois. The Illinois Pension Code establishes the benefit provisions of the plan that can only be amended by the Illinois General Assembly. IMRF issues a publicly available report that includes financial statements and supplementary information for the plan as a whole but not by individual employer. That report may be obtained by writing to the Illinois Municipal Retirement Fund, 2211 York Road, Suite 500, Oak Brook, Illinois 60523 or at www.imrf.org.

Plan Administration

All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members.

The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

Plan Membership

At December 31, 2015, IMRF membership consisted of:

Inactive employees or their beneficiaries	
currently receiving benefits	42
Inactive employees entitled to but not yet receiving benefits	26
Active employees	<u>41</u>
 TOTAL	 <u><u>109</u></u>

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

9. RETIREMENT FUND COMMITMENTS (Continued)

Illinois Municipal Retirement Fund (Continued)

Benefits Provided

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011 are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. Employees hired on or after January 1, 2011 are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with ten years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. IMRF also provides death and disability benefits. These benefit provisions and all other requirements are established by state statute.

Contributions

Participating members are required to contribute 4.5% of their annual covered salary to IMRF. The District is required to contribute the remaining amounts necessary to fund IMRF as specified by statute. The employer contribution rate for the calendar years ended December 31, 2015 and 2016 was 12.55% and 13.57%, respectively, of covered payroll.

Actuarial Assumptions

The District's net pension liability was measured as of December 31, 2015 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

Actuarial valuation date	December 31, 2015
Actuarial cost method	Entry-age normal
Assumptions	
Inflation	2.75%
Salary increases	3.75% to 14.50%
Interest rate	7.50%
Cost of living adjustments	3.00%
Asset valuation method	Market value

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

9. RETIREMENT FUND COMMITMENTS (Continued)

Illinois Municipal Retirement Fund (Continued)

Actuarial Assumptions (Continued)

For nondisabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for nondisabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

Discount Rate

The discount rate used to measure the total pension liability was 7.46%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the District contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the fiduciary net position was projected not to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments of 7.50% was blended with the index rate of 3.57% for tax exempt general obligation municipal bonds rated AA or better at December 31, 2015 to arrive at a discount rate of 7.46% used to determine the total pension liability. The discount rate at December 31, 2014 was 7.47%.

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

9. RETIREMENT FUND COMMITMENTS (Continued)

Illinois Municipal Retirement Fund (Continued)

Changes in the Net Pension Liability

	(a) Total Pension Liability	(b) Plan Fiduciary Net Position	(a) - (b) Net Pension Liability
BALANCES AT JANUARY 1, 2015	\$ 8,297,333	\$ 6,938,131	\$ 1,359,202
Changes for the period			
Service cost	218,228	-	218,228
Interest	620,589	-	620,589
Difference between expected and actual experience	60,446	-	60,446
Changes in assumptions	10,403	-	10,403
Employer contributions	-	226,638	(226,638)
Employee contributions	-	82,106	(82,106)
Net investment income	-	33,789	(33,789)
Benefit payments and refunds	(395,482)	(395,482)	-
Administrative expense	-	-	-
Other (net transfer)	-	79,064	(79,064)
Net changes	514,184	26,115	488,069
BALANCES AT DECEMBER 31, 2015	\$ 8,811,517	\$ 6,964,246	\$ 1,847,271

Changes in assumptions related to retirement age and mortality were made since the last measurement date.

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended June 30, 2016, the District recognized pension expense of \$424,329. At June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 114,472	\$ -
Changes in assumption	210,277	-
Net difference between projected and actual earnings on pension plan investments	439,465	-
Employer contributions after the measurement date	124,806	-
TOTAL	\$ 889,020	\$ -

GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

9. RETIREMENT FUND COMMITMENTS (Continued)

Illinois Municipal Retirement Fund (Continued)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources
(Continued)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to IMRF will be recognized in pension expense as follows:

<u>Year Ending</u> <u>June 30,</u>		
2017	\$	386,221
2018		261,415
2019		145,155
2020		96,229
2021		-
Thereafter		<u>-</u>
TOTAL	\$	<u>889,020</u>

Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the net pension liability of the District calculated using the discount rate of 7.46% as well as what the District's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.46%) or 1 percentage point higher (8.46%) than the current rate:

	1% Decrease (6.46%)	Current Discount Rate (7.46%)	1% Increase (8.46%)
Net pension liability	\$ 2,982,043	\$ 1,847,271	\$ 914,148

10. OTHER POSTEMPLOYMENT BENEFITS

The District has evaluated its potential other postemployment benefits liability. The District provides continued health insurance coverage at the active employer rate to all eligible employees in accordance with Illinois statutes, which creates an implicit subsidy of retiree health insurance. Former employees who choose to retain their rights to health insurance through the District are required to pay 100% of the current premium. However, no former employees have chosen to stay in the District's health insurance plan. Therefore, there has been 0% utilization and, therefore, no implicit subsidy to calculate in accordance with GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. Additionally, the District had no former employees for which the District was providing an explicit subsidy and no current employees with agreements for future explicit subsidies upon retirement. Therefore, the District has not recorded any postemployment benefit liability as of June 30, 2016.

REQUIRED SUPPLEMENTARY INFORMATION

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND**

For the Year Ended June 30, 2016

	Appropriation	Original and Final Budget	Actual
REVENUES			
Property taxes	\$ 4,066,204	\$ 4,058,151	
Personal property replacement taxes	34,970	32,257	
Investment income	15,000	16,892	
Grants	70,500	76,887	
Fines, fees and other	48,800	36,907	
Miscellaneous	700	848	
Total revenues	4,236,174	4,221,942	
EXPENDITURES			
Current			
General government			
Salaries and benefits	\$ 3,700,000	2,637,000	2,325,378
Library materials	1,190,000	586,000	519,143
Equipment and supplies	175,000	77,800	60,254
Contractual services	1,065,000	334,800	296,283
Utilities	86,000	86,000	79,832
Administrative	480,000	231,000	135,660
Programs	80,000	44,000	43,137
Fabyan Foundation	100,000	16,000	16,025
Gifts	-	16,000	34,312
Miscellaneous	30,000	3,518	620
Capital outlay	450,000	160,000	187,143
Total expenditures	\$ 7,356,000	4,192,118	3,697,787
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		44,056	524,155
OTHER FINANCING SOURCES (USES)			
Transfers (out)		(42,000)	(42,000)
Total other financing sources (uses)		(42,000)	(42,000)
NET CHANGE IN FUND BALANCE	\$ 2,056		482,155
FUND BALANCE, JULY 1			1,743,028
FUND BALANCE, JUNE 30			\$ 2,225,183

(See independent auditor's report.)

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2016

BUDGET/APPROPRIATION

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Board of Trustees prepares a Combined Annual Budget and Appropriation Ordinance by fund, function and activity. All funds of the District were budgeted.
2. Budget hearings are conducted.
3. The appropriation is legally enacted through passage of an ordinance.
4. The appropriation may be amended by the Board of Trustees. No amendments were made during the year.
5. Appropriations are adopted on the modified accrual basis.
6. The level of control (level at which expenditures/expenses may not exceed appropriations) is the fund. All appropriations lapse at year end.
7. The Board of Trustees also adopts an operating budget. Both the budget and appropriation are presented on these statements.

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF EMPLOYER CONTRIBUTIONS
ILLINOIS MUNICIPAL RETIREMENT FUND**

June 30, 2016

	2016	2015
Actuarially determined contribution	\$ 244,650	\$ 235,159
Contributions in relation to the actuarially determined contribution	244,650	235,159
CONTRIBUTION DEFICIENCY (Excess)	\$ -	\$ -
Covered-employee payroll	\$ 1,805,885	\$ 2,012,099
Contributions as a percentage of covered-employee payroll	13.5%	11.7%

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of January 1 of the prior fiscal year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percent of pay, closed and the amortization period was 28 years; the asset valuation method was five-year smoothed market; and the significant actuarial assumptions were an investment rate of return at 7.5% annually, projected salary increases assumption of 4.4% to 16.0% compounded annually and postretirement benefit increases of 3.0% compounded annually.

(See independent auditor's report.)

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF CHANGES IN THE EMPLOYER'S NET
PENSION LIABILITY AND RELATED RATIOS
ILLINOIS MUNICIPAL RETIREMENT FUND**

June 30, 2016

	<u>2015</u>	<u>2014</u>
TOTAL PENSION LIABILITY		
Service cost	\$ 218,228	\$ 257,602
Interest	620,589	543,269
Changes of benefit terms	-	-
Differences between expected and actual experience	60,446	135,452
Changes of assumptions	10,403	394,197
Benefit payments, including refunds of member contributions	(395,482)	(308,402)
Net change in total pension liability	514,184	1,022,118
Total pension liability - beginning	8,297,333	7,275,215
TOTAL PENSION LIABILITY - ENDING	<u>\$ 8,811,517</u>	<u>\$ 8,297,333</u>
PLAN FIDUCIARY NET POSITION		
Contributions - employer	\$ 226,638	\$ 257,750
Contributions - member	82,106	107,863
Net investment income	33,789	476,780
Benefit payments, including refunds of member contributions	(395,482)	(308,402)
Other	79,064	(6,292)
Net change in plan fiduciary net position	26,115	527,699
Plan fiduciary net position - beginning	6,938,131	6,410,432
PLAN FIDUCIARY NET POSITION - ENDING	<u>\$ 6,964,246</u>	<u>\$ 6,938,131</u>
EMPLOYER'S NET PENSION LIABILITY	<u>\$ 1,847,271</u>	<u>\$ 1,359,202</u>
Plan fiduciary net position as a percentage of the total pension liability	79.0%	83.6%
Covered-employee payroll	\$ 1,805,885	\$ 2,012,099
Employer's net pension liability as a percentage of covered-employee payroll	102.3%	67.6%

*IMRF's measurement date is December 31; therefore information above is presented for the calendar years ended December 31.

Changes in assumptions related to retirement age and mortality were made since the prior measurement date.

(See independent auditor's report.)

**COMBINING AND INDIVIDUAL FUND
FINANCIAL STATEMENTS AND SCHEDULES**

MAJOR GOVERNMENTAL FUNDS

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
SPECIAL RESERVE FUND**

For the Year Ended June 30, 2016

	Appropriation	Original and Final Budget	Actual
REVENUES			
None		\$ -	\$ -
Total revenues		-	-
EXPENDITURES			
Capital outlay	\$ 3,000,000	2,349,861	1,943,672
Total expenditures	\$ 3,000,000	2,349,861	1,943,672
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(2,349,861)	(1,943,672)
OTHER FINANCING SOURCES (USES)			
Transfers in		-	106,186
Total other financing sources (uses)		-	106,186
NET CHANGE IN FUND BALANCE		\$ (2,349,861)	(1,837,486)
FUND BALANCE, JULY 1			2,347,911
FUND BALANCE, JUNE 30			\$ 510,425

(See independent auditor's report.)

NONMAJOR GOVERNMENTAL FUNDS

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS**

June 30, 2016

	Special Revenue		
	Illinois Municipal Retirement	Audit	Liability Insurance
ASSETS			
Cash and investments	\$ 155,121	\$ 5,032	\$ 27,113
Receivables			
Property taxes	135,161	5,408	21,140
TOTAL ASSETS	\$ 290,282	\$ 10,440	\$ 48,253
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES			
LIABILITIES			
Accounts payable	\$ -	\$ -	\$ 740
Total liabilities	-	-	740
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	267,897	10,719	41,898
Total deferred inflows of resources	267,897	10,719	41,898
Total liabilities and deferred inflows of resources	267,897	10,719	42,638
FUND BALANCES			
Restricted			
Building maintenance	-	-	-
Liability insurance	-	-	5,615
IMRF	22,385	-	-
Social Security	-	-	-
Unassigned	-	(279)	-
Total fund balances (deficit)	22,385	(279)	5,615
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 290,282	\$ 10,440	\$ 48,253

Special Revenue		Capital Projects		
Building Acquisition and Maintenance	Social Security	Capital Improvement	Total	
\$ 40,185	\$ 104,365	\$ -	\$	\$ 331,816
29,981	87,483	-		279,173
\$ 70,166	\$ 191,848	\$ -	\$	\$ 610,989
\$ 1,245	\$ -	\$ -	\$	\$ 1,985
1,245	-	-		1,985
59,424	173,395	-		553,333
59,424	173,395	-		553,333
60,669	173,395	-		555,318
9,497	-	-		9,497
-	-	-		5,615
-	-	-		22,385
-	18,453	-		18,453
-	-	-		(279)
9,497	18,453	-		55,671
\$ 70,166	\$ 191,848	\$ -	\$	\$ 610,989

(See independent auditor's report.)

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2016

	Special Revenue		
	Illinois Municipal Retirement	Audit	Liability Insurance
REVENUES			
Property taxes	\$ 263,144	\$ 10,721	\$ 43,868
Personal property replace taxes	1,698	-	-
Total revenues	<u>264,842</u>	<u>10,721</u>	<u>43,868</u>
EXPENDITURES			
General government	244,650	11,800	37,469
Capital outlay	-	-	-
Total expenditures	<u>244,650</u>	<u>11,800</u>	<u>37,469</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>20,192</u>	<u>(1,079)</u>	<u>6,399</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	-	-	-
Transfers (out)	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	20,192	(1,079)	6,399
FUND BALANCES (DEFICIT), JULY 1	<u>2,193</u>	<u>800</u>	<u>(784)</u>
FUND BALANCES (DEFICIT), JUNE 30	<u>\$ 22,385</u>	<u>\$ (279)</u>	<u>\$ 5,615</u>

Special Revenue		Capital Projects	
Building Acquisition and Maintenance	Social Security	Capital Improvement	Total
\$ 58,488	\$ 170,563	\$ -	\$ 546,784
-	-	-	1,698
<u>58,488</u>	<u>170,563</u>	<u>-</u>	<u>548,482</u>
62,016	157,437	-	513,372
-	-	-	-
<u>62,016</u>	<u>157,437</u>	<u>-</u>	<u>513,372</u>
<u>(3,528)</u>	<u>13,126</u>	<u>-</u>	<u>35,110</u>
-	-	42,000	42,000
-	-	(106,186)	(106,186)
-	-	(64,186)	(64,186)
<u>(3,528)</u>	<u>13,126</u>	<u>(64,186)</u>	<u>(29,076)</u>
<u>13,025</u>	<u>5,327</u>	<u>64,186</u>	<u>84,747</u>
<u>\$ 9,497</u>	<u>\$ 18,453</u>	<u>\$ -</u>	<u>\$ 55,671</u>

(See independent auditor's report.)

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
ILLINOIS MUNICIPAL RETIREMENT FUND**

For the Year Ended June 30, 2016

	<u>Appropriation</u>	<u>Original and Final Budget</u>	<u>Actual</u>
REVENUES			
Property taxes		\$ 263,669	\$ 263,144
Personal property replace taxes		1,841	1,698
		265,510	264,842
EXPENDITURES			
General government			
Illinois Municipal Retirement Fund	\$ 400,000	263,812	244,650
	\$ 400,000	263,812	244,650
NET CHANGE IN FUND BALANCE		\$ 1,698	20,192
FUND BALANCE, JULY 1			2,193
FUND BALANCE, JUNE 30			\$ 22,385

(See independent auditor's report.)

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
AUDIT FUND**

For the Year Ended June 30, 2016

	<u>Appropriation</u>	<u>Original and Final Budget</u>	<u>Actual</u>
REVENUES			
Taxes			
Property taxes		\$ 10,741	\$ 10,721
Total revenues		10,741	10,721
EXPENDITURES			
General government			
Audit expense	\$ 20,000	10,950	11,800
Total expenditures	\$ 20,000	10,950	11,800
NET CHANGE IN FUND BALANCE		\$ (209)	(1,079)
FUND BALANCE, JULY 1			800
FUND BALANCE (DEFICIT), JUNE 30			\$ (279)

(See independent auditor's report.)

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
LIABILITY INSURANCE FUND**

For the Year Ended June 30, 2016

	Appropriation	Original and Final Budget	Actual
REVENUES			
Taxes			
Property taxes		\$ 43,953	\$ 43,868
Total revenues		43,953	43,868
EXPENDITURES			
General government			
Liability Insurance	\$ 150,000	40,000	37,469
Total expenditures	\$ 150,000	40,000	37,469
NET CHANGE IN FUND BALANCE		\$ 3,953	6,399
FUND BALANCE (DEFICIT), JULY 1			(784)
FUND BALANCE, JUNE 30			\$ 5,615

(See independent auditor's report.)

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
BUILDING ACQUISITION AND MAINTENANCE FUND**

For the Year Ended June 30, 2016

	Appropriation	Original and Final Budget	Actual
REVENUES			
Property taxes		\$ 58,605	\$ 58,488
Total revenues		58,605	58,488
EXPENDITURES			
General government			
Building acquisition and maintenance	\$ 400,000	58,605	62,016
Total expenditures	\$ 400,000	58,605	62,016
NET CHANGE IN FUND BALANCE		\$ -	(3,528)
FUND BALANCE, JULY 1			13,025
FUND BALANCE, JUNE 30			\$ 9,497

(See independent auditor's report.)

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
SOCIAL SECURITY FUND**

For the Year Ended June 30, 2016

	Appropriation	Original and Final Budget	Actual
REVENUES			
Property taxes		\$ 170,900	\$ 170,563
Total revenues		170,900	170,563
EXPENDITURES			
General government			
Social Security	\$ 250,000	178,398	157,437
Total expenditures	\$ 250,000	178,398	157,437
NET CHANGE IN FUND BALANCE		\$ (7,498)	13,126
FUND BALANCE, JULY 1			5,327
FUND BALANCE, JUNE 30			\$ 18,453

(See independent auditor's report.)

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
CAPITAL IMPROVEMENT FUND**

For the Year Ended June 30, 2016

	Appropriation	Original and Final Budget	Actual
REVENUES			
None		\$ -	\$ -
Total revenues		-	-
EXPENDITURES			
Capital outlay	\$ 500,000	106,187	-
Total expenditures	\$ 500,000	106,187	-
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(106,187)	-
OTHER FINANCING SOURCES (USES)			
Transfers in		42,000	42,000
Transfers (out)		-	(106,186)
Total other financing sources (uses)		42,000	(64,186)
NET CHANGE IN FUND BALANCE		\$ (64,187)	(64,186)
FUND BALANCE, JULY 1			64,186
FUND BALANCE, JUNE 30			\$ -

(See independent auditor's report.)

SUPPLEMENTAL DATA

**GENEVA PUBLIC LIBRARY DISTRICT
GENEVA, ILLINOIS**

**PROPERTY TAX ASSESSED VALUATIONS, RATES,
EXTENSIONS AND COLLECTIONS**

Last Seven Tax Levy Years

Tax Levy Year	2015		2014		2013		2012		2011		2010		2009	
ASSESSED VALUATION	\$	1,339,888,203	\$	1,303,483,714	\$	1,294,263,194	\$	1,342,374,844	\$	1,390,529,986	\$	1,474,583,812	\$	1,541,209,191
	Rate*	Amount												
TAX EXTENSIONS														
General	0.3091	\$ 4,142,023	0.3119	\$ 4,066,204	0.3069	\$ 3,972,676	0.2734	\$ 3,670,013	0.2812	\$ 3,910,588	0.2601	\$ 3,835,217	0.2554	\$ 3,935,832
Social Security	0.0129	173,395	0.0131	170,900	0.0129	166,546	0.0127	170,012	0.0112	155,586	0.0113	166,495	0.0037	57,610
IMRF	0.0200	267,897	0.0202	263,669	0.0203	262,554	0.0195	262,005	0.0188	261,308	0.0174	256,076	0.0068	103,878
Liability insurance	0.0031	41,898	0.0034	43,953	0.0034	44,083	0.0029	38,902	0.0014	19,954	0.0028	41,878	0.0021	33,059
Audit	0.0008	10,719	0.0008	10,741	0.0008	9,798	0.0009	12,001	0.0003	3,796	0.0001	1,946	0.0005	7,567
Building acquisition and Maintenance	0.0044	59,424	0.0045	58,605	0.0039	50,942	0.0035	47,104	0.0033	45,888	0.0001	1,946	0.0011	17,000
TOTAL TAX EXTENSIONS	0.3503	\$ 4,695,356	0.3539	\$ 4,614,072	0.3482	\$ 4,506,599	0.3129	\$ 4,200,037	0.3162	\$ 4,397,120	0.2918	\$ 4,303,558	0.2696	\$ 4,154,946
TAX COLLECTIONS														
Year ended June 30, 2016		\$ 2,326,418		\$ 2,248,857		\$ -		\$ -						
Cumulative through June 30, 2015		-		2,356,078		4,497,871		4,190,546						
TOTAL TAX COLLECTIONS		\$ 2,326,418		\$ 4,604,935		\$ 4,497,871		\$ 4,190,546						
PERCENT COLLECTED		49.55%		99.80%		99.81%		99.77%						

* Property tax rates are per \$100 of assessed valuation.

(See independent auditor's report.)

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
PUBLIC HEARING RE: PROPOSED FINANCING OF NEW BUILDING
Thursday, December 22, 2016

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

ABSENT: None

ALSO PRESENT: Deputy Director William Karnoscak; Kathleen Bourne, Tom Lichtenheld, Jeffrey Willsey, Jeff Ward, Pat Callahan, Ed Butts, Bill Spring, John Gerlach, Joanne Gerlach, Patricia MacLachlan, Kala Snurka, Jon Snurka, Len Thiele, Chazmin Baechler, Craig Meadows, Kevin Burns, John Bassett, Ellen Bassett, Sue Blakemore, Brenda Schory, Mary Dickerson, Jim Dickerson

At 7:01 p.m., President Shiffler called to order the Public Hearing of the Board of Trustees of the Geneva Public Library District. Roll call was taken; all trustees were present.

President Shiffler provided an update on the financial plan for building a new facility at 210 S. Sixth St. He stated that for past several months the Library District has been engaged in the schematic design phase of the planning process to provide preliminary building concepts and cost estimates. The final design phase would take place after the public approves financing for a new building.

Shiffler noted that three community engagement sessions were held in November to communicate initial concepts and cost estimates and gather public input. At those meetings plans were presented for a total estimated project cost of no more than \$24.9 Million dollars. The tax increase for owners of a home with a \$300,000 market value would be approximately \$100-\$110 per year.

Since then, using input received from the public, the design has been refined. These changes have resulted in a reduction in square footage and the total project cost is now estimated at \$22.1 million dollars, with \$300,000 being paid from existing reserves. On April 4, 2017 district residents will be asked for approval to issue bonds for \$21.8 million dollars with a maximum maturity of 20 years. The estimated tax increase for owners of a home with a market value of \$300,000 would be \$98-99 per year. A project website has been created, www.gpldnewbuilding.org, to provide more information about the project including the latest financial plan.

President Shiffler stated that comments would be taken and to please limit the time spoken to a maximum of three minutes.

Comments from public:

Tom Lichtenheld voiced support for a new library stating the Library is part of the quality of life in Geneva and the increase is a small price to pay for maintaining this service.

Jeff Ward gave a review of failed Kane County referendums; he stated none have passed since 2006 and questioned why the Library thought they could pass a referendum. In his opinion, this is not the time to ask for a tax increase.

Ed Butts stated that he cannot support this referendum. In his opinion, the District provides fine services as is. Print books are going away because of popularity of online materials. If City Hall acquires the library building, taxes may go up again.

Patricia MacLachlan stated that she is a supporter of a new library building. The building should be planned to serve all the needs of a modern library. In her opinion, books are not going away. More space is needed for meetings. The Library serves the needs of the whole population of the District.

Chazmin Baechler stated she is a supporter of the referendum and looks forward to increased library services.

Kevin Burns stated he has been a resident for 43 years and that he was speaking as a private citizen. It is not a predetermined vision that City Hall will take over the current library building. He supports Library's vision because other than the festivals he is unaware of any other organization that brings in more than 250,000 visitors per year into the downtown who support the city's potential.

The Public Hearing was adjourned at 7:17 p.m.

Respectfully submitted,

Zachary Craft, Secretary

Bob Shiffler, President

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, December 22, 2016

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

ABSENT: None

ALSO PRESENT: Deputy Director William Karnoscak; Kathleen Bourne, Tom Lichtenheld, Pat Callahan, Ed Butts, Bill Spring, John Gerlach, Joanne Gerlach, Len Thiele, Chazmin Baechler, Craig Meadows, Kevin Burns, John Bassett, Ellen Bassett, Sue Blakemore, Brenda Schory, Mary Dickerson, Jim Dickerson

I. CALL TO ORDER / ROLL CALL

At 7:30 p.m., President Shiffler called to order the Regular Meeting of the Board of Trustees of the Geneva Public Library District. Roll call was taken; all trustees were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

Two changes to the agenda were requested:

Brian LeFevre could not attend the meeting to present the audit report due to illness; his presentation will be rescheduled to the January meeting.

Addition of new item XI. A: Steve Larson and John Piemonte from Ehlers, Inc. will present the report on the Financial Plan for a New Library Facility.

Secretary Craft **moved to accept the agenda as revised**. Trustee Conterato seconded the motion.

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

IV. APPROVAL OF MINUTES

Secretary Craft moved to approve the Minutes of the Special Meeting, November 12, 2016; Special Meeting, November 17, 2016; Regular Board Meeting, November 17, 2016; Closed Session Meeting, November 17, 2016; and Committee of the Whole Meeting, December 6, 2016. Treasurer Adams seconded the motion. Minutes for the Special Meeting, November 15, 2016 (Morning Session); and Special Meeting, November 15, 2016 (Evening Session) were presented for informational purposes only.

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

NAYS: None

ABSENT: None

ABSTAIN: Craft

MOTION CARRIED

V. TREASURER'S REPORT

Treasurer Adams presented the monthly financial statements for November 2016. It was noted that the deferred property taxes accrual is overstated and will be updated in next month's report. Trustee Conterato moved to approve the Treasurer's Report for November 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, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

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

VII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Secretary Craft reported on his attendance at the Foundation meeting on December 1 and their discussion regarding recent Community Engagement Sessions conducted by the Library. The November Speaker Series on Syrian refugees was well attended by a variety of age groups. Trustee Hintz will attend the January 5, 2017 meeting.

B. Friends Update

Director Lazaris congratulated the Friends on a successful winter book sale which raised \$5,600 and thanked them for their efforts and continued support of the Library.

C. LINC Update

Director Lazaris reported on her attendance at the LINC meeting on December 9. An impact fee of \$5,000 for joining SWAN was approved by the SWAN membership and will likely be covered by RAILS grant funding. All LINC libraries have voted to join SWAN. SWAN will be voting in January 2017 to accept the LINC libraries. If approved membership, in the new consortium will be effective summer 2018.

VIII. PRESIDENT'S REPORT

No report.

IX. LIBRARY DIRECTOR'S REPORT

A. Monthly Report

Director Lazaris reported that visits to the library were up 7% in November 2016 in comparison to November 2015. Notarizations in particular have increased since other local entities have discontinued offering this service. Home service continues to grow with outreach to Greenfields and other communities. Early literacy kits for children (similar to STEAM kits) which bring together print resources with play materials, presented in a clear backpack format will be available soon.

Vice President Lord asked where the new digitization equipment is being stored. Lazaris explained that equipment available for checkout is stored in offices and equipment for in-house use will be located on a cart in the Collaboration Zone.

Secretary Craft commended staff on the offering of valuable early literacy services.

B. Staff Inservice Update

Director Lazaris presented a draft agenda for the Library's annual staff in-service on January 27, 2017. Trustees were invited to attend the event; President Shiffler, Vice President Lord, and Secretary Craft indicated interest in attending.

X. NEW and UNFINISHED BUSINESS

A. Presentation of Financial Planning Report for a New Library Facility

John Piemonte, Municipal Advisor from Ehlers Inc., presented a financial planning report including projected operational expenses for a new building, project budget, and schedules for issuing 20 year bonds for construction of a new facility. He concluded that the District is in good financial condition, and should be able to maintain and even expand its current level of patron services in a modern facility without asking for a limiting rate tax increase for operational expenses.

B. Approve Financial Report FY 2015-16

Director Lazaris indicated that the Financial Report was completed by Sikich based upon their audit report, and is required to be filed with the Comptroller for the State of Illinois by the end of 2016. Secretary Craft **moved to approve the Financial Report FY 2015-16**. Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

- C. Approve Resolution No. 2017-3 determining the financing of certain library improvements in and for the Geneva Public Library District, Kane County, Illinois**
Secretary Craft **moved to approve Resolution No. 2017-3, determining the financing of certain library improvements in and for the Geneva Public Library District, Kane County, Illinois**. Vice President Lord seconded the motion.

**GENEVA PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2017-3**

RESOLUTION determining the financing of
certain library improvements in and for the
Geneva Public Library District, Kane County, Illinois.

* * *

WHEREAS, on the 17th day of November, 2016, The Board of Library Trustees (the "*Board*") of the Geneva Public Library District, Kane County, Illinois (the "*District*"), adopted a resolution approving a plan (the "*Plan*") and estimate of cost of \$24,900,000 in connection with the District's determination to erect a building to be used as a library on District-owned property, improve said property, including parking, and furnish necessary equipment for said library building (collectively, the "*Project*"); and

WHEREAS, the Board is now conducting a public meeting for the purpose of determining the financing of the Project; and

WHEREAS, notice of said meeting was given (i) by publication in the *Daily Herald*, the same being a newspaper published and circulated in the District, and (ii) by posting notice thereof at the library operated by the District (the "*Library*"), in each case not less than 30 days before the date of said meeting, and there are not any municipal libraries or township libraries which lie entirely or partially within the District which will be affected; and

WHEREAS, the Plan and the estimate of cost of the Project were conveniently available for public inspection at the Library; and

WHEREAS, in determining the financing for the Project, it has been determined that the total cost thereof will be \$22,100,000 rather than \$24,900,000, and that it is in the best interests of the District that \$300,000 of accumulations be used for the purpose of paying the cost of the Project and that bonds of the District be issued in the amount of \$21,800,000 for the purpose of paying the cost of the Project, said bonds to be retired over a period not to exceed 20 years from the date of issuance thereof:

NOW, THEREFORE, Be It and It Is Hereby Resolved by The Board of Library Trustees of the Geneva Public Library District, Kane County, Illinois, as follows:

Section 1. That the Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. That the Plan and the revised estimate of the cost of the Project, as referred to in the preambles hereof, and as presently on file at the Library, be and the same are hereby approved.

Section 3. That the total cost of the Project is hereby estimated and determined to be \$22,100,000, rather than \$24,900,000, that it is in the best interests of the District that \$300,000 of said total cost be paid from accumulations and \$21,800,000 of said total cost be borrowed against the credit of the District and that bonds of the District be issued in said amount and that said bonds be retired over a period not to exceed 20 years from the date of issuance thereof.

Section 4. That all resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed, and that this Resolution shall be in effect forthwith upon its passage.

Adopted the 22nd day of December, 2016.

Approved the 22nd day of December, 2016.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

D. Approve Ordinance No. 2017-8 providing for and requiring the submission of the proposition is issuing \$21,800,000 Library bonds to the voters of the Geneva Public Library District, Kane County, Illinois, at the consolidated election to be held on the 4th day of April 2017.

Trustee Conterato **moved to approve Ordinance No. 2017-8 providing for and requiring the submission of the proposition is issuing \$21,800,000 Library bonds to the voters of the Geneva Public Library District, Kane County, Illinois, at the consolidated election to be held on the 4th day of April 2017.** Vice President Lord seconded the motion.

**GENEVA PUBLIC LIBRARY DISTRICT
ORDINANCE NO. 2017-8**

AN ORDINANCE providing for and requiring the submission of the proposition of issuing \$21,800,000 Library Bonds to the voters of the Geneva Public Library District, Kane County, Illinois, at the consolidated election to be held on the 4th day of April, 2017.

* * *

WHEREAS, The Board of Library Trustees (the "*Board*") of the Geneva Public Library District, Kane County, Illinois (the "*District*"), has found and determined and does hereby find and determine that it is necessary and in the best interests of the District, in order to operate an efficient public library district, to erect a building to be used as a library on District-owned property, improve said property, including parking, and furnish necessary equipment for said library building (collectively, the "*Project*"); and

WHEREAS, the Board has heretofore determined and does hereby determine that it is in the best interests of the District that a portion of the cost of the Project be borrowed against the credit of the District and that bonds of the District be issued for such purpose; and

WHEREAS, before said bonds can be issued, a proposition therefor must be submitted to the voters of the District and be approved by a majority of the voters of the District voting upon said proposition; and

WHEREAS, it is deemed advisable, necessary and in the best interests of the District that said proposition of issuing said bonds be submitted to the voters of the District at an election to be held and conducted in accordance with the general election law of the State of Illinois:

NOW, THEREFORE, Be It Ordained by The Board of Library Trustees of the Geneva Public Library District, Kane County, Illinois, as follows:

Section 1. That the Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. That it is necessary and in the best interests of the District, in order to operate an efficient public library district, that funds be made available for the payment of costs of the Project.

Section 3. That it is hereby found and determined that the estimated cost of the Project is \$22,100,000, and that it is necessary and in the best interests of the District that \$21,800,000 of said cost be borrowed and in evidence thereof bonds of the District be issued.

Section 4. That it is hereby found and determined to be for the best interests of the District that said bonds proposed to be issued be payable over a period of time not to exceed twenty (20) years from the date of issuance thereof.

Section 5. That the proposition hereinabove referred to be submitted to the voters of the District in accordance with the general election law of the State of Illinois at the consolidated election to be held on Tuesday, the 4th day of April, 2017, between the hours of 6:00 o'clock A.M. and 7:00 o'clock P.M. on said day (the "*Election*").

Section 6. That the Election shall be held in the voting precincts and at the polling places established by the County Board (the "*County Board*") of The County of Kane, Illinois (the "*County*"), for voters of the District at the Election.

Section 7. That the County Clerk of the County (the "*County Clerk*") shall give notice of the Election, including the Spanish translation thereof (the "*Notice*"), in accordance with the general election law of the State of Illinois by (i) publishing the Notice once not more than 30 nor less than 10 days prior to the date of the Election in a local, community newspaper having general circulation in the District, and (ii) posting a copy of the Notice at least 10 days before the date of the Election at the principal office of the County Clerk.

Section 8. That the Secretary of the Board shall post a copy of the Notice at the principal office of the District.

Section 9. That it is hereby found and determined that the *Daily Herald* is a local, community newspaper having general circulation in the District, as required by Section 12-5 of the Election Code of the State of Illinois, as amended (the "*Election Code*").

Section 10. That the Notice shall appear over the name or title of the County Clerk and shall be in substantially the following form:

NOTICE IS HEREBY GIVEN that at the consolidated election to be held on Tuesday, the 4th day of April, 2017, the following proposition shall be submitted to the voters of the Geneva Public Library District, Kane County, Illinois:

Shall the bonds of the Geneva Public Library District, Kane County, Illinois, in the amount of \$21,800,000 be issued for the purpose of erecting a building to be used as a library on District-owned property, improving said property, including parking, and furnishing necessary equipment for said library building?

The polls at said election will be open at 6:00 o'clock A.M. and will continue to be open until 7:00 o'clock P.M. of that day.

Dated this ____ day of March, 2017.

(Facsimile Signature)
County Clerk, The County of Kane, Illinois

Section 11. That the ballot to be used at the Election, including the Spanish translation thereof, shall be in substantially the following form with such necessary

alterations, changes, insertions and deletions as may be required by Articles 24A, 24B or 24C of the Election Code if an electronic, mechanical or electric voting system is used at the Election:

(FACE OF BALLOT)

OFFICIAL BALLOT

PROPOSITION TO ISSUE \$21,800,000 LIBRARY BONDS

(INSTRUCTIONS TO VOTERS: Mark a cross (X) in the space opposite the word indicating the way you desire to vote.)

Shall the bonds of the Geneva Public Library District, Kane County, Illinois, in the amount of \$21,800,000 be issued for the purpose of erecting a building to be used as a library on District-owned property, improving said property, including parking, and furnishing necessary equipment for said library building?	YES	
	NO	

(Back of Paper Ballot)

OFFICIAL BALLOT

Official ballot for voting on the proposition to issue \$21,800,000 Library Bonds of the Geneva Public Library District, Kane County, Illinois, at the consolidated election held on April 4, 2017.

Precinct Number: _____

Polling Place: _____

 (Facsimile Signature)

County Clerk, The County of Kane, Illinois

Section 12. That the Election shall be conducted by the election judges appointed by the County Board to act in the voting precincts at which said proposition shall be submitted to the voters of the District.

Section 13. That after the adoption hereof and not less than 68 days prior to the date of the Election, the Secretary of the Board shall certify a copy hereof to the County Clerk in order that the proposition set forth herein may be submitted to the voters of the District at the Election.

Section 14. That the Election shall be held and conducted and the returns thereof duly canvassed, all in the manner and time as provided by the general election law of the State of Illinois.

Section 15. That all ordinances, orders and resolutions or parts thereof in conflict herewith be and the same are hereby repealed.

Section 16. That this Ordinance shall be posted in a public area of the library building of the District within 3 days after the date of enactment and shall remain posted for 14 days.

Section 17. That this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted the 22nd day of December, 2016.

Approved the 22nd day of December, 2016.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

E. Approve Per Capita Grant application

Trustee Schmid **moved to approve the Per Capita Grant application.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

F. Discussion of Board Packet Distribution Process

President Shiffler explained that the Library received a request for the Board packet and that this was the first request received during his time serving on the Board of Trustees. He consulted legal counsel and was advised that there was no requirement to make it available and explained that much of the material is still in draft form, particularly policy statements that often see a great deal of revision.

Trustees discussed their desire to have a packet made available for the public before their regular meeting. President Shiffler stated he will work with Director Lazaris on the procedure for the January 2017 meeting. After determining what should be

included in the public packet the Policy Committee can develop a written policy to be approved by the full Board.

- G. Approve Payment of Invoice to Ottosen Britz for legal services (\$400.00)
Treasurer Adams **moved to approve payment in the amount of \$400.00 to Ottosen Britz for legal services.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

None.

XII. PUBLIC and TRUSTEE COMMENTS

Ed Butts commented that he was surprised that a packet was not available on the website. President Shiffler commented that it has never been requested in the past.

The following questions were asked by members of the audience not identifying themselves:

Has the library issued bonds before? Trustee Conterato answered, yes, there had been bonds issued twice in the past.

Does the Library have any existing bonds? President Shiffler commented that there are no current bonds outstanding, and therefore no indebtedness.

Is the expected bond rating of AA because of backing by a letter of credit from a bank or is it the rating for the Library District? Ehlers representative answered that it is based on assumptions about the rating of the Library District.

Will there be bonds issued with different rates? Ehlers representative answered yes, since they will be issued at different times. The explained that they will be fixed rates, and potential increases in rates have been factored in.

A question was asked about an article that reported the Library District had an option to buy the land for a price of \$750,000. President Shiffler corrected this figure stating the land was purchased for \$1,500,000 plus \$400,000 + for the demolition.

Has the final design for the exterior been determined? President Shiffler commented that the exterior will not be finalized until the referendum is approved. Design review and approval is also needed by the Historic Preservation Commission and the City of Geneva. More public input will be gathered before the design is finalized.

What will be the effort to promote the referendum? President Shiffler commented that presentations will be made to any groups who request information. A presentation to the Geneva Learners is scheduled in January. Press releases and updates to the website will be ongoing.

What are the expectation for proceeds of current building? President Shiffler noted the Library District has several options including building a capital reserve and/or reducing debt.

How much does the Library District currently have in reserves? President Shiffler stated that the District has about \$2 million in operating reserves and \$350,000 in special reserve fund. The District is carrying a higher level of operating reserves since our future is uncertain at this time.

XIII. FUTURE AGENDA ITEMS

None.

XIV. ADJOURNMENT

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

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 8:31 p.m.

Respectfully submitted,

Zachary Craft, Secretary

Bob Shiffler, President



Monthly Financial Report
For the Month Ended December 31, 2016

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Geneva Public Library District

**Balance Sheet
Governmental Funds**

As of December 31, 2016

	<u>General Fund</u>	<u>Special Reserve Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and Investments	\$ 4,767,100.38	\$ 431,224.71	\$ 354,451.54	\$ 5,552,776.63
Receivables				
Property Taxes	25,465.58	-	3,401.86	28,867.44
Prepays	-	-	-	-
Due From Other Funds	-	-	-	-
Total Assets	<u>\$ 4,792,565.96</u>	<u>\$ 431,224.71</u>	<u>\$ 357,853.40</u>	<u>\$ 5,581,644.07</u>
LIABILITIES				
Accounts Payable	\$ 35,062.80	\$ -	\$ -	\$ 35,062.80
Total Liabilities	<u>35,062.80</u>	<u>-</u>	<u>-</u>	<u>35,062.80</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>80,528.38</u>	<u>-</u>	<u>3,401.86</u>	<u>63,930.24</u>
FUND BALANCES				
Total Fund Balance	4,732,037.58	431,224.71	354,451.54	5,517,713.83
Total Liabilities and Fund Balances	<u>\$ 4,792,565.96</u>	<u>\$ 431,224.71</u>	<u>\$ 357,853.40</u>	<u>\$ 5,581,644.07</u>

Geneva Public Library District

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

For the 6 Months Ended December 31, 2016

	<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	13,181.77	-	693.77	13,875.54
Fines & Fees	9,069.06	-	-	9,069.06
Interest	7,633.09	-	-	7,633.09
Other	<u>31,523.13</u>	<u>-</u>	<u>-</u>	<u>31,523.13</u>
Total Revenues	<u>4,177,964.67</u>	<u>-</u>	<u>550,625.54</u>	<u>4,728,590.21</u>
EXPENDITURES				
Personnel	\$ 1,033,393.93	\$ -	\$ 218,548.46	\$ 1,251,942.39
Library Materials	209,500.79	-	-	209,500.79
Programs	15,810.12	-	-	15,810.12
Building & Supplies	64,142.86	79,200.00	22,405.72	165,748.58
Professional Services	96,497.47	-	10,888.00	107,385.47
Other	<u>251,765.12</u>	<u>-</u>	<u>-</u>	<u>251,765.12</u>
Total Expenditures	<u>1,871,110.29</u>	<u>79,200.00</u>	<u>251,842.18</u>	<u>2,002,152.47</u>
Net Change in Fund Balances	<u>2,506,854.38</u>	<u>(79,200.00)</u>	<u>298,783.36</u>	<u>2,726,437.74</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>\$ 4,732,037.58</u>	<u>\$ 431,224.71</u>	<u>\$ 354,451.54</u>	<u>\$ 5,517,713.83</u>

**Geneva Public Library District
Treasurer's Report
As of December 31, 2016**

Checking and Money Market Accounts

MB Financial - Checking	\$ 261,268.50
MB Financial - MM	4,585,538.82
MB Financial - TSYS	2,582.80
MB Financial - FSA	5,426.54
Geneva Bank & Trust - MM	216,486.18
IL Funds - MM	80,458.75
State Bank of Geneva - MM	<u>100,847.81</u>
Total Checking and Money Market Accounts	<u>5,252,609.40</u>

Certificates of Deposit

		<u>APY</u>	<u>Maturity</u>	<u>Term (mo.)</u>
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 **\$ 5,552,776.63**

**Geneva Public Library District
Balance Sheet
Governmental Funds
As of December 31, 2016**

	<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	4,767,100.38	431,224.71	166,582.23	(513.84)	27,619.77	46,150.14	114,613.24	-	5,552,776.63
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>4,792,565.96</u>	<u>431,224.71</u>	<u>168,228.42</u>	<u>(448.27)</u>	<u>27,878.72</u>	<u>46,515.17</u>	<u>115,679.36</u>	<u>0.00</u>	<u>5,581,644.07</u>
Liabilities									
Accounts Payable	35,062.80	-	-	-	-	-	-	-	35,062.80
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>60,528.38</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>63,930.24</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	2,506,854.38	(79,200.00)	144,197.45	(234.46)	22,006.40	36,653.29	96,160.68	-	2,726,437.74
Total Fund Balance	<u>4,732,037.58</u>	<u>431,224.71</u>	<u>166,582.23</u>	<u>(513.84)</u>	<u>27,619.77</u>	<u>46,150.14</u>	<u>114,613.24</u>	<u>0.00</u>	<u>5,517,713.83</u>
Total Liabilities & Fund Balance	<u>4,792,565.96</u>	<u>431,224.71</u>	<u>168,228.42</u>	<u>(448.27)</u>	<u>27,878.72</u>	<u>46,515.17</u>	<u>115,679.36</u>	<u>0.00</u>	<u>5,581,644.07</u>

**Geneva Public Library District
Statement of Cash Receipts and Disbursements
Governmental Funds
For the Month Ended December 31, 2016**

	<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	1,406.62	-	74.03	-	-	-	-	1,480.65
Interest	1,227.51	-	-	-	-	-	-	1,227.51
Fines & Fees	1,040.64	-	-	-	-	-	-	1,040.64
Other	16,374.38	-	-	-	-	-	-	16,374.38
Total Receipts	<u>20,049.15</u>	<u>0.00</u>	<u>74.03</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,123.18</u>
Cash Disbursements								
Personnel	157,819.27	-	46,101.17	-	2,878.22	-	11,564.28	218,362.94
Building	7,410.54	63,200.00	-	-	-	4,494.47	-	75,105.01
Professional Services	13,758.30	-	-	900.00	-	-	-	14,658.30
Library Materials	26,182.07	-	-	-	-	-	-	26,182.07
Library Programs	1,612.99	-	-	-	-	-	-	1,612.99
Supplies	1,996.64	-	-	-	-	-	-	1,996.64
Other	42,571.05	-	-	-	-	-	-	42,571.05
Total Disbursements	<u>251,350.86</u>	<u>63,200.00</u>	<u>46,101.17</u>	<u>900.00</u>	<u>2,878.22</u>	<u>4,494.47</u>	<u>11,564.28</u>	<u>380,489.00</u>
Excess Revenue less Expense	<u>(231,301.71)</u>	<u>(63,200.00)</u>	<u>(46,027.14)</u>	<u>(900.00)</u>	<u>(2,878.22)</u>	<u>(4,494.47)</u>	<u>(11,564.28)</u>	<u>(360,365.82)</u>

Geneva Public Library District
Statement of Cash Receipts, Disbursements and Changes in Fund Balance
Governmental Funds
For the 6 Months Ended December 31, 2016

	General Fund	Special Reserve Fund	I.M.R.F. Fund	Audit Fund	Liability Ins. Fund	Building Fund	Social Security Fund	Total Governmental Funds
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	13,181.77	-	693.77	-	-	-	-	13,875.54
Interest	7,633.09	-	-	-	-	-	-	7,633.09
Fines & Fees	9,069.06	-	-	-	-	-	-	9,069.06
Other	31,523.13	-	-	-	-	-	-	31,523.13
Total Receipts	<u>4,177,964.67</u>	<u>0.00</u>	<u>266,944.83</u>	<u>10,653.54</u>	<u>41,639.35</u>	<u>59,059.01</u>	<u>172,328.81</u>	<u>4,728,590.21</u>
Cash Disbursements								
Personnel	1,033,393.93	-	122,747.38	-	19,632.95	-	76,168.13	1,251,942.39
Building	50,780.82	79,200.00	-	-	-	22,405.72	-	152,386.54
Professional Services	96,497.47	-	-	10,888.00	-	-	-	107,385.47
Library Materials	209,500.79	-	-	-	-	-	-	209,500.79
Library Programs	15,810.12	-	-	-	-	-	-	15,810.12
Supplies	13,362.04	-	-	-	-	-	-	13,362.04
Other	251,765.12	-	-	-	-	-	-	251,765.12
Total Disbursements	<u>1,671,110.29</u>	<u>79,200.00</u>	<u>122,747.38</u>	<u>10,888.00</u>	<u>19,632.95</u>	<u>22,405.72</u>	<u>76,168.13</u>	<u>2,002,152.47</u>
Excess Revenue less Expense	2,506,854.38	(79,200.00)	144,197.45	(234.46)	22,006.40	36,653.29	96,160.68	2,726,437.74
Fund Balance - Ending	<u><u>4,732,037.58</u></u>	<u><u>431,224.71</u></u>	<u><u>166,582.23</u></u>	<u><u>(513.64)</u></u>	<u><u>27,619.77</u></u>	<u><u>46,150.14</u></u>	<u><u>114,613.24</u></u>	<u><u>5,517,713.83</u></u>

Geneva Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2016

	<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	1,406.62	13,181.77	35,000.00	21,818.23	62.34%
Fines & Fees	805.34	5,973.93	28,000.00	22,026.07	78.66%
Non Resident Fees	0.00	0.00	250.00	250.00	100.00%
Lost Books	(53.11)	141.43	2,500.00	2,358.57	94.34%
Photocopy Adult	257.45	2,389.36	4,500.00	2,110.64	46.90%
Photocopy Youth	20.66	299.79	500.00	200.21	40.04%
Meeting Room Fees	0.00	195.00	500.00	305.00	61.00%
PC Reservation/Reference Fees	10.30	69.55	200.00	130.45	65.23%
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	(25.62)	(92.53)	200.00	292.53	146.27%
Other - Miscellaneous	0.00	306.95	500.00	193.05	38.61%
Developers Donations	0.00	3,397.26	5,000.00	1,602.74	32.05%
Grant/Fabyan	16,400.00	16,400.00	16,000.00	(400.00)	-2.50%
Interest Income	1,227.51	7,633.09	12,000.00	4,366.91	36.39%
Total Revenue	<u>20,049.15</u>	<u>4,177,964.67</u>	<u>4,299,173.22</u>	<u>121,208.55</u>	<u>2.82%</u>
Expenses					
Library Materials					
Books-Adult	6,602.08	56,603.26	170,000.00	113,396.74	66.70%
Books-Youth	1,665.79	20,397.20	60,000.00	39,602.80	66.00%
Audiovisual-Adult	3,679.82	20,264.09	83,000.00	62,735.91	75.59%
Audiovisual-Youth	2,329.71	11,506.56	38,000.00	26,493.44	69.72%
Periodicals & Pamphlets	134.69	14,954.63	18,000.00	3,045.37	16.92%
Electronic-Adult	10,958.85	68,284.74	175,000.00	106,715.26	60.98%
Electronic-Youth	811.13	17,490.31	40,000.00	22,509.69	56.27%
Total Library Materials	<u>26,182.07</u>	<u>209,500.79</u>	<u>584,000.00</u>	<u>374,499.21</u>	<u>64.13%</u>
Personnel					
Dept. I Full Time	110,483.58	728,529.16	1,580,000.00	851,470.84	53.89%
Dept. II Part Time IMRF	26,386.32	176,659.33	420,000.00	243,340.67	57.94%
Dept.III Part Time	20,949.37	128,205.44	325,000.00	196,794.56	60.55%
Total Personnel	<u>157,819.27</u>	<u>1,033,393.93</u>	<u>2,325,000.00</u>	<u>1,291,606.07</u>	<u>55.55%</u>
Supplies and Programs					
Supplies - General	1,257.78	6,379.79	22,000.00	15,620.21	71.00%
Supplies - Digital Services	51.66	2,110.42	4,500.00	2,389.58	53.10%
Supplies - Circulation	133.72	1,663.36	6,000.00	4,336.64	72.28%
Supplies - Adult	245.17	791.32	3,000.00	2,208.68	73.62%
Supplies - Youth	300.40	1,377.58	4,000.00	2,622.42	65.56%
Supplies - Tech	7.91	1,039.57	4,000.00	2,960.43	74.01%
Programs-Youth	650.11	5,733.53	22,000.00	16,266.47	73.94%
Programs-Adult	962.88	10,076.59	22,000.00	11,923.41	54.20%
Total Supplies and Programs	<u>3,609.63</u>	<u>29,172.16</u>	<u>87,500.00</u>	<u>58,327.84</u>	<u>66.66%</u>

Geneva Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2016

	<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	567.68	6,264.86	60,000.00	53,735.14	89.56%
Service Contracts	4,847.62	22,897.11	72,000.00	49,102.89	68.20%
Computer Services/Consulting	8,343.00	50,048.00	120,000.00	69,952.00	58.29%
Accounting/Bookkeeping	0.00	7,760.00	24,000.00	16,240.00	67.67%
Architectural Services	0.00	9,527.50	24,000.00	14,472.50	60.30%
Total Professional Services	<u>13,758.30</u>	<u>96,497.47</u>	<u>300,000.00</u>	<u>203,502.53</u>	<u>67.83%</u>
Other Operating					
Employee Health Insurance	19,687.65	119,889.42	300,000.00	180,110.58	60.04%
IT Hardware	3,042.15	18,923.85	70,000.00	51,076.15	72.97%
Personnel Development	2,045.73	11,616.38	50,000.00	38,383.62	76.77%
Postage and Freight	566.40	2,207.94	16,000.00	13,792.06	86.20%
IT Software/Security	11,083.32	26,823.02	35,000.00	8,176.98	23.36%
Publicity & Printing	2,069.24	27,835.89	70,000.00	42,164.11	60.23%
Bank Charges	28.89	181.99	1,000.00	818.01	81.80%
Contingency	0.00	0.00	2,660.86	2,660.86	100.00%
Photocopy Lease	0.00	15,261.57	30,000.00	14,738.43	49.13%
Catalog, Acquisition & Bindery	1,186.99	25,639.38	82,000.00	56,360.62	68.73%
Fabyan Foundation	0.00	0.00	16,000.00	16,000.00	100.00%
Friends Sponsored	2,860.68	3,385.68	15,000.00	11,614.32	77.43%
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	5,261.93	34,720.09	82,000.00	47,279.91	57.66%
Furniture & Equipment	0.00	9,778.02	50,000.00	40,221.98	80.44%
Repairs	2,148.61	6,282.71	50,000.00	43,717.29	87.43%
Total Other Operating	<u>49,981.59</u>	<u>302,545.94</u>	<u>999,660.86</u>	<u>697,114.92</u>	<u>69.74%</u>
Total Expenses	<u>251,350.86</u>	<u>1,671,110.29</u>	<u>4,296,160.86</u>	<u>2,625,050.57</u>	<u>61.10%</u>
Excess Revenues less Expenses	<u>\$ (231,301.71)</u>	<u>\$ 2,506,854.38</u>	<u>\$ 3,012.36</u>	<u>\$ 2,503,842.02</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	0.00	0.00	150,000.00	150,000.00	100.00%
Current Building	28,200.00	29,200.00	0.00	(29,200.00)	-%
Professional Fees, New Bldg.	35,000.00	50,000.00	300,000.00	250,000.00	83.33%
Total Expenses	<u>63,200.00</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>\$ (63,200.00)</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 6 Months Ended December 31, 2016

	<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	74.03	693.77	1,840.55	1,146.78	62.31%
Total Revenue	<u>74.03</u>	<u>266,944.83</u>	<u>269,737.80</u>	<u>2,792.97</u>	<u>1.04%</u>
Expenses					
I.M.R.F.	46,101.17	122,747.38	266,400.00	143,652.62	53.92%
Total Expenses	<u>46,101.17</u>	<u>122,747.38</u>	<u>266,400.00</u>	<u>143,652.62</u>	<u>53.92%</u>
Excess Revenues less Expenses	<u>\$ (46,027.14)</u>	<u>\$ 144,197.45</u>	<u>\$ 3,337.80</u>	<u>\$ 140,859.65</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	900.00	10,888.00	12,500.00	1,612.00	12.90%
Total Expenses	<u>900.00</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>\$ (900.00)</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	2,878.22	19,632.95	42,000.00	22,367.05	53.25%
Total Expenses	<u>2,878.22</u>	<u>19,632.95</u>	<u>42,000.00</u>	<u>22,367.05</u>	<u>53.25%</u>
Excess Revenues less Expenses	<u>\$ (2,878.22)</u>	<u>\$ 22,006.40</u>	<u>\$ (101.70)</u>	<u>\$ 22,108.10</u>	

Geneva Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2016

	<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	4,494.47	22,405.72	59,424.04	37,018.32	62.30%
Total Expenses	<u>4,494.47</u>	<u>22,405.72</u>	<u>59,424.04</u>	<u>37,018.32</u>	<u>62.30%</u>
Excess Revenues less Expenses	<u>\$ (4,494.47)</u>	<u>\$ 36,653.29</u>	<u>\$ 0.00</u>	<u>\$ 36,653.29</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	11,564.28	76,168.13	177,862.50	101,694.37	57.18%
Total Expenses	<u>11,564.28</u>	<u>76,168.13</u>	<u>177,862.50</u>	<u>101,694.37</u>	<u>57.18%</u>
Excess Revenues less Expenses	<u>\$ (11,564.28)</u>	<u>\$ 96,160.68</u>	<u>\$ (4,467.57)</u>	<u>\$ 100,628.25</u>	
Excess Revenue less Expenses - All Funds	<u>\$ (360,365.82)</u>	<u>\$ 2,726,437.74</u>	<u>\$ (321,000.00)</u>	<u>\$3,047,437.74</u>	

**Geneva Public Library District
Check List Detail**

All Bank Accounts

December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
1000BULBS.COM			12/12/16	40834	<u>31.65</u>
60-5530	Building Maintenance	1000BULBS.COM W00163199	31.65		
ALIBRIS, INC.			12/12/16	40835	<u>19.94</u>
10-5401	Books - Adult	ALIBRIS, INC. 74285853	15.95		
10-5436	Postage and Freight	ALIBRIS, INC.	3.99		
ANDREW STRUTZ			12/12/16	40836	<u>41.58</u>
60-5530	Building Maintenance	ANDREW STRUTZ Mileage Oct. Nov 2016	41.58		
AURICO			12/12/16	40837	<u>63.90</u>
10-5451	Service Contracts	AURICO AUR1004110	63.90		
BAKER & TAYLOR			12/12/16	40838	<u>209.74</u>
10-5404	Audiovisual - Youth	BAKER & TAYLOR L4081312	209.74		
BAKER & TAYLOR			12/12/16	40839	<u>276.78</u>
10-5401	Books - Adult	BAKER & TAYLOR C2356983	274.18		
10-5436	Postage and Freight	BAKER & TAYLOR	2.60		
BAKER & TAYLOR			12/12/16	40840	<u>69.07</u>
10-5402	Books - Youth	BAKER & TAYLOR L4134692	59.92		
10-5436	Postage and Freight	BAKER & TAYLOR	0.30		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	8.85		
BAKER & TAYLOR			12/12/16	40841	<u>9,314.69</u>
10-5401	Books - Adult	BAKER & TAYLOR L4308002	5,506.60		
10-5402	Books - Youth	BAKER & TAYLOR	1,605.87		
10-5436	Postage and Freight	BAKER & TAYLOR	35.77		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	2,166.45		
BAKER & TAYLOR			12/12/16	40842	<u>822.95</u>
10-5401	Books - Adult	BAKER & TAYLOR L4134682	758.42		
10-5436	Postage and Freight	BAKER & TAYLOR	3.80		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	60.73		
BATAVIA ENTERPRISES, INC.			12/12/16	40843	<u>433.96</u>
10-5451	Service Contracts	BATAVIA ENTERPRISES, INC. January 2017	433.96		
BATAVIA PUBLIC LIBRARY			12/12/16	40844	<u>19.16</u>
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	7.39		
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	11.77		
CHRONICLE MEDIA			12/12/16	40845	<u>168.75</u>
10-5438	Publicity & Printing	CHRONICLE MEDIA 8031	168.75		
CITY OF GENEVA			12/12/16	40846	<u>4,791.27</u>
10-5422	Utilities	CITY OF GENEVA	4,567.03		
10-5422	Utilities	CITY OF GENEVA	224.24		
CPR PRINTING, INC.			12/12/16	40847	<u>909.92</u>
10-5438	Publicity & Printing	CPR PRINTING, INC. 48467	909.92		
CYNTHIA WADE			12/12/16	40848	<u>50.00</u>
10-5431	Programs-Adult	CYNTHIA WADE 1-14-17 Program	50.00		

**Geneva Public Library District
Check List Detail**

All Bank Accounts
December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
CYNTHIA WADE 10-5431	Programs-Adult	CYNTHIA WADE 1-10-17 Program	12/12/16 50.00	40849	<u>50.00</u>
DEMCO, INC. 10-5426	Supplies - Circulation	DEMCO, INC. 6014130	12/12/16 21.80	40850	<u>299.30</u>
10-5427	Supplies - Adult	DEMCO, INC.	38.75		
10-5429	Supplies - Tech	DEMCO, INC. 6022398	7.91		
10-5430	Programs-Youth	DEMCO, INC.	230.84		
DRIESSEN CONSTRUCTION COMPANY 20-5515	Current Building	DRIESSEN CONSTRUCTION COMPANY 120905	12/12/16 17,700.00	40851	<u>28,200.00</u>
20-5515	Current Building	DRIESSEN CONSTRUCTION COMPANY 120906	10,500.00		
ELEVATOR TECHNICIANS, INC. 60-5530	Building Maintenance	ELEVATOR TECHNICIANS, INC. 39427	12/12/16 331.24	40852	<u>331.24</u>
EVANCED SOLUTIONS LLC 10-5451	Service Contracts	EVANCED SOLUTIONS LLC 6000814	12/12/16 536.00	40853	<u>536.00</u>
FRANKFORT PUBLIC LIBRARY DISTRICT 10-4323	Lost Books	FRANKFORT PUBLIC LIBRARY DISTRICT	12/12/16 20.00	40854	<u>20.00</u>
INGRAM LIBRARY SERVICES 10-5403	Audiovisual - Adult	INGRAM LIBRARY SERVICES 95860013	12/12/16 113.98	40855	<u>170.97</u>
10-5403	Audiovisual - Adult	INGRAM LIBRARY SERVICES 95860012	56.99		
JACKSON-HIRSH INC 10-5428	Supplies - Youth	JACKSON-HIRSH INC 0955966	12/12/16 133.15	40856	<u>133.15</u>
KATIE SMITH 10-5435	Personnel Development	KATIE SMITH MILEAGE PECK FARM STORYTIME	12/12/16 2.81	40857	<u>2.81</u>
KYLIE PETERS 10-5435	Personnel Development	KYLIE PETERS 2016 YALSA SYMPOSIUM	12/12/16 168.59	40858	<u>168.59</u>
LIMRICC PHIP 10-5415	Employee Health Insurance	LIMRICC PHIP DECEMBER 2016	12/12/16 25,734.27	40859	<u>25,734.27</u>
LINC 10-5437	IT Software/Security	LINC 6925	12/12/16 2,205.00	40860	<u>11,780.86</u>
10-5452	Computer Services/Consulting	LINC	10.00		
10-5452	Computer Services/Consulting	LINC 6926	8,333.00		
10-5453	Catalog, Acquisition & Bindery	LINC 6913	1,232.86		
LORI KLINKA 10-5435	Personnel Development	LORI KLINKA DEPOSIT FOR 1-27-17	12/12/16 750.00	40861	<u>750.00</u>
MCGRAW-HILL GLOBAL EDUCATION HOLDINGS LLC 10-5407	Electronic - Adult	MCGRAW-HILL GLOBAL EDUCATION HOLDINGS LLC 95275245001	12/12/16 1,684.14	40862	<u>1,684.14</u>
MEREDITH ANDERSON 10-5435	Personnel Development	MEREDITH ANDERSON 11-15-16 MILEAGE	12/12/16 18.36	40863	<u>60.53</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts

December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5435	Personnel Development	MEREDITH ANDERSON SEPT OCT MILEAGE	42.17		
METRO SELF STORAGE-BATAVIA			12/12/16	40864	<u>271.11</u>
10-5451	Service Contracts	METRO SELF STORAGE-BATAVIA DECEMBER 2016	271.11		
MIDWEST TAPE			12/12/16	40865	<u>5,418.35</u>
10-5403	Audiovisual - Adult	MIDWEST TAPE 2000007125	3,209.64		
10-5404	Audiovisual - Youth	MIDWEST TAPE	1,490.61		
10-5453	Catalog, Acquisition & Bindery	MIDWEST TAPE	718.10		
MIDWEST TAPE			12/12/16	40866	<u>2,360.46</u>
10-5407	Electronic - Adult	MIDWEST TAPE 94559067	2,360.46		
MORNINGSTAR, INC.			12/12/16	40867	<u>2,863.00</u>
10-5407	Electronic - Adult	MORNINGSTAR, INC. 34190940	2,863.00		
NANCY KENDZIOR			12/12/16	40868	<u>43.97</u>
10-5431	Programs-Adult	NANCY KENDZIOR WINTER READING PROGRAM SUPPLIES	23.94		
10-5431	Programs-Adult	NANCY KENDZIOR WINTER READING PROGRAM SUPPLIES	20.03		
OAK BROOK MECHANICAL SERVICES, INC.			12/12/16	40869	<u>698.61</u>
10-5440	Repairs	OAK BROOK MECHANICAL SERVICES, INC. 4325	698.61		
OTTOSEN BRITZ KELLY COOPER ET AL, LTD			12/12/16	40870	<u>400.00</u>
10-5432	Legal Fees	OTTOSEN BRITZ KELLY COOPER ET AL, LTD 92893	400.00		
OVERDRIVE, INC.			12/12/16	40871	<u>3,968.75</u>
10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-000133183-110716	160.00		
10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-174321360-112216	856.68		
10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-103229390-110116	1,521.16		
10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-173842260-112216	1,430.91		
PADDOCK PUBLICATIONS, INC.			12/12/16	40872	<u>65.55</u>
10-5438	Publicity & Printing	PADDOCK PUBLICATIONS, INC. T4457568	65.55		
PENGUIN RANDOM HOUSE LLC			12/12/16	40873	<u>41.25</u>
10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1089585647	41.25		
PROQUEST LLC			12/12/16	40874	<u>134.69</u>
10-5405	Periodicals & Pamphlets	PROQUEST LLC 61269483	134.69		
QUILL			12/12/16	40875	<u>253.00</u>
10-5424	Supplies - General	QUILL 2033378	118.44		
10-5426	Supplies - Circulation	QUILL 2054245	5.38		
10-5427	Supplies - Adult	QUILL 2093970	13.99		
10-5428	Supplies - Youth	QUILL 2097088	22.22		
10-5430	Programs-Youth	QUILL 2019727	92.97		
REEVES CO., INC.			12/12/16	40876	<u>17.44</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts
December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5424	Supplies - General	REEVES CO., INC. 331481	17.44		
ROBERT BURTON			12/12/16	40877	<u>150.00</u>
10-5431	Programs-Adult	ROBERT BURTON 1-4-17 PROGRAM	150.00		
ROBERT BURTON			12/31/16	40877	<u>(150.00)</u>
10-5431	Programs-Adult	to VOID ck # 40877	-150.00		
RUNCO OFFICE SUPPLY			12/12/16	40878	<u>95.54</u>
10-5424	Supplies - General	RUNCO OFFICE SUPPLY 668573-0	83.98		
10-5427	Supplies - Adult	RUNCO OFFICE SUPPLY	11.56		
SERVICE WITH A SMILE			12/12/16	40879	<u>619.39</u>
10-5540	Friends Sponsored	SERVICE WITH A SMILE 14593-R	619.39		
SOURCE ONE OFFICE PRODUCTS			12/12/16	40880	<u>18.57</u>
10-5428	Supplies - Youth	SOURCE ONE OFFICE PRODUCTS 526808	18.57		
ST. CHARLES PUBLIC LIBRARY			12/12/16	40881	<u>119.12</u>
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	30.00		
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	19.13		
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	69.99		
ST. CHARLES PUBLIC LIBRARY			12/29/16	40881	<u>(119.12)</u>
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	-30.00		
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	-19.13		
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	-69.99		
STAGES LEARNING MATERIALS			12/12/16	40882	<u>27.14</u>
10-5404	Audiovisual - Youth	STAGES LEARNING MATERIALS 287020	27.14		
STUDIOGC ARCHITECTURE + BIM			12/12/16	40883	<u>35,000.00</u>
20-5534	Professional Fees - New Building	STUDIOGC ARCHITECTURE + BIM 16080.03	25,000.00		
20-5534	Professional Fees - New Building	STUDIOGC ARCHITECTURE + BIM 16080.02 Revised	10,000.00		
THE EMPLOYERS ASSOCIATION			12/12/16	40884	<u>42.00</u>
10-5435	Personnel Development	THE EMPLOYERS ASSOCIATION 193913	42.00		
UNIQUE MANAGEMENT SERVICES, INC.			12/12/16	40885	<u>125.30</u>
10-5451	Service Contracts	UNIQUE MANAGEMENT SERVICES, INC. 437602	125.30		
VANGUARD ARCHIVES			12/12/16	40886	<u>90.45</u>
10-5451	Service Contracts	VANGUARD ARCHIVES 203694	90.45		
WEST CHICAGO PUBLIC LIBRARY DISTRICT			12/12/16	40887	<u>20.99</u>
10-4323	Lost Books	WEST CHICAGO PUBLIC LIBRARY DISTRICT	20.99		
RUNCO OFFICE SUPPLY			12/21/16	40888	<u>144.07</u>
10-5424	Supplies - General	RUNCO OFFICE SUPPLY 670360-0	122.38		
10-5426	Supplies - Circulation	RUNCO OFFICE SUPPLY	21.69		
ALARM DETECTION SYSTEMS, INC.			12/23/16	40889	<u>959.89</u>
10-5451	Service Contracts	ALARM DETECTION SYSTEMS, INC. 636-1079	959.89		

**Geneva Public Library District
Check List Detail**

All Bank Accounts
December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
ALIBRIS, INC.			12/23/16	40890	<u>39.88</u>
10-5401	Books - Adult	ALIBRIS, INC. 74361379	32.90		
10-5436	Postage and Freight	ALIBRIS, INC. 74361380	6.98		
BARNES & NOBLE, INC.			12/23/16	40891	<u>15.96</u>
10-5404	Audiovisual - Youth	BARNES & NOBLE, INC. 3380930	15.96		
BATAVIA PUBLIC LIBRARY			12/23/16	40892	<u>44.57</u>
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	14.68		
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	12.90		
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	16.99		
BETH RANDALL			12/23/16	40893	<u>250.00</u>
10-5431	Programs-Adult	BETH RANDALL 1-30-17 Program	250.00		
BLOOMINGDALE PUBLIC LIBRARY			12/23/16	40894	<u>17.00</u>
10-4323	Lost Books	BLOOMINGDALE PUBLIC LIBRARY	17.00		
CARLA HIBBARD			12/23/16	40895	<u>44.28</u>
10-5435	Personnel Development	CARLA HIBBARD Mileage 12/8/16	44.28		
CATHY MEDEARIS			12/23/16	40896	<u>242.07</u>
10-5424	Supplies - General	CATHY MEDEARIS Holiday Decorations	242.07		
CCC TECHNOLOGIES, INC.			12/23/16	40897	<u>450.93</u>
10-5451	Service Contracts	CCC TECHNOLOGIES, INC. 216263	450.93		
COMCAST CABLE			12/23/16	40898	<u>274.85</u>
10-5422	Utilities	COMCAST CABLE 8771 20 045 0164575	274.85		
COMPLETE CLEANING			12/23/16	40899	<u>4,090.00</u>
60-5530	Building Maintenance	COMPLETE CLEANING December 2016	2,045.00		
60-5530	Building Maintenance	COMPLETE CLEANING January 2016	2,045.00		
CREEKSIDE PRINTING			12/23/16	40900	<u>925.02</u>
10-5438	Publicity & Printing	CREEKSIDE PRINTING 12191602	925.02		
DEMCO, INC.			12/23/16	40901	<u>101.63</u>
10-5424	Supplies - General	DEMCO, INC. 6031329	39.24		
10-5427	Supplies - Adult	DEMCO, INC.	62.39		
EMPLOYERS ASSURANCE CO.			12/23/16	40902	<u>1,108.29</u>
50-5418	Liability & Unemployment	EMPLOYERS ASSURANCE CO. EIG 1657400 03 6474600	1,108.29		
EVANCED SOLUTIONS LLC			12/23/16	40903	<u>486.00</u>
10-5451	Service Contracts	EVANCED SOLUTIONS LLC 6027361	1,022.00		
10-5451	Service Contracts	EVANCED SOLUTIONS LLC 6000814	-536.00		
GENEVA CHAMBER OF COMMERCE			12/23/16	40904	<u>375.00</u>
10-5451	Service Contracts	GENEVA CHAMBER OF COMMERCE 4054	375.00		
GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304			12/23/16	40905	<u>167.68</u>
10-5432	Legal Fees	GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304 20161211	167.68		
GENEVA WOMEN IN BUSINESS			12/23/16	40906	<u>20.00</u>

**Geneva Public Library District
Check List Detail**

All Bank Accounts
December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5435	Personnel Development	GENEVA WOMEN IN BUSINESS January lunch Paula	20.00		
GINNY SIECK			12/23/16	40907	<u>116.94</u>
10-5435	Personnel Development	GINNY SIECK 11-9-16 Mileage	24.95		
10-5435	Personnel Development	GINNY SIECK 10-18-16/10-19-16 ILA Mileage and parking	91.99		
GRAPHIC III PAPERS, INC.			12/23/16	40908	<u>142.00</u>
10-5424	Supplies - General	GRAPHIC III PAPERS, INC. 581063	142.00		
HALLIE KOONTZ			12/23/16	40909	<u>50.00</u>
10-5431	Programs-Adult	HALLIE KOONTZ 1-23-17 Program	50.00		
HARVARD UNIVERSITY			12/23/16	40910	<u>25.00</u>
10-4323	Lost Books	HARVARD UNIVERSITY ILL1459	25.00		
INGRAM LIBRARY SERVICES			12/23/16	40911	<u>227.96</u>
10-5403	Audiovisual - Adult	INGRAM LIBRARY SERVICES 96363926	227.96		
JANET MIRANDA			12/23/16	40912	<u>122.48</u>
10-5435	Personnel Development	JANET MIRANDA NOVEMBER MILEAGE 11-2, 11-16 AND 11-17	122.48		
JESSICA PARKER			12/23/16	40913	<u>19.44</u>
10-5435	Personnel Development	JESSICA PARKER SEP-DEC MILEAGE	19.44		
LIBERTY MUTUAL INSURANCE			12/23/16	40914	<u>1,769.93</u>
50-5418	Liability & Unemployment	LIBERTY MUTUAL INSURANCE 600917730	1,769.93		
LISEL ULASZEK			12/23/16	40915	<u>24.84</u>
10-5435	Personnel Development	LISEL ULASZEK 11-19-16 MILEAGE	24.84		
LORI KLINKA			12/23/16	40916	<u>750.00</u>
10-5435	Personnel Development	LORI KLINKA FINAL PAYMENT 1-27-17 PROGRAM	750.00		
MASTER TELECOM CORPORATION			12/23/16	40917	<u>144.00</u>
10-5422	Utilities	MASTER TELECOM CORPORATION 2012-377	144.00		
MEREDITH ANDERSON			12/23/16	40918	<u>44.06</u>
10-5435	Personnel Development	MEREDITH ANDERSON Mileage November December 2016	44.06		
METRO SELF STORAGE-BATAVIA			12/23/16	40919	<u>270.89</u>
10-5451	Service Contracts	METRO SELF STORAGE-BATAVIA JANUARY 2017 3684247	270.89		
NANCY KENDZIOR			12/23/16	40920	<u>23.76</u>
10-5435	Personnel Development	NANCY KENDZIOR Mileage 12/14/16	23.76		
NEOFUNDS BY NEOPOST			12/23/16	40921	<u>500.00</u>
10-5436	Postage and Freight	NEOFUNDS BY NEOPOST 7900 0440 3613 6756	500.00		
OVERDRIVE, INC.			12/23/16	40922	<u>811.13</u>
10-5408	Electronic - Youth	OVERDRIVE, INC. 1107-171426870-121716	157.99		

**Geneva Public Library District
Check List Detail**

All Bank Accounts
December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5408	Electronic - Youth	OVERDRIVE, INC. 1107-171703983-121716	653.14		
PENGUIN RANDOM HOUSE LLC			12/23/16	40923	<u>30.00</u>
10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1080270509	30.00		
QUENCH			12/23/16	40924	<u>89.90</u>
10-5451	Service Contracts	QUENCH 200617983	89.90		
QUILL			12/23/16	40925	<u>275.84</u>
10-5424	Supplies - General	QUILL 2358230	236.86		
10-5428	Supplies - Youth	QUILL 2380977	28.99		
10-5431	Programs-Adult	QUILL	9.99		
RAILS			12/23/16	40926	<u>7,607.50</u>
10-5407	Electronic - Adult	RAILS 3872	82.50		
10-5437	IT Software/Security	RAILS 3934	7,500.00		
10-5435	Personnel Development	RAILS 137359 Katie Smith Webinar 1-17-17	25.00		
REGENT BOOK CO., INC.			12/23/16	40927	<u>16.93</u>
10-5401	Books - Adult	REGENT BOOK CO., INC. 54502	13.99		
10-5436	Postage and Freight	REGENT BOOK CO., INC.	2.94		
RICHARD HOLINGER			12/23/16	40928	<u>200.00</u>
10-5431	Programs-Adult	RICHARD HOLINGER 1-24-17 Program	200.00		
SCHOLASTIC LIBRARY PUBLISHING			12/23/16	40929	<u>2,241.29</u>
10-5540	Friends Sponsored	SCHOLASTIC LIBRARY PUBLISHING 14250365	2,241.29		
SIKICH LLP			12/23/16	40930	<u>900.00</u>
40-5525	Audit	SIKICH LLP	900.00		
ST. CHARLES PUBLIC LIBRARY			12/23/16	40931	<u>63.23</u>
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	30.00		
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	19.13		
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	14.10		
ILLINOIS MUNICIPAL RETIREMENT FUND			12/02/16	50123	<u>39,757.02</u>
30-5416	I.M.R.F.	IMRF ER - 11/2016	27,528.67		
10-2195	IMRF Withheld	IMRF EE - 11/2016	12,228.35		
PAYLOCITY PAYROLL			12/14/16	50124	<u>347.80</u>
10-5451	Service Contracts	Payroll Fees - 12/14	347.80		
PAYLOCITY PAYROLL			12/28/16	50125	<u>346.49</u>
10-5451	Service Contracts	Payroll Fees - 12/28	346.49		
CHASE CARD SERVICES			12/26/16	50126	<u>7,817.78</u>
10-5401	Books - Adult	CHASE CARD SERVICES	28.17		
10-5404	Audiovisual - Youth	CHASE CARD SERVICES	586.26		
10-5422	Utilities	CHASE CARD SERVICES	51.81		
10-5424	Supplies - General	CHASE CARD SERVICES	250.97		
10-5424	Supplies - General	CHASE CARD SERVICES	4.40		
10-5425	Supplies - Digital Services	CHASE CARD SERVICES	51.66		
10-5426	Supplies - Circulation	CHASE CARD SERVICES	84.85		
10-5427	Supplies - Adult	CHASE CARD SERVICES	118.48		

**Geneva Public Library District
Check List Detail**

All Bank Accounts
December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5428	Supplies - Youth	CHASE CARD SERVICES	97.47		
10-5437	IT Software/Security	CHASE CARD SERVICES	1,378.32		
10-5435	Personnel Development	CHASE CARD SERVICES	28.00		
10-5436	Postage and Freight	CHASE CARD SERVICES	10.02		
10-5430	Programs-Youth	CHASE CARD SERVICES	326.30		
10-5433	IT Hardware	CHASE CARD SERVICES	3,042.15		
10-5440	Repairs	CHASE CARD SERVICES	1,450.00		
10-5431	Programs-Adult	CHASE CARD SERVICES	308.92		
ILLINOIS MUNICIPAL RETIREMENT FUND			12/31/16	50127	<u>26,803.95</u>
30-5416	I.M.R.F.	IMRF ER - 12/2016	18,573.24		
10-2195	IMRF Withheld	IMRF EE - 12/2016	8,230.71		
TSYS			12/31/16	50128	<u>28.89</u>
10-5447	Bank Charges	Credit Card Processing - December	28.89		
Check List Total					<u><u>241,046.95</u></u>

Check count = 106

Love, love the
 post-it-note, sticky
 receipts that St. Charles
 uses!! Is this a
 big deal to make the
 switch?

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

Name: Beth Ward

Phone or email: no need to respond!

Date: 12-29

Please put X'mas
~~the~~ tree with Angel
wishes in front lobby
like before. Never saw
it till too late. Would
have loved to have
participated.

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

Name:

Phone or email:

Date:

PATRON SUGGESTED HOT
CHOCOLATE ON COLD NIGHTS!
PERHAPS AS PART OF THE
COFFEE STATION?

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

Name:

Phone or email:

Date:

**David R. Barrows
Pamela S. Treece**
████████████████████
Geneva, IL 60134-1608

January 5, 2017

Director Christine Lazaris
Geneva Public Library District
127 James Street
Geneva IL 60134

Ms. Lazaris,

We attended numerous programs at the Library last year.

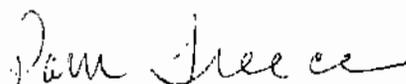
Ms. Christine Dalphy has done an outstanding job of hunting down and obtaining a myriad of presenters in topics ranging from author Elizabeth Berg to a portrayal of Hamilton to the 1958 Our Lady of the Angels Fire in Chicago to a visit from Cleopatra who told us about the Egypt of her time.

These programs have been entertaining and educational; even inspirational.

When these programs have been oriented towards women, such as the one with Elizabeth Berg or the one about adult coloring book activities, Ms. Dalphy has provided appropriate music and refreshments, enhancing the ambiance of the event.

It is obvious that Ms. Dalphy has far-reaching interests and a willingness to experiment in bringing these programs and presenters to the Library. She should be recognized for her outstanding efforts

Sincerely,

Dave Barrows and Pam Treece

SFF

Smith Family Foundation

████████████████████
Geneva, IL 60134
████████████████████

November 16, 2016

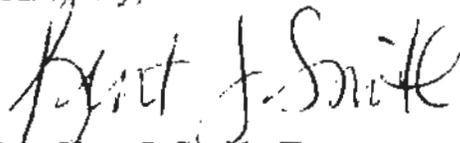
Michael Longo, President
Geneva Library Foundation Fund
127 James St.
Geneva, IL 60134

Dear Mr. Longo,

The Smith Family Foundation is proud to donate \$1,000 to the Geneva Public Library Foundation this year. In the past several years, we have noticed our usage of the Geneva Public Library's services and programs increase and change dramatically.

Our family routinely assists students in the new Collaborative Zone. We have seen a need for charging stations at the tables, as well as easily accessible technology (calculators and tablets) stationed in the CZ. If our donation could be used to meet these needs, we would appreciate it. Our family is excited about the possibility of a newer, larger Geneva Public Library and is proud to be a part of its success.

Sincerely,



Mr. Kent J. Smith, Trustee
Smith Family Foundation

LIBRARY RELATED MEDIA COVERAGE

Date	Title	Publication	Section	Link
1/5/2017	Centenarian poet at GreenFields of Geneva has book republished	Daily Herald	News	Online only: http://www.dailyherald.com/article/20170105/submitted/170109466/
1/4/2017	Library will cost you same as double meat Wreck	Daily Herald	Opinion	Print and online: http://www.dailyherald.com/article/20170104/discuss/170109778/
12/31/2016	Noon Year's Eve delights kids at Geneva library	Daily Herald	Neighbors	Print and online: http://www.dailyherald.com/article/20161231/news/161239850/
12/29/2016	News Stories of the Year: Referendum seeks \$21.8M for new library in Geneva	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2016/12/20/bffc7b55cd304b5abd3a256eafbf49f6/
12/27/2016	Geneva library to start providing board packets prior to meetings	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2016/12/23/eb0893a5321744e0b412c9ae6339f0a4/
12/26/2016	GENEVA LIBRARY WILL SEEK \$21.8 MILLION REFERENDUM ON APRIL BALLOT	Kane County Connects	News	Online only: http://kanecountyconnects.com/2016/12/geneva-library-will-seek-21-8-million-referendum-on-april-ballot/
12/24/2016	Geneva library to seek tax hike	Daily Herald	Fox Valley front page	Print only
12/23/2016	How much a new library might cost Geneva taxpayers	Daily Herald	News	Online only: http://www.dailyherald.com/article/20161223/news/161229493/

12/23/16	Board OKs Referendum Requesting \$21.8 Million for New Library in Geneva	Geneva Patch	News	Online only: http://patch.com/illinois/geneva/board-oks-referendum-requesting-funds-new-library-geneva
12/22/2016	Geneva library board approves \$21.8M referendum for new building	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2016/12/23/047307a31fa540b8b5b1ed8eede853c7/
12/19/2016	Hearing set on Geneva library's \$21.8M referendum for new building	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2016/12/19/7230371376b94df399c7755106377e9b/
12/14/2016	Beyond the Bookshelves: Inspired by the past and planning for our future	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2016/12/08/5451303ef9384e8e8e40162e9b6165d9/
12/10/2016	Storyteller to portray eyewitness of Pearl Harbor bombing	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2016/12/06/e06b119e3eeb40e881bf81227239c86e/



PHOTOS BY PAUL MICHNA/pmichna@dailyherald.com
Henry Muno, 4, and brother Ben, 3, of Geneva welcome in the new year at the Noon Year's Eve celebration for families Saturday at the Geneva library. At right, local children color a banner during the library's party. The event included stories, music and refreshments.



Noon Year's Eve delights kids at Geneva library

BY PAUL MICHNA
pmichna@dailyherald.com

There was no need to stay up late on New Year's Eve, thanks to the Geneva Public Library.

The library hosted a noon countdown to the first day of 2017 for all ages with stories, crafts, music and refreshments.

"We came here last year, and the kids had a ball. The crafts are great. We had to come back," said Stacy Garrelts.

More than 100 people stopped by the library to bid an early farewell to 2016 with their children.

"We're looking to give families a fun place to go on New Year's Eve," library assistant Sarah Karch said. "And it's free."



At left, Will Crowley, 4, of Geneva creates quite possibly his last craft of 2016 at the Noon Year's Eve celebration for families Saturday at the Geneva library.

Geneva library officials to host forums on referendum

By **BRENDA SCHORY**

bschory@shawmedia.com

GENEVA – Now that voters in the Geneva Public Library District will be asked April 4 to approve \$21.8 million bonds to pay for a new library at 127 S. Sixth St., library officials scheduled three forums at 10 a.m. and 7 p.m. on March 14 and at 10 a.m. March 18 at the current library, 127 James St.

Officials plan to meet with local boards, committees, service groups,

and PTOs, among others, to share information and answer questions, library board President Robert Shiffler said.

"We've got six or eight [meetings] scheduled already," Shiffler said.

Groups that would like to hear a presentation should contact the library at board@gpld.org.

Shiffler said officials were looking forward to the opportunity to provide the community with a facility that can expand library services and offerings beyond what the current building can do.

He said the services and resources that library officials hope to provide in a new facility include:

- A computer/technology lab
- Spaces to create and learn new skills such as robotics, book publishing, cooking, and crafts
- Imaginative play space
- Parent networking opportunities
- Meeting, study and function rooms
- On-site parking

Information about the plans, cost

and amenities of a new library is available by visiting www.gpldnewbuilding.org.

The board will continue working on a schematic design process it began several months ago, officials said.

The intent of schematic design is to provide preliminary building concepts, a rough site plan, floor plans and cost estimates. Final design will not occur until after the public has approved financing a new building, officials said.

Learning about the April 4 library referendum

Now that the Geneva Library Board of Trustees will ask voters to approve issuing \$21.8 million in bonds to pay for a new library at 210 S. Sixth St., the board and administration will reach out to the community to discuss the April 4 referendum and the opportunities afforded to the community through expanded library services.

We are scheduling meetings with local boards, committees, service groups, PTOs and more to share information and answer questions. If you would like us to appear before your group, contact us at Board@gpld.org. In addition, the board has scheduled three forums for interested members of the community to attend on the following dates: March 14 at 10 a.m. and 7 p.m.; and March 18 at 10 a.m.



BEYOND THE BOOKSHELF

Paula Krapf

"We are excited to have this opportunity to provide our community with a facility that will provide expanded library service for all ages and stages of life," board President Robert Shifler said. "Our community has asked us to provide additional services and resources that we can't offer in our current facility. These include a computer/technology lab; spaces to create and learn new skills like robotics, book publishing, cooking, and crafts; imaginative play space; parent networking opportunities; meeting,

study and function rooms; and on-site parking."

Learn more about the plans, cost and amenities of a new library at www.gpldnewbuilding.org.

The board will continue with the schematic design process that it began several months ago. The intent of schematic design is to provide preliminary building concepts, a rough site plan and floorplans, and cost estimates. Final design will not occur until after the public has approved financing a new building.

'The Librarian Recommends'

Young adult librarian Martha Sullivan suggests "Jackaby" by William Ritter.

"Abigail Rook has barely arrived

in 1892 New England when she meets Jackaby, a special investigator of all things extraordinary. On her first day in town, she takes a job as his assistant and is immediately swept up in a police case that is not only unusual, but may be supernatural in nature."

A note from customer service

The library will be closed Jan. 27 for staff development. We are always open online at www.gpld.org.

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

2016 NEWS STORIES OF THE YEAR

Referendum seeks \$21.8M for new library in Geneva

By **BRENDA SCHORY**
bschory@shawmedia.com

After years of planning, the Geneva Public Library District bought the former Sixth Street School property at 210 S. Sixth St., Geneva, in March for \$1.5 million, plus \$416,500 for demolition costs, as a site for a new, future library building.

The library board agreed to put a \$21.8 million referendum on the April 4 ballot, seeking to build a new 50,000- to 60,000-square-foot facility on the former school site – with parking.

Officials said the facility should be at least that size to serve its district population of 30,500.

The current building at 127 James St., Geneva, is 27,000 square feet.



The Geneva Public Library District bought the former Sixth Street School property in Geneva as a site for a new library building. The library board agreed to put a \$21.8 million referendum on the April 4 ballot, seeking to build a new 50,000- to 60,000-square-foot facility there.

Sandy Bressner -
sbressner@shawmedia.com

It is not large enough to meet the needs of a modern library – with room for collaborative spaces, study rooms and accessibility, officials said.

Another issue with the current building is its lack of energy efficiency, as officials said all the heating and ventilating systems are at the end of their life spans, and the

windows leak air.

The building also lacks storage – so the library has three off-site self-storage units for holiday decorations and program materials.

Geneva library board OKs \$21.8M referendum for new building

By **BRENDA SCHORY**
bschory@shawmedia.com

GENEVA - The Geneva Public Library board unanimously approved putting a \$21.8 million referendum on the April 4 ballot to fund building a new library on the former Sixth Street School property.

The board voted Dec. 22 after a public hearing in which Geneva Mayor Kevin Burns stated his support for the referendum.

"I support the library's vision because I, like many people in Geneva, support the downtown and the community," Burns said. "... I am unaware of any organization, any entity, or any group [other than the library] that brings in a quarter-million people a year to downtown Geneva, supports its energy and supports its potential. That is why I support the referendum for the library, and that is why I will be voting yes on that referendum."

Resident Tom Lichtenheld added his voice in support of the referendum.

"A library is part of our quality of life, no different than schools or infrastructure," Lichtenheld said. "Paying \$110 more a year is a small price to

pay for the quality of life I and many others enjoy."

But resident Ed Butts said he could not support it as library use was changing and more people were reading digital books instead of physical books.

"This is a fine building," Butts said. "I simply do not see a need."

Resident Patricia MacLachlan said she was a firm supporter of the referendum.

"This should be something that the community should be looking up to and be proud of," MacLachlan said. "People my age ... are really looking forward to the future of the library."

Though he did not testify at the hearing, resident Jeff Willsey said no library referendums have passed in Kane County since 2007 out of a dozen requests.

"I don't think they are prepared to conduct a referendum," Willsey said of Geneva library officials. "The concern I have is they have not presented the revised plans yet ... so they can't have certainty about the number."

The referendum would cost the owner of a \$300,000 house an additional \$96

See **LIBRARY**, page 25

Geneva library to seek tax hike

By **JAMES FULLER**
jfuller@dailyherald.com

Geneva taxpayers will decide in April if having a new library is worth the tax increase necessary to build it.

The library's board voted unanimously Thursday to place a tax increase question on April 4 ballots. A "yes" vote by the majority of voters would net \$21.8 million.

That cash infusion would combine with \$300,000 of savings to construct a library, perhaps as large as 60,000 square feet, on the site of the former Sixth Street School.

The library district paid Kane County \$1.5 million for the property plus \$416,000 to raze the old school last fall.

Area voters have not smiled in library referendums in recent years. St. Charles voters rejected a \$35 million expansion plan in 2010.

Geneva's library is more than 100 years old. It's been expanded three times but remains largely inaccessible to people with disabilities. Expensive replacements are also needed for mechanical systems, the roof and an elevator.

"Our community has asked us to provide additional services and resources that we can't offer in our current facility," library board President Robert Hiffler said in a written statement.

A larger library would provide a computer/technology lab, maker spaces, a book publishing area, sections for cooking, crafts and play, as well as meeting/study rooms and additional parking.

The tax impact would be about \$99 a year for a home with a market value of \$300,000.

• LIBRARY

Continued from page 9

or \$99 a year in property taxes, or about \$8.25 per month, board President Bob Shiffler said.

The bonds would be paid off in 20 years, he said.

The design will not be determined until the referendum passes, Shiffler said, noting the library will use \$300,000 it has in existing reserves.

Building a new facility will enable the library district to provide services to a district with more than

30,000 residents.

"Our community has asked us to provide additional services and resources that we can't offer in our current facility," Shiffler stated in a news release. "These include a computer/technology lab, spaces to create and learn new skills like robotics, book publishing, cooking, and crafts, imaginative play space, parent networking opportunities, meeting, study and function rooms - and on-site parking."

More information about the project is available by visiting the library's website devoted to the building project at www.gpldnewbuilding.org.

Geneva Public Library to start providing board packets before meetings

By **BRENDA SCHORY**
bschory@shawmedia.com

GENEVA – The Geneva Public Library board packets will be available to the public on the library's website the Wednesday before each meeting, officials decided Dec. 22. Meetings are held the third Thursday of every month.

Board President Robert Shiffler said their discussion was based on a request from a district resident, via the Freedom of Information Act, to see the packet before that night's meeting.

"In all my time on the board, we never previously had a request from anyone to look at the packet material," Shiffler said. "We had a request ... as a result of that, I met with the attorney. ... Basically, there is no statutory requirement to provide a packet to the public."

Shiffler noted the packet material is subject to FOIA. The board was not able to comply with the current request in time for the meeting, he said.

"I am totally in favor of providing in-

formation to the public," Shiffler said.

Shiffler said they would be looking at two packets, one for the board and a separate one for the public that would not contain certain items, such as closed meeting minutes.

Officials determined that a board member would go through the packet before it is released to the public.

Board member Patricia Lord, who works as a municipal attorney, said providing packet information to the public on its website "is pretty straightforward."

"It gives the public more opportunities to be engaged," Lord said.

Jeffrey Willsey, who had filed the request for the packet, said he was happy to hear the library board would begin providing packets prior to its meetings.

"I think it's good because it allows citizens to participate more effectively in meetings if they are able to read the background material on the issues the board is going to address," Willsey said.

FACE TIME



Brenda Schory - bschory@shawmedia.com

Get to know Kevin Flink

By **BRENDA SCHORY**
bschory@shawmedia.com

Atlanta resident Kevin Flink, 30, was at his cousin 3rd Ward Batavia Alderman Dan Chanzit's potluck dinner when he answered questions for the Kane County Chronicle's Brenda Schory.

Schory: Where did you grow up?
Flink: Coral Springs, Fla.

Schory: Do you have any pets?
Flink: Two black Labs named Britta and Marge Sanchez.

Schory: Who would play you in the movie of your life?
Flink: Jake Gyllenhaal

Schory: First job?
Flink: A bowling alley in meadow

Hearing set on \$21.8M ballot question for new library building

By **BRENDA SCHORY**
bschory@shawmedia.com

GENEVA – Geneva Public Library officials will have a public hearing at 7 p.m. Dec. 22 at the library, 127 James St., Geneva, regarding the referendum to build a new library facility.

After the hearing, the board's regular meeting will follow. The board is expected to approve an ordinance to submit the question for the April 4 ballot, according to its agenda.

Although officials initially estimated the cost of a new library building at nearly \$25 million, its agenda reflects a reduction to \$21.8 million.

Library officials bought the former Sixth Street School property, at 10 S. Sixth St., from Kane County in March for \$2 million in preparation for building a new facility and keeping it in Geneva's downtown.

The library also conducted focus groups last year, where residents' top

If you go

- **WHAT:** Geneva Public Library public hearing
- **WHEN:** 7 p.m. Dec. 22
- **WHERE:** Geneva Public Library, 127 James St., Geneva

concerns included having enough on-site parking, the availability for collaborative learning spaces, more meeting rooms and comfortable places to engage with others, officials had said.

A key finding of a needs assessment was that residents want a library for more than books – as they also come to the library to connect with one another and to create in a digital world.

Not only is the current library building too small to serve its population, officials also have to consider the cost of continued maintenance, Library Di-

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rector Christine Lazaris had said.

"Energy efficiency is definitely an issue here with the age of our mechanicals," Lazaris had said. "Our windows are all beyond their life span, they're leaking air. ... In the women's restroom in the winter, it gets so cold on the outside wall that the pipes freeze and we had [to use] a space heater."

Lazaris said even the ivy growing on the building is destructive to tuck-pointing.

Other survey findings conformed with officials' assessments of the current building's shortcomings: A lack of space equals lack of service and amenities and it cannot be expanded due to zoning and site restrictions.

Salvation Army's first gold coin of the holiday season turns up in Geneva

KANE COUNTY CHRONICLE
editorial@kcchronicle.com

GENEVA – The first gold coin of the season was dropped into a Salvation Army red kettle Dec. 14 in front of Shoppes at 127, 127 S. Third St., Geneva, owned by the Geneva Masonic Lodge



Lt. Betsy Clark, with The Salvation Army St. Charles Tri-City Corps Joe K. Anderson Community Center, holds the first

At the Library...

To register or see a complete listing of events and programs visit gpld.org or call 630-232-0780.

Intro to GarageBand

Jan. 11, 7-8:30pm

Come jam with GarageBand! Bring your iPhone or iPad and learn how to make a masterpiece.

Owls by Moonlight (All ages)

Jan. 13, 7-8pm

We'll tell tales of owls around the world, learn about our local owls and try to call an owl or two. Held at Fabyan Forest Preserve West, Geneva—Shelter 1.

Wii Tournaments

Jan. 16, 1-2:30pm

Tournaments in Super Smash Brothers Brawl and Just Dance on the Wii. (Grades 6-8)

Word Workshop

Jan. 19, 4-5pm

Explore creative writing through games and activities. Computers, paper, pens, and pencils provided, but feel free to bring your own notebook. (Grades 4-8)

Meditation for Peace and Well Being in the New Year

Jan. 19, 7-8:30pm

Michael Ribet, long-time meditator, will share a simple technique of spiritual meditation that can help you achieve a lasting state of peace and happiness.

Foreign Film Sundays

Jan. 22, 1-3:30pm

Gather with friends to watch and discuss a foreign film led by members of Geneva's International Cultural Exchange Committee. This month's movie: *A Separation* (Iran).

Headed to College

Jan. 25, 4-5pm

Brittany Jones from ISAC goes over strategies for getting yourself organized and prepared before heading off to school. Parents and students welcome. (Grades 9-12)

Book & Bag It: Murder, Mayhem & The Mob: A Virtual Tour of Chicago's Bear War

Feb. 1, 12-1pm

Who was Al Capone, and why

are we still fascinated by him? Join historian/entertainer Clarence Goodman as he presents the story that begins with the 18th Amendment and concludes with the St. Valentine's Day Massacre!

DIY Essential Oils Bracelet

Feb. 2, 7-8:30pm

Make an Essential Oils Diffuser Bracelet so your favorite scents can come with you anywhere you go! (Adults in their 20s & 30s)

Laser Tag

Feb. 4, 12-1:30pm

It's time to rumble! Laser tag commences at 1200 hours sharp, so get your game face on. (Grades 6-12)

Kids' Club

Feb. 8, 4-4:45pm

A fun program featuring arts and crafts, games, and stories. (Grades 2 & 3)

Intro to iMovie

Feb. 8, 7-8:30pm

Learn how make your award-winning movie using your iPhone or iPad and iMovie.

Mother-Daughter Book Discussion

Feb. 9, 6:45-7:45pm

Join us for cookies and a lively discussion. February book: *When You Reach Me* by Rebecca Stead. (Girls in grades 4-8 with a female caregiver)

My Journey into the Wilds of Chicago

Feb. 22, 7-8:30pm

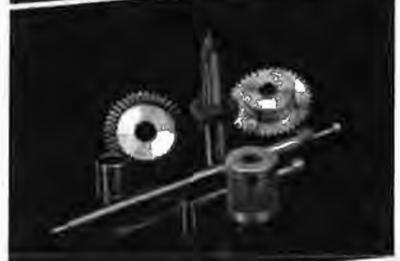
Photographer and humorist Mike MacDonald takes you on a trip to Chicago's wild side. Copies of the book available for purchase and signing.

Family Fort Challenge

Feb. 26, 4:30-6pm

Join us for stories, songs, s'mores, family fort-building and reading time. Bring your own fort-building materials (sheets, blankets, pillows), and flashlights.

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Centenarian poet at GreenFields of Geneva has book republished

Submitted by Ivy Marketing Group

When she turned 100, she said, "I'm famous because I'm old." Now, almost two full years later, Grace McLennan's claim to fame is the fact that she's a published poet.

Republished to be exact. Due to popular demand, the resident of GreenFields of Geneva has had her book of poetry "Grace Notes," republished.

Her family originally published Grace's poetry in 1992. Kathryn Schumpert, life enrichment manager for Briarwood Healthcare at GreenFields, learned about the book, and started using it for an activity known as "Grace's Poetry Hour" for Grace's fellow residents.

"We read the book to the residents, and Grace will explain the stories behind the poems. Everyone really enjoys it," said



COURTESY OF GREENFIELDS OF GENEVA
Poet Grace McLennan, a resident of GreenFields of Geneva, recently had her book "Grace Notes" republished.

Kathryn. "But her family only had the one copy of the book and it was falling apart, so we decided to have new copies made. We threw her a republishing party for

her."

During the event, excerpts of Grace's book were read, and a representative of the Geneva Public Library accepted a copy of "Grace Notes" for its collection. Copies of the book can also be found throughout GreenFields.

"We're excited to have a celebrity of Grace's caliber at GreenFields," said Rebecca Sytsma, activities coordinator for GreenFields.

GreenFields is an exceptional Life Care community offering a wonderful retirement lifestyle in an ideal location. It offers independent living, assisted living, memory support, rehabilitation and skilled nursing with the most comprehensive plan available for long-term care if ever needed. For information, visit www.GreenFieldsOfGeneva.org.

2017 Legislative Meet-Ups

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

Find out which event will host your legislators and register at www.ila.org/events/legislative-meet-ups.

If your library isn't covered by one of these events, contact ila@ila.org for talking points to create your own legislative meet-up!

Monday, February 6, 2017

Chicago Library Legislative Lunch
Maggiano's Little Italy Banquet Hall
111 W. Grand Ave.
Chicago, IL 60654
Price: \$40



11:30 A.M.	check in and doors open
12:00 NOON	lunch is served
1:00 P.M.	program begins
2:30 P.M.	program concludes

Monday, February 13, 2017

West Suburban Library Legislative Lunch
Chicago Marriott Oak Brook
1401 W. 22nd St.
Oak Brook, IL 60523
Price: \$40

11:30 A.M.	check in and doors open
12:00 NOON	buffet lunch is available
1:00 P.M.	program begins
2:30 P.M.	program concludes

Tuesday, February 14, 2017

South Suburban Library Legislative Breakfast
Tinley Park Public Library
7851 Timber Dr.
Tinley Park, IL 60477
Price: \$25

7:45 A.M.	doors open and breakfast is available
8:30 A.M.	program begins
10:30 A.M.	program concludes

Monday, February 20, 2017

Presidents' Day Library Legislative Breakfast
Arboretum Club
401 Half Day Rd.
Buffalo Grove, IL 60089
Price: \$25

7:45 A.M.	doors open and breakfast is available
8:30 A.M.	program begins
10:30 A.M.	program concludes

Monday, February 27, 2017

Southern Illinois Library Legislative Lunch
Holiday Inn
222 Potomac Blvd.
Mt. Vernon, IL 62864
Price: \$40



11:30 A.M.	check in and doors open
12:00 NOON	buffet lunch is available
1:00 P.M.	program begins
2:30 P.M.	program concludes

Friday, March 3, 2017

Metro East Library Legislative Breakfast
Sunset Hills Country Club
2525 Illinois 157
Edwardsville, IL 62025
Price: \$25

7:45 A.M.	doors open, photos with legislators, and breakfast is available
8:30 A.M.	program begins
10:30 A.M.	program concludes

Friday, March 3, 2017

Central Illinois Library Legislative Lunch
Bloomington-Normal Marriott Hotel
201 Broadway Ave.
Normal, IL 61761
Price: \$40

11:30 A.M.	check in and doors open
12:00 NOON	buffet lunch is available
1:00 P.M.	program begins
2:30 P.M.	program concludes

Name: _____
 Institution: _____
 Address: _____
 Phone: _____
 City: _____
 State: _____ Zip: _____
 E-mail: _____

Payment Information:

Registration Amount: _____

Please Select Event Location:

- Chicago Oak Brook Tinley Park
- Buffalo Grove Mt. Vernon
- Edwardsville Normal

Method of Payment:

- Check Credit Card Bill me

Credit Card #: _____

Exp. Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

For group registrations or questions about registration, e-mail: tina@ila.org

The registration fee includes handouts, meal expenses for registrant and legislators, room rental, speakers' expenses, and administrative expenses for organizing the event and processing payments.

Deadline for registration is February 1. Cancellations must be received in writing before February 1. E-mail cancellations to tina@ila.org. Cancellations received before February 1 will receive a 50% refund. No refunds will be given for cancellations received after February 1. Confirmations and additional information will be sent prior to the events. Send this registration form and payment to Illinois Library Association, 33 W. Grand Ave., Suite 401, Chicago, IL 60654; phone: 312-644-1896, fax: 312-644-1899.

Register online at ila.org/LM

MONTHLY HIGHLIGHTS

Submitted by: Christine Lazaris, Library Director

COFFEE SERVICE

Coffee furniture was delivered and installed on January 5 and coffee and water service debuted on January 19. Coffee is currently available Monday through Saturday 9am to noon. Limited hours will be used to pilot this new offering and assess consumption, cost, maintenance needs, staffing implications, etc.



PLANNING FOR OUR FUTURE EDUCATION CAMPAIGN

A website devoted to sharing information about plans for a new library facility at 210 S. Sixth Street officially launched in December. A print FAQ is also available at all service desks in the Library. Information about the building project and the launch of the website has been featured in the *Kane County Chronicle*, on the Library's website, in the building, via social media, and in the library's e-newsletter. The next quarterly newsletter set to arrive in homes next month will also provide information. Marketing Manager Paula Krapf is currently arranging meetings with community groups to share information face to face. January presentations include: Geneva Learners, Harrison School PTO, Citizens Group, Lions, Geneva History Museum Board, and a local action group. Future presentations are scheduled with: Rotary, Kiwanis, American Legion, GHS Music Boosters, GHS Theater Boosters, and community forums at the Library. We will continue to arrange meetings.

LIBRARY USAGE

Visits to the Library were flat when comparing gatecounts for December 2016 (19,034) and December 2015 (19,219); visits to the Library increased by 3.65% for calendar year 2016 (274,194) over calendar year 2015 (264,517). Increased visits to the Library affirm the importance of the Library as a physical place for connecting community members despite remote availability of resources. Total circulation decreased by 4% with audiovisual materials experiencing the greatest decline in use. Computer use increased 25%. Wifi use was strong again this month.

ADMINISTRATION

Submitted by: Christine Lazaris, Library Director

FOUNDATION UPDATE

I attended the Foundation meeting on January 5. Topics of discussion included: the end of year fundraising letter campaign and ongoing fundraising efforts for 2017. The Foundation received a \$1,000 donation from the Smith Family noting their changing and increased use of the Library and requesting the funds be used to support the Collaboration Zone. A grant request will be submitted to the Foundation outlining intended use of funds for purchasing chargers, a mobile whiteboard, and school, project, and craft supplies.

The latest installment of the Foundation Speaker Series on January 18 featured Jim Proebstle, author of *Fatal Incident* and *In the Absence of Honor*. Proebstle shared his perspective on the consequences of repeated head trauma in amateur sports. The next Foundation meeting is scheduled for February 2.

LINC UPDATE

The LINC Board of Directors did not meet in January, however we received word that SWAN approved membership requests for all 19 LINC and MAGIC libraries interested in joining their consortium. The new SWAN consortium will provide our District residents with access to the resources of nearly 100 libraries beginning around summer 2018.

OMA AND FOIA TRAINING

Deputy Director Karnoscak and I both updated our annual Open Meetings Act (OMA) and Freedom of Information Officer (FOIA) training this month. While trustees only need to complete OMA training once for compliance annual training is always available at: <http://foia.ilattorneygeneral.net/>. The training is updated periodically by the Attorney General to include information on new provisions and case examples of interest.

LEGISLATIVE MEETUP

This year's West Suburban Library Legislative Lunch will be held on February 13 at Chicago Marriott Oak Brook. This is an opportunity to meet with our legislators and speak with them firsthand about issues facing our Library. The deadline for registration is February 1. To learn more visit: <https://www.ila.org/events/legislative-meet-ups>.

UPDATED ORGANIZATIONAL CHART

As previously reported a reexamination of the workflow of the Library led to the decision to change the reporting structure for the Library's graphic designer positions from the Digital Services Manager to the PR and Marketing Manager. The Library's organizational chart has been updated to reflect this change.

ADULT SERVICES

Submitted by: Nancy Kendzior, Adult Services Manager

NEW HOME SERVICE DELIVERY BAGS



Thanks to funds received from the Friends of the Library, new Home Service delivery bags were purchased this month! Fresh new tote bags with a zippered closure and an outside pocket are a much needed improvement for the delivery of materials to our Home Service patrons. Unlike the Library's old canvas bags, our new bags have a surface that can be wiped down if soiled and offer a larger content capacity to hold more books and materials. New reusable tags were also designed to display the Library's logo, patron name, name of facility and

room number.

A colorful plastic folder is also included in the outside pocket, with a list of checked out items included in the bag, the next delivery date, and information about who to contact at GPLD with any Home Service questions. Outreach Librarian Meredith Anderson and Home Service Library Assistant Megan Hrabak have been working diligently to assemble these bags. We are currently serving 19 Home Service patrons, twice as many as last year, and we are now equipped to continue expanding our growth.



Previous HS Bags

WINTER READING PROGRAM – CHILL OUT AT THE LIBRARY

This year's program kicked off on December 9 and runs through February 24. Participating teens and adults earn drawing entries for various ways they use the library, including reading books, listening to audio books, and attending library programs. Fun prizes are on display behind the Adult Services reference desk and have been adding buzz to the festivities that encourages entire families to *Chill Out at the Library!* Many thanks to our Friends for supporting Winter Reading.



CUSTOMER SERVICES

Submitted by: Kate Cobo, Customer Service Manager

A LOT OF JANUARY RETURNS!

After back to back holiday weekends the Library saw a lot of returned material. On January 3 we packed a record breaking 28 bins for the RAILS transportation van! These contain materials that fill holds at other libraries or are returning to their home library to be shelved. Finding space for sorting and packing of course is a challenge in our tight workspace.



STAFF UPDATES

Sandy Lang resigned her position as a part-time material handler to spend more time with her family. She will remain with the Library as a substitute. Senior CS Assistant Carrie Wolinski has returned to work after her maternity leave.

Circulation of Collection Materials	December 2016	December 2015	Percent Change
Adult	25,118	26,060	-4%
Youth	20,929	22,101	-5%
Transits (ILL and LINC transfers)	1,939	2,020	-4%
Total	47,986	50,181	-4%
Print	26,260	27,378	-4%
Audio Visual	13,141	15,156	-13%
Other (videogames, puzzles, misc.)	1,880	1,991	-6%
Electronic Adult – eBooks, eAudiobooks, video	4,374	3,337	+31%
Electronic Youth– eBooks, eAudiobooks, video	392	299	+31%
Total Electronic	4,766	3,636	+31%
Text renewals	524	425	+23%

DIGITAL SERVICES

Submitted by: Lynnette Singh, Digital Services Manager

SETTING UP YOUR NEW WINDOWS 10 PC

Fourteen people attended our new “Setting Up Your Brand New Windows 10 PC” classes on January 3 and 4. The presenter walked participants through the setup process, focusing on configuring Windows settings, removing seller-added software, installing apps, and personalizing the desktop. Patrons remarked what a timely, helpful program it was! Many thanks to our DS Assistant Ross Valentine for an informative presentation.

WEBSITE REDESIGN TEAM

Our website redesign team, led by DS Librarian Ellen Anderson, held their first meeting this month. The team is working to complete an inventory of our current site, to consolidate and reorganize content, develop a mission statement, and develop an ongoing future maintenance plan. We look forward to providing a new and updated look to our website that incorporates our new logo, color schemes, and style guidelines. We will be looking to launch the new website on the Communico platform recently approved by Trustees.

COMMUNICO

We’ve begun the process of sending information and working with Communico on the development of our platform. We should be able to see preliminary sites within a few weeks and expect Communico to complete their work by the end of March. After Communico completes their work Library staff will need to update all platform content.

STAFF UPDATE

After 28 years of service, we said our final goodbyes to Graphic Designer Cathi Bartels on January 5. We wish her a long and happy retirement!

Wireless Connections and Data Usage	December 2016
Data Usage	712.89 GB
Unique Clients	2,017
Average Daily Connections	183

PUBLIC RELATIONS AND MARKETING

Submitted by: Paula Krapf, Public Relations and Marketing Manager

STAFF UPDATES

Caitlyn Forster has joined us as graphic designer. Caitlyn previously worked at Wauconda Public Library District. We are excited to have Caitlyn on board, and look forward to seeing her talents applied to the Library's graphics. She will hit the ground running, since we are currently working on the spring 2017 issue of the Library Link newsletter. Future projects are related to our new logo and rebranding process, and include staff IDs, business cards, stationery and letterhead, Library cards – and more!



COMMUNITY GENEROSITY

We partnered with Marklund this year for our Giving Tree. Marklund is a nonprofit organization that serves infants, children, teens, and adults with serious and profound developmental disabilities and



special healthcare needs. The organization provided some lovely cards for our tree that coordinated perfectly with our holiday décor. To keep it simple, Marklund requested gift cards for their residents, but our community took it one step further. Most participants purchased a gift along with a gift card, and we ended up with two huge bags of gifts to present to Marklund. They were truly amazed and touched by the generosity of our community when they returned to pick up the gifts before Christmas.



GETTING READY FOR SUMMER

It's never too soon to start thinking about Library-wide programs, especially Summer Reading. The business community has always been generous in its support, providing some really nice prizes, and we hope to step things up a notch this year. We'll focus on ways to get our community more involved with the local businesses that step up for Summer Reading in some fun and unique ways. Stay tuned!

VOLUNTEER RECOGNITION BRUNCH IS MARCH 19

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

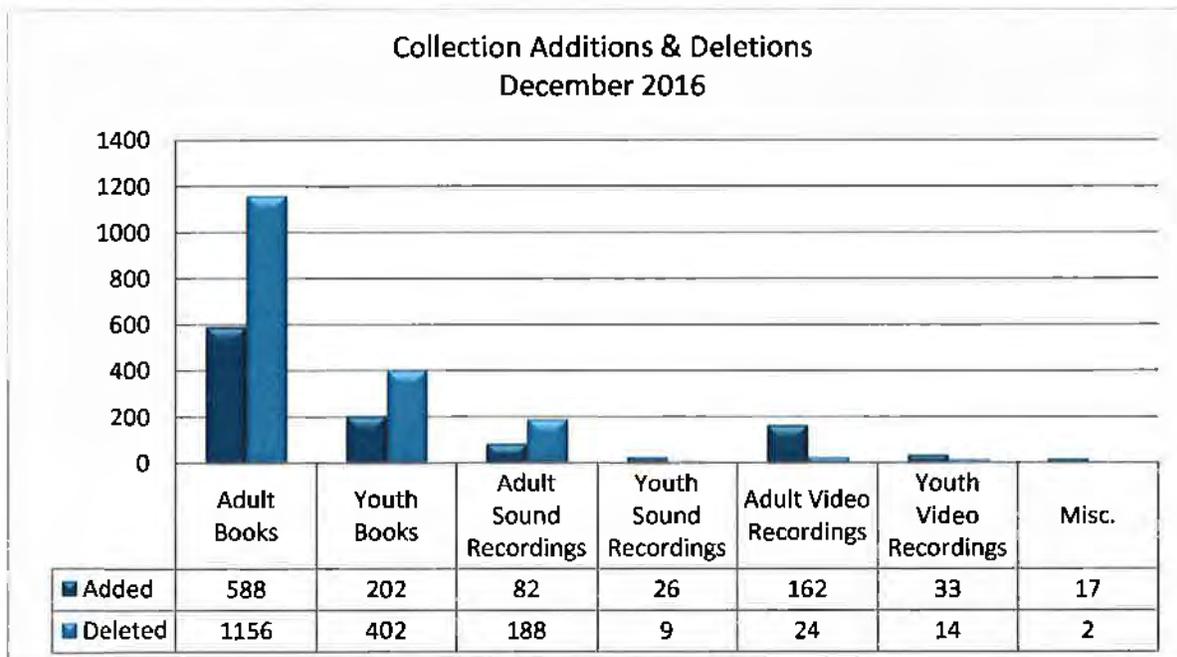
Submitted by: Janet Miranda, Technical Services Manager

SWAN UPDATE

I am very excited to learn that SWAN has approved the membership of LINC libraries. The Technical Services managers within the consortium have already begun discussing what changes/modifications we can complete now to ensure a smooth database migration. The Technical Services Task Force will be meeting on February 16 to further discuss and prepare a list of questions for SWAN.

STAFF UPDATE

Kari Moncrieff is successfully acclimating herself to her new position as Cataloging Assistant. One of her first tasks has been working with Youth Services Library Assistant, Susan Garlich on completion of the New World Language collection. The collection now consists of over 250 items in more than 7 languages. The collection contains books and audiovisual materials and will continue to grow and improve with new titles and additions.



YOUTH SERVICES

Submitted by: Kristi Miller, Youth Services Manager

EARLY LITERACY KITS

We officially launched our newest collection on Monday, January 16 and half of them were checked out an hour later! Early Childhood Services Librarian Kim Crawshaw worked closely with YS Assistant Christian O'Kelley and TS Assistant Maria Hutchinson to assemble 20 kits for our preschool patrons. Packaged in clear backpacks, the kits include books, activities, and manipulatives on themes such as colors, counting, kindergarten readiness, feelings, and senses. The kits are designed to correlate with PLA's Every Child Ready to Read program.



PROGRAM UPDATE

Coding Lab for grades 3-8 debuted on December 29 to high interest! Middle School Services Librarian Kylie Peters and Elementary School Services Librarian Jessica Parker introduced kids to Scratch (a free visual coding language and online community developed by MIT), and then assisted them in creating animations and games.

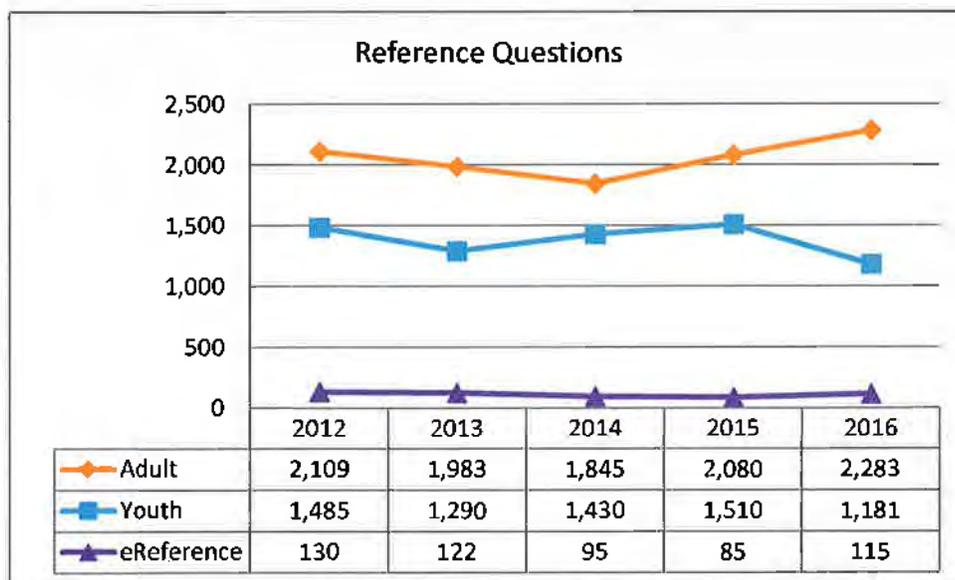
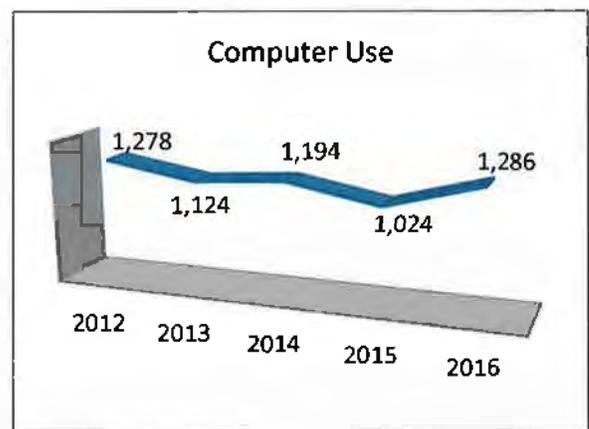
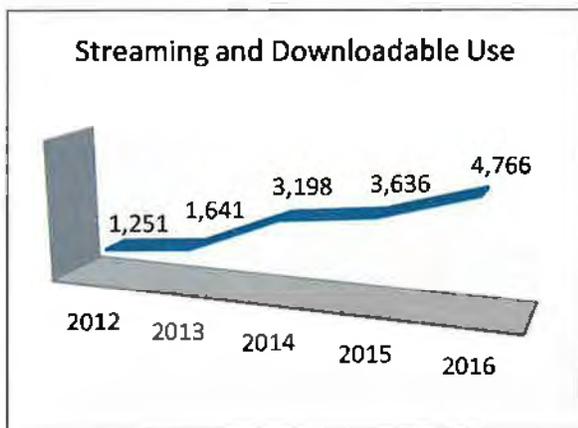
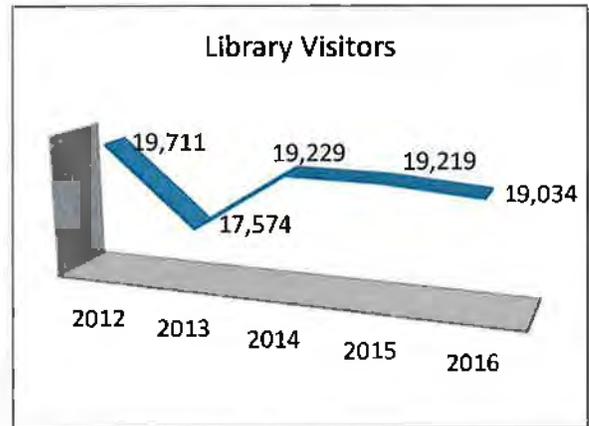
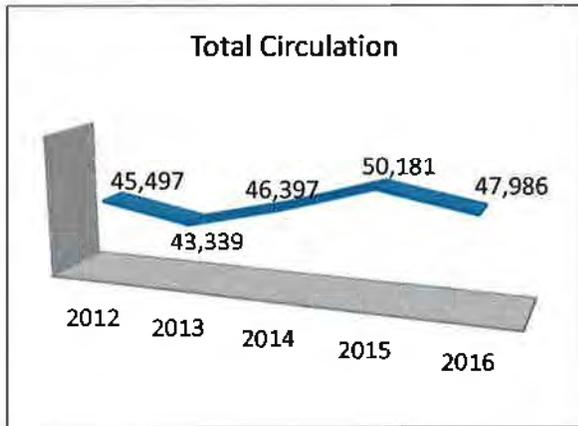
Noon Year's Eve was a tremendous success for the second year in a row. 190 patrons rang in 2017 a bit early on Saturday, December 31 in the Library's Meeting Room. YS Assistant Manager Lisel Ulaszek and YS Assistant Sarah Karch skillfully managed the larger-than-expected crowd. This program is filling a need for parents in our community, as there are few activities for children related to this holiday.



Sarah Karch also planned a terrific **Scavenger Hunt** to keep kids busy over winter break. Families worked together to follow the clues throughout the department, learning a lot about collections and services on their way to earning an entry in a prize drawing.

Winter Reading is well underway, with over 400 children (birth-grade 8) participating. Children set their own reading goals with the help of their parents, and may also choose from a variety of library-based activities to complete their log. Finishers receive a paperback book (thanks to the generosity of the Friends) and an entry into the weekly prize drawings.

STATISTICAL SUMMARY: *December 2016*



EVENT LISTING: December 2016

---ADULT EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Mobile Library @ GreenFields.	12/6/2016	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson	49
Mobile Library @ The Reserve.	12/13/2016	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson	26
Page Turners Book Club @ The Reserve.	12/14/2016	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson	6
Mobile Library @ GreenFields.	12/20/2016	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson	37
Mobile Library @ The Reserve.	12/27/2016	2:00 PM	Off-Site	Adult Outreach	Adults	Meredith Anderson	21
Home Service Visits	12/31/2016	All Day	Off-Site	Adult Outreach	Adults	Megan Hrabak	24
Knitting Club	12/5/2016	6:30 PM	Program Room	Adult Program	Adults	Carla Hibbard	14
An Evening with Elizabeth Berg	12/5/2016	7:00 PM	Meeting Room	Adult Program	Adults	Elizabeth Berg	57
20s and 30s - DIY Scrabble Tile Coasters	12/6/2016	7:00 PM	Program Room	Adult Program	20s and 30s	Lauren Maxwell	7
Book & Bag It - Christmas in Chicago	12/7/2016	12:00 PM	Meeting Room	Adult Program	Adults	David G. Clark	36
Card Making	12/13/2016	7:00 PM	Program Room	Adult Program	Adults	Paula Krapf	10
20s & 30s Books and Brews	12/14/2016	7:00 PM	Off-Site	Adult Program	20s and 30s	Lauren Maxwell	2
NEW DATE! Night of Dance, Day of Infamy	12/15/2016	7:00 PM	Meeting Room	Adult Program	Adults	Terry Lynch	27
20s & 30s Board Game Night	12/19/2016	6:30 PM	Meeting Room	Adult Program	20s and 30s	Hallie Koontz	11
Night Writers Workshop	12/20/2016	6:15 PM	Meeting Room	Adult Program	Adults	Rick Holinger	5
Cleopatra: The Last Pharaoh of Egypt	12/28/2016	7:00 PM	Meeting Room	Adult Program	Adults	Martina Mathisen	32
Introduction to Windows 10	12/8/2016	10:00 AM	Meeting Room	Technology	Adults		19
Intro to Pages for Mac	12/14/2016	7:00 PM	Meeting Room	Technology	Adults		2
Intro to Social Media Platforms	12/15/2016	10:00 AM	Meeting Room	Technology	Adults	Ellen Anderson	8
Total Attendance for Adult Events							393
Total Adult Events							20

---TEEN EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Exam Cram Study Hall	12/12/2016	4:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	6
Exam Cram Study Hall	12/13/2016	4:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	8
Exam Cram Study Hall	12/14/2016	4:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	3
Exam Cram Study Hall	12/15/2016	4:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	6
Last Minute Gift Workshop	12/19/2016	2:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	6
Teen Take & Make	12/22/2016	All Day		Teen Program	Teens	Martha Sullivan	10
Total Attendance for Teen Events							39
Total Teen Events							6

---YOUTH EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Celebrate the Season	12/9/2016	6:00 PM	Off-Site	Library Event	All ages	Library Staff	146
Book Buzz- Mill Creek	12/1/2016	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Emily Thompson	8
Book Buzz- Heartland	12/1/2016	2:15 PM	Off-Site	Youth Outreach	Grades 4 & 5	Jessica Parker	10
Kids Zone- Mill Creek	12/1/2016	3:30 PM	Off-Site	Youth Outreach	All ages	Jessica Parker	22
Kids Zone- Heartland	12/1/2016	3:30 PM	Off-Site	Youth Outreach	All ages	Jessica Parker	16
Kids Zone- Mill Creek	12/1/2016	3:50 PM	Off-Site	Youth Outreach	All ages	Emily Thompson	17
Kids Zone- Heartland	12/1/2016	3:50 PM	Off-Site	Youth Outreach	All ages	Jessica Parker	14
Geneva Christian Academy 3rd grade visit	12/2/2016	12:30 PM	Program Room	Youth Outreach	Not Applicable	Jessica Parker	12
Williamsburg WRP promo	12/5/2016	8:30 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	92
Williamsburg WRP promo	12/5/2016	9:00 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	62
Williamsburg WRP promo	12/5/2016	10:00 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	45
Preschool Outreach Story Time	12/5/2016	10:30 AM	Off-Site	Youth Outreach	Ages 3-5	Kim Crawshaw	26

Williamsburg WRP promo	12/5/2016	10:30 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	83
Williamsburg WRP promo	12/5/2016	11:00 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	61
Williamsburg WRP promo	12/5/2016	12:00 PM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	65
Western WRP promo	12/6/2016	8:30 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	76
Western WRP promo	12/6/2016	9:00 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	26
Western WRP promo	12/6/2016	9:30 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	48
Western WRP promo	12/6/2016	10:00 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	52
Western WRP promo	12/6/2016	10:30 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	76
Western WRP promo	12/6/2016	11:00 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	53
Middle School Reading Lab Visit	12/12/2016	8:30 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	4
Middle School Reading Lab Visit	12/12/2016	9:25 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	2
Middle School Reading Lab Visit	12/12/2016	11:00 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	5
Middle School Reading Lab Visit	12/12/2016	11:45 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	2
Middle School Reading Lab Visit	12/12/2016	1:05 PM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	4
Middle School Reading Lab Visit	12/12/2016	1:55 PM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	4
Middle School Reading Lab Visit	12/12/2016	2:40 PM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	4
Middle School Reading Lab Visit	12/12/2016	3:35 PM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	5
Middle School Reading Lab Visit	12/13/2016	7:30 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	5
Middle School Reading Lab Visit	12/13/2016	8:35 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	2
Middle School Reading Lab Visit	12/13/2016	9:25 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	4
Middle School Reading Lab Visit	12/13/2016	10:10 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	3
Middle School Reading Lab Visit	12/13/2016	11:00 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	4
Middle School Reading Lab Visit	12/13/2016	11:45 AM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	2
Middle School Reading Lab Visit	12/13/2016	2:40 PM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	3

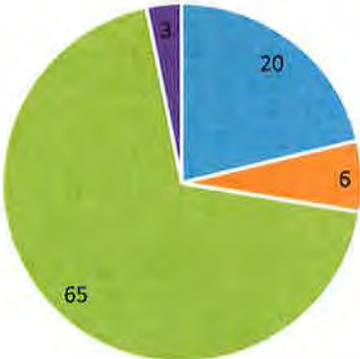
Middle School Reading Lab Visit	12/13/2016	3:35 PM	Off-Site	Youth Outreach	Grades 6-8	Kylie Peters	2
Fabyan WRP promo	12/15/2016	8:10 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	46
Fabyan WRP promo	12/15/2016	9:15 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	27
Fabyan WRP promo	12/15/2016	9:45 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	42
Tales on the Town at Sweet Natalie's	12/15/2016	10:30 AM	Off-Site	Youth Outreach	All ages	Kim Crawshaw	6
Fabyan WRP promo	12/15/2016	10:50 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	42
Fabyan WRP promo	12/15/2016	11:20 AM	Off-Site	Youth Outreach	Not Applicable	Jessica Parker	44
Discovery Playtime	12/5/2016	10:00 AM	Meeting Room	Youth Program	Ages 2-5 with a caregiver	Kim Crawshaw + Ginny Sieck	27
K-1 Fun	12/12/2016	4:00 PM	Meeting Room	Youth Program	Kindergarten & 1st grade	Emily Thompson Katie Smith	15
Geneva Middle Schools All Troop Meeting	12/13/2016	6:00 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	12
Storytime at Peck Farm	12/14/2016	10:00 AM	Off-Site	Youth Program	All ages	Christian O'Kelley	11
Kids' Club	12/14/2016	4:00 PM	Meeting Room	Youth Program	Grades 2 & 3	Emily Thompson	4
Library Squad	12/14/2016	5:00 PM	Conference Room	Youth Program	Grades 6-8	Kylie Peters	6
Word Workshop	12/15/2016	4:00 PM	Meeting Room	Youth Program	Grades 4-8	Emily Thompson	4
Teen Tech Studio: Create Your Own GIFs	12/16/2016	6:30 PM	Meeting Room	Youth Program	Grades 6-12	Kylie Peters	6
Retro Gaming	12/17/2016	2:00 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	12
Scavenger Hunt	12/19/2016-1/2/2017	9:00 AM	YS	Youth Program	All ages	Sarah Karch	85
Beach Party	12/19/2016	10:30 AM	Meeting Room	Youth Program	All ages	Katie Smith	67
Build With LEGOs	12/20/2016	9:30 AM	Meeting Room	Youth Program	All ages	Emily Thompson Christian O'Kelley	72
Drop-In Craft	12/22/2016	9:00 AM	YS	Youth Program	All ages	Kristi Miller	36
LEGO WeDo	12/26/2016	11:00 AM	Meeting Room	Youth Program	Grades 2-5	Kylie Peters & Lisel Ulaszek	7

LEGO WeDo	12/26/2016	2:00 PM	Meeting Room	Youth Program	Grades 2-5	Kylie Peters & Lisel Ulaszek	10
Winter Cardinal Painting	12/27/2016	7:00 PM	Program Room	Youth Program	Grades 4 & 5	Katie Smith	8
Play with Dough	12/28/2016	9:30 AM	Program Room	Youth Program	All ages	Susan Garlisch	72
Drop-In Craft	12/29/2016	9:00 AM	YS	Youth Program	All ages	Jessica Parker	31
LEGO WeDo Robotics (Grades 6-12)	12/29/2016	2:00 PM	Meeting Room	Youth Program	Grades 6-12	Kylie Peters	12
Coding Lab	12/29/2016	4:30 PM	Meeting Room	Youth Program	Grades 3-8	Jessica & Kylie	14
Noon Year's Eve	12/31/2016	11:00 AM	Meeting Room	Youth Program	All ages	Sarah Karch, Lisel Ulaszek	190
Sensory Storytime	12/10/2016	11:00 AM	Program Room	Youth Storytime	Ages 3-8 with a caregiver	Ginny Sieck	4
Total Attendance for Youth Events							1,977
Total Youth Events							65

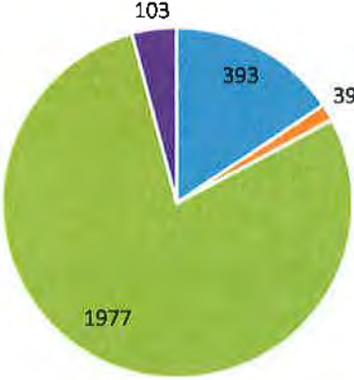
---PR EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Foundation Meeting	12/1/2016	7:00 PM	Conference Room	Community Relations	Adults	Christine Lazaris/Zac Craft	8
Geneva Women in Business board meeting	12/6/2016	9:00 AM	Off-site	PR	Adults	Paula Krapf	15
Geneva Women in Business luncheon	12/13/2016	11:30 AM	Off-site	PR	Adults	Paula Krapf	80
Total Attendance for PR Events							103
Total PR Events							3

Events



Attendance



SUMMARY	
Total events	94
Total attendance	2,506





PROJECT OUTCOME REPORT
January 13, 2017
Prepared by Kristi Miller

What is Project Outcome?

Project Outcome is a free toolkit developed by the Public Library Association (PLA) designed to help public libraries understand and share the true impact of essential library services and programs. It offers simple surveys and an easy-to-use process for measuring and analyzing outcomes. Project Outcome also provides libraries with resources and training support needed to apply results and confidently advocate for their library's future.

Public libraries commonly measure services in terms of "how much we do," focusing on the volume of outputs like the number of activities or services offered. Project Outcome seeks to capture the benefits (or outcomes) of library services in terms of "what good we do," by measuring changes in patrons' knowledge, skills, attitudes, behavior, or status. For example, while outputs measurement may tell us how many library patrons attended a *Mac Basics* program, outcomes measurement can tell us whether those users feel more confident, informed, and equipped to use the skills they learned.

Measuring and understanding outcomes is important for a number of reasons. At the most basic level, data about the impact of our library services provides insights we can use to: 1) demonstrate the value of those services, 2) make plans to improve them, and 3) decide how to allocate limited resources. The same data can inform long-term planning about the services our library will offer in the future.

With Project Outcome, patron attendance and anecdotal success stories are no longer the only way libraries can demonstrate their effectiveness. Developed by library leaders, researchers, and data analysts, Project Outcome is designed to give libraries simple tools and supportive resources to help turn better data into better libraries.

Project Outcome offers standardized surveys that measure outcomes in seven key service areas:

1. Civic/Community Engagement
2. Digital Learning
3. Early Childhood Literacy
4. Economic Development

5. Education/Lifelong Learning
6. Job Skills
7. Summer Reading

How did GPLD get involved?

In March of 2016 I attended an information session on Project Outcome at the PLA Conference in Denver. I enrolled GPLD in the project and received in-person training on the survey process. I met with GPLD's Leadership Team that spring to discuss the potential of Project Outcome to tell our library story while also receiving patron input to make our programs the best they can be. We agreed that Project Outcome would assist us in measuring results of several goals related to our innovation and connections initiatives.

Project Outcome Launch

Digital Services Manager Lynnette Singh offered her assistance in implementing Project Outcome at GPLD. We choose to pilot the program using the Summer Reading survey. We used our Evanced Summer Reader software to email surveys to participants immediately after the program's conclusion in August. The feedback we received was primarily positive and constructive suggestions reinforced what staff had already concluded. For example, one parent wrote:

Keep doing what you're doing. Never underestimate how important it is, for adults as well as kids, when a librarian takes a real interest in helping out... We've read some very interesting books ... And all because the librarian approached the child, and asked, 'can I help you find something?' We love that!

Technical glitches with our outdated Evanced software created problems with the emails being delivered; unfortunately, our response rate was not significant. We see great potential in using the Summer Reading survey again in 2017 with the knowledge we gained and new software for communicating with participants.

Recent Use

After testing use of the Project Outcome toolkit with our Summer Reading launch we moved forward with using surveys to assess some of our fall programming. Using a three month survey period aligned with our Library Link quarterly newsletter, this fall we used three Project Outcome surveys:

1. The Education/Lifelong Learning survey was used to assess our newly bolstered adult programs;
2. the Digital Learning survey was applied to all technology programs for adults; and
3. the Early Childhood Literacy survey was used to assess storytimes.

The surveys are six questions long, and include both Likert-scale and open-ended questions. They are designed to be distributed immediately after a program or service is completed and aim to help libraries better understand the immediate impact a program or service has on patrons and their intention to change behavior as a result. These are ideal for assessing: 1) the immediate impact of a program or service, 2) informing program or service changes, and 3) providing a "snapshot" for advocacy and reporting.

Results of the fall 2016 surveys are promising. Response rate was best for adult programs, and feedback was positive for all three survey groups. For example, an adult attendee at the November program *Long Term Care* wrote:

I trust my library & that is why I attended this session because all I wanted was to learn, not to be sold to---thank you! I think you guys do a great job of offering various educational, real life resources/programs.

YS staff are considering an email survey for registered storytimes, as many parents chose not to take the time to fill out a survey while chasing their young child after programs.

Summary and Next Steps

Library programming is beneficial, instructional, and helps meet community needs. With Project Outcome, we can capture and quantify how people perceive these benefits on their lives and view the results in a customizable data dashboard. Sometimes a library program or service can be made better. Sometimes the community needs new services. Sometimes a program no longer benefits the patrons the way it should. Project Outcome can help us figure out what to keep, what to change, and what to leave behind to make our library programs or services more effective and efficient.

We have joined 112 Illinois libraries and over 1,500 libraries in the USA and Canada in using Project Outcome to help us measure the good we do, and measure areas for improvement. PLA has just published the first annual report for Project Outcome, including data from participating libraries. As more libraries utilize the surveys and data analysis available through Project Outcome, PLA will be able to create program benchmarks and initiate a national narrative regarding the importance of public libraries to the educational needs of their communities.

We are currently surveying winter programs with results due at the beginning of March. In addition to using Project Outcome surveys for measuring progress toward our goals and objectives, we'd like to understand your interest in Project Outcome and how these measurements can help provide you with the information you need for governing our Library.

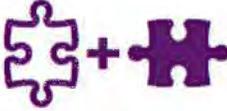
To learn more about Project Outcome visit: <https://www.projectoutcome.org/>. Also, please find attached:

1. What is Outcome Measurement
2. How We Compare
3. Immediate Surveys Question Summary
4. Sample Education Lifelong Learning Survey
5. Fall 2016 Adult Programs Report
6. Fall 2016 Digital Learning Programs Report
7. Fall 2016 Storytimes Report
8. Project Outcome: Year in Review 2016 Report

I will be attending your meeting on January 27 and look forward to discussing Project Outcome with you in greater detail. In the meantime, if you have any questions, comments, or concerns please don't hesitate to contact me at kmiller@gpld.org.

What is Outcome Measurement?

Outcome measurement is a way for libraries to assess our true impact on the people we serve. No matter the size of the community or library, understanding our impact starts with library staff knowing the different types of measurement and what underlying questions they help us answer.

Needs Assessment	Output	Outcome	Patron Satisfaction
 <p>WHAT DOES OUR COMMUNITY NEED</p>	 <p>HOW MUCH DID WE DO</p>	 <p>WHAT GOOD DID WE DO</p>	 <p>WHAT SHOULD WE DO BETTER</p>
<p>Why it is important: Knowing what patrons need (and when those needs change) helps library staff plan services that are customized for their community. A needs assessment may include a patron survey about areas of service that should be expanded or reduced, or an internal analysis of physical resources or gaps that library staff already know about.</p>	<p>Why it is important: An output is a measure of the volume or performance of a library's actions, usually quantitative – like the number of materials created or delivered, people served, or services carried out.</p>	<p>Why it is important: An outcome is a specific benefit that results from a library program or service. Outcomes can be quantitative or qualitative, and are often expressed as changes that individuals perceive in themselves – like new or improved knowledge, skills, attitudes, behavior, or status.</p>	<p>Why it is important: Patron perspectives on whether they get what they want from library services help libraries improve their offerings. Like a needs assessment, library staff can use surveys to learn how satisfied patrons are with the services provided.</p>
<p>Examples:</p> <ul style="list-style-type: none"> ▪ Benchmarking activities ▪ Strategic plan development exercises 	<p>Examples:</p> <ul style="list-style-type: none"> ▪ Library use ▪ Program visits/ attendance ▪ Computer use ▪ Circulation ▪ Website traffic 	<p>Examples:</p> <ul style="list-style-type: none"> ▪ A job seeker feels more confident in writing a resume after a one-on-one meeting with library staff ▪ After attending a Storytime program, a caregiver feels more knowledgeable about their children's literacy needs and growth 	<p>Examples:</p> <ul style="list-style-type: none"> ▪ A survey asking patrons to rate from "excellent" to "poor" library services like library policies, facilities, Internet access, or hours of operation

While each of these types of measurement is valuable for different reasons, measuring and understanding outcomes is particularly important for a number of reasons:

- **To better measure and improve our impact in the community we serve.** The services we provide are all intended to improve our patrons' lives. Outcome measurement helps us - demonstrate what we hear every day from our patrons: that library services make a difference in their lives.
- **To support planning and assessment over time.** Whether you are working toward a specific goal within your library's strategic plan or are developing new long term plans, information about how your current services benefit patrons today is essential.
- **To help better manage services and resources.** We all have limited resources, so we need to ensure that the money and time we spend on a program or service is the best use of those resources. Without measuring the impact of our work, this is very difficult to gauge.
- **To demonstrate need for funding and other support.** Anecdotal evidence can help illustrate your library's value, but libraries need more to attain resources. Adding outcome measurement data alongside anecdotal evidence and output data will strengthen your library's reports and proposals and allow you to better advocate, providing library leaders with a more compelling case for continued or increased library funding.

How We Compare: Data Collection Providers

Below is an overview of how Project Outcome and other outcome measurement initiatives compare and contrast in their missions and operations.

project **OUTCOME**
MEASURING THE TRUE IMPACT
OF PUBLIC LIBRARIES

Purpose: Support libraries in measuring and sharing the true impact of essential services

What it Measures: Patron outcomes from library programs and services

What it is: A set of online tools for measuring and analyzing patron outcomes

- Easy-to-use patron surveys for seven library service areas
- Online portal for reporting and storing survey results
- Dynamic data dashboards to easily analyze results
- Trainings and resources to help libraries apply their results in advocacy and decision-making

What data it provides: Quantitative and qualitative data collected at library level; aggregate state and national data

Answers the Question: How are library services and programs benefiting our patrons and the community?

Cost: Free for any public library (U.S. and Canada)

Website: projectoutcome.org

impact Advancing libraries through
community insight
survey

Purpose: Support libraries in measuring patron use of public access technology

What it Measures:

- Benefits and outcomes of patron use of public access technology
- Patron satisfaction with the experience of using public access technology at the library

What it is: An online survey tool for libraries to measure patron use of digital resources

What data it provides: Quantitative data available for both individual and state-level library participants

Answers the Question: How are patrons using and benefiting from our digital resources?

Cost: Annual subscription required; costs vary according to library size

Website: impactsurvey.org

edge

Purpose: Support libraries in measuring their currently available public access technology

What it Measures: Current public access technology resources and technology-mediated services

What it is: A series of benchmarks to assess current services and a suite of leadership and planning tools to guide improvement in utilizing technology for:

- Community value
- Engaging community and decision-makers
- Organizational management

What data it provides: Quantitative and qualitative data available for both individual and state-level library participants

Answers the Question: Are we effectively using public access technology to advance our strategic goals and plans?

Cost: Varies according to library size

Website: libraryedge.org

Immediate Survey Questions

Civic/Community Engagement	<ol style="list-style-type: none"> 1. You are more aware of some issues in your community 2. You feel more confident about becoming involved in your community 3. You intend on becoming more engaged in your community 4. You are more aware of applicable resources and services provided by the library 5. What did you like most about the program? 6. What could the library do to better assist you with your involvement in the community?
Digital Learning	<ol style="list-style-type: none"> 1. You feel more knowledgeable about using digital resources 2. You feel more confident when using digital resources 3. You intend to apply what you just learned 4. You are more aware of applicable resources and services provided by the library 5. What did you like most about the program? 6. What could the library do to improve your learning?
Early Childhood Literacy	<ol style="list-style-type: none"> 1. You learned something new that you can share with your children 2. You feel more confident to help your children learn 3. You will spend more time with your children (reading, singing, talking, writing, playing) 4. You are more aware of applicable resources and services provided by the library 5. What did you like most about the program? 6. What could the library do to improve your children's enjoyment of reading?
Economic Development	<ol style="list-style-type: none"> 1. You feel more knowledgeable about what it takes to establish a business 2. You feel more confident about establishing a new business 3. You intend to apply what you just learned 4. You are more aware of applicable resources and services provided by the library 5. What did you like most about the program? 6. What could the library do to better assist you in starting a new business?
Education/ Lifelong Learning	<ol style="list-style-type: none"> 1. You learned something new that is helpful 2. You feel more confident about what you just learned 3. You intend to apply what you just learned 4. You are more aware of applicable resources and services provided by the library 5. What did you like most about the program? 6. What could the library do to better assist you in learning more?

Job Skills	<ol style="list-style-type: none"> 1. You feel more knowledgeable about the job search process 2. You feel more confident about the job search process 3. You will use what you learned today in the job search process 4. You are more aware of applicable resources and services provided by the library 5. What did you like most about the program? 6. What could the library do to better assist you in your job search?
Summer Reading Teen/Child	<ol style="list-style-type: none"> 1. You learned something new from what you read or experienced 2. You enjoy reading more 3. You read more often 4. You want to use the library more often 5. What did you like most about the program/service? 6. What could the library do to help you continue to learn more?
Summer Reading Caregiver	<ol style="list-style-type: none"> 1. My child maintained or increased their reading skills 2. My child is a more confident reader 3. My child reads more often 4. My child uses the library more often 5. What did your child like most about the program/service? 6. What could the library do to help your child continue to learn more?
Summer Reading Adult	<ol style="list-style-type: none"> 1. You learned something new from what you read or experienced 2. You enjoy reading more 3. You read more often 4. You want to use the library more often 5. What did you like most about the program/service? 6. What could the library do to help you to continue to learn more?

Attachment 4

Please take a few minutes for this brief survey and let us know if, as a result of participating in the **Healthy Living For Your Mind and Body** program on **January 25 . . .**

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	N/A
You learned something that is helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You feel more confident about what you just learned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You intend to apply what you just learned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You are more aware of applicable resources and services provided by the library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What did you like most about the program?

What could the library do to better assist you in learning more?

If you would like periodic updates from Geneva Public Library, please supply your email:



Measuring Geneva Public Library District's Education and Lifelong Learning Services and Programs

Overview of Survey Results and Community Implications [as of November 30, 2016]

Overview

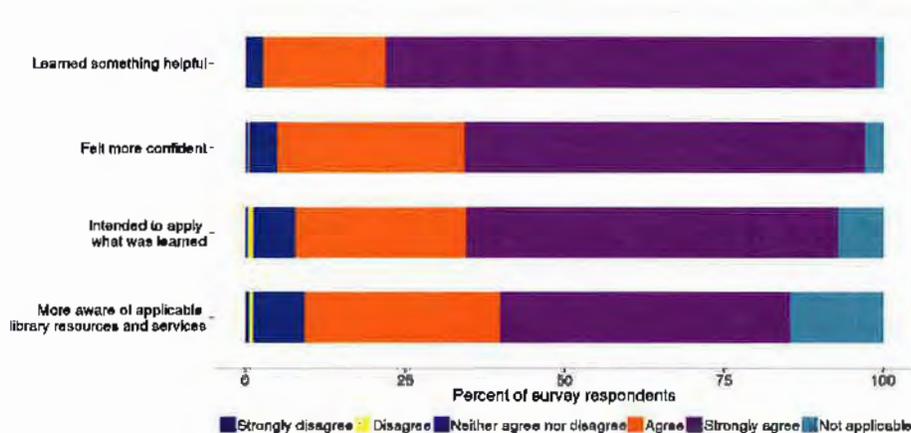
Learning is a lifelong process. Public libraries provide an inclusive learning environment where community members can develop skills and knowledge at any age or stage of life. At the public library, users can find homework help, join book clubs, pursue a GED or higher education, and take classes or receive one-on-one help. These types of services and programs provide a foundation of learning for all communities, and particularly for underserved groups that may otherwise not have access to formal education. Libraries, however, rarely measure the true impact of the assistance they provide to advance knowledge and skills throughout life.

Geneva Public Library District Survey Work

Geneva Public Library District staff distributed surveys to program participants to collect data and insights about how their education and lifelong learning services and programs are supporting community needs. Geneva Public Library District surveyed patrons using the Project Outcome Education and Lifelong Learning Services and Programs Survey, which measures services designed to impart new knowledge and skills, improve academic performance, and engage in a variety of leisure learning activities. A total of 351 survey responses were collected.

Results

The results of the Education and Lifelong Learning surveys are shown in the chart below.



Of the percentage of patrons surveyed who either agreed or strongly agreed that they benefited from the service or program:

- 96% learned something that was helpful
- 92% felt more confident about what they learned
- 85% intended to apply what they learned
- 76% were more aware of applicable resources and services provided by the library

Implications for Community Impact

Education and lifelong learning are powerful drivers of community development. As people live longer and spend more years in the workforce, it is especially important for adults to have continued ongoing learning and training opportunities to remain competitive. Research shows that people from every walk of life use public libraries to enhance their education and pursue new knowledge and skills, and that education and lifelong learning provide lasting benefits for individuals and communities.

- Four out of five people in the United States (83%) have used a public library at some point in their lives, and about half (49%) have used a public library in the past year.ⁱ
- A recent Pew Research Institute study found that nearly all respondents (95%) agreed that the resources offered at public libraries are factors in individuals' opportunities for personal success.ⁱⁱ
- Many learning pursuits are enhanced by Internet access provided in the public library. According to a 2009 study by the Institute of Museum and Library Services, at least 36 million people used library computers for education and learning purposes over the course of a year. Nearly two-thirds (64%) of those who used a library computer to apply to a college degree or vocational program were accepted, and more than half (51%) of those who used library computers to seek financial aid to advance their education received funding.ⁱⁱⁱ
- Among library users, racial and ethnic minorities and those living in poverty are most likely to use library computers to support their education through online classes or assignments.^{iv}
- Closing the local public library would greatly affect the community according to 65% of people in the United States. Hispanics, African Americans, and people living in low-income households say they would be especially impacted by library closures. Adults who have not graduated from high school are most likely to say that if their public library were to close it would have a major impact on them and their family (35%).^v
- Support and training provided by public library staff is a critical part of the lifelong learning opportunities within public libraries. Among people in the United States who visited a library in the past year, 42% received help from a librarian, and 17% attended a class or lecture.^{vi}

Project Outcome surveys were developed by PLA's Performance Measurement Task Force (PMTF), which is comprised of a diverse group of public and state library leaders, consultants, data researchers, and analysts. The PMTF developed and pilot-tested the surveys in late 2014, carefully choosing the survey language to quantify the immediate perceived benefits from library programs, such as changes in knowledge, behavior, skills, or awareness.

The surveys were designed to support libraries' efforts to measure program outcomes and use the results to enhance strategic planning, manage resources more efficiently, and support advocacy messages. The results are intended to show the direction of change in the community, not rigorous statistical proof of change.

ⁱJohn B. Horrigan, Lee Rainie, and Dana Page. "Libraries at the crossroads." *Pew Research Center* (2015). Accessed October 23, 2015. http://www.pewinternet.org/files/2015/09/2015-09-15_libraries_FINAL.pdf

ⁱⁱKathryn Zickuhr, Lee Rainie, and Kristen Purcell. "How Americans Value Public Libraries in Their Communities." *Pew Research Center* (2013). Accessed July 29, 2015. http://libraries.pewinternet.org/files/legacy-pdf/PIP_Libraries%20in%20communities.pdf

ⁱⁱⁱSamantha Becker, Michael D. Crandall et al. "Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries," (Washington, D.C.: Institute of Museum and Library Services, 2010). Accessed July 29, 2015. http://impact.ischool.washington.edu/documents/OPP4ALL_FinalReport.pdf

^{iv}Becker, et al. "Opportunity for All"

^vHorrigan, Rainie, and Page. "Libraries at the crossroads"

^{vi}Zickuhr, Rainie, and Purcell. "How Americans Value Public Libraries"

^{vii}Horrigan, Rainie, and Page. "Libraries at the crossroads"



Measuring Geneva Public Library District's Digital Learning Services & Programs

Overview of Survey Results and Community Implications [as of November 18, 2016]

Overview

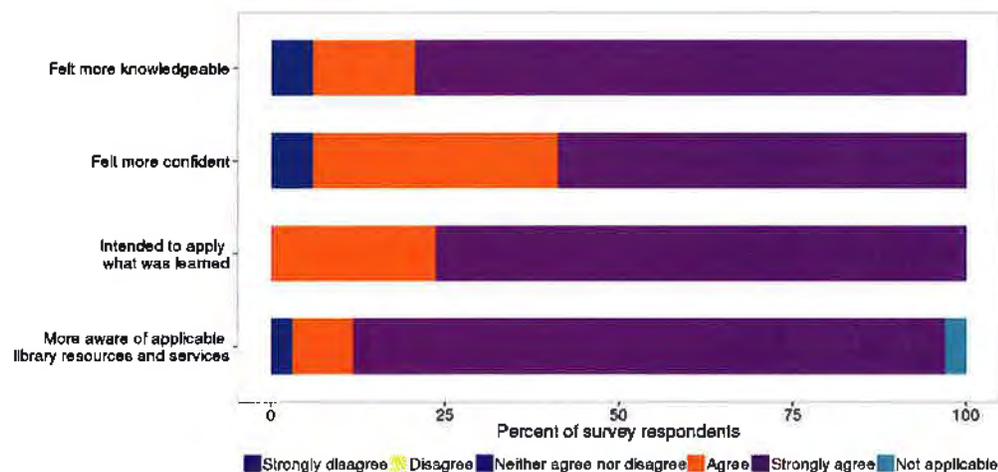
In our increasingly digital society, public libraries are more important than ever for connecting patrons with the information they need. Libraries are often the only place in the community where individuals or groups can access the Internet for free, learn to navigate the Web, and develop other computer skills and experience with the help of supportive staff. Public libraries provide access and support for all types of digital needs, whether patrons are learning to use a computer for the first time or building a website for their business. As digital skills become increasingly necessary, demand continues to grow for public library services that connect all community members to computers and the Internet.

Geneva Public Library District Survey Work

Geneva Public Library District staff distributed surveys to program participants to collect data and insights about how their digital learning services and programs are supporting community needs. Geneva Public Library District surveyed patrons using the Project Outcome Digital Learning Services and Programs Survey, which measures the impact of services designed to access technology, build technology-related skills and confidence, and make beneficial use of digital resources to meet community needs. A total of 34 survey responses were collected.

Results

The results of the Digital Learning surveys are shown in the chart below.



Of the percentage of patrons surveyed who either agreed or strongly agreed that they benefited from the service or program:

- 94% felt more knowledgeable about using digital resources
- 94% felt more confident when using digital resources
- 100% intended to apply what they just learned
- 94% were more aware of applicable resources and services provided by the library

Implications for Community Impact

The Internet has transformed the way people find information and connect with the world around them. As more and more essential public resources - like news, job listings, homework help, and health information - become available online, the ability to benefit from those resources increasingly requires access to computers and the Internet and the skills to use them. Digital learning consists of policies, programs, and actions developed to close the digital divide, promote digital literacy, and ensure digital equity and readiness. One way to look at digital learning is as an overarching approach to ensure that all members of a community are "digitally ready" - able to access, use, and understand digital technologies and content without cost, social, accessibility, or other barriers. As builders of digitally inclusive communities, public libraries are essential community links to the Internet, technology, and information - 98.7% of public libraries offer free access to WiFi, and 89.9% offer training in Internet-enabled services and resources.ⁱ

- More than 60 million people in the United States lack the basic digital skills needed to use a computer and the Internet. Internet access and skills are especially important for people's job prospects - today more than 80% of Fortune 500 companies require online job applications, and in the next decade nearly 80% of jobs in the United States will require digital skills.ⁱⁱ
- Nearly half (45%) of public library patrons used a library computer or wireless network - including people across a range of ages, incomes, and levels of experience with computers.ⁱⁱⁱ In a 2012 survey, 77% of respondents said publicly available computers and Internet is a "very important" service for public libraries to provide.^{iv}
- Low income people are more likely to rely on public libraries as their sole source of internet access.^v While nearly all households with incomes over \$150,000 have broadband Internet service, less than half of those making less than \$25,000 have service at home.^{vi}
- Library users who receive formal training in digital literacy are significantly more likely to use the Internet for social connections and to look for a job.^{vii}
- Library computer access is especially important for individuals and families living in poverty or with special needs. For instance, 61% of young adults (ages 14-24) living in poverty use library computers and Internet for education activities such as doing homework or applying for financial aid online, and more than half (54%) of seniors living in poverty use public library computers to seek health information.^{viii}

Project Outcome surveys were developed by PLA's Performance Measurement Task Force (PMTF), which is comprised of a diverse group of public and state library leaders, consultants, data researchers, and analysts. The PMTF developed and pilot-tested the surveys in late 2014, carefully choosing the survey language to quantify the immediate perceived benefits from library programs, such as changes in knowledge, behavior, skills, or awareness.

The surveys were designed to support libraries' efforts to measure program outcomes and use the results to enhance strategic planning, manage resources more efficiently, and support advocacy messages. The results are intended to show the direction of change in the community, not rigorous statistical proof of change.

Information Policy and Access Center at the University of Maryland. "Digital Inclusion Survey: Public Libraries and Digital Inclusion." Accessed October 23, 2015. <http://digitalinclusion.umd.edu/sites/default/files/DigitalInclusionBrief2015.pdf>

Jordan Usdan and Kevin Almasy. "FCC Chairman Announces Jobs-Focused Digital Literacy Partnership Between Connect2Compete and the 2,800 American Job Centers." The Federal Communications Commission (Blog), July 23, 2012 (5:53 p.m.), <https://www.fcc.gov/blog/fcc-chairman-announces-jobs-focused-digital-literacy-partnership-between-connect2compete-and-28>

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Kathryn Zickuhr, Lee Rainie, and Kristen Purcell. "Library services in the digital age." Pew Research Center (2013). Accessed July 29, 2015. <http://libraries.pewinternet.org/2013/01/22/library-services/>

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Information Policy and Access Center at the University of Maryland. "Digital Inclusion Survey"

Becker, et al. "Opportunity for All"



Measuring Geneva Public Library District's Early Childhood Literacy Services and Programs

Overview of Survey Results and Community Implications [as of November 27, 2016]

Overview

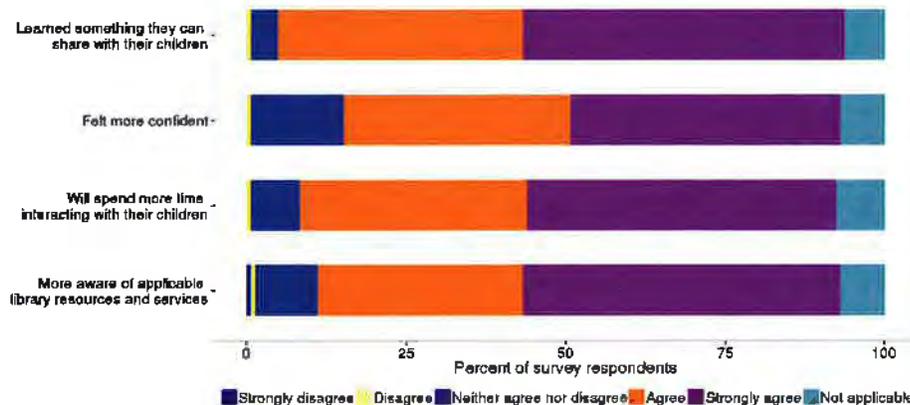
The public library is a fun, creative, safe space where parents and caregivers can bring their children to learn and interact with one another and in groups. Early childhood literacy services and programs range across a variety of activities, from reading to singing to playing. With parents and caregivers leading such busy lives, public libraries provide an opportunity for scheduled and structured one-on-one time with children, providing programs such as Storytime and Read, Play, Grow. Engaging in early childhood literacy activities puts children ages 0-5 on a strong path to developing the critical thinking, vocabulary and language, problem solving, social, physical, and creative skills necessary to succeed later in life.

Geneva Public Library District Survey Work

Geneva Public Library District staff distributed surveys to program participants to collect data and insights about how their early childhood literacy services and programs are supporting community needs. Geneva Public Library District surveyed patrons using the Project Outcome Early Childhood Literacy Services and Programs Survey, which measures services designed to improve early literacy and learning skills to prepare children ages 0-5 to succeed in school. A total of 146 survey responses were collected.

Results

The results of the Early Childhood Literacy surveys are shown in the chart below.



Of the percentage of parents or caregivers surveyed who either agreed or strongly agreed that they or their children benefited from the service or program:

- 89% learned something that they can share with their children
- 78% felt more confident helping their children learn
- 84% intended to spend more time interacting with their children
- 82% were more aware of applicable resources and services provided by the library

Implications for Community Impact

Every Child Ready to Read (ALSC/PLA, 2011, 2nd ed.) defines the five key early literacy practices parents or caregivers should engage in with their children to promote reading readiness as talking, singing, reading, writing, and playing. Early childhood literacy services and programs should include planned activities for deep and continual learning that align with target stages of childhood development.¹

- Public libraries promote parent and caregiver reading to children, which many studies point to as a key influence on early childhood development. A parent or caregiver's techniques for reading to children have both short-term and long-term effects on language learning and literacy; research shows that shared book reading activities are an important way for children to learn about printed language such as vocabulary, letters, and text direction.ⁱⁱ
- Playtime is essential to early childhood development and literacy. A University of Iowa study reports that 18-month-olds who play with diversely shaped objects learn new words twice as quickly as those who play with more similarly shaped objects.ⁱⁱⁱ In a 2007 study conducted by Seattle Children's Research Institute, 1-1/2 to 2-1/2 year-old children who received blocks during the study scored 15% higher on a language assessment than those who received blocks after the study concluded.^{iv}
- Public libraries provide a free, safe space for community members to bring their children. Access to a safe environment is a major contributor to a child's early literacy success. Characteristics of the environment in which a child reads and learns have an effect on the child's engagement in reading. For example, a number of studies indicate that in settings that have varied books and play activities children read more and have improved literacy.^v
- Most people in the United States consider libraries to be an important part of the education system. 85% of people in the United States think libraries and schools should work together to provide resources to children. 85% also say that libraries should provide free early literacy programs to help prepare children to attend school. Additionally, 78% think the libraries in their communities effectively promote reading.^{vi}

Project Outcome surveys were developed by PLA's Performance Measurement Task Force (PMTF), which is comprised of a diverse group of public and state library leaders, consultants, data researchers, and analysts. The PMTF developed and pilot-tested the surveys in late 2014, carefully choosing the survey language to quantify the immediate perceived benefits from library programs, such as changes in knowledge, behavior, skills, or awareness.

The surveys were designed to support libraries' efforts to measure program outcomes and use the results to enhance strategic planning, manage resources more efficiently, and support advocacy messages. The results are intended to show the direction of change in the community, not rigorous statistical proof of change.

ⁱSue McCleaf Nespeca, "The Importance of Play, Particularly Constructive Play, in Public Libraries," *Association for Library Service to Children* (2012). Accessed July 29, 2015. http://www.ala.org/alsc/sites/ala.org/alsc/files/content/Play_formatted.pdf

ⁱⁱEvery Child Ready to Read, "Literature Review (2010)," Accessed July 29, 2015. <http://www.everychildreadytoread.org/projecthistory%09/literature-review-2010>

ⁱⁱⁱ"Exposure to More Diverse Objects Speeds Word Learning in Tots," (*Iowa: University of Iowa News*, 2010). Accessed July 29, 2015. <http://news-releases.uiowa.edu/2010/december/120610word-learning.html>

^{iv}"Playing with Blocks May Improve Language Development in Toddlers, New Study Finds," (*Seattle: Seattle Children's Hospital*, 2007). Accessed July 29, 2015. <http://www.seattlechildrens.org/media/press-releases/2007/10/002832/>

^vEvery Child Ready to Read, "Literature Review (2010)*"

^{vi}John B. Horrigan, Lee Rainie, and Dana Page, "Libraries at the crossroads," *Pew Research Center* (2015). Accessed October 23, 2015. http://www.pewinternet.org/files/2015/09/2015-09-15_libraries_FINAL.pdf

project | **OUTCOME**
MEASURING THE TRUE IMPACT
OF PUBLIC LIBRARIES

Project Outcome : Year in Review

2016 Report

Table of Contents

Pg 03 **Library Impact 2015-2016:** See summary and side-by-side results of all the work Project Outcome and its participating public libraries have completed in the first year.

Pg 11 **What We Have Learned Together:** View the aggregate findings from the survey responses.

Pg 20 **What's Next:** There is so much more to come. Learn about what we will be doing next!

20
15

20
16



Library Impact

Wherever public libraries are working, **possibility lives.**

People who work in public libraries know that library services open new opportunities for anyone who enters — putting people on the path to literacy, technological know-how, or a better job. We see evidence of this every day — what libraries have long been missing is the data to support it.

Through **Project Outcome**, we are learning more than ever about the benefits that library users see in their own lives. Of over **17,000 surveys**, we heard:

90%

of survey respondents who participated in a library program or service say they **learned** something new.

90%

of survey respondents who participated in a library program or service say they feel more **confident** using what they learned.

89%

of survey respondents who participated in a library program or service say they intend to make a **change** because of what they learned.

87%

of survey respondents who participated in a library program or service say they are more **aware** of library services.

Why does this matter? Because the impact of public libraries extends beyond the individuals who use them – it strengthens and empowers the community around them. How a parent reads to a child has lasting effects on that child's literacy. Knowing how to use computers and the Internet is essential for people who need better jobs or further education to support their families. Communities with better social connectedness and civic engagement have been associated with less unemployment.

Project Outcome was designed to help public libraries understand and share the true impact of their services and programs – arming libraries with the data they need to continue that impact. We provide libraries with simple survey instruments and an easy-to-use process for measuring and analyzing outcomes. The results can be used to demonstrate the value of library services, make plans to improve them, and decide how to allocate limited resources.

The results from our **first year** follow.
Our impact is just getting started!

What
**Project
Outcome**
Did

What
Libraries
Did

What **Project Outcome** Did

Made outcome measurement accessible to all libraries

Provided libraries with ready-to-use patron surveys across 7 essential library service areas. Surveys measure immediate patron benefit following a library service or program, and longer-term behavior change.

What **Libraries** Did

Adopted outcome measurement in their communities – even faster than we expected

More than **225 library systems implemented Project Outcome surveys** in their communities.

Over **17,000 survey responses** were collected within the first year across 774 programs & services – an average of 64 surveys every month. The most popular surveys were Summer Reading, Education/Lifelong Learning, and Early Childhood Literacy.

Provided interactive Data Dashboards for libraries to analyze, interact with, and take action using their results.

Utilized the data visualizations to better understand and talk about their results internally with staff and externally with their Boards.

Provided more than 50 training resources to support library adoption of Project Outcome, like step-by-step guides and talking points to explain outcomes to library users.

Downloaded free tools and resources more than 3,000 times. The most popular resources were Outcome Measurement Process, What is Outcome Measurement, and Getting Started – helping libraries get informed on the basics.

What **Project Outcome** Did

What **Libraries** Did

Spread the word about why outcome measurement matters – and how Project Outcome can help

Learned about outcome measurement and shared their experiences with one another

Provided practical guidance for adopting and implementing Project Outcome to individual libraries, state libraries, and other groups at 3 free in-person trainings held at ALA and PLA conferences and 26 webinars and presentations.

More than **300 library directors and staff** from 150 libraries participated in the in-person trainings and presentations, and almost **3,000 participants** joined Project Outcome webinars.

Took Project Outcome on the road in presentations at **12 state, consortium, and partner conferences** around the country.

Librarians and library leaders **joined Project Outcome presentations** to share their experiences and encourage other libraries to implement outcome measurement, connecting directly with more than 750 library staff.

Partnered with organizations and leaders committed to helping libraries demonstrate their impact, like the Association for Rural and Small Libraries, Chief Officers of State Library Agencies, Research Institute for Public Libraries, University of Washington Information School (Impact Survey), TechSoup, ALA's Public Programs Office, Urban Libraries Council, and state library staff.

More than **1,000 libraries** registered in the first year alone, from all 50 states plus D.C. and Canada.

What **Project Outcome** Did

Spread the word about why outcome measurement matters – and how Project Outcome can help *(cont.)*

Kept the conversation going through articles in library publications:

- ALA's State of America's Libraries 2016 Report
- National Network of Libraries of Medicine
- Young Adult Library Services Association Blog
- Public Libraries Online
- Illinois Library Association

What **Libraries** Did

Learned about outcome measurement and shared their experiences with one another *(cont.)*

Committed to being open and transparent about our results

Kept our rapidly growing Project Outcome community informed about how libraries across the country were adopting and implementing the surveys. We shared monthly updates with more than 1,800 Project Outcome users (starting March 2016), all PLA members (starting September 2015), and 132 staff from state libraries and associations (starting November 2015). And we kept the conversation going between updates, with more than 100 Facebook posts.

Used their survey results to improve their library programs and services

Strategic planning and advocacy anecdotes:

- New York library used results in grant proposal submission
- Texas library used results to identify ways to improve its marketing of children's programming to parents in the community
- California library used results to discuss program effectiveness with administration and stakeholders
- Utah library used results to improve Summer Reading

What **Project Outcome** Did

Never stopped looking for ways to improve Project Outcome

Invited input and ideas from Project Outcome users every step of the way:

- Mid-year evaluation for all users to collect feedback on the overall program
- Evaluations after all 3 trainings to understand immediate questions and needs
- Participant feedback after each webinar
- “Peer sharing” calls for users to exchange ideas and lessons learned

What **Libraries** Did

Helped improve Project Outcome, so more libraries can benefit from outcome measurement

Project Outcome users told us what worked for them and why:

- “Simple, yet powerful”
- “Free, standardized, easy to use at first glance”
- “Pre-planned surveys and reporting— the hardest work is already done for me!”
- “Thinking about the end results for planning purposes”
- “Outcome measurement can become a reality across [the] nation based on agreed standards — so excited!”
- “Ability to use these surveys regardless of library size”
- “Very manageable to implement and we’ll be able to make quick changes based on responses”
- “Helps develop strategies for programs based on reality of data”

Training evaluations told us that our **in-person training became more effective each time** and added value for Project Outcome users – especially for smaller libraries and those new to outcome measurement.

What **Project Outcome** Did

Never stopped looking for ways to improve **Project Outcome** *(cont.)*

The Performance Measurement Task Force **tested, improved, and developed new survey questions.** This included a dedicated group of participants and Task Force members who evaluated and made improvements to the Summer Reading survey.

Continually evolved Project Outcome tools in response to user feedback:

- Expanded the Data Dashboard to display community demographics alongside library impact
- Improved Survey Portal functionality
- Streamlined the Project Outcome website to make resources easier to find

What **Libraries** Did

Helped improve Project Outcome, so more libraries can benefit from outcome measurement *(cont.)*

Cost to libraries: **Free**

Spent by libraries: **\$0**

What We Have Learned Together

Data collected from the first year of **Project Outcome** tell us unequivocally that library programs and services improve the lives of library users. People come to the library not just for books, but for programs that will help them learn a new skill or make a specific change in their lives. In total, nearly 80% of library users surveyed report that library programs and services have had some kind of positive impact on their lives in the last year.

Project Outcome's first year of survey data resulted in:



75% of Civic/Community Engagement survey respondents intend to become more engaged in their community life.

- > Surveys conducted: **26**
- > Total survey responses: **664**
- > **Most Common Program Types:**
Computer training; Microsoft Office classes

What We Have Learned Together (cont.)



91% of **Digital Learning** survey respondents feel more knowledgeable about using digital resources.

- > Surveys conducted: **140**
- > Total survey responses: **2,700**
- > **Most Common Program Types:**
Computer training; Microsoft Office classes



92% of **Early Childhood Literacy** survey respondents say they will spend more time with their children.

- > Surveys conducted: **231**
- > Total survey responses: **5,432**
- > **Most Common Program Types:**
Storytime (General, Babies, Tots); Craft activities



86% of **Economic Development** survey respondents feel more confident about establishing a new business.

- > Surveys conducted: **22**
- > Total survey responses: **428**
- > **Most Common Program Types:**
Marketing classes; Starting a Business programming

What We Have Learned Together (cont.)



94% of **Education/Lifelong Learning** survey respondents learned something new and helpful.

- > Surveys conducted: **315**
- > Total survey responses: **4,748**
- > **Most Common Program Types:**
Teen Time; “How to” classes (cook, English skills, use the internet, etc)



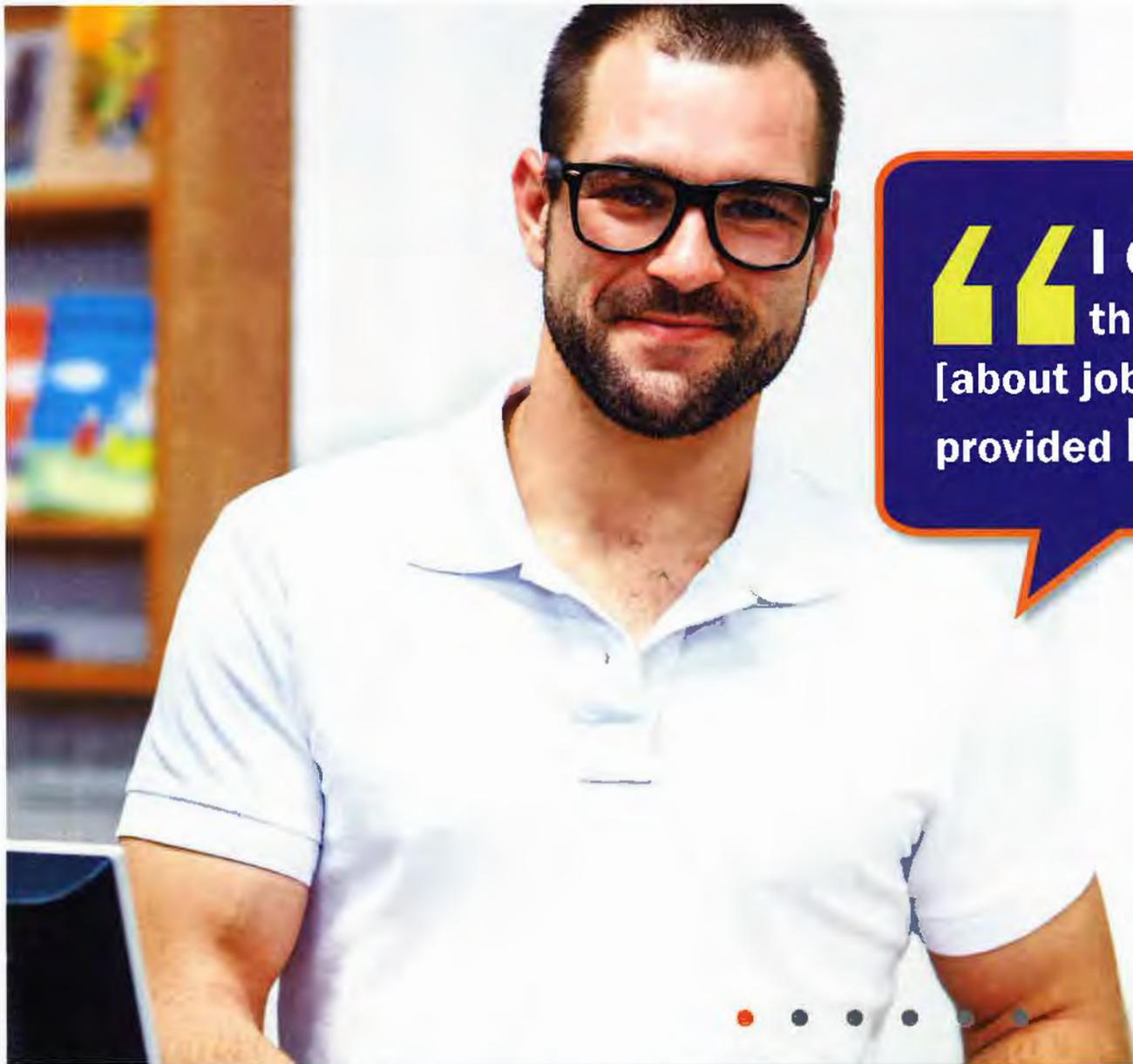
87% of **Job Skills** survey respondents say they will use what they learned in their job search process.

- > Surveys conducted: **23**
- > Total survey responses: **311**
- > **Most Common Program Types:**
Job search and skills programming



80% of **Summer Reading** survey respondents want to use the library more often.

- > Surveys conducted: **16**
- > Total survey responses: **3,424**



“ I didn't know that these types of resources [about job markets] were provided by the library.”

In addition, we learned that **what patrons like most about the programs they're attending is the educational aspect** – from doing a new activity, to learning a new skill, to the librarian or instructor's style of teaching. And these patron benefits are in high demand. Across every program type, **the most common suggestion for improvement was to offer new, more frequent, or more current classes and programs.**



“ It was the
single most
constructive hour
I’ve spent in the last
10 years. ”

In addition, we learned that **what patrons like most about the programs they’re attending is the educational aspect** – from doing a new activity, to learning a new skill, to the librarian or instructor’s style of teaching. And these patron benefits are in high demand. Across every program type, **the most common suggestion for improvement was to offer new, more frequent, or more current classes and programs.**



“ Glad that the library and the elementary school are partnering to help us know how to prepare our kids. ”

In addition, we learned that **what patrons like most about the programs they're attending is the educational aspect** – from doing a new activity, to learning a new skill, to the librarian or instructor's style of teaching. And these patron benefits are in high demand. Across every program type, **the most common suggestion for improvement was to offer new, more frequent, or more current classes and programs.**



“ I’ve been reading and studying the Holocaust for a very long time, and it was always a solitary journey. It was wonderful **to be in a group** – in a course setting – to learn more... and to **FEEL** more. ”

In addition, we learned that **what patrons like most about the programs they’re attending is the educational aspect** – from doing a new activity, to learning a new skill, to the librarian or instructor’s style of teaching. And these patron benefits are in high demand. Across every program type, **the most common suggestion for improvement was to offer new, more frequent, or more current classes and programs.**



“ The instructor is an excellent teacher. One cannot find in any book. ”

In addition, we learned that **what patrons like most about the programs they're attending is the educational aspect** – from doing a new activity, to learning a new skill, to the librarian or instructor's style of teaching. And these patron benefits are in high demand. Across every program type, **the most common suggestion for improvement was to offer new, more frequent, or more current classes and programs.**



“ The ability to gain local **insight** and gather **information quickly**, allowing me to move my business forward. ”

In addition, we learned that **what patrons like most about the programs they're attending is the educational aspect** - from doing a new activity, to learning a new skill, to the librarian or instructor's style of teaching. And these patron benefits are in high demand. Across every program type, **the most common suggestion for improvement was to offer new, more frequent, or more current classes and programs.**

What's Next

Project Outcome is just getting started. Like the hundreds of libraries that now have outcomes data to guide their strategy and support their advocacy, **we are taking what we've learned to increase the impact of outcome measurement on libraries and communities everywhere.**

- **New and improved tools are coming soon.** In early 2017, Project Outcome will release new guidelines for libraries interested in administering more advanced surveys and longitudinal studies to understand the impact of their programs and services over time. These guidelines will support library efforts to write and measure their own unique outcomes, and outline how and why to work with partners to measure outcomes.
- **Project Outcome will continue to develop tools and resources and host regular online trainings** to help libraries move from planning to implementing surveys to taking action using the results.
- **Project Outcome will continue to work with libraries to build momentum and sustainability.** We will build on the success of our first year to offer even more of the targeted learning libraries need to start measuring their impact and support they need to use the results. From offering regional training and one-on-one library assistance, to building data-sharing partnerships, to expanding our work with state library staff and other types of libraries, we will keep looking for opportunities to improve. We hope you will join us!

Appendix

Outcome measurement aggregate survey results

Project Outcome outreach summary

<https://www.projectoutcome.org/annual-report>

Project Outcome is funded by the Bill and Melinda Gates Foundation and expands the reach of PLA's Performance Measurement Task Force.



www.projectoutcome.org

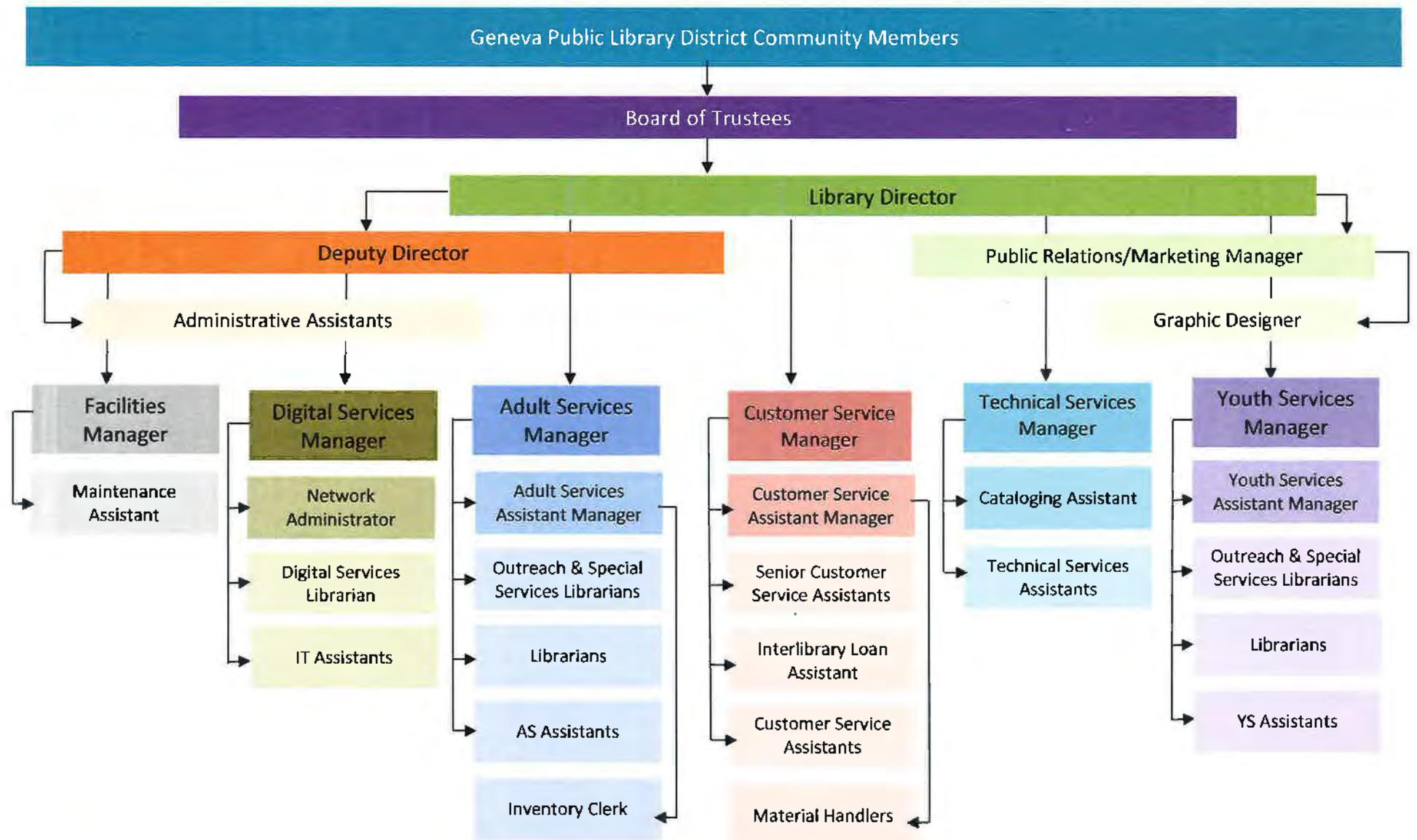
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MEMORANDUM

To: Board of Trustees
From: Christine Lazaris
Date: January 18, 2018
RE: Organizational Chart

As noted in the Librarian's Report the change in reporting structure for the Graphic Designer Position necessitated a change to the Library's organizational chart. Please find an updated version attached for your review.





MEMORANDUM

TO: Board of Trustees
FROM: Christine Lazaris
DATE: January 17, 2017
RE: Closed Board Minutes to Review

It has been six months since our last closed minutes review. As I've discussed with you in the past, the review of closed minutes should entail examining all past minutes rather than just the last six months. Peggy Carlson has completed an inventory of closed minutes that we have on site. The majority of closed minutes date from 2000 to the present. After completing review of on-site minutes Peggy will begin the process of inventorying any closed minutes housed off-site.

At the Regular Board Meeting on January 26 President Shiffler will appoint two trustees to review closed minutes. I recommend appointed trustees meet with Peggy to review minutes in five year increments (time permitting) and make a recommendation to the full Board on what, if any, closed minutes should be released to open session.

As a reminder, minutes which should remain in closed file include:

- Sensitive personnel information
- Minutes that specifically mention the salary or salary increases of a particular employee remain closed as long as that person is employed at the Library
- Minutes that discuss any sensitive issues related to the employment of a particular person
- Minutes that list the name of a specific employee and reason for medical leave request
- Litigation (depending on sensitivity and whether or not the issue has been resolved)
- Land acquisition (normally kept in closed file until deal has been complete or property is no longer being considered)



CALENDAR OF DUTIES 2017

This calendar represents standard actions and agenda items for each month. From time-to-time adjustments are necessary. The Library Director consults the attorney's calendar to ensure that this calendar meets all legal deadlines where needed.

Please notify the Library Director or President as soon as possible if you wish to have an item added to the agenda.

January

- 26 **Board meeting:**
 Audit Presentation (rescheduled from December 2016)
 Approve Calendar of Duties
 Board President appoints 2 trustees to review closed minutes

February

- 23 **Board meeting:**
 Review progress on Annual Goals and Objectives for FY 2017
Closed session: Review closed session minutes recommendations
 Approve release of any closed minutes

March

- 23 **Board meeting:**
 Review progress report on Technology Plan 2015-2017
 Approve Technology Plan 2017-2019
 Approve LINC Budget (if available from LINC)

April

- 4 Election
 27 **Board meeting:**
 Approve Employee Handbook revisions as needed
 Approve Service Policy revisions as needed
 30 Last day for trustees and employees to file Economic Statement of Interest with County Clerk

May

- 25 **Board meeting:**
Administer Oath of Office for trustees per election results
Elect Board Officers
Appoint Committee Members
Approve participation in non-resident card program for FY 2017
Review Tentative Budget in preparation for Budget & Appropriation Ordinance

June

- 15 **Board meeting (3rd Thursday due to Swedish Days):**
Approve resolution(s) for fund transfer(s) and any budget amendments as needed
Adopt Ordinance scheduling Library District's regular meetings
Adopt Prevailing Wage Ordinance
Approve Tentative Budget & Appropriation Ordinance
Approve salary scale adjustment recommendations and Pay for Performance increase rates

July

- 1 Fiscal year begins
27 **Board meeting:**
Review Final Report on Annual Goals and Objectives for FY 2017
Approve Annual Goals and Objectives for FY 2018
Board President appoints 2 trustees to audit Secretary records for Annual Report and review closed minutes
Closed Session: Library Director's Annual Evaluation

August

- 24 **Board meeting:**
Budget & Appropriation Hearing
Adopt Final Budget & Appropriation Ordinance with Certificate and Estimate of Revenues Needed
Approve Annual Report for the State Library (IPLAR)
Adopt ordinance to levy .02% Building & Maintenance tax
Closed session: Review closed session minutes recommendations
Approve release of any closed minutes

September

- 28 **Board meeting:**
Review progress report on Marketing Plan 2015-2017
Approve Marketing Plan 2017-2019

October

- 26 **Board meeting:**
Library Director presents annual Per Capita Grant Board requirement(s) (if available)
Approve Tentative Levy Ordinance
Approve Resolution to Determine Estimate of Funds
Schedule TITA hearing if necessary
Schedule annual Walk-through of the Library

November

- 16 **Board meeting (3rd Thursday due to Thanksgiving):**
Annual Walk-through of the Library
TITA Hearing if necessary
Approve Final Levy Ordinance
Discuss annual Per Capita Grant Board requirement(s)

December

- 21 **Board meeting (3rd Thursday due to holiday schedules):**
Approve Per Capita Grant application (due to State Library January 15)
Audit presentation (dependent upon auditor's schedule)
Approve Annual Treasurer's Report for publication

MEMORANDUM

TO: Board of Trustees
FROM: Christine Lazaris
DATE: January 17, 2017
RE: Furniture Disposal

After completing construction/renovation of the Collaboration Zone, Middle Ground, and Coffee Bar areas we have some small furniture items that are no longer necessary. I am seeking permission from the Board to authorize me to dispose:

- 1 round table
- 1 rectangular table
- 1 study carrel and chair
- 6 green task chairs
- 5 wooden arm chairs
- 3 small red plastic youth chairs
- 1 small computer wooden stand

Items will be donated to a local philanthropic, educational (such as a library or school), cultural, government, or other not-for-profit organization that may have need for the items. If such an organization cannot be identified items will be sold to staff and/or the public.

Attached is the Library's policy regarding disposal of surplus materials.



SURPLUS MATERIAL DISPOSAL POLICY

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be discarded, sold, or, upon the approval of the Board of Library Trustees, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
4. No favoritism shall be shown to members of the Board of Library Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
5. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability, the date, and terms of the proposed sale shall be posted.