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GENEVA PUBLIC LIBRARY DISTRICT

A valued and innovative community resource empowering residents to seek knowledge, create ideas, and achieve dreams

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

AGENDA

I. Call to Order / Roll Call
II. Pledge of Allegiance
III. Changes in Agenda [Voice Vote]
IV. Approval of Minutes
    A. Regular Meeting, February 23, 2017 / [Voice Vote]
    B. Special Meeting, March 14, 10:00 am / [Voice Vote]
    C. Special Meeting, March 14, 7:00 pm / [Voice Vote]
    D. Special Meeting, March 18, 10:00 am / [Informational Only]
V. Treasurer's Report
    A. Financial Statements and Receipts / [RC Vote]
VI. Patrons' and Public Comments / Correspondence / Publicity
VII. Committee & Liaison Reports
    A. Foundation Liaison
    B. LINC Update
VIII. President's Report
IX. Library Director's Report
    A. Librarian's Report
X. New and Unfinished Business
    A. Review Emergency Manual & Disaster Plan
    B. Approve Final Report on Technology Plan Goals and Strategies for 2015-2017 / [RC Vote]
    C. Approve Technology Plan for 2017-2019 / [RC Vote]
    D. Approve Insurance Policies Renewal / [RC Vote]
    E. Update on EAP Services
    F. Approve TJ'S Land Care landscape proposal ($2,497.00 plus additional services as needed per outlined prices) / [RC Vote]
    G. Approve iCirc Annual Maintenance Agreement for Self-Checks ($2,960.19) / [RC Vote]
    H. Approve payment to Oak Brook Mechanical ($2,047.89) for HVAC repair / [RC Vote]
    I. Approve payment to Ottosen Britz ($60.00) for legal services / [RC Vote]
XI. Other New Business
XII. Public and Trustee Comments
XIII. Future agenda items
XIV. Adjournment

IV. A

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, February 23, 2017

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, Carol Haggas, Lee Haggas

I. CALL TO ORDER / ROLL CALL

At 7:00 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

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

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

IV. APPROVAL OF MINUTES

Trustee Conterato **moved to approve the Minutes of the Regular Board Meeting, January 26, 2017.** Trustee Hintz seconded the motion. Director Lazaris called attention to a correction that had been made to Kristi Miller's job title in the "Also Present" section.

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 January 2017. He questioned the new rates for the expiring Certificate of Deposits from last month. Director Lazaris explained that when the new statements are received the rate will be noted. Director Lazaris also commented that the coding expense correction as mentioned in last month's report had been completed. Secretary Craft **moved to approve the Treasurer's Report for January 2017 as presented, including approval of all bill payments as presented, subject to audit.** Trustee Conterato 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

There were no public comments.

Trustees reviewed written patron comments. Treasurer Adams questioned a patron comment about being in compliance with ADA codes. Director Lazaris explained that the patron was confused regarding the statement that the building was not ADA compliant, since it has handicapped doors and an elevator. Technically the District is not in violation of the law because of a grandfather clause, but in reality the building is not in compliance with current standards. If major renovations were necessary in this building, the District would be required to bring it up to current codes. Director Lazaris has provided staff with information regarding this issue if patrons have further questions.

VII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Trustee Hintz reported on her attendance at the Foundation meeting on February 2. She noted the next Speaker Series program will be on March 15, Gypsy Music Street by Roberta Dietzen, regarding the Holocaust. The annual fundraiser, Dodge, Drink and Dine has been scheduled for October 14, 2017.

B. LINC Update

Director Lazaris reported on her attendance at the LINC meeting on February 10 where two representatives from the SWAN consortium and Ann Slaughter from RAILS discussed the migration process. The LINC annual operating budget was also discussed which will be reviewed later in this meeting. The next meeting in March will focus on the dissolution of LINC with the goal of transition to SWAN during summer 2018.

C. Legislative Update

Director Lazaris reported on her attendance at the Legislative Meet-Up on Monday, February 13. An ILA lobbyist spoke regarding his efforts to advocate against any tax freezes and state legislation related to issues such as limits to access of information, internet filtering, and confidentiality of library records which in ILA's opinion are better decided by a local governing body. Also discussed was advocacy on a national level for library issues in general.

VIII. PRESIDENT'S REPORT

President Shiffler reported on the many community meetings that he and Director Lazaris have been attending for sharing educational information about the referendum since the last Board meeting. Several more are upcoming before the election date. Secretary Craft attended the Music Boosters and Theater Boosters meetings. Director Lazaris requested that Trustees let her know about their availability for attendance at the March 14 and March 18 Community Forums at the Library. There has been a very positive response at the meetings. The Geneva Chamber of Commerce Board passed a motion to support the new Library. Information about plans for a new facility was in the last newsletter which was mailed to all residents.

IX. LIBRARY DIRECTOR'S REPORT

A. Librarian's Report

Director Lazaris reported that there is an upcoming Trustee workshop in Sycamore on April 29; if anyone is interested in attending please let her know. She also would like to schedule Trustees to be available in the Library just before the election to answer patron questions regarding the referendum.

President Shiffler noted that regarding the statistics for Library visits, they continue to trend upward even though for many of the services available patrons do not have to come to the building.

B. Staff In-Service Report

Director Lazaris thanked the Board for closing the Library on January 27 for staff development. It was a wonderful day of team building and learning from one another. She also thanked Trustees who were able to attend. President Shiffler noted high levels of staff engagement and enthusiasm.

X. NEW and UNFINISHED BUSINESS

A. Update on Batavia Annexation Lawsuit

Director Lazaris reported that the final order has been entered on the annexation litigation regarding the dispute with Batavia. The Geneva ordinance was given full force and effect and the case is now considered closed.

B. Review Goals and Objectives Midyear Update

Director Lazaris presented a midyear update on library-wide goals and objectives. She noted progress since the beginning of the fiscal year on initiatives outlined in the strategic plan. Including completion of many flexible space goals, the addition of digitization equipment and technology programming related to innovation goals, collection projects related to convenience goals, and programming and outreach targeted at specific user groups previously underserved by the library, including: middle schoolers, teens, and people in their 20s and 30s.

President Shiffler asked Director Lazaris to express to staff the Board's appreciation for all the efforts made regarding these goals during especially busy times. Outreach efforts to the schools have been very effective to get the Library's mission out in the community. Trustee Schmid recognized Christine Dalphy's program on book folding. Trustee Hintz recognized efforts made by Meredith Anderson regarding her outreach efforts to the senior population.

C. Review Report from WET Solutions

Director Lazaris reported that the Library continues to have mechanical problems because pipes in the attic that carry water to heat the building are experiencing ongoing leaks. The dielectric connectors have corroded due to age and water condition. Many of the connectors are in locations that are inaccessible or difficult to see because they are below insulation and additionally there are no shutoff valves.

Director Lazaris requested an independent evaluation of the system from Wet Solutions, Inc. as recommended by the engineering firm that completed the library's building assessment. Wet Solutions provided a report and cost estimate for a water treatment process. Water treatment however will not solve the problem of the corroded connectors and flushing the system may loosen up more of the debris causing more leaks.

The current HVAC contractor, Oak Brook Mechanical, originally did not recommend flushing because of this reason. However, Oak Brook Mechanical now recommends replacing all of the visible dielectric unions (connectors) in advance of water treatment to minimize risk. Lazaris noted that leaks may still spring in areas that are not visible. No estimate was given for a more comprehensive solution that might include removing the insulation, tracing the pipes, and identifying all of the issues to

resolve the problem. Director Lazaris also noted that VAV boxes are failing and parts are no longer manufactured.

The Board instructed Director Lazaris to work with StudioGC to find a source who can provide a comprehensive analysis and cost estimate.

D. Approve LINC Budget
Director Lazaris presented LINC's annual operating budget for FY 2017-18. Treasurer Adams questioned the new expenditure for SirsiDynix consulting. Director Lazaris noted that due to limited LINC staffing that additional support is needed to maintain operations. Trustee Hintz **moved to approve the LINC Budget.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

E. Approve RFP for Cleaning Contract
Director Lazaris indicated that the current cleaning contract expires on May 31, 2017. She presented a request for proposal (RFP) and timeline for hiring a new cleaning contractor. Trustee Conterato suggested a higher liability insurance level, $1,000,000 each occurrence, $2,000,000 aggregate. Vice President Lord **moved to approve RFP as revised.** Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

F. Approve payment to Oak Brook Mechanical for HVAC Repairs ($5,633.35)
Secretary Craft **moved to approve payment in the amount of $5,633.35 to Oak Brook Mechanical for HVAC repairs.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

G. Approve payment to Peregrine Stime for legal services ($1,785.00)
Secretary Craft **moved to approve payment to Peregrine Stime for legal services in the amount of $1,785.00.** Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

H. Approve payment to Ottosen Britz for legal services ($700.00)
Vice President Lord **moved to approve payment of $700.00 to Ottosen Britz for legal services**. Secretary Craft 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

Vice President Lord requested a quarterly update regarding cost and usage of coffee service and contributions received to offset costs.

XII. PUBLIC and TRUSTEE COMMENTS

Questions from the public:

Are budgets done by department; how is that reconciled?
Director Lazaris indicated that budgeting is done by category such as staff, collection materials, programs etc. Sometimes those align by department, but not always. The Director administers it and the accountant prepares a financial report for the Board to review on a monthly basis.

What happens to leftover money?
President Shiffler indicated that leftover money rolls into operating reserves, currently at a higher level because of the uncertain future status due to the referendum and ongoing building problems.

Are there guideline for reserves?
President Shiffler noted that 3-6 months of operating expenses is a normal operating reserve level. Director Lazaris noted that the District also has a special reserve fund which has a policy which limits use to capital and long-term projects. This was used to purchase property to ensure a future site for the Library. President Shiffler volunteered to review more detailed financial information after the meeting.

XIII. FUTURE AGENDA ITEMS

President Shiffler asked if there were any future agenda items other than those noted regarding HVAC issues and the cleaning contract. None were presented.

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 8:18 p.m.

Respectfully submitted,

Zachary Craft, Secretary

Bob Shiffler, President

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
GENEVA PUBLIC LIBRARY DISTRICT
Tuesday, March 14, 2017
Morning Session

IV. B

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

ABSENT: Secretary Zachary Craft, Trustee Dana Hintz, Trustee Ellen Schmid

ALSO PRESENT: PR/Marketing Manager Paula Krapf; Craig Meadows, Pat Callahan (StudioGC); John Piemonte (Ehlers Financial)

I. CALL TO ORDER

The meeting began at 10:00 a.m.

II. COMMUNITY FORUM

President Bob Shiffler introduced trustees, Library administration, architects, and financial planner at the meeting. He shared information about plans for a new library facility at 210 S. Sixth Street. He noted that a referendum question is on the ballot of the April 4, 2017 election. He encouraged audience members to visit stations devoted to finance, architecture, and operations and talk with experts, trustees, and library staff.

III. PUBLIC COMMENT

Community members reviewed plans and information and engaged in conversation.

IV. ADJOURNMENT

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Pat Lord, Secretary Pro Tem

Bob Shiffler, President

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
GENEVA PUBLIC LIBRARY DISTRICT
Tuesday, March 14, 2017
Evening Session

IV. C

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

ABSENT: Trustee Paul Conterato

ALSO PRESENT: PR/Marketing Manager Paula Krapf; Pat Callahan, Rick McCarthy (StudioGC); John Piemonte (Ehlers Financial)

I. CALL TO ORDER

The meeting began at 7:00 p.m.

II. COMMUNITY FORUM

President Bob Shiffler introduced trustees, Library administration, architects, and financial planner at the meeting. He shared information about plans for a new library facility at 210 S. Sixth Street. He noted that a referendum question is on the ballot of the April 4, 2017 election. He encouraged audience members to visit stations devoted to finance, architecture, and operations and talk with experts, trustees, and library staff.

III. PUBLIC COMMENT

Community members reviewed plans and information and engaged in conversation.

IV. ADJOURNMENT

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Zac Craft, Secretary

Bob Shiffler, President

IV. D

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
GENEVA PUBLIC LIBRARY DISTRICT
Saturday, March 18, 2017

PRESENT: Vice President Pat Lord, Secretary Zachary Craft, Trustee Paul Conterato, and Library Director Christine Lazaris

ABSENT: President Bob Shiffler, Treasurer Mark Adams, Trustee Ellen Schmid, Trustee Dana Hintz

ALSO PRESENT: PR/Marketing Manager Paula Krapf; Pat Callahan, Craig Meadows (StudioGC); John Piemonte (Ehlers Financial)

I. CALL TO ORDER

The meeting began at 10:00 a.m. A quorum of Library Trustees was not present for the discussion reflected in these minutes.

II. COMMUNITY FORUM

Board members and staff welcomed community members and encouraged everyone to visit stations devoted to finance, architecture, and operations and talk with experts, trustees, and library staff.

III. PUBLIC COMMENT

Community members reviewed plans and information and engaged in conversation.

IV. ADJOURNMENT

The meeting adjourned at 11:35 a.m.

V.

GPLD
GENEVA PUBLIC LIBRARY DISTRICT

Monthly Financial Report
For the Month Ended February 28, 2017

Prepared by:

Lauterbach & Amen, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Lauterbach & Amen, LLP
27W457 Warrenville Road, Warrenville, IL 60555
Phone: 630.393.1483 www.lauterbachamen.com

Geneva Public Library District

Balance Sheet
Governmental Funds

As of February 28, 2017

	General Fund	Special Reserve Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and Investments	$ 4,204,066.45	$ 431,224.71	$ 290,813.36	$ 4,926,104.52
Receivables				
Property Taxes	25,465.58	-	3,401.86	28,867.44
Prepaids	-	-	-	-
Due From Other Funds	-	-	-	-
Total Assets	$ 4,229,532.03	$ 431,224.71	$ 294,215.22	$ 4,954,971.96
LIABILITIES				
Accounts Payable	$ 34,575.70	$ -	$ -	$ 34,575.70
Total Liabilities	34,575.70	-	-	34,575.70
DEFERRED INFLOWS OF RESOURCES				
Deferred Property Taxes	25,465.58	-	3,401.86	28,867.44
Total Deferred Inflows of Resources	25,465.58	-	3,401.86	28,867.44
Total Liabilities and Deferred Inflows of Resources	60,041.28	-	3,401.86	63,443.14
FUND BALANCES				
Total Fund Balance	4,169,490.75	431,224.71	290,813.36	4,891,528.82
Total Liabilities and Fund Balances	$ 4,229,532.03	$ 431,224.71	$ 294,215.22	$ 4,954,971.96

Geneva Public Library District

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

For the 8 Months Ended February 28, 2017

	General Fund	Special Reserve Fund	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES				
Taxes	$ 4,116,557.62	$ -	$ 549,931.77	$ 4,666,489.39
Replacement Taxes	18,409.61	-	968.92	19,378.53
Fines & Fees	13,018.02	-	-	13,018.02
Interest	10,006.28	-	-	10,006.28
Other	33,667.05	-	-	33,667.05
Total Revenues	4,191,658.58	-	550,900.69	4,742,559.27
EXPENDITURES				
Personnel	$ 1,348,104.03	$ -	$ 278,345.74	$ 1,626,449.77
Library Materials	312,231.39	-	-	312,231.39
Programs	21,512.35	-	-	21,512.35
Building & Supplies	101,674.12	79,200.00	26,521.77	207,395.89
Professional Services	126,346.27	-	10,888.00	137,234.27
Other	337,482.87	-	-	337,482.87
Total Expenditures	2,247,351.03	79,200.00	315,755.51	2,642,306.54
Net Change in Fund Balances	1,944,307.55	(79,200.00)	235,145.18	2,100,252.73
FUND BALANCES				
Beginning of the year	2,225,183.20	510,424.71	55,668.18	2,791,276.09
End of the period	$ 4,169,490.75	$ 431,224.71	$ 290,813.36	$ 4,891,528.82

Geneva Public Library District
Treasurer's Report
As of February 28, 2017

Checking and Money Market Accounts				
MB Financial - Checking	$ 265,981.41			
MB Financial - MM	3,937,264.05			
MB Financial - TSYS	2,837.85			
MB Financial - FSA	3,011.88			
Geneva Bank & Trust - MM	229,916.50			
IL Funds - MM	86,045.18			
State Bank of Geneva - MM	100,880.42			
Total Checking and Money Market Accounts	4,625,937.29			
Certificates of Deposit		APY	Maturity	Term (mo.)
The Private Bank - CD	100,000.00	.55%	8/07/18	18
State Bank Geneva - CD	100,167.23	.60%	2/09/19	24
First State FKA Valley CD	100,000.00	.90%	7/17/17	20
Total Certificates of Deposit	300,167.23			
Total Checking, Money Market & Certificates of Deposit	$ 4,926,104.52			

Geneva Public Library District
Balance Sheet
Governmental Funds
As of February 28, 2017

	General Fund	Special Reserve Fund	I.M.R.F. Fund	Audit Fund	Liability Ins. Fund	Building Fund	Social Security Fund	Capital Impr. Fund	Total Governmental Funds
Assets									
Cash & Investments	4,204,066.45	431,224.71	131,226.36	(513.84)	26,539.07	42,034.09	91,527.68	-	4,926,104.52
Property Taxes Receiable	25,465.58	-	1,646.19	65.57	258.95	365.03	1,066.12	-	28,867.44
Other Receivables	-	-	-	-	-	-	-	-	-
Total Assets	4,229,532.03	431,224.71	132,872.55	(448.27)	26,798.02	42,399.12	92,593.80	0.00	4,954,971.96
Liabilities									
Accounts Payable	34,575.70	-	-	-	-	-	-	-	34,575.70
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	60,041.28	0.00	1,646.19	65.57	258.95	365.03	1,066.12	0.00	63,443.14
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	1,944,307.55	(79,200.00)	108,841.58	(234.46)	20,925.70	32,537.24	73,075.12	-	2,100,252.73
Total Fund Balance	4,169,490.75	431,224.71	131,226.36	(513.84)	26,539.07	42,034.09	91,527.68	0.00	4,891,528.82
Total Liabilities & Fund Balance	4,229,532.03	431,224.71	132,872.55	(448.27)	26,798.02	42,399.12	92,593.80	0.00	4,954,971.96

Geneva Public Library District
Statement of Cash Receipts and Disbursements
Governmental Funds
For the Month Ended February 28, 2017

	General Fund	Special Reserve Fund	I.M.R.F. Fund	Audit Fund	Liability Ins. Fund	Building Fund	Social Security Fund	Total Governmental Funds
Cash Receipts								
Interest	1,217.89	-	-	-	-	-	-	1,217.89
Fines & Fees	1,640.20	-	-	-	-	-	-	1,640.20
Other	1,181.81	-	-	-	-	-	-	1,181.81
Total Receipts	4,039.90	0.00	0.00	0.00	0.00	0.00	0.00	4,039.90
Cash Disbursements								
Personnel	157,907.24	-	17,763.22	-	834.00	-	11,585.25	188,089.71
Building	12,577.01	-	-	-	-	2,213.59	-	14,790.60
Professional Services	14,358.75	-	-	-	-	-	-	14,358.75
Library Materials	31,959.21	-	-	-	-	-	-	31,959.21
Library Programs	3,690.20	-	-	-	-	-	-	3,690.20
Supplies	4,454.80	-	-	-	-	-	-	4,454.80
Other	46,359.93	-	-	-	-	-	-	46,359.93
Total Disbursements	271,307.14	0.00	17,763.22	0.00	834.00	2,213.59	11,585.25	303,703.20
Excess Revenue less Expense	(267,267.24)	0.00	(17,763.22)	0.00	(834.00)	(2,213.59)	(11,585.25)	(299,663.30)

Geneva Public Library District
Statement of Cash Receipts, Disbursements and Changes in Fund Balance
Governmental Funds
For the 8 Months Ended February 28, 2017

	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	18,409.61	-	968.92	-	-	-	-	19,378.53
Interest	10,006.28	-	-	-	-	-	-	10,006.28
Fines & Fees	13,018.02	-	-	-	-	-	-	13,018.02
Other	33,667.05	-	-	-	-	-	-	33,667.05
Total Receipts	4,191,658.58	0.00	267,219.98	10,653.54	41,639.35	59,059.01	172,328.81	4,742,559.27
Cash Disbursements								
Personnel	1,348,104.03	-	158,378.40	-	20,713.65	-	99,253.69	1,626,449.77
Building	80,836.06	79,200.00	-	-	-	26,521.77	-	186,557.83
Professional Services	126,346.27	-	-	10,888.00	-	-	-	137,234.27
Library Materials	312,231.39	-	-	-	-	-	-	312,231.39
Library Programs	21,512.35	-	-	-	-	-	-	21,512.35
Supplies	20,838.06	-	-	-	-	-	-	20,838.06
Other	337,482.87	-	-	-	-	-	-	337,482.87
Total Disbursements	2,247,351.03	79,200.00	158,378.40	10,888.00	20,713.65	26,521.77	99,253.69	2,642,306.54
Excess Revenue less Expense	1,944,307.55	(79,200.00)	108,841.58	(234.46)	20,925.70	32,537.24	73,075.12	2,100,252.73
Fund Balance - Ending	4,169,490.75	431,224.71	131,226.36	(513.84)	26,539.07	42,034.09	91,527.68	4,891,528.82

Geneva Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 28, 2017

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	Percent of Budget Remaining
GENERAL FUND					
Revenues					
Property Taxes	$ 0.00	$ 4,116,557.62	4,142,023.22	$ 25,465.60	0.61%
Pers. Property Replace Tax	0.00	18,409.61	35,000.00	16,590.39	47.40%
Fines & Fees	1,115.91	8,610.44	28,000.00	19,389.56	69.25%
Non Resident Fees	0.00	0.00	250.00	250.00	100.00%
Lost Books	42.44	281.98	2,500.00	2,218.02	88.72%
Photocopy Adult	424.65	3,339.71	4,500.00	1,160.29	25.78%
Photocopy Youth	8.65	329.44	500.00	170.56	34.11%
Meeting Room Fees	25.00	345.25	500.00	154.75	30.95%
PC Reservation/Reference Fees	23.55	111.20	200.00	88.80	44.40%
Grants,State,Fed, & Local	0.00	0.00	35,000.00	35,000.00	100.00%
Gifts & Memorials	30.00	241.45	1,000.00	758.55	75.86%
Friends of GPLD	0.00	11,300.00	15,000.00	3,700.00	24.67%
GPL Foundation Grant	1,000.00	1,000.00	1,000.00	0.00	0.00%
Over & Under	0.09	(86.94)	200.00	286.94	143.47%
Other - Miscellaneous	151.72	497.67	500.00	2.33	0.47%
Developers Donations	0.00	4,314.87	5,000.00	685.13	13.70%
Grant/Fabyan	0.00	16,400.00	16,000.00	(400.00)	-2.50%
Interest Income	1,217.89	10,006.28	12,000.00	1,993.72	16.61%
Total Revenue	4,039.90	4,191,658.58	4,299,173.22	107,514.64	2.50%
Expenses					
Library Materials					
Books-Adult	8,267.19	99,532.86	170,000.00	70,467.14	41.45%
Books-Youth	3,721.23	27,277.28	60,000.00	32,722.72	54.54%
Audiovisual-Adult	1,463.69	35,235.31	83,000.00	47,764.69	57.55%
Audiovisual-Youth	1,257.20	18,166.81	38,000.00	19,833.19	52.19%
Periodicals & Pamphlets	(824.51)	14,317.32	18,000.00	3,682.68	20.46%
Electronic-Adult	15,869.41	98,006.50	175,000.00	76,993.50	44.00%
Electronic-Youth	2,205.00	19,695.31	40,000.00	20,304.69	50.76%
Total Library Materials	31,959.21	312,231.39	584,000.00	271,768.61	46.54%
Personnel					
Dept. I Full Time	109,201.77	948,506.26	1,580,000.00	631,493.74	39.97%
Dept. II Part Time IMRF	26,810.61	229,507.79	420,000.00	190,492.21	45.36%
Dept.III Part Time	21,894.86	170,089.98	325,000.00	154,910.02	47.66%
Total Personnel	157,907.24	1,348,104.03	2,325,000.00	976,895.97	42.02%
Supplies and Programs					
Supplies - General	1,220.20	10,436.41	22,000.00	11,563.59	52.56%
Supplies - Digital Services	315.73	2,426.15	4,500.00	2,073.85	46.09%
Supplies - Circulation	1,996.79	3,660.15	6,000.00	2,339.85	39.00%
Supplies - Adult	13.89	805.21	3,000.00	2,194.79	73.16%
Supplies - Youth	104.56	1,666.94	4,000.00	2,333.06	58.33%
Supplies - Tech	803.63	1,843.20	4,000.00	2,156.80	53.92%
Programs-Youth	949.46	7,652.03	22,000.00	14,347.97	65.22%
Programs-Adult	2,740.74	13,860.32	22,000.00	8,139.68	37.00%
Total Supplies and Programs	8,145.00	42,350.41	87,500.00	45,149.59	51.60%

Geneva Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 28, 2017

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	Percent of Budget Remaining
GENERAL FUND					
Professional Services					
Legal Fees	1,073.35	10,313.21	60,000.00	49,686.79	82.81%
Service Contracts	3,002.40	28,131.56	72,000.00	43,868.44	60.93%
Computer Services/Consulting	8,343.00	66,734.00	120,000.00	53,266.00	44.39%
Accounting/Bookkeeping	1,940.00	11,640.00	24,000.00	12,360.00	51.50%
Architectural Services	0.00	9,527.50	24,000.00	14,472.50	60.30%
Total Professional Services	14,358.75	126,346.27	300,000.00	173,653.73	57.88%
Other Operating					
Employee Health Insurance	21,611.80	163,984.04	300,000.00	136,015.96	45.34%
IT Hardware	3,422.76	22,671.10	70,000.00	47,328.90	67.61%
Personnel Development	3,730.97	17,276.10	50,000.00	32,723.90	65.45%
Postage and Freight	632.21	4,194.86	16,000.00	11,805.14	73.78%
IT Software/Security	2,771.93	30,049.38	35,000.00	4,950.62	14.14%
Publicity & Printing	7,460.81	37,112.20	70,000.00	32,887.80	46.98%
Bank Charges	30.23	241.29	1,000.00	758.71	75.87%
Contingency	0.00	0.00	2,660.86	2,660.86	100.00%
Photocopy Lease	850.00	23,191.23	30,000.00	6,808.77	22.70%
Catalog, Acquisition & Bindery	4,726.67	33,711.33	82,000.00	48,288.67	58.89%
Fabyan Foundation	0.00	0.00	16,000.00	16,000.00	100.00%
Friends Sponsored	85.00	4,013.79	15,000.00	10,986.21	73.24%
GPL Foundation Sponsored	1,037.55	1,037.55	1,000.00	(37.55)	-3.76%
Transfer To Other funds	0.00	0.00	129,000.00	129,000.00	100.00%
Utilities	7,179.12	49,172.67	82,000.00	32,827.33	40.03%
Furniture & Equipment	426.34	16,101.36	50,000.00	33,898.64	67.80%
Repairs	4,971.55	15,562.03	50,000.00	34,437.97	68.88%
Total Other Operating	58,936.94	418,318.93	999,660.86	581,341.93	58.15%
Total Expenses	271,307.14	2,247,351.03	4,296,160.86	2,048,809.83	47.69%
Excess Revenues less Expenses	$ (267,267.24)	$ 1,944,307.55	$ 3,012.36	$1,941,295.19	
SPECIAL RESERVE FUND					
Revenues					
Transfer From Other Funds	$ 0.00	$ 0.00	129,000.00	$ 129,000.00	100.00%
Total Revenue	0.00	0.00	129,000.00	129,000.00	100.00%
Expenses					
Capital Improvement	0.00	29,200.00	150,000.00	120,800.00	80.53%
Professional Fees, New Bldg.	0.00	50,000.00	300,000.00	250,000.00	83.33%
Total Expenses	0.00	79,200.00	450,000.00	370,800.00	82.40%
Excess Revenues less Expenses	$ 0.00	$ (79,200.00)	$ (321,000.00)	$ 241,800.00	

Geneva Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 28, 2017

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	Percent of Budget Remaining
IMRF FUND					
Revenues					
Property Taxes	$ 0.00	$ 266,251.06	267,897.25	$ 1,646.19	0.61%
Pers. Property Replace Tax	0.00	968.92	1,840.55	871.63	47.36%
Total Revenue	0.00	267,219.98	269,737.80	2,517.82	0.93%
Expenses					
I.M.R.F.	17,763.22	158,378.40	266,400.00	108,021.60	40.55%
Total Expenses	17,763.22	158,378.40	266,400.00	108,021.60	40.55%
Excess Revenues less Expenses	$ (17,763.22)	$ 108,841.58	$ 3,337.80	$ 105,503.78	
AUDIT FUND					
Revenues					
Property Taxes	$ 0.00	$ 10,653.54	10,719.11	$ 65.57	0.61%
Total Revenue	0.00	10,653.54	10,719.11	65.57	0.61%
Expenses					
Audit	0.00	10,888.00	12,500.00	1,612.00	12.90%
Total Expenses	0.00	10,888.00	12,500.00	1,612.00	12.90%
Excess Revenues less Expenses	$ 0.00	$ (234.46)	$ (1,780.89)	$ 1,546.43	
LIABILITY FUND					
Revenues					
Property Taxes	$ 0.00	$ 41,639.35	41,898.30	$ 258.95	0.62%
Total Revenue	0.00	41,639.35	41,898.30	258.95	0.62%
Expenses					
Liability & Unemployment	834.00	20,713.65	42,000.00	21,286.35	50.68%
Total Expenses	834.00	20,713.65	42,000.00	21,286.35	50.68%
Excess Revenues less Expenses	$ (834.00)	$ 20,925.70	$ (101.70)	$ 21,027.40	

Geneva Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 8 Months Ended February 28, 2017

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	Percent of Budget Remaining
BUILDING FUND					
Revenues					
Property Taxes	$ 0.00	$ 59,059.01	$ 59,424.04	$ 365.03	0.61%
Total Revenue	0.00	59,059.01	$ 59,424.04	365.03	0.61%
Expenses					
Building Maintenance	2,213.59	26,521.77	59,424.04	32,902.27	55.37%
Total Expenses	2,213.59	26,521.77	59,424.04	32,902.27	55.37%
Excess Revenues less Expenses	$ (2,213.59)	$ 32,537.24	$ 0.00	$ 32,537.24	
SOCIAL SECURITY FUND					
Revenues					
Property Taxes	$ 0.00	$ 172,328.81	173,394.93	$ 1,066.12	0.61%
Total Revenue	0.00	172,328.81	173,394.93	1,066.12	0.61%
Expenses					
Social Security	11,585.25	99,253.69	177,862.50	78,608.81	44.20%
Total Expenses	11,585.25	99,253.69	177,862.50	78,608.81	44.20%
Excess Revenues less Expenses	$ (11,585.25)	$ 73,075.12	$ (4,467.57)	$ 77,542.69	
Excess Revenue less Expenses - All Funds	$ (299,663.30)	$ 2,100,252.73	$ (321,000.00)	$2,421,252.73	

Geneva Public Library District
Check List Detail
All Bank Accounts
February 1, 2017 - February 28, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
GENEVA PARK DISTRICT			02/28/17	41017	(50.00)
10-5431	Programs-Adult	to VOID ck # 41017	-50.00		
ALIBRIS, INC.			02/06/17	41057	92.80
10-5401	Books - Adult	ALIBRIS, INC. 74770108 74596126 CM 74663017	63.90		
10-5402	Books - Youth	ALIBRIS, INC. 74782189 74848877	8.95		
10-5436	Postage and Freight	ALIBRIS, INC. 74794481 74838597	19.95		
AMERICAN ARTISTS LANDSCAPING, INC.			02/06/17	41058	240.00
10-5451	Service Contracts	AMERICAN ARTISTS LANDSCAPING, INC. 826	240.00		
ANDREW STRUTZ			02/06/17	41059	48.81
60-5530	Building Maintenance	ANDREW STRUTZ Mileage Jan 2017	9.10		
60-5530	Building Maintenance	ANDREW STRUTZ Mileage 1-26-17	26.75		
60-5530	Building Maintenance	ANDREW STRUTZ Mileage Dec 2016	12.96		
BAKER & TAYLOR			02/06/17	41060	1,043.88
10-5401	Books - Adult	BAKER & TAYLOR L4134682	885.27		
10-5402	Books - Youth	BAKER & TAYLOR	90.05		
10-5436	Postage and Freight	BAKER & TAYLOR	4.90		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	63.66		
BAKER & TAYLOR			02/06/17	41061	303.58
10-5401	Books - Adult	BAKER & TAYLOR C2356983	302.07		
10-5436	Postage and Freight	BAKER & TAYLOR	1.51		
BAKER & TAYLOR			02/06/17	41062	167.08
10-5401	Books - Adult	BAKER & TAYLOR L4134692	19.58		
10-5402	Books - Youth	BAKER & TAYLOR	132.66		
10-5436	Postage and Freight	BAKER & TAYLOR	0.76		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	14.08		
BAKER & TAYLOR			02/06/17	41063	13,579.95
10-5401	Books - Adult	BAKER & TAYLOR L4308002	6,929.35		
10-5402	Books - Youth	BAKER & TAYLOR	3,446.49		
10-5436	Postage and Freight	BAKER & TAYLOR	51.91		
10-5453	Catalog, Acquisition & Bindery	BAKER & TAYLOR	3,152.20		
BATAVIA PUBLIC LIBRARY			02/06/17	41064	14.60
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	14.60		
BLUE GOOSE MARKET			02/06/17	41065	15.15
10-5431	Programs-Adult	BLUE GOOSE MARKET 2-1-17	15.15		
CITY OF GENEVA			02/06/17	41066	4,484.45
10-5422	Utilities	CITY OF GENEVA 307001620-000	193.36		
10-5422	Utilities	CITY OF GENEVA 307001621-000	4,291.09		
COMPLETE CLEANING			02/06/17	41067	2,045.00
60-5530	Building Maintenance	COMPLETE CLEANING C00495	2,045.00		
CRAIN'S CHICAGO BUSINESS			02/06/17	41068	48.98
10-5435	Personnel Development	CRAIN'S CHICAGO BUSINESS 39843711	48.98		
DEMCO, INC.			02/06/17	41069	426.34

Geneva Public Library District
Check List Detail
All Bank Accounts
February 1, 2017 - February 28, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5423	Furniture & Equipment	DEMCO, INC. 6046514	426.34		
FIRST CHOICE COFFEE SERVICES			02/06/17	41070	139.95
10-5451	Service Contracts	FIRST CHOICE COFFEE SERVICES 437336	139.95		
FIRST COMMUNICATIONS, LLC			02/06/17	41071	612.35
10-5422	Utilities	FIRST COMMUNICATIONS, LLC 13322723	612.35		
GENEVA ACE HARDWARE LLC			02/06/17	41072	16.96
60-5530	Building Maintenance	GENEVA ACE HARDWARE LLC 1-30-17	16.96		
GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304			02/06/17	41073	373.35
10-5432	Legal Fees	GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304 20170119	373.35		
GERI WILSON			02/06/17	41074	75.00
10-5431	Programs-Adult	GERI WILSON 3-4-17	75.00		
GFC LEASING WI			02/06/17	41075	850.00
10-5450	Photocopy Lease	GFC LEASING WI I00346829	850.00		
ILLINOIS LIBRARY ASSOCIATION			02/06/17	41076	190.00
10-5435	Personnel Development	ILLINOIS LIBRARY ASSOCIATION Conrath	150.00		
10-5435	Personnel Development	ILLINOIS LIBRARY ASSOCIATION Lazaris Legislative Meetup	40.00		
INTUIT			02/06/17	41077	287.38
10-5424	Supplies - General	INTUIT 21580342	287.38		
INTUIT			02/21/17	41077	(287.38)
10-5424	Supplies - General	To VOID ck # 41077	-287.38		
JACKSON-HIRSH INC			02/06/17	41078	79.13
10-5428	Supplies - Youth	JACKSON-HIRSH INC 958963	79.13		
LAUTERBACH & AMEN, LLP.			02/06/17	41079	1,940.00
10-5454	Accounting/Bookkeeping	LAUTERBACH & AMEN, LLP.	1,940.00		
LESLIE GODDARD			02/06/17	41080	275.00
10-5431	Programs-Adult	LESLIE GODDARD 3-1-17	275.00		
MIDWEST TAPE			02/06/17	41081	6,252.97
10-5403	Audiovisual - Adult	MIDWEST TAPE 2000007125	4,208.94		
10-5404	Audiovisual - Youth	MIDWEST TAPE	1,163.73		
10-5453	Catalog, Acquisition & Bindery	MIDWEST TAPE	880.30		
MIDWEST TAPE			02/06/17	41082	2,826.15
10-5407	Electronic - Adult	MIDWEST TAPE 94733069	2,826.15		
VOID			02/06/17	41083	1.00
10-5401	Books - Adult	VOID	1.00		
VOID			02/06/17	41083	(1.00)
10-5401	Books - Adult	VOID	-1.00		
MIKE MACDONALD PHOTOGRAPHY			02/06/17	41084	250.00

Geneva Public Library District
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February 1, 2017 - February 28, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5431	Programs-Adult	MIKE MACDONALD PHOTOGRAPHY 2-22-17	250.00		
NCPERS - IL IMRF			02/06/17	41085	144.00
10-5415	Employee Health Insurance	NCPERS - IL IMRF 52790217	144.00		
NICOR			02/06/17	41086	1,807.47
10-5422	Utilities	NICOR 89-06-12-1000 4	1,807.47		
OAK BROOK MECHANICAL SERVICES, INC.			02/06/17	41087	3,259.55
10-5440	Repairs	OAK BROOK MECHANICAL SERVICES, INC. 5084	3,259.55		
OAK BROOK MECHANICAL SERVICES, INC.			02/06/17	41088	961.66
10-5440	Repairs	OAK BROOK MECHANICAL SERVICES, INC. 4973	961.66		
ORIENTAL TRADING COMPANY, INC.			02/06/17	41089	11.98
10-5430	Programs-Youth	ORIENTAL TRADING COMPANY, INC. 681882999-01	11.98		
ORKIN, INC.			02/06/17	41090	408.96
10-5451	Service Contracts	ORKIN, INC. 27561597	408.96		
OVERDRIVE, INC.			02/06/17	41091	2,554.56
10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-140011627-010617	930.89		
10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-110306440-011817	1,554.67		
10-5407	Electronic - Adult	OVERDRIVE, INC. 1107-000219040-012417	69.00		
PAPA SAVARIOS			02/06/17	41092	20.16
10-5431	Programs-Adult	PAPA SAVARIOS 1-23-17	20.16		
PENGUIN RANDOM HOUSE LLC			02/06/17	41093	37.50
10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1080641223	37.50		
QUILL			02/06/17	41094	146.43
10-5424	Supplies - General	QUILL 3611438	146.43		
RECORDED BOOKS, INC			02/06/17	41095	74.25
10-5403	Audiovisual - Adult	RECORDED BOOKS, INC 75467431	74.25		
ROBIN'S DOG STARS			02/06/17	41096	100.00
10-5430	Programs-Youth	ROBIN'S DOG STARS DEPOSIT FOR 8-8-17	100.00		
RUNCO OFFICE SUPPLY			02/06/17	41097	232.99
10-5424	Supplies - General	RUNCO OFFICE SUPPLY 674685-0	232.99		
SARAH VOLGELSINGER			02/06/17	41098	230.00
10-5431	Programs-Adult	SARAH VOLGELSINGER 3-7-17	230.00		
SHARON YIELSA			02/06/17	41099	175.00
10-5431	Programs-Adult	SHARON YIELSA 3-6-17	175.00		
ST. CHARLES PUBLIC LIBRARY			02/06/17	41100	78.35
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	27.89		

Geneva Public Library District
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10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	50.46		
SUSAN I BIXBY			02/06/17	41101	90.00
10-5431	Programs-Adult	SUSAN I BIXBY 1-17-17 170117D	90.00		
THE EMPLOYERS ASSOCIATION			02/06/17	41102	363.00
10-5435	Personnel Development	THE EMPLOYERS ASSOCIATION 195679	363.00		
THE NEW YORK TIMES			02/06/17	41103	253.50
10-5405	Periodicals & Pamphlets	THE NEW YORK TIMES 1/23/17 - 4/23/17	253.50		
TRANSPERFECT TRANSLATIONS INTERNATIONAL INC			02/06/17	41104	175.00
10-5438	Publicity & Printing	TRANSPERFECT TRANSLATIONS INTERNATIONAL INC 1056131	175.00		
VALLEY INSURANCE AGENCY, INC.			02/06/17	41105	794.00
50-5418	Liability & Unemployment	VALLEY INSURANCE AGENCY, INC. 13545	794.00		
VANGUARD ARCHIVES			02/06/17	41106	69.00
10-5451	Service Contracts	VANGUARD ARCHIVES 205242	69.00		
VOID			02/06/17	41107	1.00
10-5401	Books - Adult	VOID	1.00		
VOID			02/06/17	41107	(1.00)
10-5401	Books - Adult	VOID	-1.00		
ACCURATE REPRO INC			02/20/17	41108	285.83
10-5438	Publicity & Printing	ACCURATE REPRO INC 121994	285.83		
BARBARA LEISIO			02/20/17	41109	17.95
10-5435	Personnel Development	BARBARA LEISIO	11.87		
10-5430	Programs-Youth	BARBARA LEISIO	6.08		
BATAVIA ENTERPRISES, INC.			02/20/17	41110	433.96
10-5451	Service Contracts	BATAVIA ENTERPRISES, INC. MARCH 2017	433.96		
BATAVIA PUBLIC LIBRARY			02/20/17	41111	22.61
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	6.49		
10-4323	Lost Books	BATAVIA PUBLIC LIBRARY	16.12		
BETH RANDALL			02/20/17	41112	250.00
10-5431	Programs-Adult	BETH RANDALL 3/20/17 PROGRAM	250.00		
CENGAGE LEARNING/GALE			02/20/17	41113	4,508.70
10-5407	Electronic - Adult	CENGAGE LEARNING/GALE 59955502	166.16		
10-5407	Electronic - Adult	CENGAGE LEARNING/GALE 431053	2,137.54		
10-5408	Electronic - Youth	CENGAGE LEARNING/GALE 431053	2,205.00		
CHRISTINE DALPHY			02/20/17	41114	17.98
10-5435	Personnel Development	CHRISTINE DALPHY MILEAGE 2/2/17	17.98		
COLLABORATIVE SUMMER LIBRARY PROGRAM			02/20/17	41115	40.00
10-5430	Programs-Youth	COLLABORATIVE SUMMER LIBRARY PROGRAM 2735	40.00		

Geneva Public Library District
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Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
COLLEGE OF DUPAGE			02/20/17	41116	250.00
10-5431	Programs-Adult	COLLEGE OF DUPAGE 4312677	250.00		
COMCAST CABLE			02/20/17	41117	274.85
10-5422	Utilities	COMCAST CABLE 8771 20 045 0164575	274.85		
CRAIG PIERCE			02/20/17	41118	99.00
10-5431	Programs-Adult	CRAIG PIERCE 3/30/17 PROGRAM	99.00		
CREEKSIDE PRINTING			02/20/17	41119	4,845.00
10-5438	Publicity & Printing	CREEKSIDE PRINTING 2131703	4,845.00		
DEMCO, INC.			02/20/17	41120	1,192.73
10-5429	Supplies - Tech	DEMCO, INC. 6068423	115.95		
10-5429	Supplies - Tech	DEMCO, INC. 6063740	327.68		
10-5560	GPL Foundation Sponsored	DEMCO, INC. 6068456	749.10		
GENEVA WOMEN IN BUSINESS			02/20/17	41121	30.00
10-5435	Personnel Development	GENEVA WOMEN IN BUSINESS March 2017 Paula	30.00		
GINNY SIECK			02/20/17	41122	44.83
10-5435	Personnel Development	GINNY SIECK MILEAGE 2/9/17	44.83		
ID CARDS UNLIMITED			02/20/17	41123	1,950.00
10-5426	Supplies - Circulation	ID CARDS UNLIMITED 201714	1,950.00		
ILLINOIS LIBRARY ASSOCIATION			02/20/17	41124	150.00
10-5435	Personnel Development	ILLINOIS LIBRARY ASSOCIATION 125954 KRISTI MILLER	150.00		
INGRAM LIBRARY SERVICES			02/20/17	41125	113.98
10-5403	Audiovisual - Adult	INGRAM LIBRARY SERVICES 97159578	113.98		
JESSICA PARKER			02/20/17	41126	164.16
10-5435	Personnel Development	JESSICA PARKER MILEAGE 2/4/17	164.16		
JOHN LYNN			02/20/17	41127	250.00
10-5431	Programs-Adult	JOHN LYNN 3/13/17 PROGRAM	250.00		
KATIE SMITH			02/20/17	41128	5.57
10-5435	Personnel Development	KATIE SMITH MILEAGE 2/10/17	5.57		
LAUREL MILLIEN			02/20/17	41129	150.00
10-5431	Programs-Adult	LAUREL MILLIEN 3/16/17 PROGRAM	150.00		
LAUREN MAXWELL			02/20/17	41130	25.90
10-5435	Personnel Development	LAUREN MAXWELL MILEAGE 1/26/17	25.90		
LESLIE GODDARD			02/20/17	41131	275.00
10-5438	Publicity & Printing	LESLIE GODDARD 3/19/17 PROGRAM	275.00		
LIMRICC PHIP			02/20/17	41132	27,170.58
10-5415	Employee Health Insurance	LIMRICC PHIP FEBRUARY 2017	27,170.58		
LINC			02/20/17	41133	9,500.88
10-5429	Supplies - Tech	LINC 6963	360.00		
10-5437	IT Software/Security	LINC 6963	181.45		

Geneva Public Library District
Check List Detail
All Bank Accounts
February 1, 2017 - February 28, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5452	Computer Services/Consulting	LINC 6964	8,333.00		
10-5452	Computer Services/Consulting	LINC 6963	10.00		
10-5453	Catalog, Acquisition & Bindery	LINC 6952	616.43		
LYNETTE HOOVER DEYOUNG			02/20/17	41134	40.45
10-5435	Personnel Development	LYNETTE HOOVER DEYOUNG MILEAGE APRIL 2016 - FEBRUARY 2017	40.45		
MARTHA SULLIVAN			02/20/17	41135	30.69
10-5431	Programs-Adult	MARTHA SULLIVAN YA PROGRAM SUPPLIES	30.69		
MENDEL PLUMBING & HEATING INC.			02/20/17	41136	323.85
10-5440	Repairs	MENDEL PLUMBING & HEATING INC. W44093	323.85		
METRO SELF STORAGE-BATAVIA			02/20/17	41137	271.00
10-5451	Service Contracts	METRO SELF STORAGE-BATAVIA 3684247	271.00		
NEOFUNDS BY NEOPOST			02/20/17	41138	500.00
10-5436	Postage and Freight	NEOFUNDS BY NEOPOST 7900 0440 3613 6756	500.00		
NORTHERN ILLINOIS LEGO TRAIN CLUB			02/20/17	41139	595.00
10-5430	Programs-Youth	NORTHERN ILLINOIS LEGO TRAIN CLUB 3/11/17 PROGRAM	595.00		
OAK BROOK MECHANICAL SERVICES, INC.			02/20/17	41140	426.49
10-5440	Repairs	OAK BROOK MECHANICAL SERVICES, INC. 5276	426.49		
OTTOSEN BRITZ KELLY COOPER ET AL, LTD			02/20/17	41141	700.00
10-5432	Legal Fees	OTTOSEN BRITZ KELLY COOPER ET AL, LTD 94147	700.00		
PAPA SAVARIOS			02/20/17	41142	29.82
10-5430	Programs-Youth	PAPA SAVARIOS 2/8/17	13.89		
10-5431	Programs-Adult	PAPA SAVARIOS 2/4/17	15.93		
PENGUIN RANDOM HOUSE LLC			02/20/17	41143	128.75
10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1080678282	5.00		
10-5403	Audiovisual - Adult	PENGUIN RANDOM HOUSE LLC 1080897860	123.75		
PROQUEST LLC			02/20/17	41144	2,585.00
10-5407	Electronic - Adult	PROQUEST LLC US10062533	2,585.00		
QUILL			02/20/17	41145	124.91
10-5424	Supplies - General	QUILL 3957384	124.91		
RECORDED BOOKS, INC			02/20/17	41146	74.25
10-5403	Audiovisual - Adult	RECORDED BOOKS, INC 75467431	74.25		
RICHARD HOLINGER			02/20/17	41147	200.00
10-5431	Programs-Adult	RICHARD HOLINGER 3/28/17	200.00		
RUNCO OFFICE SUPPLY			02/20/17	41148	246.68
10-5424	Supplies - General	RUNCO OFFICE SUPPLY 676374-0	246.68		

Geneva Public Library District
Check List Detail
All Bank Accounts
February 1, 2017 - February 28, 2017

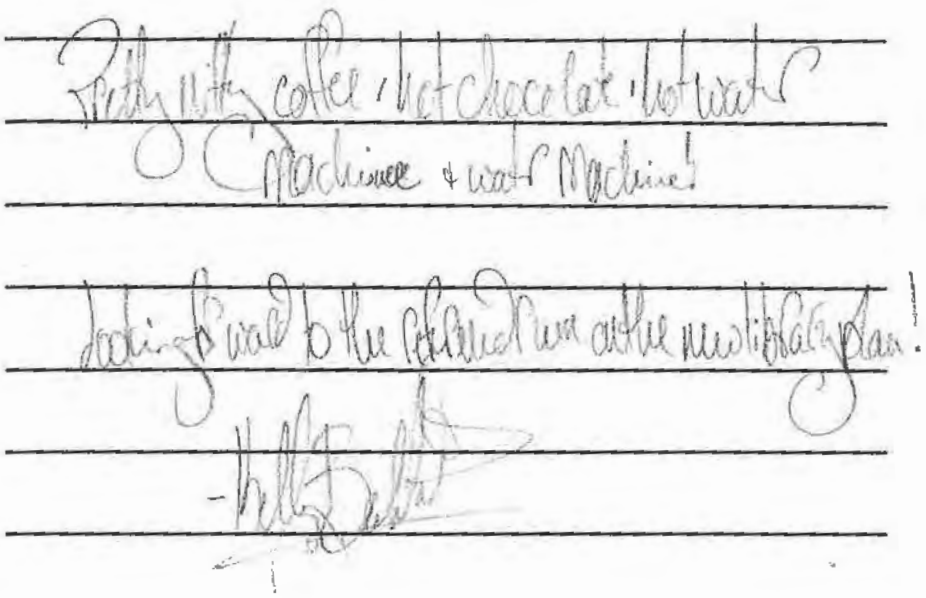
Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
SARAH KARCH			02/20/17	41149	16.53
10-5435	Personnel Development	SARAH KARCH MILEAGE 2/14/17	16.53		
SCHOOL OF ART			02/20/17	41150	100.00
10-5431	Programs-Adult	SCHOOL OF ART 3-14-17 PROGRAM	100.00		
SECRETARY OF STATE OF ILLINOIS			02/20/17	41151	10.00
50-5418	Liability & Unemployment	SECRETARY OF STATE OF ILLINOIS NOTARY SULLIVAN	10.00		
SERVICE WITH A SMILE			02/20/17	41152	1,879.98
10-5438	Publicity & Printing	SERVICE WITH A SMILE 14651	1,879.98		
ST. CHARLES PUBLIC LIBRARY			02/20/17	41153	10.00
10-4323	Lost Books	ST. CHARLES PUBLIC LIBRARY	10.00		
UNIQUE MANAGEMENT SERVICES, INC.			02/20/17	41154	116.35
10-5451	Service Contracts	UNIQUE MANAGEMENT SERVICES, INC. 440488	116.35		
VALLEY INSURANCE AGENCY, INC.			02/20/17	41155	30.00
50-5418	Liability & Unemployment	VALLEY INSURANCE AGENCY, INC. NOTARY SULLIVAN	30.00		
VALUE LINE PUBLISHING LLC			02/20/17	41156	5,600.00
10-5407	Electronic - Adult	VALUE LINE PUBLISHING LLC KF-760199-172	5,600.00		
VILLA PARK PUBLIC LIBRARY			02/20/17	41157	26.00
10-4323	Lost Books	VILLA PARK PUBLIC LIBRARY	26.00		
WILLIAM KARNOSCAK			02/20/17	41158	37.21
10-5435	Personnel Development	WILLIAM KARNOSCAK MILEAGE 2/2/17	37.21		
PAYLOCITY PAYROLL			02/07/17	50133	170.05
10-5451	Service Contracts	Payroll Fees - 2/08/17	170.05		
CHASE CARD SERVICES			02/25/17	50135	10,859.08
10-5401	Books - Adult	CHASE CARD SERVICES	67.02		
10-5402	Books - Youth	CHASE CARD SERVICES	43.08		
10-5403	Audiovisual - Adult	CHASE CARD SERVICES	59.98		
10-5404	Audiovisual - Youth	CHASE CARD SERVICES	93.47		
10-5424	Supplies - General	CHASE CARD SERVICES	469.19		
10-5425	Supplies - Digital Services	CHASE CARD SERVICES	315.73		
10-5426	Supplies - Circulation	CHASE CARD SERVICES	46.79		
10-5427	Supplies - Adult	CHASE CARD SERVICES	13.89		
10-5428	Supplies - Youth	CHASE CARD SERVICES	25.43		
10-5437	IT Software/Security	CHASE CARD SERVICES	2,590.48		
10-5435	Personnel Development	CHASE CARD SERVICES	2,584.49		
10-5436	Postage and Freight	CHASE CARD SERVICES	53.18		
10-5430	Programs-Youth	CHASE CARD SERVICES	282.51		
60-5530	Building Maintenance	CHASE CARD SERVICES	102.82		
10-5433	IT Hardware	CHASE CARD SERVICES	3,422.76		
10-5540	Friends Sponsored	CHASE CARD SERVICES	85.00		
10-5560	GPL Foundation Sponsored	CHASE CARD SERVICES	288.45		
10-5431	Programs-Adult	CHASE CARD SERVICES	314.81		
PAYLOCITY PAYROLL			02/22/17	50136	1,153.13

Geneva Public Library District
Check List Detail
All Bank Accounts
February 1, 2017 - February 28, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-5451	Service Contracts	Payroll Fees - 2/22	1,153.13		
ILLINOIS MUNICIPAL RETIREMENT FUND			02/27/17	50137	25,977.38
30-5416	I.M.R.F.	IMRF ER - 02/2017	17,763.22		
10-2195	IMRF Withheld	IMRF EE - 02/2017	8,214.16		
TSYS			02/28/17	50138	30.23
10-5447	Bank Charges	Credit Card Processing - Feb 2017	30.23		
				Check List Total	152,691.18

Check count = 111

VI.



Pretty nifty coffee/hot chocolate/hot water machine and water machine!

Looking forward to the referendum and the new library plan!

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

Name: _____

Phone or email: _____

Date: _____

I LOVED THE WAY YOU SIMPLIFIED THE READING PROGRAM — SO MUCH EASIER TO JUST CHECK A BOX.

I DIDN'T WIN BUT HAD A LOT OF FUN FILLING UP THE FISH BOWLS :)

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

Name:

Phone or email:

Date:

This is the second time I have tried to watch these DVDs. I returned it for repairs, which have not been made, as it still skips & stops. In addition to not repairing, the fact that Geneva has only one copy of this season of Homeland - an extremely popular series - is very disappointing, unacceptable.

HOMELAND SEASON 5

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

Name:
LIZ HAYTHORNE

Phone or email:

Date:

After struggling to retrieve books from the bottom shelf in the fiction room, Mr. Weiland suggested we install pull-out shelves to make it easier for patrons. The shelves, he said, would improve accessibility.

Re: Shelves along the north side of the room containing fiction titles.

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

Name: Gerald Weiland

Phone or email: [redacted]

Date: 3-10-17

I didn't have enough time to return home, and then set out again for the 7:00 program.
How nice to have hot chocolate! prior to the show :)
Thanks,

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

Name:
YF

Phone or email:

Date: Monday

I would support a new library but not one with a $22,000,000. price tag.

The board needs to find a compromise between over spending and meeting needs.

discover • inspire • grow

GPLD

GENEVA PUBLIC LIBRARY DISTRICT

LIBRARY RELATED MEDIA COVERAGE				
Date	**Title**	**Publication**	**Section**	**Link**
3/15/2017	Library referendum on ballot April 4	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/2017/03/09/beyond-the-bookshelves-library-referendum-on-ballot-april-4/amwtt4h/
3/15/2017	Genevans to decide if larger library is worth paying more taxes	Daily Herald	News	Print and online: http://www.dailyherald.com/article/20170315/news/170319258/
3/14/2017	Geneva library hosts 1st community forum on $21.8M referendum	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/2017/03/14/geneva-library-hosts-1st-community-forum-on-21-8m-referendum/aljn85s/
3/8/2017	Voters mull $21.8M for new Geneva library	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2017/03/05/acb802618c5b4a6e83a4c97a49697b99/
3/5/2017	Vets seek answers, share concerns at Geneva forum	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2017/03/03/cb93cf4bdc444179a2fca88f927a9595/
3/2/2017	The heat is on in LaFox Metra station shelter | Let's get digital	Daily Herald	Talk of the Town | Neighbors	Print and online: http://www.dailyherald.com/article/20170302/news/170309774/
2/22/2017	GENEVA LIBRARY POSTS ARTIST'S RENDERINGS OF PROPOSED $21.8 MILLION BUILDING	Kane County Connections	Front page	Online only: http://kanecountyconnects.com/2017/02/geneva-library-posts-artists-

				renderings-of-proposed-21-8-million-building/
2/28/2017	Artist Renderings of Proposed New Library in Geneva	Geneva Patch	Front page	Online only: http://patch.com/illinois/geneva/get-sneak-peak-proposed-geneva-library-addition
2/14/2017	Beyond the Bookshelves: Public invited to community forums about library referendum	Kane County Chronicle	News	Print and online: http://www.kcchronicle.com/articles/2017/02/09/1fb966dbea2246219560b7feb88de8fb/

Library hosts forum on referendum

By BRENDA SCHORY
bschory@shawmedia.com

GENEVA – Pat Baron, a resident of the Geneva Public Library District, said she is sold on the idea that the library needs a new, up-to-date building.

Baron and a handful of other district residents attended the first of three community forums March 14 on the $21.8 million referendum April 4 to build a new library on the site of the former Sixth Street school. The bonds would be paid in 20 years.

"So far it's interesting," Baron said, as residents rotated from different stations, each addressing a different aspect of the proposal – from finances to architecture to physical needs.

"I came to ask questions and look at the plans. They have been very methodical in their planning, not rushed," Baron said. "They obviously need a bigger facility."

Library board President Bob Shiffler said library officials held focus groups, assessed the current building and services, looked at 21st century library norms and peer libraries before they decided to go to referendum.

"We came to several conclusions," Shiffler said. "We are only providing about 85 percent of services that we should be providing in a 21st century library. And the reason for this is because of the space in this current building."

When the library installed a Middle Ground area for middle school students and an adult Collaboration Zone, Shiffler said they had to remove two rows of bookshelves in a trade-off.

Library board member Patricia Lord said other, newer libraries have several private study rooms to offer, while Geneva has two.

Patrick Callahan (left) goes over the proposed design of a new Geneva Public Library with Geneva residents Anne Fleming and Al Hiller during a forum for the $21.8 million referendum to build a new library.

Sandy Bressner - sbressner@shawmedia.com

On the Web

Visit **KCChronicle.com** to view a video associated with this story.

While other libraries offer whole rooms to patrons for digitizing services, Geneva's library offers a cart for its patrons, Library Director Christine Lazaris said.

District resident Becky Holzhauer said she came to the forum to learn what to say to stand up to those who are against the referendum – especially the $100 more in taxes per year it would cost a taxpayer with a home valued at $300,000.

"What better way to spend the money for Geneva?" Holzhauer said. "This is a legacy project. This grows our community in ways we cannot in our current building."

Additional forums will be held at 7 p.m. March 14 and at 10 a.m. March 18 at the library, 127 James St., Geneva.

Geneva library referendum on April 4 ballot

BEYOND THE BOOKSHELVES

Paula Krapf

During the past few months, Geneva Public Library's board and administration have met with numerous organizations throughout the community to discuss the April 4 referendum.

To date, they've talked to more than 25 civic groups, intergovernmental groups, PTOs, booster groups and others to answer questions about why and how the board concluded that a new library is the best alternative for the library district.

These sessions followed a community survey, library-sponsored focus groups and public meetings, all held to get feedback from members of our district. The next community forum is at 10 a.m. March 18 at Geneva Public Library, 127 James St., Geneva.

The Geneva library building is aging and needs significant renovation. Meanwhile, operating costs for the facility continue to grow daily. After analyzing the building's condition and reviewing community feedback, the library board concluded that the district's future needs could not be adequately met at its current location because of space constraints and other building and site limitations. In December, the board voted unanimously in favor of the April 4 referendum.

The referendum ballot question will ask voters whether the library should issue $21.8 million in bonds to build a new library at 210 S. Sixth St. The cost to a homeowner with a $300,000 home is $8.25 per month, or $98.70 a year.

If you would like information about the plans, cost and amenities of a new library, visit www.gpldnewbuilding.org. Contact us anytime at board@gpld.org.

Library signs

If you've noticed yellow "Vote Yes Geneva Library" signs popping up throughout the district, it is the work of Citizens for Geneva Library, an independent group that supports the referendum. We are grateful for their support and hard work.

A note from customer service

If you're looking for something to do during spring break, visit gpld.org. We have events and programs for all ages!

'The librarian recommends'

Home service library assistant Megan Hrabak said, "'Assassin's Apprentice' by Robin Hobb is great for fans of 'A Game of Thrones' by George R.R. Martin or 'The Name of the Wind' by Patrick Rothfuss. It's a beautifully told fantasy epic with a focus on character exploration and engaging world building and part of a series of books."

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

Genevans to vote on tax hike for library

DAILY HERALD FILE PHOTO, 2008

Geneva Public Library, at 127 James St., would be replaced by one double its size if voters next month approve borrowing almost $22 million.

By Susan Sarkauskas
ssarkauskas@dailyherald.com

Geneva Library District residents will decide April 4 if having a larger library is a good enough idea that they are willing to pay more money to get it.

The district is seeking permission to borrow as much as $21.8 million to build and equip a new library more than double the size of the current one. The loan would cost the owner of a $300,000 home an additional $99 a year in property taxes for as long as 20 years. The owner of that home now pays about $330 to the library.

Why new?

The library at 127 James St. is too small for the population of the district, library leaders have said for years. The original building opened in 1908, when the city's population was around 3,000. It was expanded in 1938, 1986 and 1998.

The library district — which includes unincorporated areas, including part of the Mill Creek subdivision — has about 30,500 residents.

The district began planning for a new building in the early 1980s, then decided on expansion instead.

The library is landlocked by a commercial building to the north and City Hall to the east.

It does not have a parking lot. Patrons park on the street, and the library rents spaces for employees in a lot several blocks away.

The building has an elevator that doesn't meet current size rules under the Americans With Disabilities Act, according to library officials.

And because of the library's configuration, it has more stations to staff than other comparable libraries to monitor patrons. For example, the Batavia Library has a circulation desk and a reference desk on the main floor and a circulation/reference desk on the bottom floor. Geneva has at least five staffed spots.

In 2016, the district bought the site of the former Sixth Street School, 210 S. Sixth St., from Kane County.

Robert Shiffler, library board president, said the new library could be staffed with almost the same amount of workers. The library could also stop paying for off-site storage of some of its materials, he said.

The library has not finalized the design for the new building, preferring to wait for the outcome of the referendum. But a preliminary concept calls for having community meeting rooms that could be used even when the library is closed. There would be more room dedicated for programming for middle-school and teenage patrons, he said, and "maker space" areas for people to work on creative projects such as videos and music.

The site would also retain a small playground.

The library board will have an open house about the referendum at 10 a.m. Saturday at the library.

An analysis of the current building, a report on the district's finances, and more about the plan for a new library, can be found in the Press Room section of the library's website.

Daily Herald 3/16/17

Geneva library referendum sparks debate

Officials seek to raise $21.8M to build new library

By BRENDA SCHORY
bschory@shawmedia.com

GENEVA – Voters in the Geneva Public Library District will decide April 4 whether they will support a $21.8 million refereudum to build a new library at the former Sixth Street School site at 210 S. Sixth St.

And as the "Yes Geneva Library" signs are appearing in front yards, hopes are running high for resounding support.

Chazmin Baechler, co-chairman of the Citizens for Geneva Library, said 90 percent of the 500 people they surveyed in September said the library was a community asset, and a majority agreed it needed more space and parking.

"We wanted to understand the overall general feeling toward the library," Baechler said. "Do they see it as an asset to the community? Do they use it? Do they think it's a right size and has enough parking?"

After a long study of the library building at 127 James St., library officials said they concluded that not only is it landlocked, bnt the aging structure is inefficient on several levels, too small to provide the services its patrons expect and not compliant with the Americans with Disabilities Act.

"These are very exciting times for the library as we look toward our future," library board President Bob Shiffler said at a Feb. 27 Geneva School District 304 board meeting. "We looked at various service models. We looked at our community survey. We also did a building assessment."

Shiffler said the 27,000-square-foot library, whose original structure dates from 1908 and has had three additions, is only capable of providing 75 percent of the services expected from a library in the 21st century.

"Last year, we opened the Middle Ground area for middle school students to gather," Shiffler said. "In order to put that area in, we had to take out part of the youth collection. We put in an adult Collaboration Zone. And again, in order to put that in, the library had to take out three rows of stacks. That is the type of trade-off we are faced with on a regular basis."

Shiffler said it costs the district 130 percent to provide 75 percent of its services, not only because the building has aging systems, bnt because it has service points on three levels and staff scattered about in six offices.

"We bought the Sixth Street School property so we would have space for a new facility and maintain a downtown presence," Shiffler said. "It will have on-site parking and a drive-up."

The cost is $21.8 million in bonds, which will be coupled with $300,000 the district has in reserve, he said.

While the price tag sounds enormous, it will cost a house valued at $300,000 about $8.25 a mouth in additional taxes over the 20 years it will take to pay the bonds.

"We are not asking for a rate increase," Shiffler said. "We are confident we can operate double the space with one additional staff for maintenance services."

At a proposed 57,642 square feet, the new library would have play areas, open space for collaborative study, quiet areas for reading, space in the lobby for exhibits and displays, space for meeting rooms, and it would be compliant with the ADA, Shiffler said.

Citizen support

In early September, Citizens for Geneva Library hired MoreMargin Inc. to do an automated push-bntton phone survey of seven questions, Baechler wrote in an email. The questions were sent to a randomized group of residents age 18 to 65, she wrote.

"We wanted to gauge the overall feeling and the perception of the library as a valuable asset in the community," Baechler said. "We wanted to understand how much the community knew about the project, so we would know how to focus our outreach. ... We wanted to see what story we needed to help tell in the community."

While library officials are limited to telling the public the facts about the referendum, the civic group can do advocacy, urging residents to vote yes on social media and by calling aud door-to-door canvassing, Baechler said.

"When you actually break [the referendum] down, a house with a $300,000 value will cost $100 a year in additional taxes," Baechler said. "That is an extreme value in services and programming. Everything we get from the library is worth way more than that."

Supporters, such as Geneva children's author Tom Lichtenheld, agree with the referendum for a new library – not only because the current building is inefficient and too small, but because it is not properly accessible under the ADA.

"It comes down to access to information, and it comes down to economic responsibility," Lichtenheld said. "It is financially irresponsible, as a taxpayer, to try to prolong the life of that building as a library."

Library fans still say no

For some, the answer is "no" on the library referendum, despite how advocates cheerlead the need.

A resident voting no is Sandra Ellis, who said it is simply the wrong time to ask voters for more taxes when they are burdened by paying Geneva School District 304's building referendum debt.

"We can't handle additional debt," Ellis said. "And the new library is about more space, not more books."

While she acknowledged that the current building is old and expensive to maintain, Ellis said moving to a new building will not take taxpayers off the hook. That is because the city of Geneva has the right of first refusal for the current library building, which is next door to City Hall.

"The city will have to improve it," Ellis said. "They say it's costing them more. It will cost the city just as much, and taxpayers are going to be bearing that cost."

Mayor Kevin Burns said it was premature to assume that the city will bny the building at 127 James St. and then be financially burdened with upgrading its deficiencies.

"The city does have the right of first refusal on consideration of acquiring the library," Burns said. "But it is premature to assume any action will be taken until complete due diligence is performed as to cost and appropriateness of space needs."

For information about the referendum, visit www.gpldnewbuilding.org or send email to board@gpld.org.

For information about Citizens for Geneva Library, visit www.yesgenevalibrary.com or send email to yesgenevalibrary@gmail.com.

Library officials have scheduled three forums about the referendum. They will be at 10 a.m. and 7 p.m. March 14 and at 10 a.m. March 18 at the library, 127 James St., Geneva.

Sandy Bressner - sbressner@shawmedia.com

Materials handler Sean Lassiter works on returning books into circulation in a work area of the Geneva Public Library. The library's $21.8 million referendum is on the April 4 ballot to build a new, larger facility with parking.

If you go

- **WHAT:** Geneva Public Library District forums on the referendum
- **WHEN:** 10 a.m. and 7 p.m. March 14 and 10 a.m. March 18
- **WHERE:** Geneva Public Library, 127 James St., Geneva
- **INFO:** www.gpldnewbuilding.org, board@gpld.org

BUSINESS
McDonald's Twitter Compromised By
POLICE & FIRE
Few New Details in Fatal St. Charles Shooting
POLICE & FIRE
How to Donate to Help Anjum Coffland

Community Corner (/illinois/geneva/around-town)

Forum Held This Weekend on $21.8M Library Referendum

Residents can learn more about a proposed new library and a forum this weekend.

By Amie Rowland (Patch Staff) - (http://patch.com/users/amie-schaenzer-2) March 15, 2017 1:29 pm ET
(http://my.patch.com/article/26978412/edit)

Like 2 Share

Patch 3/15/12

GENEVA, IL - Geneva residents interested in learning more about a new library planned for the city can do so this weekend.

A community forum will be held from 10 a.m. to 12 p.m. on Saturday, March 18 at the Geneva Public Library, 127 James Street. The forum will be held in a meeting room at the library. Additional forums were held this past week so voters could learn more about the proposed library ahead of the April 4 election, which will include this referendum question:

> 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?

Library officials have said they would be unable to expand, and provide the services many patrons have been asking for at the library's current location and are looking for the funds to pay for a new library at 210 S. Sixth Street. If approved, property taxes for the owner of a $300,000 home within the Geneva Public Library district would increase by $98.70 per year.

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The cost includes site preparation, building construction costs, architectural design fees, construction management fees, costs associated with the bond issue, technology infrastructure, and furnishings for he new building, according to a news release from the Geneva Library Board. The library will use $300,000 from existing reserves, and the remainder of the cost will be paid for by issuing $21.8 million in bonds with a maximum maturity of 20 years.

"Our community has asked us to provide additional services and resources that we can't offer in our current facility," said Board President Robert Shiffler. "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."

Library officials recently released artist renderings completed to showcase what the proposed library could look like. The library district hired Studio GC to create the schematic design for the new facility. The intent of schematic design is to provide a written narrative outlining building priorities (http://media.wix.com/ugd/21c078_9ef29db3ac6341ca950ff0ee30bc4237.pdf), a rough site plan, basic floor plans and potential 3D modeling of building concepts, according to library officials.

- ***See Photos: Artist Renderings of Proposed New Library in Geneva (http://patch.com/illinois/geneva/get-sneak-peak-proposed-geneva-library-addition)***

Read More

- **Board OKs Referendum Requesting $21.8 Million for New Library (http://patch.com/illinois/geneva/board-oks-referendum-requesting-funds-new-library-geneva)**

Patch 3/15/17

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Shakes Kat • 20 hours ago

What a waste! $21M for a monument to the library board? Another fiscally irresponsible government entity...

According to the results of the survey in the Library District's strategic plan for 2016-2018 (http://www.gpld.org/sites/d..., a new, expensive facility is not in line with what patrons & Geneva citizens want or feel is needed. Looking at the graphs of the survey results, only 25% of respondents indicated that study/reading spaces are "Very Important" to them. Additionally - 80% of these respondents indicated that the current facility is Excellent or Good.

Sell the lot and use the proceeds to make modifications to the existing facility. Whatever is built on the lot will generate taxes that will provide funds to both the library and the city.

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SECTION 5

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NF2

Warm and cozy

Dave Heun
Talk of the Town

The recent spurt of warm weather aside, Ken Weinberg of Geneva prefers a little heat when waiting for a Metra train on the middle platform at the La Fox station.

For the longest time, there were no heaters in the shelter on that track. Those familiar with waiting for a train in this particular spot realize that looks can be deceiving. Sure, it's an enclosed structure, but the stairs and ramp leading into it create nothing short of a wind tunnel and it is quite cold in this place.

Remember, the morning trains run on the middle track in La Fox, so commuters wait in this shelter all of the time. Also, a Metra commuter can never be quite certain that the trains are running on time. So cold can become colder at any given time.

But at least folks will be a little warmer now. Four new heaters are up and running, thanks to Weinberg seeking the help of Kane County Board Chairman Chris Lauzen for what seemed like a practical, yet elusive, request.

Weinberg said he had been pressing the matter with Metra for the past six years via survey comments and emails, but with no action.

Lauzen made a few calls to the county's Metra board member on the freezing commuters' behalf and it wasn't long before heaters were inside that shelter.

"At a time when nobody seems to be happy with elected officials in Springfield or the national level, it's nice to know there are honest people like Chris Lauzen that not only listen to constituents, but act on their requests," Weinberg said.

There are those who disagree with Lauzen and his politics on occasion, and those who debate how effective he really was during his stint in Springfield. But his calling card for a long time has been an ability to interact and respond to constituents one-on-one. It's a good card to have.

Because Lauzen acted swiftly on the request without an election looming the next week, it convinced Weinberg that this is a public servant who understands the "servant" part of the equation.

"I thanked him personally, but wanted others to know if you're a little warmer waiting for your train at La Fox this winter, thank Chris Lauzen," Weinberg said.

Soft spot for sweets: The Sweet Natalie's gluten free bakery in downtown Geneva sure knows how to reel me in. Send me an invitation to a "media tasting" event on Fat Tuesday to meet the various bakers who sell their goods at Sweet Natalie's and you might find me camping outside the place the night before.

Either way, I was happy to try the various samples at owner Ilene Keivel's bakery last week, and to confirm what I have suspected for some time: This place has a growing following.

"Those who are vegan or dairy free are starting to discover us, so we have more people coming in all of the time," said Keivel, who has been at the 228 S. Third St. location for four years, and expanded the bakery last summer so the kitchen is in the basement and top floor is the retail setting for gluten-free and allergy friendly treats.

Any number of items at Sweet Natalie's would get thumbs-up from me, but the "Millionaire Bars" were outstanding. I left with very high regard for the salted caramel cheesecake from pastry chef Lorena Allende, a Geneva resident.

Amy Reed Hogrefe of Oak Park, who bakes at Sweet Natalie's three or four days a week, had me sold on her delicious "chicken potpie bites" to be used as a crust.

"People who have to watch their carbs can have an entire pizza here without a problem," Keivel said. "Our pizza crust has one carb."

And did I say all of this was delicious? That's the key for this, or any other, bakery. I have no dietary restrictions of any kind, but do know this: Sweet Natalie's has this bakery thing down to a science.

Just my imagination: Last week I mentioned that it seemed as if the lot in downtown Geneva at the southwest corner of State and Fourth streets has been empty for 40 years — or close to the amount of time I have been in these parts.

The mind can play tricks on older gents, but for the life of me, I don't remember a Marathon gas station at that corner in the past. And I spent a lot of time back then in what is now Bien Trucha restaurant, next to this empty parcel. It was a newspaper office in the late 1970s, but I still don't recall a gas station right next to it.

But reader Daniel Horvath is certain it is true, even noting that his environmental consultancy company has overhead photos. He's estimating it was there up until about 2002. That's only 15 years ago.

So, other than never purchasing gas at that corner, how is it that my mind still can't see that station there? Others who have been around longer tell me the same thing. The vision of a gas station there is simply long gone.

But the more you think about it, a lot being empty that long doesn't seem practical in a downtown.

For Horvath, it opens an entirely different question. Why isn't there a downtown gas station? He says his neighbors often ask that question, and Geneva is one town that lacks that service. The gas station on East State Street, off Crissey Avenue, is also long gone.

Either way, I appreciate the revelation about the open lot. But the message remains the same. We still hope the property owner finds a willing buyer with a decent project in mind for that parcel.

BRIAN HILL/bhill@dailyherald.com

The shelter on the middle platform at the La Fox train depot has had heaters installed. A Geneva reader credits Kane County Board Chairman Chris Lauzen with urging Metra to install the heaters.

Let's get digital: I enjoy glancing through scrapbooks and thumbing through my old photos on occasion, but years from now — or even now — it might not be the best way to enjoy them and preserve these cherished items.

Think of the 35 mm film, audiocassettes, videotapes or those boxes of print photos you may have stored away in a closet or chest.

There is a way to protect these personal and family memories by making digital copies.

The Geneva Public Library wants to show you how during a hands-on class from 7 to 8:30 p.m. Wednesday, March 8, and 10 to 11:30 a.m. Thursday, March 9, at the library, 127 James St.

Information is available at (630) 232-0780.

dheun@sbcglobal.net

Neighbors March/April 2017

At the Library...

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

Anime & Manga Afternoon (Grades 6-8)
March 11, 1pm
Into anime, manga, and comics? We'll discuss our favorite series, watch clips, make a cosplay craft, and enjoy some oishii okashi (delicious snacks) from Japan!

LEGO® Train Display (All ages)
March 11, 9:45am–4:45pm
March 12, 12–4:45pm
Don't miss this amazing diorama of trains and landscapes created by the Northern Illinois LEGO Train Club.

Foreign Film Sundays
March 19, 1pm
Gather with friends to watch and discuss a foreign film led by members of Geneva's International Cultural Exchange Committee. The March film is *Tango* (Argentina).

How to Grow Your Business
March 20, 10am
Learn how to use AtoZ databases, a simple, user-friendly, web-based product which provides details on businesses and households within the U.S. for marketing, sales leads, job searches, and business profiles.

Adolescent Psychology for Parents
March 21, 7pm
"Why is she acting like this?" "How do I communicate with him?" Dr. Lisa Fozio-Thielk, Associate Professor of Psychology at Waubonsee Community College, will speak and answer questions.

Tech Survival Skills
March 23, 10am
Are you confused by terms like the Cloud, Ethernet, and the Internet of Things? This class covers the underlying concepts and terms that tie together how we live on our smartphones, computers, tablets, and the web.

Book & Bag It: *Animal, Vegetable, Miracle*
April 5, 12pm
In honor of Earth Day, Valerie Blaine of Kane County Forest Preserve District will talk about Barbara Kingsolver's down-to-earth book, *Animal, Vegetable, Miracle: A Year of Food Life.*

Book Club Bash
April 8, 2pm
Kick off National Library Week with our first Book Club Bash, held at FoxFire Restaurant, 17 W. State St., Geneva. Representatives from Penguin Random House will debut hot new titles for your book club.

Mother-Daughter Book Discussion (Girls in grades 4–8 with a female caregiver)
April 13, 6:45pm
Read the book and join us for cookies and a lively "girls only" discussion. The March book is *Wake Up Missing* by Kate Messner.

Landing a Job: 2-Part Workshop (Grades 9–12)
April 17, 6:30pm
Bob Schlacks joins us to go over the finer points of applying for, and getting a job, whether it's your first or your tenth. This workshop is presented in two one-hour parts.

Building Your Credit
April 26, 7pm
Rocky Greene of COFFE (Community Outreach For Financial Education) will help you understand credit, how to increase your credit score, and address five credit misconceptions.

Craft Supply Swap
April 29, 10am
Bring in craft supplies you no longer need and swap them for materials new to you! All clean and usable supplies are welcome. If you want to "shop" but don't have supplies to swap, please bring a non-perishable item for St. Peter's Food Pantry.

Dia! Children's Day (All ages)
April 30, 1–3pm
Celebrate children and their connection to the world of learning through stories, crafts, music, and more! Learn more about this national celebration at *dia.ala.org.*

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GENEVA LIBRARY POSTS ARTIST'S RENDERINGS OF PROPOSED $21.8 MILLION BUILDING

February 22, 2017 · by kanecountyconnects · In Communities, Education, Elections, Libraries in Kane County, Taxpayers

- ***Editor's note: This article provides Kane County citizens with additional information regarding a referendum on the April 4, 2017, ballot. It is not an endorsement of either a "yes" or a "no" vote. Kane County Connects encourages voters to become informed on important issues and gather information from a variety of sources. Additional information regarding the April 4 Consolidated Election is available on local news media, the Kane County Clerk's Office and Aurora Election Commission websites.***

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WHY KANE?

Kane County Connects

The **Geneva Public Library has created a website** that offers additional information and artist's renderings regarding a $21.8 million building bond referendum on the April 4, 2017, ballot.

Library officials announced in late December that the district would ask voters to approve issuing 20-year bonds to pay for a new library at 210 S. Sixth St. Officials say the existing library at 127 James St. is landlocked and cannot be expanded to provide additional services and resources.

Plans for a new library include a computer/technology lab, spaces to create and learn new skills like robotics, book publishing, cooking

Site plan for the proposed Geneva library. (CREDIT: Geneva Public Library website)

WHY KANE BUSINESS, JOBS COMMUNITY

KANE COUNTY OPENGOV

KANE COUNTY OPENGOV

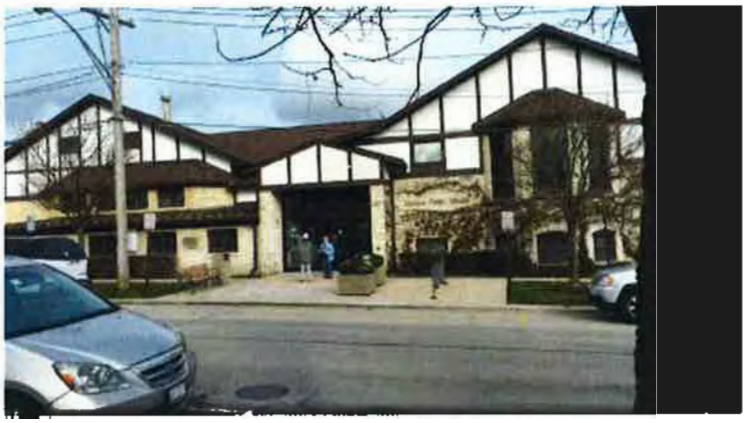
Kane County Connects

and crafts, imaginative play space,
parent networking opportunities, meeting, study and function rooms and on-site parking.

The estimated real estate tax increase for a home with a market value of $300,000 is $98 to $99 per year, or approximately $8.25 per month, according to a Library District news release.

The Geneva library referendum is one of nine referendums listed on the Kane County Clerk's Office election website.

- ***Click here for a list of referendums on the ballot in Kane County.***



The existing Geneva library at 127 James St.

Referendum Wording

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?

Read More

- **UPDATE: 9 REFERENDUMS NOW ON APRIL 4 BALLOT**
- **GENEVA LIBRARY WILL SEEK $21.8 MILLION REFERENDUM ON APRIL BALLOT**
- **GENEVA LIBRARY MIGHT SEEK $24.9 MILLION FOR NEW BUILDING AT SIXTH STREET SITE**
- **GENEVA LIBRARY WILL PAY $1.5 MILLION FOR FORMER SIXTH STREET SCHOOL SITE**

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Wolf in White Van
and the man behind the Mountain Goats
"One of the brightest stars in American fiction . . . Brilliant."
—Michael Schaub, *Los Angeles Times*
UNIVERSAL HARVESTER
JOHN DARNIELLE

Read an excerpt now on
FSG Work in Progress

Community Corner (/illinois/geneva/around-town)

Artist Renderings of Proposed New Library in Geneva

The library district is asking voters to approve a $21.8 million building bond referendum in April to build a new library.

By Amie Rowland (Patch Staff) - (http://patch.com/users/amie-schaenzer-2) February 28, 2017 8:17 pm ET
(http://my.patch.com/article/26951197/edit)

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Patch 2/28/17

Voters will go to the polls in coming weeks to decide whether to approve a referendum that would allow the Geneva Library District to borrow $21.8 million in 20-year bonds to pay for a new library at 210 S. Sixth Street.

In recent weeks, the library district shared preliminary renderings of the new library on its website. The library district hired Studio GC to create the schematic design for the new facility. The intent of schematic design is to provide a written narrative outlining building priorities (http://media.wix.com/ugd/21c078_9ef29db3ac6341ca950ff0ee30bc4237.pdf), a rough site plan, basic floor plans and potential 3D modeling of building concepts, according to library officials.

The schematic design is meant to provide just enough details to obtain an accurate cost estimate, according to the library district website.

Full design for a new facility would occur if voters vote yes to the following referendum on April 4:

> 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?

Patch 2/28/17

If approved, property taxes for the owner of a $300,000 home within the Geneva Public Library district would increase by $98.70 per year.

Library officials have said they would be unable to expand, and provide the services many patrons have been asking for, at the library's current location at 127 James Street.

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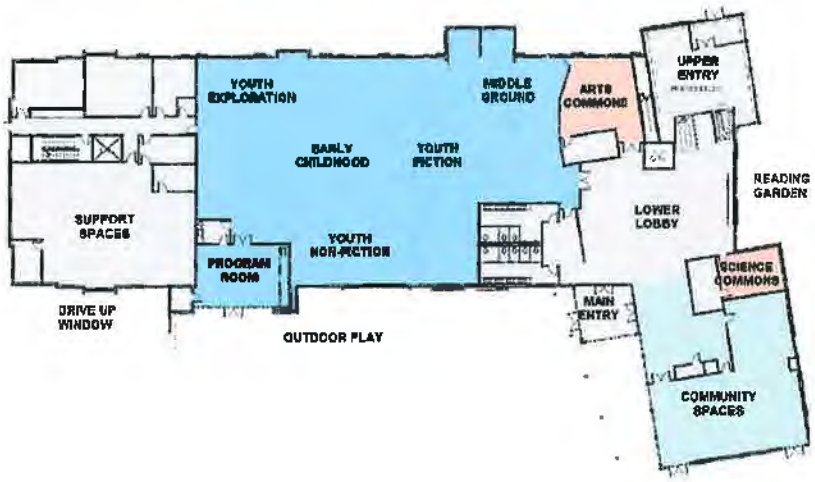
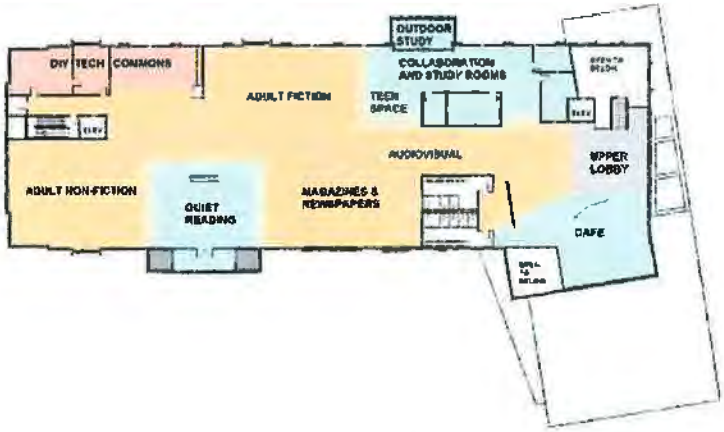
"Our community has asked us to provide additional services and resources that we can't offer in our current facility," said Board President Robert Shiffler. "These include a computer/technology lab, spaces to create and learn new skills like robotics, book publishing, cooking, and crafts, imaginative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

Here is a look at the proposed floor plan for the news library.



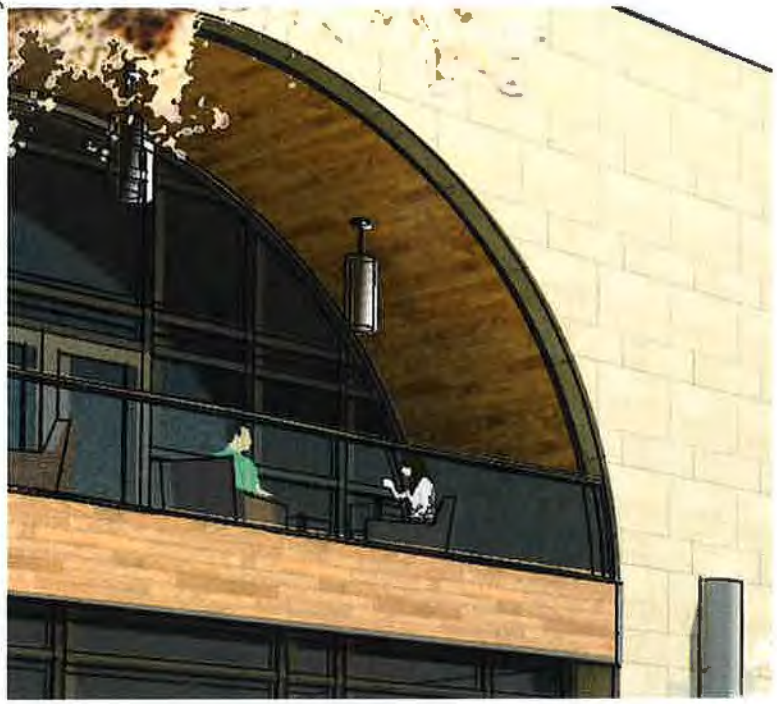


And here is a look at some of the artist renderings for the proposed library.

Patch
2/28/17

Artist rendering of entry at new library.

Artist renderings of literacy garden.



Outdoor reading nook.

Exterior and parking at library.

Geneva Library Early Literacy.

For a closer look at more artist renderings, visit the Geneva Public Library's new library website. (http://www.gpldnewbuilding.org/building-concepts)

More Details on New Library

As part of its schematic design, Studio GC provided a written narrative outlining building priorities (http://media.wix.com/ugd/21c078_9ef29db3ac6341ca950ff0ee30bc4237.pdf). Here is a look at some of the those proposed priorities:

- Meeting room or rooms: a large, divisible (up to 4) meeting room to hold 120 at tables, with support areas including: restrooms, coats, pre-function area, furniture and presentation equipment (including AV), storage, and kitchenette. Meeting room(s) and support areas (restrooms, coats, etc.) need to be accessible outside of normal Library hours and positioned to allow other building areas to be closed.
- Culinary arts/display kitchen/science demonstration space: flexible space that can be used for multiple purposes including food preparation and science demonstrations with counter and work surfaces, sink, stove, refrigerator, dishwasher, tables and chairs for participants, storage for preparing and serving food.
- Conference room: table and chairs for 12 participants and area with seating for 8 additional attendees. Sink with coffee prep area. Storage for dedicated users.
- Study/collaboration areas (adult and teen): a range of areas and/or room sizes with furnishings, technology, and equipment to support the small business community, project work efforts of adults and teens, small conferences, club and school projects, tutoring, etc.
- Study/collaboration areas (youth): a range of areas and/or room sizes with furnishings, technology and equipment to support collaborative youth alone and with adults working on school and club projects, small conferences, tutoring, etc.
- Middle Ground (older children/tween/early teen): an area with furnishings, technology and equipment to support developmental needs of children transitioning from youth to young adult.
- Program room (youth): an area with furnishings for special programs with easily accessible support areas for hulk storage, cabinets and a sink. The room should be arranged so that it is accommodates both passive and active programming. Support areas need to be accessible while programs are occurring.
- Early childhood play: an engaging area with furnishings, technology, and equipment to develop early literacy skills and learning through play. For example: performance stage, puppet theater, kitchen and market make believe stations, magnetic and light boards, etc.
- Parent time: an area with furnishings, technology, and equipment designed for multigenerational use where parents and grandparents can connect with one another and their children.
- Outdoor space: play, programming, and contemplative space for community members of all ages to connect with one another and the community. Indoor and outdoor spaces should complement one another and be free flowing.
- Quiet reading: as activities and sound increase, an area with the opportunity for enclosure will be dedicated to users seeking a relaxed and qniet environment.
- Lobby: a dynamic space that conveys the spirit of the Library. The lobby will not only act as an orientation and distribution point to other areas of the library but will offer users a series of other options and encourage further exploration. The Lobby should accommodate the following: Concierge service approach with a small staff point to welcome, inform and orient users to the building and Library services, social area for community arrival and departure, café and refreshment area for Library or user supplied coffee and small snacks (vending), display-area for revolving and novel displays, self-service area for holds, check-out, copying and storage.

More from Geneva Patch (/illinois/geneva)

Few New Details Released in Fatal St. Charles Shooting
(http://patch.com/illinois/geneva/s/g28hx/few-new-details-released-in-fatal-st-charles-shooting)

IX.

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GENEVA PUBLIC LIBRARY DISTRICT

LIBRARIAN'S REPORT
March 23, 2017

MONTHLY HIGHLIGHTS

Submitted by: Christine Lazaris, Library Director

VOLUNTEER APPRECIATION (Submitted By Paula Krapf)

Middle school, teen, and adult volunteers contribute more than 1,000 hours of service to the library annually. Friends of Geneva Library help in so many ways. The Friends provide funding for STEAM kits, Reading Programs, and more. Ten teens from Geneva High School put in weekly shifts to help keep Youth Services running! The Middle School Library Squad, which consists of students in grades six through eight, helps plan programs, assists at Library events, and decorates the Library. Home Service volunteers bring services to those who can't make it to the Library. Geneva Library Foundation consists of volunteers who fundraise to support the Library. The Foundation also hosts a speaker series five times a year that draws large crowds to the Library. The GPLD Chess Club, which meets monthly, is run by volunteer Brian Schmidt. To show our appreciation volunteers are honored this month with a display in our lobby and a brunch on March 19.

PLANNING FOR OUR FUTURE EDUCATION CAMPAIGN

Efforts to inform community members about plans for a new library building and the upcoming referendum on April 4, 2017 continue. In addition to meetings with community groups such as local PTOs, Geneva Women in Business, and candidate meet and greets, the Library also held three community forums on March 14 and 18. The final phase for sharing information with community members includes lobby stops for trustees.

LIBRARY USAGE

Visits to the library increased 2.5% this month when comparing gatecounts for February 2017 (20,578) to February 2016 (20,060). (Please note February 2016 was a leap year and the library was open one day more last February.) Notable is the longer trend comparison (11% increase over February 2015; 14% increase over February 2014). Other patterns of use showed trends observed for many months (less use of physical material, led by decreases in audiovisual formats, and increased use of e-resources and computers).

Submitted by: Christine Lazaris, Library Director

FOUNDATION UPDATE

The Foundation moved its March meeting to February 23. The date conflicted with the Library Board of Trustee's monthly meeting so library representation was not available.

The most recent installment of the speaker series was held on March 15, featuring a presentation by Roberta Dietzen, author of *Gypsy Music Street*, about lessons learned from the holocaust and the importance of bringing awareness to genocide. Approximately 60 people were in attendance. The next meeting of the Foundation is scheduled for April 6.

LINC UPDATE

I attended the monthly LINC Board of Directors meeting on March 10 at Bloomingdale Public Library where we reviewed steps for the eventual dissolution of LINC. The LINC Board is still waiting to learn the go-live date for the 5WAN migration and feels this is necessary for mapping out next steps in the dissolution process. LINC Director Carol Dawe provided the Board with a comprehensive listing of all contracts negotiated or paid through LINC. These contracts will become the responsibility of each member library. Contracts include: AT&T circuits, CollectionHQ, a variety of database subscriptions, and more.

PROFESSIONAL DEVELOPMENT

Deputy Director William Karnoscak and I attended an HR Conference sponsored by the Management Association of Illinois on March 16. The keynote speaker, Kevin Sheridan, discussed how to build a magnetic culture and create an engaged, productive workforce. Breakout sessions focused on employment law updates, ADA and pregnancy accommodations, public sector legislation (Travel Expense Act, Child Bereavement Leave Act, FOIA penalties, and Open Meetings Act), technology time management tools, performance reviews, and wellness programs. It was a very worthwhile conference.

FOIA REQUESTS

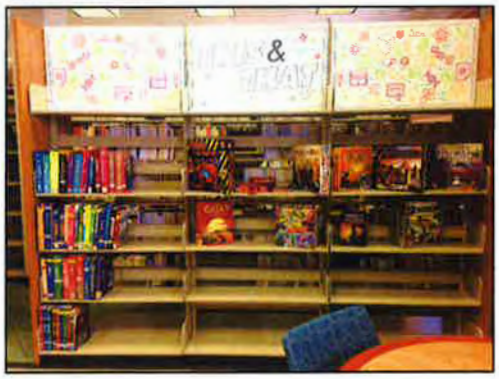
Three FOIA requests were received this month. The first was a request from Brenda Schory of the *Kane County Chronicle* for information about the phone survey completed last fall by Citizens for Geneva Library. Since the Library did not conduct this survey I was only able to provide one responsive document. The other two requests were from cleaning companies requesting a copy of our current cleaning contract. The Library responded in full to these requests.

Submitted by: Nancy Kendzior, Adult Services Manager

WINTER READING

This year's winter reading program *Chill Out at the Library* was a great success and a wonderful way to encourage entire families to visit the Geneva Public Library during the winter season. All teen and adult participants received a small prize for signing up and earned prize drawing entries for reading, viewing materials, or attending library programs. We had 124 adult participants log 722 entries, 15 teen participants log 131 entries, and 22 staff participants log 167 entries. Twenty dollar gift cards to local Geneva businesses were awarded to 43 registrants via a weekly random drawing, and larger drawing prizes were awarded to 12 lucky participants at the conclusion of the program on February 24. Many thanks to our Friends for supporting Winter Reading with prize funding.

THIS & THAT



A new display space has been created across from the Collaboration Zone. This is where we have our High School text books and Young Adult games for in-house use. We also hope to utilize this space for a future Young Adult nonfiction collection being planned for next fiscal year. The fun and attractive signage, designed by our graphics designer, has caught the attention of many users already!

PERSONAL READING LISTS

We have begun a service of providing personal reading lists to patrons looking for their next great read! An online questionnaire has been added to our website that provides our librarians some background information about the reader's preferences. Within 24-48 hours an attractive personalized list of 5 recommended titles is emailed back to them, complete with book cover images and a summary about the title. We received 5 requests in just the first week!

PROJECT OUTCOME SURVEYS

We received the following comments regarding adult programs from Project Outcome, the patron-focused surveys designed to measure the impact of library services on the community we serve.

- Murder, Mayhem and the Mob (2/1/17)
  "I was totolly engaged in this scary topic because the presenter was so enthusiastic."

- Intro to Folded Book Art (2/11/17)
  "This is new to me, inspiring, and motivating to look up new designs and continue this at home for gifts. Keep up the good work!"

Submitted by: Kate Cobo, Customer Service Manager

TOTE BAGS

New bags are available for our customers to check out to carry their library materials home. They display our new logo, are lightweight, and very popular. A patron commented: *"These are awesome, I can fit so much in these, what a great idea these were!"*

STAFFING UPDATE

Customer Services Assistant Kristen Henningson recently resigned her position from the Library to pursue an opportunity more closely related to her area of expertise. We wish her well in her endeavors.

Circulation of Collection Materials	February 2017	February 2016	Percent Change
Adult	25,517	26,220	-3%
Youth	23,337	25,381	-8%
Transits (ILL and LINC transfers)	1,962	2193	-11%
Total	50,816	53,794	-6%
Print	29,722	30,825	-4%
Audio Visual	12,389	14,696	-16%
Other (videogames, puzzles, misc.)	1,935	2,154	-10%
Electronic Adult – eBooks, eAudiobooks, video	4,454	3,638	+23%
Electronic Youth– eBooks, eAudiobooks, video	354	288	+17%
Total Electronic	4,808	3,926	+22%
Text renewals	335	430	-22%

Submitted by: Lynnette Singh, Digital Services Manager

COMMUNICO IMPLEMENTATION

Digital Services Librarian Ellen Anderson and I attended training at RAILS on the Communico Attend and Reserve modules on February 27. On March 13, several staff members attended a live webinar with Communico's web developer, Vernon Thorpe, to learn about the Sites module and the process of building a website on the Communico platform. Our next steps will be to create a header, footer, and menu for the new site and to develop a timeline for training and implementation of the Communico modules.

DIGITIZATION PROGRAM

Digitization programs and equipment continue to be popular. Thirty patrons attended sessions on March 8 and March 9. We've recently added an 8mm reel to reel convertor and vinyl turntable to this growing collection! (See photo to the right.)

Ellen Anderson also meets one-on-one with patrons to teach them how to use digitization equipment.

LUNCH AND LEARN

Digital Services hosts ongoing staff learning opportunities that focus on productivity tools and library technology. On March 13, IT Assistant Ross Valentine led a staff Lunch and Learn on formatting in Microsoft Word. The program was very informative and well received by those who attended.

Wireless Connections and Data Usage	Month 2017
Data Usage	890.75 GB
Unique Clients	2,030
Average Daily Connections	208

Submitted by: Paula Krapf, Public Relations and Marketing Manager

CHAMBER NEW MEMBER EVENT APRIL 25

GPLD will host the 2017 Chamber New Member Reception on Tuesday, April 25, from 5-7 p.m. in the Meeting Room. This is one of the best attended Business After Hours Events each year, and it's a great way to meet and mingle with Geneva's newest businesses. Deane's Market & Deli will cater this year's event – they were a featured new business last year!

EMAIL MARKETING

We're working on expanding our email marketing efforts in a number of ways. We use an email program, MailChimp, that provides us with statistics for every email we send, so we know how many people opened the email, which links they clicked, etc. We currently have more than 1,600 subscribers to our all-Library email blast that we send twice a month. This email highlights Library news, upcoming programs in all areas, and a different database and Library resource in each issue: for instance, the March 9 issue had information about our Early Literacy Kits, the Community Forums on March 14 and 18, the Health and Wellness Resource Center online database, and our Digitization Equipment.

LIBRAReNEWS

Stay connected with us

GPLD

GENEVA PUBLIC LIBRARY DISTRICT

March 9, 2017

INTRODUCING: EARLY LITERACY KITS

Geneva Public Library offers 20 Bath Literacy Kits for our preschoolers ages 1 to 6 that are available for checkout.

Packaged in clear backpacks, the kits feature books, toys, and activities with an age-appropriate theme, such as colors, counting, kindergarten readiness, feelings, and senses. The kits are designed to correlate with Public Library Association's Every Child Ready to Read program.

The kits circulate for 26 days, and each one contains a laminated card with pictures of all the contents to help families keep track of the parts. Stop in and check it out!

COMMUNITY FORUMS MARCH 14 & 18
TO DISCUSS LIBRARY REFERENDUM

March 14 at 10 a.m. and 7 p.m.
March 18 at 10 a.m.
Lower Level meeting room

We also send out a monthly welcome email to new cardholders that highlights the value of their Library card. In addition, we send a monthly email to lapsed cardholders who have not used their card in the past year. The "We Miss You" email informs them of Library services and benefits they can enjoy with their card. We know from our email statistics that all of our emails have a high open rate – close to 50% in many cases. By tracking links we can also see that subscribers enjoy the convenience of clicking through and registering for programs. The next step is to create targeted email lists to help us stay in touch with different groups who use the Library, such as 20s & 30s, who appreciate receiving email reminders about upcoming programs. The best thing about email marketing is we own the email lists, and we have control over how and when we market to them.

PLANNING FOR OUR FUTURE AND GHS

Sara Consdorf, the interior design teacher at Geneva High School, liked the Library's Planning for Our Future handouts, and asked for copies to share with her class. We provided 25 brochures, and I'll keep you posted on the outcome!

TECHNICAL SERVICES

Submitted by: Janet Miranda, Technical Services Manager

SWAN Migration Update

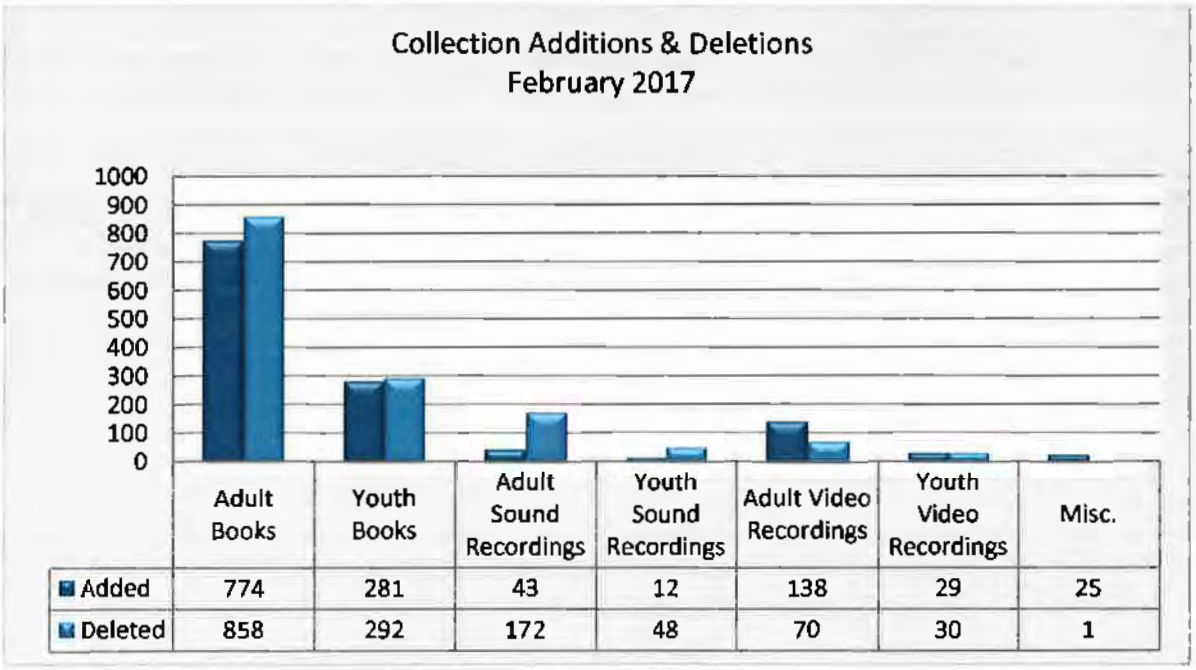
Cataloging Assistant Kari Moncrieff and I have attended several Technical Services Task Force meetings this month. We are working our way through multiple facets of our catalog to ensure that our library records will map to the SWAN catalog correctly and efficiently. I attended the SWAN Open House on March 2. It was helpful to see their new facility and it was fun to see a few familiar faces.

Staffing Update

Bridget Hass joined our team on February 20 as a Technical Services Assistant. Her previous experience as a Materials Handler has proven to be very useful during her training. She is learning her new responsibilities quickly and her new perspective has been informative and refreshing.

Staff Continuing Education

Kari Moncrieff attended a LACONi Technical Services Section Meeting on March 3. The event focused on using WebDewey, an online cataloging tool, to build Dewey Numbers. Kari learned a few new tips and tricks and made some valuable connections with other catalogers in the area. The TS Department visited St. Charles PL on March 2. Amanda Kaiser, Technical Services Manager, gave us a tour of her department and introduced us to her staff. We shared thoughts and ideas regarding our processes and procedures and made new friends and contacts.



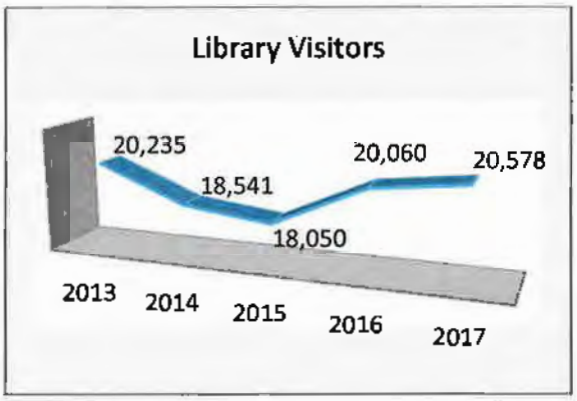
	Adult Books	Youth Books	Adult Sound Recordings	Youth Sound Recordings	Adult Video Recordings	Youth Video Recordings	Misc.
Added	774	281	43	12	138	29	25
Deleted	858	292	172	48	70	30	1

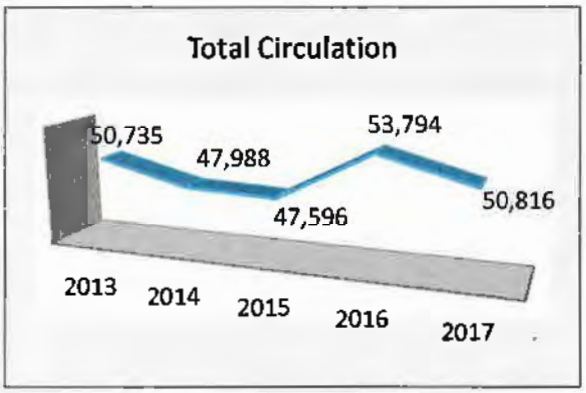
Submitted by: Kristi Miller, Youth Services Manager

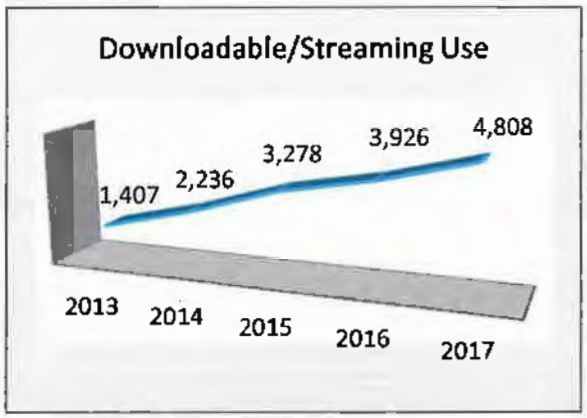
SPOTLIGHT ON OUTREACH

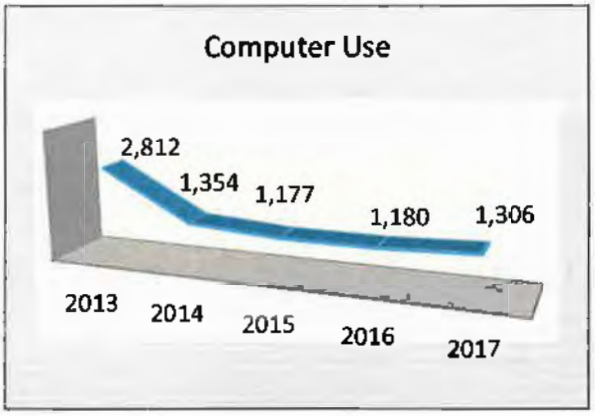
Assistant Manager Lisel Ulaszek is coordinating youth outreach efforts this year, which takes a lot of creativity, persistence, enthusiasm, and organizational prowess! She is building relationships with business owners and community organizations in order to bring library services out of the building and reach people where they are. It's easy to sing the praises of the staff who present these events (and we do!), but it's also important to recognize the work behind the scenes. Many thanks to Librarian Emily Thompson who laid the groundwork for so many of these partnerships.

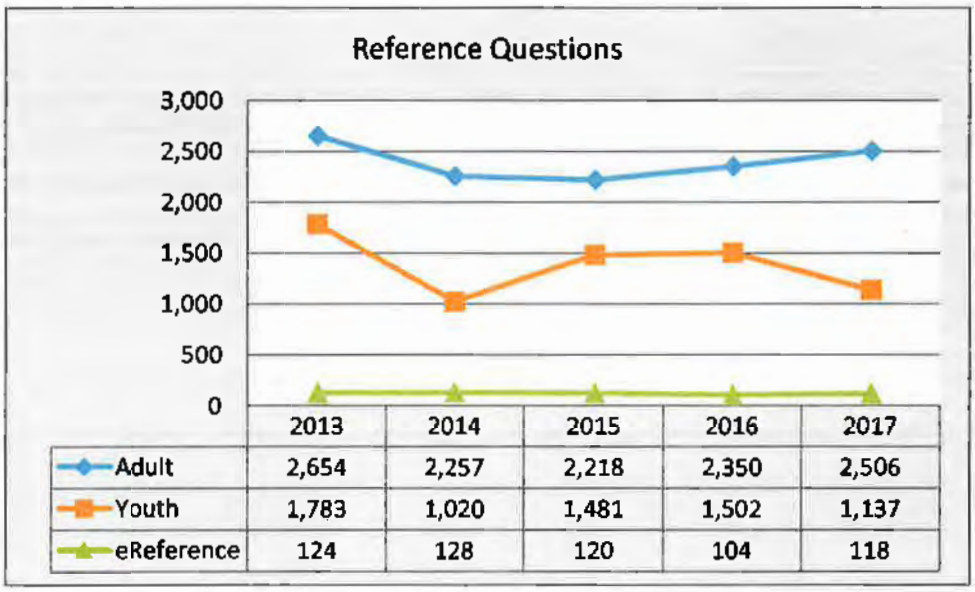
- Several downtown businesses are now hosting Tales on the Town, an early literacy initiative that brings storytime to the community. A recent visit to Deane's Market & Deli (pictured at right) attracted quite a crowd! We are also grateful to many local businesses for their support of the summer reading program.
- Storytime at Peck Farm continues to be a successful partnership with Geneva Park District, reaching people west of Randall Road. GPLD will also be a presence at Earth Day and Butterfly Release events this spring. Plans are in the works for library visits to park district summer camps.
- Geneva History Museum will host a child-centered architecture exhibit this summer that aligns perfectly with our "Adventure by Design" reading program theme. GPLD will collaborate on three storytimes at the museum.
- We're teaming up with Preservation Partners of the Fox Valley for a program on ciphers and codes in June. Fabyan Villa staff will teach kids about WWI cryptography while we share library materials on the topic and encourage further exploration.
- GPLD staff will lend literacy expertise to a program on butterflies and bees co-sponsored by the Kane County Forest Preserve – they will lead a hike and talk, then we will share stories and a craft.
- School services include visits to D304 elementary and middle schools, St. Peter School, Geneva Christian, and local preschools. That's a lot of scheduling!
- Librarians Jessica Parker and Emily Thompson presented "Thinking outside the Library," a program about innovative school outreach at this month's Illinois Youth Services Institute in Springfield (sponsored by ILA). They featured the successful Book Buzz and Kids Zone programs that are offered monthly at each of the D304 elementary schools. (We were well represented at IYSI, as Librarian Kylie Peters joined a few of her peers in presenting a program called "Making Room for Tweens and Middle Schoolers at your Library.")











	2013	2014	2015	2016	2017
Adult	2,654	2,257	2,218	2,350	2,506
Youth	1,783	1,020	1,481	1,502	1,137
eReference	124	128	120	104	118

---ADULT EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Mobile Library @ The Reserve.	2/7/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson	19
Page Turners' Book Discussion.	2/8/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson	6
Mobile Library @ GreenFields.	2/14/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson	59
Story Share @ Batavia Rehab.	2/16/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson	8
Story Share @ Joshua Tree Community.	2/21/2017	10:00 AM		Adult Outreach	Adults	Meredith Anderson	11
Mobile Library @ The Reserve.	2/21/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson	16
Home Service Visits	2/28/2017	All Day	Off-Site	Adult Outreach	Adults		20
Mobile Library @ GreenFields.	2/28/2017	2:00 PM		Adult Outreach	Adults	Meredith Anderson	51
Book & Bag It - Murder, Mayhem & The Mob: A Virtual Tour of Chicago's Beer War	2/1/2017	12:00 PM	Meeting Room	Adult Program	Adults		37
20s and 30s - DIY Essential Oils Diffuser Bracelet	2/2/2017	7:00 PM	Program Room	Adult Program	20s and 30s		9
20s and 30s - Laser Tag	2/4/2017	2:00 PM	Meeting Room	Adult Program	20s and 30s	Lauren Maxwell	9
Knitting Club	2/6/2017	6:30 PM	Program Room	Adult Program	Adults	Carla Hibbard	10
20s & 30s Books and Brews	2/8/2017	7:00 PM		Adult Program	20s and 30s	Lauren Maxwell	3
Intro to Folded Book Art	2/11/2017	1:00 PM	Meeting Room	Adult Program	Adults	Christine Dalphy	23
Poetry Out Loud	2/16/2017	2:00 PM	Conference Room	Adult Program	Adults	Ruth Glen	3
Natural Solutions to Headache Pain	2/16/2017	7:00 PM	Meeting Room	Adult Program	Adults	Dr. Anthony DiCarlo	4
Friday Morning Book Discussion	2/17/2017	9:30 AM	Conference Room	Adult Program	Adults	Gail Conrath	4
Foreign Film Sunday	2/19/2017	1:00 PM	Meeting Room	Adult Program	Adults	ICEC (International Cultural Exchange Committee)	11

20s & 30s Board Game Night	2/20/2017	6:30 PM	Meeting Room	Adult Program	20s and 30s	Hallie Koontz	11
Tuesday Evening Book Discussion	2/21/2017	7:30 PM	Conference Room	Adult Program	Adults	Brenna Murphy	7
My Journey into the Wilds of Chicago	2/22/2017	7:00 PM	Meeting Room	Adult Program	Adults	Mike MacDonald	20
Night Writers Workshop	2/28/2017	6:15 PM	Program Room	Adult Program	Adults	Rick Holinger	10
Introduction to Windows 10	2/1/2017	7:00 PM	Meeting Room	Technology	Adults		3
Introduction to Windows 10	2/2/2017	10:00 AM	Meeting Room	Technology	Adults		5
Easy Website Design	2/7/2017	7:00 PM	Meeting Room	Technology	Adults	College of DuPage	16
Intro to iMovie	2/8/2017	7:00 PM	Meeting Room	Technology	Adults		5
Intro to Instagram	2/9/2017	10:00 AM	Meeting Room	Technology	Adults		1
Internet Basics	2/16/2017	10:00 AM	Meeting Room	Technology	Adults		4
Mac Basics	2/21/2017	7:00 PM	Meeting Room	Technology	Adults		4
Protecting Your Privacy on the Internet	2/23/2017	10:00 AM	Meeting Room	Technology	Adults		17
RESCHEDULED: Cloud Storage	2/27/2017	7:00 PM	Meeting Room	Technology	Adults	Richard Morton	27
						Total Attendance for Adult Events	433
						Total Adult Events	31

---TEEN EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Teen Advisory Board	2/2/2017	4:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	2
Teen Laser Tag!	2/4/2017	12:00 PM	Meeting Room	Teen Program	Teens	Martha Sullivan	5
Teen Writing Workshop	2/9/2017	7:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	0
Pre-Valentine's Day Party	2/10/2017	3:30 PM	Program Room	Teen Program	Teens	Martha Sullivan	
Relax, It's Just a Game	2/15/2017	3:00 PM	Program Room	Teen Program	Teens	Martha Sullivan	0
Fake it Till You Make It: Improv Workshop	2/20/2017	3:00 PM	Meeting Room	Teen Program	Teens	Steve Lord	1
						Total Attendance for Teen Events	8
						Total Teen Events	6

---YOUTH EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
GMSN 8th Grade Booktalks	2/7/2017	11:00 AM		Youth Outreach	Grades 6-8	Kylie Peters	21
GMSN 8th Grade Booktalks	2/7/2017	11:45 AM		Youth Outreach	Grades 6-8	Kylie Peters	17
After School Enrichment- Harrison	2/7/2017	2:15 PM		Youth Outreach	Grades 3-5	Jessica Parker	9
Geneva Christian Academy 3rd grade visit	2/10/2017	12:30 PM	Program Room	Youth Outreach	Not Applicable	Jessica Parker	12
After School Enrichment- Harrison	2/14/2017	2:15 PM		Youth Outreach	Grades 3-5	Jessica Parker	6
Preschool Outreach Story Time	2/21/2017	10:00 AM		Youth Outreach	Ages 3-5	Kim Crawshaw	34
Kids Zone- Harrison	2/21/2017	3:30 PM		Youth Outreach	All ages	Emily Thompson	24
Kids Zone- Harrison	2/21/2017	3:50 PM		Youth Outreach	All ages	Emily Thompson	16
Book Buzz- Western	2/22/2017	2:15 PM		Youth Outreach	Grades 4 & 5	Emily Thompson	21
Kids Zone- Western	2/22/2017	3:30 PM		Youth Outreach	All ages	Emily Thompson	18
Kids Zone- Western	2/22/2017	3:50 PM		Youth Outreach	All ages	Emily Thompson	15
Book Buzz- Heartland	2/23/2017	2:15 PM		Youth Outreach	Grades 4 & 5	Jessica Parker	14
Kids Zone- Mill Creek	2/23/2017	3:30 PM		Youth Outreach	All ages	Emily Thompson	26
Kids Zone- Heartland	2/23/2017	3:30 PM		Youth Outreach	All ages	Jessica Paker	16
Kids Zone- Mill Creek	2/23/2017	3:50 PM		Youth Outreach	All ages	Emily Thompson	14
Kids Zone- Heartland	2/23/2017	3:50 PM		Youth Outreach	All ages	Jessica Paker	14
Book Buzz- Williamsburg	2/27/2017	2:15 PM		Youth Outreach	Grades 4 & 5	Jessica Parker	17
Kids Zone- Williamsburg	2/27/2017	3:30 PM		Youth Outreach	All ages	Jessica Parker	19
Kids Zone- Williamsburg	2/27/2017	3:50 PM		Youth Outreach	All ages	Jessica Parker	15
Tales on the Town at Deane's Market & Deli	2/28/2017	10:00 AM		Youth Outreach	All ages	Kim Crawshaw & Lisel Ulaszek	26
Drop-In Craft	2/2/2017	9:00 AM		Youth Program	All ages	Susan Garlisch	75
Story Actors	2/2/2017	4:00 PM	Meeting Room	Youth Program	Kindergarten & 1st grade	Susan Garlisch and Ginny Sieck	24

Bounce & Rhyme	2/3/2017	9:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Ginny Sieck	36
Bounce & Rhyme	2/3/2017	10:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Ginny Sieck	27
Laser Tag	2/3/2017	6:30 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	57
Family Storytime	2/4/2017	10:00 AM	Program Room	Youth Program	All ages	Christian O'Kelley	13
Bounce & Rhyme	2/6/2017	10:00 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Ginny Sieck	41
K-1 Fun	2/6/2017	4:00 PM	Meeting Room	Youth Program	Kindergarten & 1st grade	Emily Thompson	16
Family Storytime	2/7/2017	7:00 PM	Program Room	Youth Program	All ages	Katie Smith	8
Storytime at Peck Farm	2/8/2017	10:00 AM		Youth Program	All ages	Katie Smith	26
Kids' Club	2/8/2017	4:00 PM	Meeting Room	Youth Program	Grades 2 & 3	Christian O'Kelley	6
Library Squad	2/8/2017	5:00 PM	Program Room	Youth Program	Grades 6-8	Kylie Peters	8
Reading to Rover	2/9/2017	3:45 PM	Program Room	Youth Program	Grades 1-5	Ginny Sieck	18
Bounce & Rhyme	2/10/2017	9:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Sarah Karch	22
Bounce & Rhyme	2/10/2017	10:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Sarah Karch	39
Bounce & Rhyme	2/13/2017	10:00 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Sarah Karch	47
Family Storytime	2/14/2017	7:00 PM	Program Room	Youth Program	All ages	Katie Smith	9
Word Workshop	2/16/2017	4:00 PM	Meeting Room	Youth Program	Grades 4-8	Emily Thompson	5
Bounce & Rhyme	2/17/2017	9:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Ginny Sieck	33
Bounce & Rhyme	2/17/2017	10:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Ginny Sieck	20
Family Storytime	2/18/2017	10:00 AM	Program Room	Youth Program	All ages	Katie Smith	12
Will it Waffle?	2/18/2017	2:00 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	7
Drop-In Craft	2/20/2017	9:00 AM		Youth Program	All ages	Lisel Ulaszek & Jessica Parker	102
Bounce & Rhyme	2/20/2017	10:00 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Kim Crawshaw	27

Reading the Winter Woods	2/20/2017	10:00 AM		Youth Program	All ages	Emily Thompson	19
Silent Library (Grades 6-8)	2/20/2017	1:00 PM	Meeting Room	Youth Program	Grades 6-8	Kylie Peters	1
Family Storytime	2/21/2017	7:00 PM	Program Room	Youth Program	All ages	Katie Smith	8
Reading to Rover	2/22/2017	3:45 PM	Program Room	Youth Program	Grades 1-5	Ginny Sieck	11
Silent Library (Grades 4-5)	2/22/2017	4:00 PM	Meeting Room	Youth Program	Grades 4 & 5	Kylie Peters	6
Coding Lab	2/23/2017	4:30 PM	Meeting Room	Youth Program	Grades 3-8	Jessica Parker & Kylie Peters	11
Bounce & Rhyme	2/24/2017	9:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Ginny Sieck	27
Bounce & Rhyme	2/24/2017	10:30 AM	Meeting Room	Youth Program	Ages 3 & under with a caregiver	Ginny Sieck	44
Family Fort Challenge	2/26/2017	4:30 PM	Meeting Room	Youth Program	All ages	Sarah Karch	24
Weather Wonders	2/28/2017	10:00 AM	Meeting Room	Youth Program	Ages 3-6 with a caregiver	Sarah Karch	46
Boy Scout Cyber Chip Meeting	2/28/2017	7:00 PM	Meeting Room	Youth Program	Grades 6-12	Kylie Peters and Martha Sullivan	28
2 & 3 Year-Old Storytime-with a caregiver	2/2/2017	9:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Ginny Sieck	26
2 & 3 Year-Old Storytime-with a caregiver	2/2/2017	10:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Ginny Sieck	20
2 & 3 Year-Old Storytime-with a caregiver	2/6/2017	9:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Katie Smith	16
3-6 Year-Old Storytime	2/6/2017	1:15 PM	Program Room	Youth Storytime	Ages 3-6	Ginny Sieck	6
3-6 Year-Old Storytime	2/7/2017	9:30 AM	Program Room	Youth Storytime	Ages 3-6	Sarah Karch	6
3-6 Year-Old Storytime	2/7/2017	10:30 AM	Program Room	Youth Storytime	Ages 3-6	Sarah Karch	12
2 & 3 Year-Old Storytime-with a caregiver	2/9/2017	9:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Ginny Sieck	14
2 & 3 Year-Old Storytime-with a caregiver	2/9/2017	10:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Ginny Sieck	15
Sensory Storytime	2/11/2017	11:00 AM	Program Room	Youth Storytime	Ages 3-8 with a caregiver	Ginny Sieck	8
2 & 3 Year-Old Storytime-with a caregiver	2/13/2017	9:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Katie Smith	29

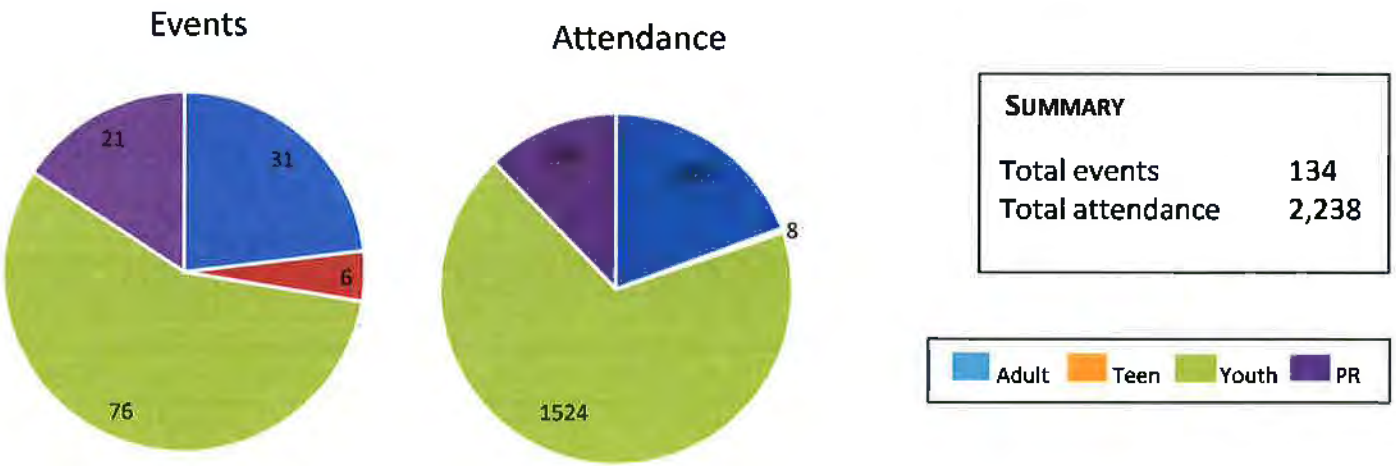
3-6 Year-Old Storytime	2/13/2017	1:15 PM	Program Room	Youth Storytime	Ages 3-6	Ginny Sieck	4
3-6 Year-Old Storytime	2/14/2017	9:30 AM	Program Room	Youth Storytime	Ages 3-6	Sarah Karch	6
3-6 Year-Old Storytime	2/14/2017	10:30 AM	Program Room	Youth Storytime	Ages 3-6	Sarah Karch	9
2 & 3 Year-Old Storytime-with a caregiver	2/16/2017	9:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Susan Garlisch	15
2 & 3 Year-Old Storytime-with a caregiver	2/16/2017	10:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Susan Garlisch	8
2 & 3 Year-Old Storytime-with a caregiver	2/20/2017	9:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Katie Smith	24
3-6 Year-Old Storytime	2/20/2017	1:15 PM	Program Room	Youth Storytime	Ages 3-6	Kim Crawshaw	6
3-6 Year-Old Storytime	2/21/2017	9:30 AM	Program Room	Youth Storytime	Ages 3-6	Sarah Karch	5
3-6 Year-Old Storytime	2/21/2017	10:30 AM	Program Room	Youth Storytime	Ages 3-6	Sarah Karch	9
2 & 3 Year-Old Storytime-with a caregiver	2/23/2017	9:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Susan Garlisch	19
2 & 3 Year-Old Storytime-with a caregiver	2/23/2017	10:30 AM	Program Room	Youth Storytime	2 & 3 year-olds with a caregiver	Susan Garlisch	10
						Total Attendance for Youth Events	1,524
						Total Youth Events	76

---PR EVENTS---

Title	Date	Time	Location	Event Type	Audience	Presenter	Attendance
Foundation Meeting	2/2/2017	7:00 PM	Conference Room	PR	Adults	Christine Lazaris/ Dana Hintz	8
GEARS Meeting	2/3/2017	9:30 AM	Program Room	PR	Adults	Bob Shiffler/Christine Lazaris	5
City Council Meeting	2/6/2017	7:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	25

Geneva Women in Business Board meeting	2/7/2017	9:00 AM	Off-Site	PR	Adults	Paula Krapf	12
City Staff Meeting	2/7/2017	9:00 AM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	7
GHS Theater Boosters	2/9/2017	7:30 PM	Off-Site	PR	Adults	Zac Craft/Paula Krapf	9
American Legion	2/13/2017	7:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	9
GHS Music Boosters	2/13/2017	7:00 PM	Off-Site	PR	Adults	Zac Craft/Paula Krapf	10
Chamber of Commerce	2/16/2017	8:00 AM	Off-Site	PR	Adults	Bob Shiffler	10
Kiwani's	2/16/2017	12:00 PM	Off-Site	PR	Adults	Paul Conterato/ Lisel Ulaszek	5
Park District Board	2/20/2017	7:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	10
Greg Long & Heidi Adams	2/21/2017	9:00 AM	Conference Room	PR	Adults	Bob Shiffler/Christine Lazaris	2
Geneva Women in Business Luncheon	2/21/2017	11:30 AM	Off-Site	PR	Adults	Paula Krapf	48
Williamburg PTO	2/21/2017	12:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	11
Tom Simonian Meet and Greet	2/21/2017	5:00 PM	Off-Site	PR	Adults	Christine Lazaris/ Paula Krapf	25
Mill Creek Neighbors	2/22/2017	9:00 AM	Off-Site	PR	Adults	Bob Shiffler/ Paula Krapf	25
H4 Training Grand Opening	2/24/2017	12:00 PM	Off-Site	PR	Adults	Paula Krapf	15

Michael Clements Meet and Greet	2/26/2017	2:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	15
Geneva Middle School South PTO	2/27/2017	6:00 PM	Off-Site	PR	Adults	Bob Shiffler/Christine Lazaris	6
District 304 Board	2/27/2017	7:00 PM	Off-Site	PR	Adults	Bob Shiffler	15
Duane Ouest	2/28/2017	10:00 AM	Admin Office	PR	Adults	Bob Shiffler/Christine Lazaris	1
						Total Attendance for PR Events	273
						Total PR Events	21



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GPLD

GENEVA PUBLIC LIBRARY DISTRICT

X.B

TECHNOLOGY PLAN, 2015-17
FINAL REPORT

Prepared by Lynnette Singh

INTRODUCTION

In December 2014, Geneva Public Library District (GPLD) completed the Edge Assessment, a self-assessment and technology planning toolkit funded by the Bill and Melinda Gates Foundation, to help identify goals and strategies and develop a technology plan for 2015-2017. The Edge Initiative provides benchmarks in three key areas related to technology and comparisons with a peer group of libraries. In 2014, GPLD placed in the mid-range of a peer comparison group (libraries with a single building serving populations of between 15,000 and 65,000) with a total of 540 out of 1000 possible points.

Edge Assessment benchmarks were incorporated into the goals and strategies set forth in the 2015-2017 Technology Plan. Listed below are the goals and objectives accompanied by a statement of progress.

GOALS AND STRATEGIES 2015-2017

Server Virtualization

The Library's current infrastructure consists of 5 physical servers, each hosting multiple applications and services necessary to support the library's internal network and public services. In the current configuration, any hardware failure or malfunction poses a potential threat to disruption of library operations. In addition, due to inherent suboptimal utilization of the hardware by one operating system residing on one physical server, the library's modern multicore processor hardware is not being used to full potential. Deployment of any additional services which require their own dedicated server platforms, such as a new Minecraft or in-house email server, bare significant costs associated with the purchase of their own server hardware.

An alternative approach to server hardware utilization is through deployment of virtualization, a technology that has become an industry standard in recent years. Server virtualization allows for multiple instances of operating systems to run on a single piece of hardware, effectively turning one server into many. Virtualization technology allows for server redundancy and eliminates any potential for disruption of service. Server virtualization also allows increased performance and scalability as well as reduced hardware costs.

Optimal deployment of virtualization will require moderate redesign and upgrade to the library's current infrastructure. The redesign consists of converting the currently flat network into multiple virtualized Local Area Networks (VLANs). This can be accomplished with the purchase of 2 new identical servers and the addition of a new Cisco layer 3 switch. Utilization of VLANs in the Library's networking infrastructure is necessary to conform to best practices in implementation of virtualization technologies, and will provide the network backbone needed to support future growth and expansion.

Update: In 2015, GPLD purchased two identical HP Proliant DL 380P servers, two Cisco 3750X switches and completed set up of a virtual environment using Microsoft's Hyper-V platform. The virtual environment now hosts ten servers providing redundancy and increased performance. As a result, the staff Intranet and email archiving was easily moved in-house-- both necessary to prepare for the eventual dissolution of LINC. A Minecraft server to provide young patrons the opportunity to use the educational version of the Minecraft software at all times from within the library was also added. In the coming year, staff will prepare thorough documentation of the existing network structure and maintenance procedures.

Email Migration and Office Suite Upgrade

The Library's email is currently hosted by LINC and resides on the web-based WorldClient server platform. Plans are underway to upgrade to the Microsoft Office 2013 Suite and to begin using Outlook 2013 as email client for library staff. The Library has set up an internal WebDAV (web publishing) server to facilitate the sharing of staff calendars and schedules through Outlook. In the coming year, the library will evaluate the option of configuring our own internal Exchange email server versus moving to a cloud-based Microsoft platform.

Update: In August of 2015, all staff and patron computers were upgraded with the Microsoft Office 2013 suite. In November of 2015, staff email migrated to Office 365 email

using free licenses obtained through Microsoft's Office 365 Education for Faculty plan. An email archiving system was also implemented. The move to Office 365 has provided convenient mobile access to email and facilitated calendar sharing and appointment scheduling among staff. Ongoing updates to Office products are made as they become available.

Digital Media Lab / Maker Space

As the "Maker Movement" gains momentum, libraries worldwide are exploring ways to promote and support this growing trend. Many libraries provide Maker Spaces and Digital Media Labs with access to tools needed for creation, invention, and design. Examples include 3D printers, computer programming kits, robotics, and video and audio editing software. Building on the success of the mobile Teen Tech Studio Lab implemented in 2013, the Library will assess current hardware and software offerings and develop a plan for providing greater digital media creation and maker space capabilities.

Update: In August of 2015, GPLD added three iMac computers to the Adult Services area. The iMacs are equipped with the Adobe Creative Cloud suite of applications to be used by patrons for multimedia editing. GPLD now offers photo and video editing classes on a regular basis. In November of 2016, GPLD offered new classes on how to digitize photos, videotapes, slides, and film and purchased digitization equipment for patrons to check out and work with at home. Digitization equipment includes: a Hi8 camera, USB turntable, VHS player, audio cassette player, photo digitizer, slide and film convertors, and the Elgato Video Capture device, available for use within the library. Digitization classes have been well attended and will continue on a regular basis. Patrons may also schedule one-on-one appointments for assistance with these technologies. Staff will continue to assess software and hardware offerings, offer digital media and makerspace type programming, and provide staff training on using these technologies.

Technology Exploration & Learning

The Library is ideally suited to help community members learn and explore 21st century technologies. To that end, the Library will provide users with a broad selection of popular interest electronic resources including eBooks, eAudiobooks, and streaming content. The Library will offer a wide array of technology programming ranging from basic skills to advanced applications using staff as well as industry professionals. The Library will also purchase a selection of popular electronic devices for use in the Library and possible circulation to community members. Library

staff will stay abreast of emerging technologies and trends and will evaluate new products and services as they arise.

Update: GPLD provides eBook, eAudiobook, eMagazine, and streaming video content through the Hoopla, OverDrive, eRead Illinois, and Zinio platforms. Technology programming has increased to include photo and video editing, Apple software and Apple products, new social media platforms, Windows 10, and advanced internet searching techniques. An average of eight programs taught by Digital Services staff and by outside presenters from the College of DuPage, Waubonsee Community College, Very Smart People, Inc., and the Apple store in Naperville are offered monthly. In 2016, iPads, Nook Glowlights, Samsung Galaxy tablets, and digitization equipment were added to the circulating collection. The Digital Services Department helps staff stay abreast of emerging technologies and trends by maintaining a variety of devices for staff members to use and become familiar with. Staff will continue to stay abreast of emerging trends in technology and to expand GPLD's collection of electronic devices and technology programming as necessary to meet community needs.

Digital Marketing Initiative

The Library seeks to use a variety of technologies to interact with community members and increase awareness of Library services. The Digital Content Strategy Group, a cross-departmental committee, was formed to ensure a consistent library voice across all communication channels. The Digital Content Strategy Group will continue to develop consistent, clear, and easy to understand instructions for using the Library's e-resources and to create a welcoming online experience for community members. The Library will continue to explore new ways to highlight library services and connect with users online.

Update: Digital Services staff have developed clear and easy to understand instructions for using the library's digital products available online and as printed material within the library. In November 2016, the Library Board of Trustees approved purchase of the Communico software through a RAILS group discount. The Communico platform will be used for event scheduling and registrations, room reservations, digital signage, website hosting and mobile app. The Digital Content Strategy Team is in the process of evaluating and reorganizing web content in preparation for the migration of the library website to the Communico platform. Development of the Communico products is currently underway with the goal of incorporating our new logo, style guides, and color schemes and working toward a consistent look and feel to all our digital products. In the coming year, staff will

complete the implementation process including the launch of a new updated website hosted on the Communico platform.

Mobile Access

As mobile devices become commonplace in the lives of community members, mobile access to library materials, resources, and staff becomes increasingly important. In 2013, the Library developed the current website using a responsive mobile-friendly web design. In the coming year, the Library will evaluate new options for providing mobile access to the catalog, such as adding an app, and will continue to explore ways to highlight our mobile services.

Update: In March of 2015, GPLD launched a mobile app developed by Boopsie, Inc. The app provides mobile access to the catalog and library accounts, the ability to place holds and renew items, access to eBooks and databases, event registration, and a virtual library card. Internet bandwidth and mobile access points were upgraded to provide faster, more stable Wi-Fi for patrons. As a next step, staff will explore technologies that could aid provision of mobile staffing. One example is the Communico Roam app, a productivity tool that would allow staff to assist patrons using smartphones or tablets from anywhere in the building.

Audiovisual Equipment

The Library will explore options for updating the projection, sound and lighting systems in the large meeting room.

Update: GPLD applied for but did not receive grant funding for updating the audiovisual equipment in the large meeting room. Work on this goal was suspended.

Staff Technology Competencies

To help our patrons make the best use of new technologies and digital information resources, it is important that Library staff be knowledgeable and well trained. A survey of staff technology competencies was completed in December 2014. Plans are currently underway to develop an ongoing staff training program and to incorporate technology competencies into job descriptions.

Update: In July 2015, job descriptions and annual performance review forms were updated to include technology competencies. In the fall of 2015, staff completed a series of self-paced training exercises called "19 Mobile Things." In 2016, procedures for orientation and onboarding of new employees were implemented that include a thorough overview of the library's technology systems and services. Recently, Digital Services staff implemented a series of bimonthly "Lunch and Learn" sessions for staff on various technology topics. We will continue to offer training and opportunities for staff to experiment and learn about emerging technologies.

SUMMARY

In March 2016, GPLD completed a second Edge Assessment and received a score of 730 out of 1000, an increase of 190 points. GPLD improved most significantly in the areas of "Strategy and Evaluation" and "Planning and Policies." Increased bandwidth, offering more devices and opportunities for digital media creation, and expanding the scope of our technology programming also contributed to a higher score. The latest score is above average in peer comparison of medium sized libraries.

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GPLD

GENEVA PUBLIC LIBRARY DISTRICT

X.C

TECHNOLOGY PLAN
2017-2019
Prepared by Lynnette Singh

INTRODUCTION

Libraries must keep pace with changes in society and technology to remain relevant and useful in the lives of their constituents. Libraries have evolved from operating as a "warehouse for books" to lively centers serving the community in ways previously unimaginable. Library planning emphasizes the importance of the following concepts: consume, connect, and create.

- Consume: People come to libraries to use materials such as physical books, e-books, streaming media, etc.
- Connect: People come to libraries for small group interaction, tutoring, one-on-one continuing education spaces, small business-friendly meeting rooms, interactive gaming, video conference, and more.
- Create: People come to libraries to create in a digital world with shared resources such as video and music editing equipment, recording facilities, graphics software, 3-D printing, etc.

Technology is crucial to supporting a wide variety of functions and uses of the library. The Technology Plan is intended to provide an assessment of current technology resources and to guide priorities for the plan period covering March 2017-March 2019.

The plan was officially adopted by the Board of Trustees on March 23, 2017.

VISION

Geneva Public Library District (GPLD) will be a resource for the community, both a physical place and an information portal, where patrons will learn and explore 21st century skills and technologies. Patrons will be able to access the library 24/7, through its website and digital resources. Patrons will be assisted by knowledgeable, trained staff that can help them make the

best use of both new and traditional information resources. Library staff will be supported by up-to-date technology equipment that enables the provision of quality services that are efficient and cost-effective.

BACKGROUND INFORMATION

In March 2016, GPLD completed its second Edge Assessment. The Edge Assessment is a self-assessment and technology planning toolkit developed by the Bill and Melinda Gates Foundation to assist libraries in setting priorities and developing strategic goals. GPLD received a score of 730 out of 1000, an increase of 190 points above its December 2014 score, and ranked above average in peer comparisons of medium sized libraries. The higher score resulted from increased bandwidth, expansion of technology programming, and improved strategic planning.

Some additional benchmarks to be improved upon and incorporated into goals for the coming years are as follows:

- Provide Internet-enabled devices for use within the library
- Provide video conferencing equipment for public use
- Provide presentation equipment (e.g., projector, microphone, document scanner) for public use
- Provide production equipment (e.g., digital cameras, microphone) for public use
- Provide at least one public terminal with assistive technology that enable use by persons with visual, motor, and dexterity impairments

GOALS AND STRATEGIES

Migration to the SWAN Consortium

GPLD is currently a member of LINC (Library Integrated Network Consortium), an eight library consortium. In early 2016, GPLD learned of the eventual dissolution of the LINC Consortium. In March of 2016, Carol Dawe from LINC met with representatives from SWAN, the System Wide Network Consortium, to discuss the possibility of the LINC libraries joining SWAN. Pricing and timelines were presented to the Library Board of Trustees and in September 2016, the Board approved an ordinance authorizing membership in SWAN. The SWAN consortium currently consists of 77 libraries that share a catalog of over 8 million items and a patron database of 1.1 million registered users. This move will increase GPLD patron access to materials and significantly decrease consortium costs.

Library staff will review patron and collection databases, identify necessary modifications, and continue to work with both LINC and SWAN staff to ensure a smooth migration of data to the SWAN shared catalog and launch for GPLD patrons. The migration to SWAN is expected to be complete by June 2018.

After all LINC libraries move to SWAN the LINC consortium will dissolve. In addition to providing and maintaining access to a joint catalog, LINC also hosted GPLD's website, Intranet, email, and event and room reservation platform. GPLD has already migrated many services to internal servers or the cloud. Migration of the Library website needs to be completed before the dissolution of LINC.

Implementation of Communico Software

In November 2016, the Library Board of Trustees approved a lease agreement for use of the Communico base platform. Communico is an integrated suite of software applications built especially for libraries to manage event registration, room and equipment reservations, web and mobile app content, and digital signage. The Communico platform will streamline staff workflow by allowing management of online services from a single centralized console. It will also facilitate ongoing plans to provide online event and room reservations for GPLD patrons. Implementation of the Communico platform began in December of 2016 and should be complete by fall 2017.

Once GPLD is fully operational on the Communico platform the following products/services will no longer be supported or maintained: Evanced Events and Reserve, Boopsie Mobile App, Rise Vision Digital Display, and Drupal website.

Website Redesign / Migration

The Library seeks to provide barrier-free online access to library information and resources, to promote awareness of library services and opportunities, and to build library brand recognition in the community using a variety of online technologies, including the library's website. GPLD's website provides digital marketing for library services as well as a gateway to library resources such as event registration, online resources, downloadable books, etc. The website is available to community members 24/7 even when the library is closed and thus serves as a digital branch.

The current website launched in 2011. While it has been continuously updated there has been no major design overhaul and it is need of a fresh look. In addition to moving the current website off of the LINC server as dictated by the dissolution of LINC, GPLD will also redesign the site. A staff led cross departmental team charged with ensuring a consistent voice across all GPLD communication channels is currently in the first phase of a website redesign project. The

redesign project includes completing an inventory of the current site, weeding and organizing content, and developing a mission statement and maintenance plan. Design work will occur after completing content and infrastructure analysis. Use of an outside design firm may be necessary to complete the design work.

The redesigned website will be built on the Communico platform to provide users with convenient, easy to use access to digital services and a consistent look and feel across all the library's digital touchpoints. The site needs to be mobile friendly for today's lifestyle.

RFID

RFID (Radio Frequency Identification) is used by libraries for circulating and securing collection resources. RFID offers significant advantages over traditional barcodes and magnetic tape. RFID streamlines staff workflow and provides for a faster and more convenient self-check experience for patrons as well as enhanced security. RFID also allows for the implementation of other services aimed at saving space and time, such as laptop and media dispensers.

Staff will research options and pricing for the implementation of RFID and provide a recommendation and projected timeline for implementation. A Request for Proposals (RFP) will be developed to obtain proposals from leading vendors for purchasing RFID hardware and software, including new self-check machines and desk readers.

Barcodes on all existing collection materials will need to be replaced with RFID tags. A staffing plan for tagging the library's collection of approximately 142,000 items will need to be developed. A temporary staffing increase for the purpose of tagging the collection should be expected.

Technology Exploration and Learning

The library is ideally suited to help community members learn and explore 21st century technologies. To that end, GPLD will provide users with a broad selection of popular interest electronic resources including eBooks, eAudiobooks, and streaming content. GPLD will offer a wide array of technology programming ranging from basic skills to advanced applications using staff as well as industry professionals. GPLD will continue to purchase popular electronic devices and up to date equipment for use in the Library and for lending to community members. Staff will stay abreast of emerging technologies and trends and will evaluate new products and services as they arise.

Maker Movement

Libraries have always offered users access to materials and services that may otherwise by unavailable. These shared resources began with books and have since expanded to include a host of other offerings. Today, libraries are offering "maker spaces," which are spaces with video and editing equipment, recording facilities, graphics software, and equipment like 3-D printers, laser cutters, etc.

GPLD's current facility does not have space to provide a dedicated maker space. However, the community continues to express interest in having access to creative offerings. Library programming will provide maker opportunities and staff will continue to hone their maker skills in preparation for a time when space constraints do not dictate offerings.

Accessibility

GPLD seeks to ensure participation in digital technology for people with disabilities. To that end, staff will investigate ADA compliant options and implement assistive technology services for persons with visual, motor, and dexterity impairments as feasible given the current building limitations. Accommodations for accessibility will be highlighted in the building and on the website.

Digital Marketing

Social media and email is used to share information about library services and resources. Mailchimp is currently used to communicate with more than 1,500 patrons who subscribe to the twice-monthly email. Facebook, Twitter, and Instagram are used to communicate via social media. Over the next two years, GPLD will continue to refine email marketing methods, to communicate with different audiences: welcoming new members to the Library and informing them of the benefits membership provides; reaching out to lapsed cardholders, bringing them up to date on Library services and inviting them to visit; and targeting Library cardholders based on interests - such as youth storytimes, technology programs, or 20s & 30s events - in order to raise awareness and increase participation in programs and services.

Staff Training and Resources

Ongoing technology training for staff and access to resources for working and communicating in a digital world is necessary to ensure staff is knowledgeable and equipped to facilitate excellent

service to patrons and able to make data driven decisions about library services. A library-wide training initiative will include the continuation of informal Lunch and Learn sessions that focus on helping staff explore new technologies and a more formalized program focused on providing training for staff on using the software available on the library's public computers. This formalized training will include bringing in professional trainers as well as utilizing web-based resources such as Lynda.com.

Mobile technology is commonplace in the modern work environment and allows staff to work and to assist patrons anywhere. A transition away from desktop computing will free staff to move about the building and beyond. The Communico platform includes the mobile application, Roam, which will allow staff to assist patrons with checkouts, holds and renewals, event registration, and room booking without being tied to a specific location. In preparation for the implementation of Roam, staff will be provided with the mobile devices needed to make effective use of this technology.

NETWORK INFRASTUCTURE & CURRENT LIBRARY TECHNOLOGIES

Servers, Switches, Firewall and Router

GPLD's network infrastructure consists of 5 HP Procure 2530 GB LAN switches, 3 HP Procure 2530 GB switches used for the VOIP phone system, and 2 Cisco Layer 3 core switches used for VLAN routing. GPLD runs 5 physical and 10 virtual servers with Windows Server 2012 R2 operating system. Virtual servers are hosted on the Microsoft Hyper-V platform. The network is protected with a Sonicwall NSA 3600 firewall. NSA 3600 is a 'next-generation" firewall that provides deep packet inspection and offers intrusion protection, malware protection, and gateway anti-virus. GPLD uses a Cisco 3800 Series router.

Internet

GPLD maintains two Internet connections: a Comcast line used for all general internet traffic and an AT&T fiber optic line. In August 2016, the Comcast line was upgraded from 50 Mbps to 150 Mbps. The AT&T fiber optic line is provided at a discount through Illinois Century Network and is used as a VPN connection to the LINC Office in St. Charles. The VPN connection will be reconfigured to connect with SWAN when LINC dissolves.

Wi-Fi

GPLD's Wi-Fi network employs the latest 5 GHz wireless standards and consists of 4 Cisco Meraki MR18 802.11n and 1 Cisco Meraki MR32 802.11ac access points. The Wi-Fi network sees an average of 180 unique devices connected per day and normally utilizes between 8 and 24% of the available channel bandwidth. The patron Wi-Fi is open and unencrypted and resides on a subnet separated from the rest of the library's network. Wi-Fi coverage extends to all public areas within the building. Digital Services staff stays abreast of emerging wireless technologies, monitors Wi-Fi usage, and evaluates library needs.

Backup System

Library data is backed up to tape using an HP LTO-5 Ultrium tape drive and the Acronis Advanced Backup software. A full backup is done weekly with incremental backups added each night. The most current backup tape is kept off-site and rotated weekly.

VOIP Phone System

GPLD uses the Avaya IP Office VOIP phone system and Voicemail Pro software. The phone system uses 3 HP ProCurve 2530 switches and can accommodate 60 telephones. GPLD contracts with CCC Technologies for maintenance and support.

Integrated Library System (ILS)

GPLD belongs to LINC, a consortium of eight member libraries (Batavia, Bloomingdale, Geneva, Glen Ellyn, Itasca, St. Charles, Villa Park, and West Chicago). LINC uses the SirsiDynix Symphony 3.4 automation system and the SirsiDynix Enterprise OPAC (Online Public Access Catalog). Staff access the system using WorkFlows Symphony software to find materials and patron information, and to generate reports. Director's Station software is available to management staff and is used to generate reports. LINC provides access to Shoutbomb (texting) service, Mobile Circ and LIBAnywhere apps, and CollectionHQ and eResource Central software. Plans are underway for migration to the SWAN Consortium which should be complete by June 2018.

Public Internet and Computer Use

GPLD offers free wireless internet access throughout the building for public use. Adults have access to 11 wired computers: eight PCs with Windows 7 and three IMacs with Sierra. Five internet enabled tablets and laptops are also available for use in the building. Children have access to eight wired computers, six are used for general internet and two are AWE Learning Early Literacy Stations. Internet computers in Youth Services use the filtering software, K-9 Blue Coat. Public computers in Information and Reader Services are not filtered.

MyPC time management software is used on all public computers, with the exception of the AWE, early literacy stations, to distribute computer time equitably. Patrons in Information and Reader Services can make reservations for the next available computer or up to a week in advance. Printing is managed with the PaperCut software and is available from all public computers. Both black and white and color prints are available.

The following software is available on public PCs in Information and Reader Services:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Access
- Picasa 3 Photo Editor

The following software is available on public iMacs in Information and Reader Services:

- Adobe Creative Cloud Suite
- Pages
- Numbers
- Keynote
- iMovie
- Photos

The following software is available on public PCs in Youth Services:

- Mighty Math Calculating Heroes
- Sammy's Science
- Bailey's Book House
- Millie

- I Spy Treasure
- Kid Pix Deluxe
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Access
- Minecraft Edu Launcher

Desktop and Software Management

GPLD uses a variety of software programs to manage and deploy desktop computers for both patrons and staff. Microsoft Windows Operating System and Microsoft Office Suite licenses are purchased through the Microsoft Volume Licensing program. Microsoft Volume Licensing with software assurance allows GPLD to continually upgrade at no additional cost. Windows Operating System updates are distributed through WSUS (Windows Server Update Services) and performed daily. Third party and plugin updates such as Flash, Adobe Reader, and WinZip are handled through the Ninite software platform and completed weekly. Faronics Antivirus is installed on all desktop PCs and servers and automatically updates every few hours. Digital Services staff uses Windows AIK (Automated Installation Kit) for desktop imaging and maintains current images of all PC configurations. Windows AIK, Windows Group Policy, and WSUS are free services bundled with Windows Server software.

All public computers are configured for security through Windows Group Policy and use Faronics DeepFreeze, a system restore program that clears changes upon reboot. Public Web Browser is used as security software on the OPACs (online public access catalog).

The following is a list of subscription software renewed annually:

- Faronics Antivirus
- Faronics DeepFreeze
- Ninite Pro
- Public Web Browser
- Lansweeper
- Mailstore

OPACs (Online Public Access Catalogs)

There are 11 OPAC stations throughout the library. Currently, the OPACs use Public Web Browser software in kiosk mode to limit patron searching to the library catalog. The implementation of the Communico software will provide additional functionality that will allow for an interactive, touch-enabled catalog interface. Staff will explore these options and implement features to meet patron needs.

PC Replacement Cycle

GPLD purchases PCs on a four year replacement cycle. Older PCs are repurposed as OPACs. Equipment that is no longer usable is picked up for recycling by MRK Group, Ltd. In Elgin, IL.

Remote Access

Remote access is available as needed to exempt level staff via a subscription to the LogMeIn software.

Self-Check Kiosks

GPLD owns three iCirc self-check kiosk units provided by Central Technology, Inc. The self-check units typically handle 63% of all checkouts. The iCirc self-checks are not RFID compatible. Implementation of RFID technology will require upgraded units.

Digital Signage

GPLD has two LED monitors, one smart TV, and uses the Rise Vision Digital Display platform to create digital displays highlighting services and upcoming events. The Rise Vision platform allows staff to use the RSS feed from the event calendar and existing slider content from GPLD's webpage. Plans are underway to transition to the Communico platform for digital signage. Communico allows any internet enabled device to be used for broadcasting. Room schedules, program information, and website content can be pushed out to digital signage using customized channels.

Print Management

GPLD contracts with Gordon Flesch for managed print and copy service. Gordon Flesch provides printer and copier maintenance and repairs and delivers toner and ink cartridges. GPLD owns 14 managed printers and leases three copiers.

Website and Web Applications

GPLD maintains a website to provide information and access to materials. The website is maintained on the open source platform, Drupal, and is hosted by the LINC Consortium.

GPLD uses the following third party web applications:

- Boopsie Mobile App- Provides mobile access to the catalog, databases, events, and a virtual library card
- Mosio Text-a-Librarian – Provides for text message and chat reference
- Shoutbomb – Sends text messages to patrons regarding the availability of holds and renewals
- New Book Alerts – Provides notification to patrons regarding new books, videos, and movies added to the library catalog
- Author Check – Allows patrons to subscribe to favorite authors and receive notification when new material is added to the catalog
- Evanced Events and Room Reserve – Displays calendar of events, handles program registration and room reservation

Migration of web content and integration of new web applications on the Communico platform will greatly change the landscape of current offerings and infrastructure.

Social Media

GPLD connects with patrons through the following social media platforms:

- Facebook (1807 followers as of February 2017)
- Twitter (2209 followers as of February 2017)
- Instagram (486 as of February 2017)

Streaming and Downloadable Content

GPLD offers digital content through a number of different platforms. Users can download or stream content to any platform compatible device including most tablets, smartphones, and computers.

GPLD provides access to the following e-resource platforms:

- OverDrive eMediaLibrary (eBooks & eAudiobooks)
- eRead Illinois (eBooks)
- Hoopla (movies, music, TV & eAudiobooks)
- Zinio (eMagazines)

Subscription Databases and Learning Platforms

GPLD provides access to subscription-based electronic databases and online learning platforms. Staff investigates new products and monitor usage of existing services. A current list of subscriptions is provided at the end of this document.

Laptop Training Lab

Laptops are used to teach a variety of adult technology classes and to support both youth and teen programs. Six MacBook Pros and 16 laptops that dual boot to either a Windows 10 or Mac Sierra environment are available. Additional Mac Laptops will be purchased to facilitate growing demand for Apple/Mac based programming and classes.

Digitization Equipment

Digitization equipment is available for patrons to use in the library to convert older media such as VHS, 8mm, Reel-to-Reel, and audiocassette tapes, photos, slides, and film to digital formats. Devices include: a Wolverine Photo Digitizer, Wolverine Slide and Film Converter, Toshiba VHS to DVD convertor, Ion LP Turntable, Ion audiocassette player, Sony Hi8mm camcorder, Elgato Video Capture device, and an external DVD burner.

Lending Devices

Devices and equipment available for use by patrons outside the library include: iPads, Samsung Galaxy tablets, Nook Glowlights, Elgato Video Capture devices, Wolverine Photo Digitizers, Wolverine Slide and Film Digitizers, Ion audiocassette convertors, and Toshiba VHS to DVD convertors.

CURRENT TECHNOLOGY INVENTORY

Physical Network

2 Cisco 3750x switches	LAN
3 HP Procure 2530 48port GB switches -	LAN
2 HP Procure 2530 48port GB POE switches	LAN
1 3COM 24 port GB	LAN
1 3COM 26 port GB switch	LAN
1 HP Procure 2530 8port GB POE switch	Wi-Fi
3 HP Procure 2530 24port GB POE switches	VOIP
Avaya IP Office 500 v2	VOIP Phone System
SonicWALL NSA 3600	Firewall
Cisco 2800 Series	Router
4 Cisco Meraki MR18	Access Points
1 Cisco Meraki MR32	Access Point

Physical Servers & Operating System

Dell PowerEdge R510	Windows Server 2008 R2
Dell PowerEdge R510	Windows Server 2008 R2
Dell PowerEdge R620	Windows Server 2008 R2
HP ProLiant DL380P Gen8	Windows Server 2012 R2
HP ProLiant DL380P Gen8	Windows Server 2012 R2

Virtual Servers & Operating System

AVServer	Windows Server 2008 R2
Fileserver01	Windows Server 2012 R2
Fileserver02	Windows Server 2012 R2
GPL-Intranet	Windows Server 2008 R2
GPL-MyPC	Windows Server 2012 R2
GPL-WSUS	Windows Server 2012 R2
GPL-VOIP	Windows Server 2012 R2
GPL-PrintServer	Windows Server 2008 R2
Mailstore	Windows Server 2012 R2
Minecraft	Windows Server 2012 R2

Desktop Computers

27 Dell OptiPlex 990
22 Dell OptiPlex 9010
14 Dell OptiPlex 960
20 Dell OptiPlex 9020
5 Apple iMacs

Laptops

16 MSI Laptops	Windows 10 64 bit
6 MacBook Pros	Mac Sierra
6 Dell Laptops	Windows 7 32 bit

Copiers

2 Canon ImageRunner 3225
1 Canon ImageRunner 3480

Tech Zoo Devices

iPad Mini
iPad Mini 2
iPad (First Generation)
iPad 2 (Third Generation)
iPad 3 (Fourth Generation)
iPad Pro
Surface Pro
Galaxy Tab
Galaxy Tab E
Kindle Fire (2)
Kindle Fire HD
Kindle Fire HDX
Nook Color
Nook Tablet
Nook HD+ (2)
Nook GloLight
MacBook Pro
MacBook Air
Lenovo ThinkPad (2)
Wi-Fi hotspot

Portable Projector (small silver projector)
Epson PowerLite Projector
Chromebooks (2)
Kobo (2)
Kindle Basic
Kindle Touch
Nook 1st Edition
Nook Simple Touch
Sansa Clip
iPod Nano
Flip Camera
GoPro Camera
Laser Pointer
Webcam
USB Microphone
Headset (2)
USB (2)
Makey Makey
Squishy Circuits
Yeti Microphone 1
Yeti Microphone 2
JVC HANC250 Headphones (2)
JVC Everio GZ-EX250 Camcorder
Large Tripod (Stored in Meeting Room Closet)
Mini Tripod
External Hard Drive 1
External Hard Drive 2
Green Screen + Stand
MicroBeam 512 LED Video Light
Voice Amplifier (hands free microphone and speaker)
Big Tab 1
Big Tab 2
Elmo Document Scanner
Dash Robots (3)
Sphero Balls (3)
Wireless printer

Printers

HP 4200
HP 3600
HP CM2320
HP CP3525
HP LaserJet 1100
HP LaserJet 1300
HP LaserJet 1320
HP LaserJet 1505
HP LaserJet 3015
HP LaserJet 1600
HP DesignJet 90r
HP DesignJet 130
HP LaserJet Pro M451dn
HP LaserJet MFP 575
2 HP LaserJet 1022

Miscellaneous

Lenovo Think Vision LT2252p Monitor
4 Lenovo ThinkPad laptops
4 Epson PowerLite Projectors
Shure ULX Lavalier microphone
DVD Player
ScanStation scanner
Money AutoLoader
2 Cpads
4 Star Receipt printers
4 Epson Receipt printers
50 Avaya handset phones
3 Cen-tec iCirc self-checkout machines (computer, monitor, scanner, printer, cabinet)
2 iPads (Mobile Circ devices)
1 iPad Pro (Youth workroom)
3 iPad Airs (Youth tech area)

CURRENT SUBSCRIPTION DATABASES

A to Z Databases
A to Z Maps Online
A to Z the USA
A to Z World Travel
Access Science
Amazing Animals of the World
America the Beautiful
Ancestry Library Edition
Biography in Context
BookFlix
Britannica Library Reference center
Chicago Manual of Style
Chicago Tribune
Chilton Library
College Preparation Center
Consumer Reports
County and Regional Histories & Atlases: Illinois
CulturalGrams
CulturalGrams Kids Edition
CultureGrams States Edition
Enciclopedia Estudianti Hallazgos
Encyclopedia Britannica Online for Kids
Encyclopedia Americana
ePrep
Ferguson's Career Guidance Center
FirstSearch
Gale Artemis Literary Sources
Gale Directory Library
Gale Virtual Reference Library
General Reference Center Gold
Geneva Republican
Grolier Multimedia Encyclopedia
Grolier Online Kids
Grolier Online Passport
Health & Wellness Resource Center

HelpNow!
HeritageQuest Online
Historical Newspapers
eRead Illinois
Inside MLB
Inside the NFL
Issues & Controversies
Job & Career Accelerator
JobNow!
Lands and Peoples
LearningExpress Library
Literature Criticism Online
Literature Resource Center
Little Pim
Lynda.com
Miss humblebee's Academy
Mango Languages
Morningstar
Muzzy Online
National Geographic
New Book of Knowledge
New Book of Popular Science
Novelist K-8 Plus
Novelist Plus
La Nuevea Enciclopedia Cumbre
OverDrive eMediaLibrary
Overland Journeys: Travels in the West 1800-1880
Oxford English Dictionary
Oxford Reference
PebbleGo
Primary search
Record Information Services
ScienceFlix
Something about the Author
Student Resources in Context
Today's Science
TrueFlix
U.S. Major Dailies

U.S. Presidents
Universal Class
Value Line research Center
WilsonWeb OmniFile
World book Web
World News Digest
WorldCat

discover • inspire • grow

GPLD

GENEVA PUBLIC LIBRARY DISTRICT

X. D

MEMORANDUM

TO: Board of Trustees
FROM: William Karnoscak, Deputy Director
DATE: March 14, 2017
RE: GPLD Insurance Renewal

Geneva Public Library District, in consultation with Valley Insurance, Geneva, will renew its annual insurance plan policies for the April 1, 2017 to March 31, 2018 timeframe. The following table outlines the policy type, premiums (2016 premium in parentheses), coverage, and associated limits with applicable deductibles noted.

Type	2017 / (2016) Premium	Coverage	Limits & Deductibles
Package Policy	$14,432 / ($14,769)	Property	$13,153,079, $1,000
		Employee Dishonesty	$25,000, $1,000
		Computer	$260,000 (hardware & software), $500
		Public Liability	$1,000,000 per occurrence, $0
Business Auto (included in Package Policy in 2016)	$ 276	Non-ownership Auto Liability	$1,000,000, $0
Umbrella Policy	$4,065 / ($5,100)		$10,000,000 per occurrence $10,000,000 aggregate limit
Workers' Compensation	$8,243 / ($11,215)	Employer Liability Projected Payroll	$500,000 Subject to audit
Total	**$27,016 / ($31,084)**		

In addition to these policies, I recommend the Library expand our insurance program to include **ID Theft/Cyber Terrorism** coverage for an annual cost of $628 with the following limits & deductibles: Data Compromise Response Expenses, $100,000, $2500; Data Compromise Defense and liability, $100,000, $2500; attack and extortion, $50,000, $10,000; and Network Security, $100,000; $10,000. This coverage would also be effective April 1 2017. The revised total (not reflected in the Premium Summary that follows) would be **$27,644.**

The following policy coverages renew on dates later in the calendar year: Notary Public Errors and Omissions Group Policy (aggregate limit of $10,000; term renewal in September 2017) and a Directors and Officers Liability & Employment Practices policy (aggregate limit of $100,000; term renewal in November 2017). Valley Insurance will provide new quotes in advance of expiry.

Valley
INSURANCE
AGENCY

www.via-inc.com
630.232.1640
f 630.232.1687

COMMERCIAL INSURANCE PROPOSAL

Geneva Public Library and
Friends of Geneva Library
and
Geneva Library Foundation
127 James Street
Geneva, IL 60134

Prepared by: **Valley Insurance Agency**
422 E. East State Street
P.O. Box 231
Geneva, IL 60134
630-232-1640 FAX 630-232-1687
www.via-inc.com

Agent: **Gordon D. Hard**

Note: Coverage summaries provided herein are intended as a brief outline of coverage only. In the event of loss, all terms, conditions, and exclusions of actual policies will apply.

COMMERCIAL INSURANCE PROPOSAL

COVERAGE DESCRIPTION	
COVERAGE LIMITS	Various - see following pages
POLICY PERIOD	**April 1, 2017 to April 1, 2018**
ANNUAL PREMIUM	See premium summary
INSURANCE COMPANY	Liberty Mutual Insurance Company
INSURANCE COMPANY RATING	A (Excellent)

OPTIONAL COVERAGES AVAILABLE:

1. Earthquake and Flood
2. Data Security and Data Compromise, Attack and Extortion and Network Security Liability

Valley INSURANCE AGENCY

422 E State St
PO Box 231
Geneva, IL 60134

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COMMERCIAL INSURANCE PROPOSAL

COVERAGE DESCRIPTION:	**Property**	127 James Street Geneva, IL 60134
COVERAGE LIMITS:	Building	Blanket Property - $13,153,079
	Contents	Included
	Business Interruption	Actual Loss Sustained
DEDUCTIBLE:	**$1,000** Per Occurrence (not applicable to business interruption)	

SPECIAL CONDITIONS/COVERAGE EXTENSIONS:

Perils Insured	Special Form
Loss Settlement	Replacement Cost
Co-Insurance Clause:	
Building	90%
Contents	90%
Business Interruption	N/A

Other

Property Extension "Plus" Rider
6% Inflation Guard – Building and Contents
Equipment Breakdown Coverage
Computer Coverage - $260,000 limit, replacement cost, $500 deductible
Employee Dishonesty Coverage - $25,000 limit, $1,000 deductible
(extends to welfare and pension plans)
Loss Payee – Lessor on Copy Equipment – GFC Leasing
Identity Theft Administration Services - $25,000 limit

Valley INSURANCE AGENCY

422 E State St
~~PO Box~~ 231
Geneva, IL 60134

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	STATEMENT OF VALUES (COMMERCIAL PROPERTY)						
Policy Number:	**CBP2710077**	Blanket Effective Date			**4/1/2017**		
Insured:	**Geneva Public Library and Friends of Geneva Library**						
	and Geneva Library Foundation						
PLEASE REPORT ALL VALUES AT 100%							
Coinsurance to apply		80%**	90%	**100% X**			
Causes of Loss to apply		Basic	Broad	**Special X**			
Valuation:		Actual Cash Value		**Replacement Cost X**			
		Agreed Value X		Reporting Form		Earthquake	
		4% Inflation Guard					
Building	**Location**	**Description and Location**			**Occupancy**	**Coverage ***	**100% Values**
1	1	Blanket Limit on Building & Business				BLDG	$7,488,079
		Personal Property				BPP	$5,665,000
Total Blanket Values:		**$13.153.079**					
Building:		$7,488,079		Contents:	$5,665,000		
Property of Others:				Business Income:			
Stock:				Other:			
*** Coverages**	B = Building; S = Stock; PPROP = Your Business Personal Property;						
	PPO = Personal Property of Others; BI = Business Income; O = Othe						
**** Agreed Value Only - 80% coinsurance not available for Blanket Coverage**							
Insured Signature:				Date:			
Agent Signature:				Date:			

COMMERCIAL INSURANCE PROPOSAL

COVERAGE DESCRIPTION	**Comprehensive General Liability**
COVERAGE LIMITS	Bodily Injury & Property Damage Combined Single Limit

General Aggregate	$2,000,000
Per Occurrence	$1.000.000
Products/ Completed Operations Aggregate	$2.000.000
Personal & Advertising Injury	$1,000,000
Fire Damage (legal liability)	$ 100,000
Medical Expense (any one person)	$ 15,000

SPECIAL CONDITIONS/COVERAGE EXTENSIONS

General Liability Extension Rider
Additional Names Insured – Friends of the Geneva Public Library/Geneva Library Foundation/Volunteers
Employee Benefit Liability - $1,000,000 each loss, $3,000,000 aggregate, $1,000 deductible per loss
Parking Lot – 127 S. First Street, Geneva, IL
Additional Insured (Lessor of Equipment) – GFC Leasing
Vacant Land – 210 S. 6th Street, Geneva, IL
NOTE: Employer Practices Liability if included in tbe Directors/Officers Liability Coverage

Premium Basis: Not subject to Audit

Valley INSURANCE AGENCY
422 E State St
PO Box 231
Geneva, IL 60134

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COMMERCIAL INSURANCE PROPOSAL

COVERAGE DESCRIPTION	**Business Automobile**	
COVERAGE LIMITS	Liability	
	Medical Payments	
	Uninsured/Underinsured Motorist	$1,000,000
PHYSICAL DAMAGE	Comprehensive Deductible	
	Collision Deductible	
SPECIAL CONDITION/ COVERAGE EXTENSIONS	Non-Owned & Hired Auto - $1,000,000 (liability only)	
COVERED VEHICLES	No Corporate owned vehicles	
POLICY PERIOD	**04/01/2017 to 04/01/2018**	
ANNUAL PREMIUM	**Refer to Premium**	
INSURANCE COMPANY	Liberty Mutual Ins. Co.	
INSURANCE RATING COMPANY	A (Excellent)	

Valley INSURANCE AGENCY

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Geneva, IL 60134

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COMMERCIAL INSURANCE PROPOSAL

COVERAGE DESCRIPTION	**Workers Compensation**	
COVERAGE LIMITS	Statutory Benefits- Illinois	
EMPLOYER LIABILITY	Each Accident	$500,000
	Disease – Policy Limit	$500,000
	Disease – Each Employee	$500,000
POLICY PERIOD	**04/01/2017 to 04/01/2018**	
ANNUAL PREMIUM	Refer to Premium Summary	
INSURANCE COMPANY	Employers Assurance Co.	
INSURANCE COMPANY RATING	A- (Excellent)	

Code	Description	Projected Payroll
9101	Public Library – all other employees	$ 55,000
8810	Public Library – professional employees and clerical	$2,332,000

ILLINOIS EXPERIENCE MODIFICATION .95

Valley INSURANCE AGENCY

422 E State St
PO Box 231
Geneva, IL 60134

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COMMERCIAL INSURANCE PROPOSAL

COVERAGE DESCRIPTION	**Umbrella Liability**	
COVERAGE LIMITS	Liability	
	Each Occurrence	$10.000.000
	Aggregate	$10,000,000
	Product Aggregate	$10,000,000
SELF-INSURED RETENTION		**$10,000**

POLICY PERIOD	**04/01/2017 to 04/01/2018**
ANNUAL PREMIUM	Refer to Premium Summary
INSURANCE COMPANY	Liberty Mutual Ins. Co.
INSURANCE COMPANY RATING	A (Excellent)

POLICY IS NOT SUBJECT TO ANNUAL AUDIT

Valley INSURANCE AGENCY

422 E State St
PO Box 231
Geneva, IL 60134

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COMMERCIAL INSURANCE PROPOSAL

COVERAGE DESCRIPTION:	**Property**	127 James Street Geneva, IL 60134
COVERAGE LIMITS:	Building	Blanket Property - $13,153,079
	Contents	Included
	Business Interruption	Actual Loss Sustained
DEDUCTIBLE:	**$1,000** Per Occurrence (not applicable to business interruption)	

SPECIAL CONDITIONS/COVERAGE EXTENSIONS:

Perils Insured	Special Form
Loss Settlement	Replacement Cost
Co-Insurance Clause:	
Building	90%
Contents	90%
Business Interruption	N/A

Property Extension "Plus" Rider
4% Inflation Guard – Building and Contents
Equipment Breakdown Coverage
Computer Coverage - $266,000 limit, replacement cost, $500 deductible
Employee Dishonesty Coverage - $50,000 limit, $1,000 deductible
(extends to welfare and pension plans)
Loss Payee – Lessor on Copy Equipment – GFC Leasing
Identity Theft Administration Services - $25,000 limit

COMMERCIAL INSURANCE PROPOSAL

PREMIUM SUMMARY

In accordance with the information provided by your office and based on the current insurance coverages, the annual premium for the term **April 1, 2017** to **April 1, 2018** is as follows:

		EXPIRING
COMMERCIAL PACKAGE POLICY	$14,432	15,434
COMMERCIAL PRODUCT LIABILITY POLICY	N/A	
BUSINESS AUTO POLICY	$ 276	INCL.
WORKERS' COMPENSATION	$ 8,243	11,216
UMBRELLA	$ 4,065	5,100
TOTAL ANNUAL PREMIUM	$27,016	+$628 ID THEFT

Premium Payment Basis: Direct Bill - Monthly

Total = $27,644

The premium for these policies may be prepaid or financed over a certain period, with a percentage down and the balance payable in equal installments. Please contact **Valley Insurance Agency** for further details on this matter.

Valley INSURANCE AGENCY

422 E State St
PO Box 231
Geneva, IL 60134

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discover • inspire • grow

GPLD

GENEVA PUBLIC LIBRARY DISTRICT

X. E

MEMORANDUM

TO: Board of Trustees
FROM: William Karnoscak, Deputy Director
DATE: March 14, 2017
RE: Employee Assistance Program (EAP)

The Board of Trustees typically approves renewal of EAP services with TriCity Family Services at the March meeting. This year's contract renewal is $4,000.00.

Our health insurance consortium, LIMRiCC, includes EAP services (provided by CommPsych) to its member libraries. As of January 2017, CommPsych expanded its scope of eligibility to provide services to all library staff (regardless of employment status, or insurance plan participation), their families, and Board of Trustee members.

In light of this enhancement, I recommend to the Board that the Library dissolves its relationship with TriCity Family Services, as of March 31, 2017. The CommPsych EAP has been available as of January 1, 2017.

EAP VOUCHER

DATE: March 10, 2017

TO: William Karnoscak, Assistant Director
Geneva Public Library
127 James Place
Geneva, IL 60134

RE: EAP Contract from April 1, 2017 through March 31, 2018

AMOUNT OF CONTRACT:	**$4,000.00**
One Payment due upon receipt	**$4,000.00**

Please remit payment to: TriCity Family Services, 1120 Randall Court, Geneva, IL 60134

X.F

TJ'S LAND CARE, INC.

28w407 Rogers Ave., Warrenville, IL 60555
Office: (630) 393-1993
Cellular: (630) 675-0433
Fax: (630) 393-1997
E-mail: tjslandcare@sbcglobal.net

LANDSCAPE PROPOSAL

This document details a proposal from John Marotto of TJ's Land Care to Andy Strutz for the Geneva Public Library property, located at 127 James St., Geneva, IL and shall be subject to the terms and prices outlined below.

The usual time frame for lawn care and property maintenance begins in April and extends through November 30th. There are, however, occasional extenuating weather (or other) circumstances that may warrant premature start-up, extended service into December, and/or performance of additional services not specified in this contract. In any of these events, the details can be discussed and agreed-upon by both parties.

PLANTING BED MAINTENANCE

- The charge to trim/prune all shrubs, groundcovers and bushes - **$150**/trimming, the specs call for 3 times per season. - **$450**
- Option to deliver and install premium, dark brown mulch in all planting beds and tree rings at the standard thickness of 2-2.5 inches deep - **$250**

PROPERTY CLEAN UP

- Option to complete a spring clean up and haul away all landscape debris, including the leaves, sticks, garbage, debris, and dead plant material - **$100.**
- Option to deliver and spread 3 cubic yards of mushroom compost - **$150**
- Option for a Fall Clean Up - **$175**, to be done typically at some point in November.

OTHER

- Option to deliver and install various flowers in the 4 Planters that are on the property, with the specific types designated in the Specs, to be done essentially 4 times – Spring Pansies, Summer Flowers, Fall Mums, and Winter Décor - **$650** for the season, includes potting soil and/or compost, topsoil if needed, plus maintenance.

EMPTY LOT AT 210 S. 6TH ST., GENEVA, IL

- Option to provide a professional weekly lawn service - $49 per cutting (28 instances, max.)
  Bi-weekly: April, October, November (6) - **$294**
  Weekly: May, June, July, August, September (22) - **$1078**
  Total - **$1372**

GENERAL

- Please note that TJ's invoices the client monthly at the beginning of the month for the previous monthly service. TJ's would like to receive payment promptly, and reserves the right to assess a 5% late charge for any payment not received within 30 days. Also, please note that unless other arrangements are discussed and agreed upon, service will be halted if any balance remains unpaid by the end of the subsequent month for which the invoice had been received from TJ's Land Care.

- TJ's has been in business for 21 years, is bonded, licensed, and carries all certificates of insurance for liability and property damage, and worker's compensation as well. References are also available upon request.

Total, all services: $2,497

X_____
Geneva Public Library District

X Signed - John P. Marotto TJ'S LAND CARE, INC.

Central Technology, Inc.
188 N. Avon Ave, Suite 101
Avon, IN 46123
Phone: 800-971-3780
www.cen-tec.com

Invoice

X.G

Number: **1515**

Date: **March 01, 2017**

Bill To:

Geneva Public Library District
127 James St.
Geneva, IL 60134

Ship To:

Geneva Public Library District
127 James St.
Geneva, IL 60134

PO Number	Terms	Customer #	Ship	Via	Project
VERBAL	net 30				

Description	Quantity	Price Each	Amount
i-circ annual maintenance agreement	3.00	986.73	2,960.19

Date Approved 3/3/17
OH Approve Kate
Rec'd By
Account 10-5451

i-circ annual maintenance valid from April 10, 2017 - April 9, 2018

Total **$2,960.19**

Hold for Bd approval

Oak Brook Mechanical Services, Inc.

Heating and Air Conditioning

961 S. Route 83 • Elmhurst, IL 60126-4993
Telephone (630) 941-3555 • (630) 941-0294

SALES • SERVICE • INSTALLATION

Invoice - 5559

Date: 3/8/2017
Account ID: 82
PO Number:

X. H

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

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

Reference: Work Order - 5167

Terms:

Comments: Circulation room overheating & leaking

Service Repair: Regular Hours	11.00

Labor:	$1,650.00
Material:	$397.89

Hold for BK approval

Subtotal:	$2,047.89
Sales Tax:	$0.00
Payments:	$0.00
Total Due:	**$2,047.89**

TERMS: NET 10 DAYS A SERVICE CHARGE OF 1 1/2% PER MONTH WILL BE ADDED TO ALL PAST DUE ACCOUNTS.

Oak Brook Mechanical Services, Inc.

SERVICE REPORT

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

Geneva Public Library
127 James St.
Geneva, IL 60134

Date: 3/02/17
Ticket# 5167

Contact: Andy Strutz

Your technician today is Andy Lindstrom #28

APPROVED WORK

Description

3 Service Repair: Regular Hours
found bad 3way kmc hot water valve will order replacement temporary repair on leak

3 way valve
Pipe & fittings
8 Service Repair: Regular Hours
drained system and replaced leaking dielectric unions installed ball valves
also replaced 3wey hot water valve on vav box for circulation room

3/02/17 11:23:43

Thank You For Your Business!

Ottosen Britz Kelly Cooper Gilbert & DiNolfo, LTD.

303 N. Main St.
Elburn, IL. 60119
Telephone: (630) 365-6441

X. I

Statement as of February 28, 2017
Statement No. 95640

Invoice submitted to:

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

SEND STATEMENT VIA EMAIL TO:
clazaris@gpld.org

Annexation

Professional Services:			Hours	Amount
2/7/2017	EJT	Review signed order received from Judge Sullivan; preparation of email to C. Lazaris with copy of same.	0.30	60.00
		For Professional Services Rendered:	0.30	60.00

Rate Summary

Ericka J. Thomas	0.30 hours at $	200.00 /hr	60.00

Payments and Adjustments

2/6/2017	Payment	CK#41037	1,190.00
2/28/2017	Payment	CK#41141	700.00
		Total Payments and Adjustments:	1,890.00

Previous Balance:	1,890.00
Payments Applied:	1,890.00
Total Current Charges:	60.00
Total Now Due:	**60.00**

Date Approved 3/7/17
DH Approve
Rec'd By
Account

Hold for Bd approval