

January 16th, 2017
7:30 pm

- I. CALL TO ORDER**
- II. HEARING OF DELEGATIONS**
- III. ACTION**
 - a. Minutes
 - Regular meeting, December 19th, 2016
 - b. Treasurer's Report
 - Check listing – January 30th, 2017
 - Monthly Report – December 2016
- IV. DISCUSSION**
 - a. Construction in Meeting Room
 - b. HVAC Controls in New Children's Room, Request for an Extension of Warranty
 - c. New Adult Services Employee
 - d. Hands-on-the-Arts, Postponed
 - e. Library Legislative Luncheons
- V. INFORMATION**
 - a. Reports
 - i. Library staff
 - ii. BIG
 - iii. Bensenville Community Foundation
 - iv. RAILSMAGIC
 - b. Statistics (attached)
 - c. Library programs and services
 - i. Life in a Japanese Internment Camp, January 18th
 - ii. First Annual Snow Ball, January 25th
 - iii. Adult Services updates
 - iv. Youth Services updates
 - d. Community Events
 - i. March 11th, Varble Woods Restoration
- VI. CLOSED SESSION**

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel or pending or probably litigation against, affecting or on behalf of the public body (5 ILCS 120/2c1).
- VII. ADJOURNMENT**

to January 16th at 7:30pm for regularly scheduled board meeting.

Bensenville Community Public Library Board Meeting

Meeting Minutes
December 19, 2016

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday December 19, 2016. The meeting was called to order at 7:30 pm by Susan Diamond, President.

Trustees Present: Linda Weiss, Jim Ricker, Susan Diamond, Nancy Rizzo,

Trustees Absent: Mandi Zalewski, Susan Earley, Sergio Zgrzebski

The Chair verified the existence of a quorum.

Also Present: David Sieffert, Tekolya Brown, Sue Feddersen, Chris Sloan
Kelly Watson

Also Present: Allan Devitt, Anthony Sumner, Sandy Grainger
Jerry Mychalcznik

HEARING OF DELIGATIONS:

Jerry Mychalcznik -Police called by library employees. Did not feel that was necessary.

He plans to write a letter to the Board to express his concerns.

The situation will be discussed in closed session. Jerry was advised.

APPROVAL OF MINUTES:

MOTION: Ricker moved to approve the minutes of the November 21, 2016 Regular Meeting as amended, Seconded by Weiss

Roll Call:
Aye: Weiss, Diamond,
Ricker, Rizzo
Nay: None
Absent: Zalewski, Earley, Zgrzebski

APPROVAL OF CHECK LISTING:

MOTION: Weiss moved to approve checks # 60651-60766 for a total amount of 117,776.29 Seconded by Rizzo.

Roll Call:
Aye: Weiss, Diamond,
Ricker, Rizzo

Nay: None
Absent: Zalewski, Earley, Zgrzebski

The Chair directed the Treasurer's Report for the month of November 2016 be filed for audit.

REQUEST FOR TUITION REIMBURSEMENT

Discussion to cover last three classes for employee enrolled at COD'S LTA program that has finished 2/3rd of the required courses at his expense.

MOTION: Weiss moved to approve request for tuition reimbursement for last 3 classes for employee, Seconded by Ricker

Roll Call:
Aye: Weiss, Diamond,
Ricker, Rizzo

Nay: None
Absent: Zalewski, Earley, Zgrzebski

Motion approved and carried unanimously.

Susan Earley arrived at 7:40 pm.

**DISCUSSION:
TRUSTEE ELECTIONS: UPDATE**

Four people have filed to run.
A lottery was held and the ballot order will be

Sandy Grainger
Anthony Sumner
Susan Diamond
Kathy Quinn

CHURCH ROAD PROJECT:

Sieffert received a letter from Public Works alerting that they will begin work on water mains and sewage lines in May of 2017. Project will be extensive. Library could lose water at times. Church Road will become a one way road. Sieffert will attend meetings at Village to stay on top of activity.

Sergio Zgrzebski arrived at 7:45pm

**REVIEW OF CHAPTER 6 “ACCESS,” OF SERVING OUR PUBLIC 3.0:
STANDARDS FOR ILLINOIS PUBLIC LIBRARIES 2014**

Required for Per Capita Grant
Library is more accessible than a year ago with new signage.

DONATION BIN ORDINANCE UPDATE

Village has new ordinance requiring the removal of donation bins. Susan Diamond spoke with village asked that taxing bodies be exempt from this. The library will keep close eyes on our donation bin to ensure there is no unsightly overflow.

INFORMATION:

Library Staff Reports (attached)

Statistics (attached)

AFFILIATIONS:

BIG- Met early December.

BENSENVILLE COMMUNITY FOUNDATION-

The group received money for a Diabetic service dog. He has been purchased. Foundation members will meet the dog and the family in early spring.

RAILS/MAGIC- Transition to SWAN from MAGIC is moving forward. Will keep the same system but will allow for more materials, sooner.

Library Programs and Services:

Life in a Japanese Internment Camp: January 18, 2016:

Play to Learn with the DuPage Children's Museum, January 11, 2016:

Adult Services Update: In the process of interviewing new candidate for open position Spanish Liaison.

Youth Services Update: Noon Year's Eve on December 30, 2016

COMMUNITY INFORMATION:

Rotary Coat Drive and Village Toy Distribution- 12/10/16: Held at Tioga

MOTION: Ricker moved to go into Closed Session at 8:20 pm. Seconded by Earley

Roll Call:

Aye: Earley, Weiss,
Diamond, Ricker, Zgrzebski, Rizzo

Nay: None
Absent: Zalewski

Board came out of Closed Session at 8:25pm.

ADJOURNMENT:

MOTION: Ricker moved to adjourn the meeting at 8:26 p.m. Seconded by Weiss and carried unanimously.

Roll Call:

Aye: Earley, Weiss,

Diamond, Ricker, Zgrzebski, Rizzo

Nay: None

Absent: Zalewski

Nancy Rizzo, Secretary

Director's Report / January 2017

Submitted by Dave Sieffert

To give you an update on a couple of things mentioned in the last board report. The water leak in our basement caused by a frozen valve on our overhead sprinkler has been taken care of. We did solicit a couple of quotes in the range of \$750 dollars; however, Jeff and I decided it was something that we could take care of and did so by ordering and installing a new \$125 valve. Jeff also added some additional insulation to the area where we thought we were getting a draft.

We are up for renewal with our mechanical systems (HVAC) maintenance contract at the beginning of February. We are currently with American Engineering\Midwesco. We have been happy with our current provider, but in order to ensure we are paying fair market value for the services we are receiving, I did obtain another quote from First Point Mechanical Services out of Rolling Meadows. Unfortunately, the quote from First Point was around \$3,500 more than that of American Engineering. American Engineering did ask for a 6% increase over last year's rate, but I was able to compromise on 3%. Our cost for the contract is \$7,241, which includes all annual maintenance on our mechanical systems. Furthermore, if there is any sort of repair that is needed, we only pay for the parts, not the labor.

We are still working to ensure that the HVAC system in the new children's room is functioning properly. You are all aware of the humidity issues that were present this past summer. This winter we have been experiencing a lot of temperature swings in the room and it has frankly been hard to keep warm. Both the contractor and the mechanical engineer have sent out various technicians to try and resolve the issue. Last week, we think we finally cracked the code and installed a new relay that should prevent the system from malfunctioning. That being said, I did engage our council to draft a request for warranty extension concerning the mechanicals in the new room. I have since sent that request off to the contractor, mechanical engineer, and the architect. I am awaiting the response, but am hopeful that we will secure another year's worth of warranty to really protect us against further malfunction.

Lastly with regards to the building, I signed off on a proposal from Colors, Inc. to build a new permanent enclosure for our meeting room. As a reminder, this is part of our three year strategic development plan to update this room and was also listed as a specific goal from the board for this fiscal year. This enclosure will be housed where the current temporary partitions are. They will be building two separate rooms that will be approximately 10x24 ft. in length. One room will have double doors and the other a single door. They will be putting drywall on the exterior of the rooms and using ½” plywood on the interior. The plywood will be more durable and will allow us to hang shelves for the children’s materials that will be housed there. The walls will be approximately 8 ft. tall and will be primed and painted. They will also add an oak cap and baseboards to match the rest of the room. We did receive two bids for this job and we are accepting the low bid from Colors, Inc. at \$5,350. This company came highly recommended from Bensenville School District 2, who has used them in the past for similar projects. I hope to have the project started within a month.

I have been working closely with our new IT provider (Vince from Current Technologies) to upgrade our technology infrastructure. One of the first changes we instituted is that we are now receiving visits twice a month from Vince. This allows us to address problems that have arisen faster than our previous once a month visits. Vince and I are also working on putting together a plan that will allow the Library to host its own email exchange. We are currently up for renewal at the end of February with our current email provider, GoDaddy, a service that I don’t think anyone is happy with. There will be some upfront costs associated, but it will save us money in the long run and hopefully allow us more flexibility to maintain our own email instead of outsourcing.

Everything else keeps on keeping on and we are as busy as always. I submitted our annual Per Capita grant to the State. We have finalized our summer programming schedule and Samantha is busy putting together another fantastic program guide. There is a ton of programs to get really excited about. Chris has been in contact with Castle Towers about the possibility of working on a collaborative project to revamp their in-house library. We are in talks with School District 2 to obtain more computers to give away as part of our technology classes. And there is much, much more, but for the sake of keeping this to two pages, I will

Youth Services Board Report / January 2017

Submitted by Kelly Watson

On December 30 Kyrie hosted our second annual Noon Year's Eve event. Our final event of 2016 was packed with over 100 revelers ready to ring in the New Year. Not one to rest on her laurels, Kyrie has already started thinking about what changes/improvements she would like to make for the next Noon Year's Eve program.

On January 3 Allison hosted the first Family Movie Night of the year. Although attendance for programs the first week back from winter break is usually low, our showing of *Finding Dory* attracted a huge audience that filled the theatre close to capacity. Next month we will feature a showing of *The BFG*, and I am hopeful the Roald Dahl classic will attract another large crowd (weather permitting).

Our winter session of early childhood programs kicked off this week with modest attendance. One of the challenges we face every January and February is the weather, and we expect attendance to our early childhood programs to fluctuate. Cold or snowy weeks always equal smaller audiences, but those that come always express their appreciation for us offering programs in the dead of winter.

Now that winter break is over and we are half way through the fiscal cycle, I have been looking at the programming budget in order to map out the rest of the year. I always like to see if I can stretch our budget dollars to allow for a couple of special purchases at the end of the budget year.

Thanks to our switch to publishing two program guides a year instead of three, all of our programs are planned through August 2017. I feel like this has given me a better idea of how the rest of our program dollars will be spent, and I am happy to report that there should be a few dollars left for a special programming item or two.

Adult Services Board Report / January 2017

Chris Sloan

We are at the height of the slow season for the Adult Services Department. The combination of the busy holiday season and the bitter cold often leaves our side of the library nearly empty; with only the most devoted of our regulars milling about. We had wanted this time to be spent

acquainting our new Spanish Language Community Liaison with the ins-and-outs of the position, but unfortunately the candidate to whom we offered the job (who had already agreed on a start date, though through an “unofficial” correspondence before the formal offer) ended up turning it down two days before they were slated to begin. This has left us in a bit of an undesirable situation because we won’t have the position filled as soon as we would have liked, but I’m confident that it will end up ok and that we will have a capable and qualified person joining our staff. The decision to offer the job to the person we did was a close one, and I feel that the candidate with whom they were competing would be just as good. We have offered them the position and are awaiting their response. I’ll keep everyone posted. Having to staff the reference desk on nights and weekends with one less staff member has been a little taxing for us all, but we’ll keep it up as long as we have to.

In non-staffing related news, we’re completely finished booking programming for the coming six months, and we’re eagerly looking forward to the spring and summer.

From Bill Stephens

Book clubs were on break for the holidays. Foot traffic nose-dived from crazy cold weather and the holidays. I have nothing but routine stuff to mention. I took a couple days off for the holidays. It was nice. Happy New Year!

From Mary Lingle

Statistics gathering is complete for the ILLINET Interlibrary Loan traffic Survey and will be filed online soon. Inter-library loan continues steadily.

The Morton Arboretum Plant Clinic was consulted on a reference query concerning the attractive seed-bearing vine on trees at the Library’s entrance. By sending them a 2- part photo shot of leaf and berry (digitized by Samantha) the Arboretum identified the vine as Winter Creeper, a hardy ground cover with vining tendencies. We received a few patron inquiries as to tax forms but no shipments. The Digital Media Lab has been getting quite a workout during and after Winter Break.

Computer Lab assistants, Gail, Emily, Ruthie, Aneta, and Katie have been busy assisting patrons with faxing, scanning and printing. Gail constructed a training/orientation document for use with new lab assistants. Emily (who has been transitioning to her new role in Circulation/TS Department) will now take on new duties and responsibilities there... We thank her for her fine service in the Computer Lab and wish her all the best!

Lois is recuperating steadily and is in good spirits.

Marketing Report \ January 2017

Submitted by Samantha Parkison

The new "Community Information" flyer display rack is up! It is currently being housed next to the coffee cart near the entrance to the Library. In this display rack you will find the Bensenville Community Newsletter, as well as an assortment of other important community information, such as warming centers in the area, ESL and GED classes, and Food for Families events throughout the year.

Nothing much else to report, as I have been spending the majority of my time working on designing the Spring/Summer 2017 Program Guide, set to be released to the public on Friday, February 3, 2017.

MARKETING STATS (as of 1/13/17)

Facebook "Likes": 925 (+7)

Twitter Followers: 534 (+13)

e-Newsletter subscribers: 709 (+10)

App downloads: 248 (+9)

Website views: 7,637 (-1515)

BENSENVILLE COMMUNITY PUBLIC LIBRARY

BOARD AUDIT REPORT

FROM: 1/01/17 TO: 1/31/17

Checks #60767-60838
Including Petty Cash Check- None

TOTAL GENERAL CORPORATE	\$ 67,835.00
TOTAL BUILDING & EQUIPMENT	\$ 13,957.72
TOTAL IMRF FUND	\$ 2,481.71
TOTAL INSURANCE FUND	\$ 1,949.05
*****TOTAL ALL FUNDS	\$86,223.48

CHECK LISTING
FROM: 01/01/17 THRU: 01/31/17

CHECK NUMBER	CHECK DATE	CHECK STATUS	DAYS OUT/ DATE CANG.	VENDOR/EMPLOYEE NUMBER	NAME	CHECK AMOUNT
60767	01/13/17	OS	0	BAJO	JOAN BAADER	409.54
60768	01/13/17	OS	0	FOEM	EMILY FOLEY	786.73
60769	01/13/17	OS	0	GALI	LYNDA GATTO	202.62
60770	01/13/17	OS	0	ARJA	JANIS ARQUETTE	405.84
60771	01/13/17	OS	0	BRTE	TEKOLYA BROWN	1,392.57
60772	01/13/17	OS	0	CEGI	GINA CEASER	385.45
60773	01/13/17	OS	0	DAAL	ALLISON DAVIS	334.61
60774	01/13/17	OS	0	DUGA	GAIL DUDESEK	220.04
60775	01/13/17	OS	0	FESU	SUSAN FEDDERSEN	1,433.13
60776	01/13/17	OS	0	FIKA	KAITLYN FISCHER	243.02
60777	01/13/17	OS	0	FRDI	DIANA FRANZEN	1,055.61
60778	01/13/17	OS	0	GANE	HELEN GARCIA	404.72
60779	01/13/17	OS	0	GRBO	BONITA GRUNT	433.81
60780	01/13/17	OS	0	HARU	RUTH HANGERI	278.48
60781	01/13/17	OS	0	KEYY	KYRIE KENNY	1,258.95
60782	01/13/17	OS	0	KOAN	ANETA KONOPKO	212.97
60783	01/13/17	OS	0	LANA	NANCY LARGE	292.51
60784	01/13/17	OS	0	LIMA	MARY LINGLE	1,559.88
60785	01/13/17	OS	0	MAPE	PENNY MANDZIARA	797.54
60786	01/13/17	OS	0	MCDI	DIANE MC REYNOLDS	720.19
60787	01/13/17	OS	0	MIKE	KENNETH MIGAWA	247.46
60788	01/13/17	OS	0	OBKA	KATHLEEN O' BRIEN	267.57
60789	01/13/17	OS	0	PASA	SAMANTHA PARKISON	1,382.15
60790	01/13/17	OS	0	SIDA	DAVID SIEFFERT	2,246.09
60791	01/13/17	OS	0	SLCH	CHRISTOPHER SLOAN	1,497.83

DATE RUN: 01/13/17
TIME RUN: 15:10:52

BENSENVILLE COMMUNITY PUBLIC LIBRARY
ACCOUNTS PAYABLE / PAYROLL

PAGE 2

CHECK LISTING
FROM: 01/01/17 THRU: 01/31/17

CHECK NUMBER	CHECK DATE	CHECK STATUS	DAYS OUT/ DATE CANG.	VENDOR/EMPLOYEE NUMBER NAME	CHECK AMOUNT
60792	01/13/17	OS	0	STJE JEFFREY STANEK	375.60
60793	01/13/17	OS	0	STWI WILLIAM STEPHENS	1,367.14
60794	01/13/17	OS	0	TUPA PARISH TURNER	1,053.37
60795	01/13/17	OS	0	WAKE KELLY WATSON	1,890.18
60796	01/13/17	OS	0	DEF THE EQUITABLE	205.00
60797	01/13/17	OS	0	FED FIRST CHICAGO	8,123.72
60798	01/13/17	OS	0	ILL ILLINOIS DEPT OF REVENUE	1,117.25
60799	01/16/17	OS	3	AMEENG MIDWESCO MECHANICAL AND ENERGY	4,044.41
60800	01/16/17	OS	3	AT&T AT&T	453.78
60801	01/16/17	OS	3	BT1 BAKER & TAYLOR CO	2,500.27
60802	01/16/17	OS	3	BT2 BAKER & TAYLOR CO	1,083.98
60803	01/16/17	OS	3	BTCONT BAKER & TAYLOR COMPANY	333.44
60804	01/16/17	OS	3	BTCONTR BAKER & TAYLOR	239.01
60805	01/16/17	OS	3	CDW-G CDW GOVERNMENT	125.00
60806	01/16/17	OS	3	CO90DENT COOPERATIVE 90'S DENTAL PLAN	931.00
60807	01/16/17	OS	3	CO90HEP2 COOPERATIVE 90'S MEDICAL PLAN	13,196.00
60808	01/16/17	OS	3	COMED COMED (LOGHOUSE)	31.65
60809	01/16/17	OS	3	COMPLETE COMPLETE CLEANING COMPANY	2,339.69
60810	01/16/17	OS	3	DOFI DOC FISH, LLC	342.00
60811	01/16/17	OS	3	EBSCO EBSCO	9,892.84
60812	01/16/17	OS	3	FARGO WELLS FARGO FINANCIAL LEASING	534.13
60813	01/16/17	OS	3	GALE GALE/CENGAGE LEARNING	696.65
60814	01/16/17	OS	3	GREENMAN GREENMAN THEATRE	200.00
60815	01/16/17	OS	3	HARTFORD HARTFORD INSURANCE CO.	1,833.00
60816	01/16/17	OS	3	HMO HEALTH CARE SERV. CORPORATION	653.41

- VALUE REPAIR
(NOT VALUE
MENTIONED IN
REQUEST) +
QUARTERLY
PAYMENT

BENSENVILLE COMMUNITY PUBLIC LIBRARY
ACCOUNTS PAYABLE / PAYROLL

CHECK LISTING
FROM: 01/01/17 THRU: 01/31/17

CHECK NUMBER	CHECK DATE	CHECK STATUS	DAYS OUT/ DATE CANG.	VENDOR/EMPLOYEE NUMBER	NAME	CHECK AMOUNT	
60817	01/16/17	OS	3	ILA	ILLINOIS LIBRARY ASSOCIATION	225.00	— ANNUAL DUES
60818	01/16/17	OS	3	ILDERE	ILLINOIS DEPARTMENT OF REVENUE	324.04	
60819	01/16/17	OS	3	LAWYERS	MICKEY, WILSON, ET AL.	245.00	
60820	01/16/17	OS	3	LIMRIGC	LIMRIGC UNEMPLOY. COMP. GRP ACCT	116.05	
60821	01/16/17	OS	3	MAGIC	MAGIC	4,053.92	— QUARTERLY
60822	01/16/17	OS	3	MANALIN	MADISON NATIONAL LIFE INS CO	24.00	
60823	01/16/17	OS	3	MANEWS	MANUFACTURER'S NEWS	218.90	
60824	01/16/17	VL					
60825	01/16/17	OS	3	MBFIBACA	MB FINANCIAL	4,535.59	— CREDIT CARD + AMAZON PURCHASES
60826	01/16/17	OS	3	OFDE	OFFICE DEPOT	267.55	
60827	01/16/17	OS	3	PETTYCSH	CASH	95.39	
60828	01/16/17	OS	3	PIB02	PITNEY BOWES	132.77	
60829	01/16/17	OS	3	REPUBLIC	REPUBLIC SERVICES #551	63.01	
60830	01/16/17	OS	3	SAM'S	SAM'S CLUB	95.06	
60831	01/16/17	OS	3	SCHWEPPE	ALLIANCE	22.33	
60832	01/16/17	OS	3	SHOUTBOM	SHOUTBOMB LLC	402.00	— YEARLY
60833	01/16/17	OS	3	SIMPLEX	SIMPLEX-GRINNELL	439.28	
60834	01/16/17	OS	3	SHGSESY	SHG SECURITY SYSTEMS, INC.	417.87	
60835	01/16/17	OS	3	STANEK	JEFFREY STANEK	283.66	— FISH TANK MATERIALS
60836	01/16/17	OS	3	VERNON	VERNON LIBRARY SUPPLIES INC	1,992.37	1 DVD, AUDIOBOOK CASES
60837	01/16/17	OS	3	VILWAT	VILLAGE OF BENSENVILLE	191.77	
60838	01/16/17	OS	3	VISION	DELTA DENTAL OF ILL. -VISION	46.09	

DATE RUN: 01/13/17
TIME RUN: 15:10:52

BENSENVILLE COMMUNITY PUBLIC LIBRARY
ACCOUNTS PAYABLE / PAYROLL

PAGE 4

CHECK LISTING
FROM: 01/01/17 THRU: 01/31/17

CHECK NUMBER	CHECK DATE	CHECK STATUS	DAYS OUT/ DATE CANG.	VENDOR/EMPLOYEE NUMBER NAME	CHECK AMOUNT
-----------------	---------------	-----------------	-------------------------	--------------------------------	-----------------

NUMBER OF CHECKS RECONCILED: 72

TOTAL AMOUNT RECONCILED: 86,223.48

INVESTMENT REPORT

DECEMBER 31, 2016

ACCOUNT NUMBER	DESCRIPTION	BALANCE 11/30/16	RECEIPTS / ADJUSTMENTS	DISBURSEMENTS / ADJUSTMENTS	BALANCE 12/31/16
CASH IN GENERAL FUND					
1-0-100	CHECKING	943,855.67	13,092.87	95,897.38	861,051.16
1-0-104	ABC BANK	188,128.47	12,774.01	0.00	200,902.48
1-0-107	PETTY CASH - CHECKING	39.90	0.03	0.00	39.93
1-0-108	PETTY CASH - CURRENCY	300.00	0.00	0.00	300.00
TOTAL CASH IN GENERAL FUND		1,132,324.04	25,866.91	95,897.38	1,062,293.57
CASH-INSURANCE FUND					
2-0-100	CHECKING	26,687.02	0.43	0.00	26,687.45
2-0-104	ABC BANK	16,211.84	227.56	0.00	16,439.40
TOTAL CASH-INSURANCE FUND		42,898.86	227.99	0.00	43,126.85
CASH-BLDG & EQUIPMT					
3-0-100	CHECKING	(75,025.96)	0.21	10,593.85	(85,619.60)
3-0-104	ABC BANK	97,818.52	972.11	0.00	98,790.63
TOTAL CASH-BLDG & EQUIPMT		22,792.56	972.32	10,593.85	13,171.03
CASH-IMRF FUND					
4-0-100	CHECKING	3,530.84	1.49	11,285.06	(7,752.73)
4-0-104	ABC BANK	142,986.61	1,493.78	0.00	144,480.39
TOTAL CASH-IMRF FUND		146,517.45	1,495.27	11,285.06	136,727.66
CASH-AUDIT FUND					
5-0-100	CHECKING	(818.78)	0.21	0.00	(818.57)
5-0-104	ABC BANK	4,173.43	49.98	0.00	4,223.41
TOTAL CASH-AUDIT FUND		3,354.65	50.19	0.00	3,404.84
CASH-SPECIAL RESERVE					
8-0-100	CHECKING	(624,065.58)	5.54	0.00	(624,060.04)
8-0-104	ABC BANK	1,069,795.28	114.46	0.00	1,069,909.74
TOTAL CASH-SPECIAL RESERVE		445,729.70	120.00	0.00	445,849.70
TOTAL INVESTMENTS		1,793,617.26	28,732.68	117,776.29	1,704,573.65

STATEMENT OF REVENUE AND EXPENDITURES—VS. ANNUAL BUDGET

FOR 06 MONTH(S) ENDED DECEMBER 31, 2016

FUND 1 GENERAL CORPORATE
 DEPT 0

ACCT NUMBER	DESCRIPTION	DECEMBER ACTUAL	YTD ACTUAL	TOTAL BUDGET	FAV(UNFAV) VARIANCE	PROPOSED %	ACTUAL %
REVENUE							
422	Transfer	0.00	0.00	0.00	0.00	0.0	0.0
TAXES							
400	PROPERTY TAXES - COOK 15	0.00	0.00	0.00	0.00	0.0	0.0
401	PROPERTY TAXES - DUPAGE 15	12,496.67	615,411.78	622,000.00	(6,588.22)	50.0	98.9
402	PROPERTY TAXES - COOK 16	0.00	0.00	0.00	0.00	0.0	0.0
403	PROPERTY TAXES - DUPAGE 16	0.00	0.00	611,000.00	(611,000.00)	50.0	0.0
404	PERS PROPERTY REPLACEMENT TAX	4,242.89	21,440.63	90,000.00	(68,559.37)	50.0	23.8
405	PROPERTY TAXES - DELINQUENT	0.00	834.87	100.00	734.87	50.0	834.9
TOTAL TAXES		16,739.56	637,687.28	1,323,100.00	(685,412.72)	50.0	48.2
OTHER INCOME							
406	Village Contract	0.00	0.00	0.00	0.00	0.0	0.0
410	INTEREST INCOME	290.80	1,498.91	400.00	1,098.91	50.0	374.7
412	FINES, BOOK REPAIR CHARGES	446.45	1,686.39	5,000.00	(3,313.61)	50.0	33.7
414	COPIER REVENUE	474.60	4,047.30	9,000.00	(4,952.70)	50.0	45.0
416	GRANTS	0.00	0.00	20,000.00	(20,000.00)	50.0	0.0
418	DONATIONS	545.00	2,885.96	1,000.00	1,885.96	50.0	288.6
420	MISCELLANEOUS REVENUE	10.00	2,962.26	5,000.00	(2,037.74)	50.0	59.2
TOTAL OTHER INCOME		1,766.85	13,080.82	40,400.00	(27,319.18)	50.0	32.4
TOTAL DEPARTMENT REVENUE		18,506.41	650,768.10	1,363,500.00	(712,731.90)	50.0	47.7
EXPENDITURES							
MATERIALS							
500	ADULT BOOKS	3,106.56	27,149.90	50,000.00	22,850.10	50.0	54.3
502	JUVENILE BOOKS	642.75	9,924.83	25,000.00	15,075.17	50.0	39.7
503	Electronic Resources	0.00	1,460.00	15,000.00	13,540.00	50.0	9.7
504	PERIODICALS	411.00	737.15	13,000.00	12,262.85	50.0	5.7
506	ADULT A-V	621.25	5,828.57	12,000.00	6,171.43	50.0	48.6
508	JUVENILE A-V	170.27	1,327.20	10,000.00	8,672.80	50.0	13.3
TOTAL MATERIALS		4,951.83	46,427.65	125,000.00	78,572.35	50.0	37.1
PROGRAMS							
512	ADULT PROGRAMS	219.46	6,853.68	10,000.00	3,146.32	50.0	68.5

STATEMENT OF REVENUE AND EXPENDITURES—VS. ANNUAL BUDGET

FOR 06 MONTH(S) ENDED DECEMBER 31, 2016

FUND 1 GENERAL CORPORATE
 DEPT 0

ACCT NUMBER	DESCRIPTION	DECEMBER ACTUAL	YTD ACTUAL	TOTAL BUDGET	FAY (UNFAY) VARIANCE	PROPOSED %	ACTUAL %
EXPENDITURES							
PROGRAMS							
514	CHILDREN'S PROGRAMS	1,261.45	7,920.36	15,000.00	7,079.64	50.0	52.8
516	PUBLICITY/PR	1,895.55	11,615.05	30,000.00	18,384.95	50.0	38.7
	TOTAL PROGRAMS	3,376.46	26,389.09	55,000.00	28,610.91	50.0	48.0
SALARIES							
520	SALARIES	65,801.50	418,764.05	870,000.00	451,235.95	50.0	48.1
	TOTAL SALARIES	65,801.50	418,764.05	870,000.00	451,235.95	50.0	48.1
LIBRARY SUPPLIES							
524	GENERAL OFFICE SUPPLIES	222.35	4,268.07	15,000.00	10,731.93	50.0	28.5
526	POSTAGE	560.65	3,530.12	10,000.00	6,469.88	50.0	35.3
528	PROCESSING	531.44	4,741.60	6,500.00	1,758.40	50.0	72.9
530	CIRCULATION	77.00	362.60	3,000.00	2,637.40	50.0	12.1
	TOTAL LIBRARY SUPPLIES	1,391.44	12,902.39	34,500.00	21,597.61	50.0	37.4
ADMINISTRATION							
532	PROFESSIONAL	297.05	6,421.65	16,000.00	9,578.35	50.0	40.1
534	CONTRACTUAL	170.58	2,442.63	12,500.00	10,057.37	50.0	19.5
536	INTERGOVERNMENTAL	0.00	(500.00)	1,000.00	1,500.00	50.0	50.0
568	LEGAL EXPENSES	165.20	2,140.95	3,500.00	1,359.05	50.0	61.2
	TOTAL ADMINISTRATION	632.83	10,505.23	33,000.00	22,494.77	50.0	31.8
CAPITAL EXPENDITURES							
538	TECHNOLOGY	2,555.00	10,326.39	15,000.00	4,673.61	50.0	68.8
540	PROGRAM ITEMS	0.00	722.12	1,000.00	277.88	50.0	72.2
542	OFFICE EQUIPMENT	0.00	74.16	3,000.00	2,925.84	50.0	2.5
544	ALTERATIONS	0.00	0.00	0.00	0.00	0.0	0.0
546	FURNITURE AND SHELVING	0.00	3,408.56	5,000.00	1,591.44	50.0	68.2
	TOTAL CAPITAL EXPENDITURES	2,555.00	14,531.23	24,000.00	9,468.77	50.0	60.5
BUILDING							
550	FUEL	1,730.92	8,764.33	12,000.00	3,235.67	50.0	73.0

STATEMENT OF REVENUE AND EXPENDITURES—VS. ANNUAL BUDGET

FOR 06 MONTH(S) ENDED DECEMBER 31, 2016

FUND 1 GENERAL CORPORATE
 DEPT 0

ACCT NUMBER	DESCRIPTION	DECEMBER ACTUAL	YTD ACTUAL	TOTAL BUDGET	FAV (UNFAV) VARIANCE	PROPOSED %	ACTUAL %
EXPENDITURES							
BUILDING							
552	TELEPHONE	744.93	3,972.00	10,000.00	6,028.00	50.0	39.7
554	ELECTRICITY	27.97	6,586.09	25,000.00	18,413.91	50.0	26.3
556	WATER	128.51	1,458.32	3,000.00	1,541.68	50.0	48.6
558	CUSTODIAL/MAINT SUPPLIES	446.00	1,738.77	4,000.00	2,261.23	50.0	43.5
560	GROUND SUPPLIES	0.00	0.00	3,000.00	3,000.00	50.0	0.0
TOTAL BUILDING		3,078.33	22,519.51	57,000.00	34,480.49	50.0	39.5
INSURANCE							
564	COMPREHENSIVE INSURANCE	0.00	0.00	7,500.00	7,500.00	50.0	0.0
566	HEALTH INSURANCE	6,749.49	55,893.45	125,000.00	69,106.55	50.0	44.7
TOTAL INSURANCE		6,749.49	55,893.45	132,500.00	76,606.55	50.0	42.2
LSTA GRANT							
590	Instructors	0.00	0.00	0.00	0.00	0.0	0.0
592	Computer Equip	0.00	0.00	0.00	0.00	0.0	0.0
594	Other Equip	0.00	0.00	0.00	0.00	0.0	0.0
596	Software	0.00	0.00	0.00	0.00	0.0	0.0
598	Administrative/Indirect	0.00	0.00	0.00	0.00	0.0	0.0
TOTAL LSTA GRANT		0.00	0.00	0.00	0.00	0.0	0.0
LSTA GRANT							
600	Materials	0.00	0.00	0.00	0.00	0.0	0.0
602	Public Relations	0.00	0.00	0.00	0.00	0.0	0.0
604	Capital Outlay	0.00	0.00	0.00	0.00	0.0	0.0
606	Contractual Services	0.00	0.00	0.00	0.00	0.0	0.0
TOTAL LSTA GRANT		0.00	0.00	0.00	0.00	0.0	0.0
TOTAL DEPARTMENT EXPENDITURES		88,536.88	607,932.60	1,331,000.00	723,067.40	50.0	45.7
TOTAL DEPARTMENT REVENUE		18,506.41	650,768.10	1,363,500.00	(712,731.90)	50.0	47.7
TOTAL DEPARTMENT EXPENDITURES		88,536.88	607,932.60	1,331,000.00	723,067.40	50.0	45.7
DEPARTMENT EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		(70,030.47)	42,835.50	32,500.00	10,335.50	50.0	131.8

STATEMENT OF REVENUE AND EXPENDITURES—VS. ANNUAL BUDGET

FOR 06 MONTH(S) ENDED DECEMBER 31, 2016

FUND 2 INSURANCE FUND
 DEPT 0

ACCT NUMBER	DESCRIPTION	DECEMBER ACTUAL	YTD ACTUAL	TOTAL BUDGET	FAV (UNFAV) VARIANCE	PROPOSED %	ACTUAL %
REVENUE							
TAXES							
400	PROPERTY TAXES - COOK 15	0.00	0.00	0.00	0.00	0.0	0.0
401	PROPERTY TAXES - DUPAGE 15	218.76	10,773.07	10,700.00	73.07	50.0	100.7
402	PROPERTY TAXES - COOK 16	0.00	0.00	0.00	0.00	0.0	0.0
403	PROPERTY TAXES - DUPAGE 16	0.00	0.00	10,800.00	(10,800.00)	50.0	0.0
405	PROPERTY TAXES - DELINQUENT	0.00	8.04	5.00	3.04	50.4	160.8
TOTAL TAXES		218.76	10,781.11	21,505.00	(10,723.89)	50.0	50.1
OTHER INCOME							
410	INTEREST INCOME	9.23	48.14	10.00	38.14	49.8	481.4
TOTAL OTHER INCOME		9.23	48.14	10.00	38.14	49.8	481.4
TOTAL DEPARTMENT REVENUE		227.99	10,829.25	21,515.00	(10,685.75)	50.0	50.3
EXPENDITURES							
500	LIABILITY INSURANCE	0.00	1,664.00	16,000.00	14,336.00	50.0	10.4
501	WORKER'S COMP INSURANCE	0.00	0.00	4,000.00	4,000.00	50.0	0.0
502	UNEMPLOYMENT INSURANCE	0.00	459.34	4,000.00	3,540.66	50.0	11.5
TOTAL DEPARTMENT EXPENDITURES		0.00	2,123.34	24,000.00	21,876.66	50.0	8.8
TOTAL DEPARTMENT REVENUE		227.99	10,829.25	21,515.00	(10,685.75)	50.0	50.3
TOTAL DEPARTMENT EXPENDITURES		0.00	2,123.34	24,000.00	21,876.66	50.0	8.8
DEPARTMENT EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		227.99	8,705.91	(2,485.00)	11,190.91	50.0	350.3
TOTAL FUND REVENUE		227.99	10,829.25	21,515.00	(10,685.75)	50.0	50.3
TOTAL FUND EXPENDITURES		0.00	2,123.34	24,000.00	21,876.66	50.0	8.8
FUND EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		227.99	8,705.91	(2,485.00)	11,190.91	50.0	350.3

STATEMENT OF REVENUE AND EXPENDITURES—VS. ANNUAL BUDGET

FOR 06 MONTH(S) ENDED DECEMBER 31, 2016

FUND 3 BUILDING & EQUIPMENT
 DEPT 0

ACCT NUMBER	DESCRIPTION	DECEMBER ACTUAL	YTD ACTUAL	TOTAL BUDGET	FAY (UNFAY) VARIANCE	PROPOSED %	ACTUAL %
REVENUE							
TAXES							
400	PROPERTY TAXES - COOK 15	0.00	0.00	0.00	0.00	0.0	0.0
401	PROPERTY TAXES - DUPAGE 15	967.71	47,655.88	47,300.00	355.88	50.0	100.8
402	PROPERTY TAXES -COOK 16	0.00	0.00	0.00	0.00	0.0	0.0
403	PROPERTY TAXES - DUPAGE 16	0.00	0.00	48,200.00	(48,200.00)	50.0	0.0
405	PROPERTY TAXES - DELINQUENT	0.00	71.49	25.00	46.49	49.9	286.0
TOTAL TAXES		967.71	47,727.37	95,525.00	(47,797.63)	50.0	50.0
OTHER INCOME							
406	Village Contract	0.00	0.00	0.00	0.00	0.0	0.0
410	INTEREST INCOME	4.61	71.77	25.00	46.77	49.9	287.1
TOTAL OTHER INCOME		4.61	71.77	25.00	46.77	49.9	287.1
TOTAL DEPARTMENT REVENUE		972.32	47,799.14	95,550.00	(47,750.86)	50.0	50.0
EXPENDITURES							
500	BUILDING MAINTENANCE	2,125.89	21,285.94	40,000.00	18,714.06	50.0	53.2
501	GROUNDS MAINTENANCE	1,120.00	14,792.07	16,000.00	1,207.93	50.0	92.5
502	EQUIPMENT MAINTENANCE	7,347.96	42,890.73	75,000.00	32,109.27	50.0	57.2
CAPITAL EXPENDITURES							
503	Construction Project	0.00	0.00	0.00	0.00	0.0	0.0
TOTAL CAPITAL EXPENDITURES		0.00	0.00	0.00	0.00	0.0	0.0
TOTAL DEPARTMENT EXPENDITURES		10,593.85	78,968.74	131,000.00	52,031.26	50.0	60.3
TOTAL DEPARTMENT REVENUE		972.32	47,799.14	95,550.00	(47,750.86)	50.0	50.0
TOTAL DEPARTMENT EXPENDITURES		10,593.85	78,968.74	131,000.00	52,031.26	50.0	60.3
DEPARTMENT EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		(9,621.53)	(31,169.60)	(35,450.00)	4,280.40	50.0	87.9
TOTAL FUND REVENUE		972.32	47,799.14	95,550.00	(47,750.86)	50.0	50.0
TOTAL FUND EXPENDITURES		10,593.85	78,968.74	131,000.00	52,031.26	50.0	60.3
FUND EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		(9,621.53)	(31,169.60)	(35,450.00)	4,280.40	50.0	87.9

STATEMENT OF REVENUE AND EXPENDITURES—VS. ANNUAL BUDGET

FOR 06 MONTH(S) ENDED DECEMBER 31, 2016

FUND 4 IMRF FUND
 DEPT 0

ACCT NUMBER	DESCRIPTION	DECEMBER ACTUAL	YTD ACTUAL	TOTAL BUDGET	FAV (UNFAV) VARIANCE	PROPOSED %	ACTUAL %
REVENUE							
TAXES							
400	PROPERTY TAXES - COOK 15	0.00	0.00	0.00	0.00	0.0	0.0
401	PROPERTY TAXES - DUPAGE 15	1,462.96	72,044.93	72,000.00	44.93	50.0	100.1
402	PROPERTY TAXES - COOK 16	0.00	0.00	0.00	0.00	0.0	0.0
403	PROPERTY TAXES - DUPAGE 16	0.00	0.00	73,000.00	(73,000.00)	50.0	0.0
404	PERS PROPERTY REPLACEMENT TAX	0.00	18,318.00	18,315.00	3.00	50.0	100.0
405	PROPERTY TAXES - DELINQUENT	0.00	101.33	50.00	51.33	50.0	202.7
TOTAL TAXES		1,462.96	90,464.26	163,365.00	(72,900.74)	50.0	55.4
OTHER INCOME							
410	INTEREST INCOME	32.31	158.67	50.00	108.67	50.0	317.3
TOTAL OTHER INCOME		32.31	158.67	50.00	108.67	50.0	317.3
TOTAL DEPARTMENT REVENUE		1,495.27	90,622.93	163,415.00	(72,792.07)	50.0	55.5
EXPENDITURES							
500	FICA - EMPLOYER SHARE	5,033.89	32,035.73	65,000.00	32,964.27	50.0	49.3
502	IMRF - EMPLOYER SHARE	6,251.17	40,701.66	100,000.00	59,298.34	50.0	40.7
TOTAL DEPARTMENT EXPENDITURES		11,285.06	72,737.39	165,000.00	92,262.61	50.0	44.1
TOTAL DEPARTMENT REVENUE		1,495.27	90,622.93	163,415.00	(72,792.07)	50.0	55.5
TOTAL DEPARTMENT EXPENDITURES		11,285.06	72,737.39	165,000.00	92,262.61	50.0	44.1
DEPARTMENT EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		(9,789.79)	17,885.54	(1,585.00)	19,470.54	50.0	128.4
TOTAL FUND REVENUE		1,495.27	90,622.93	163,415.00	(72,792.07)	50.0	55.5
TOTAL FUND EXPENDITURES		11,285.06	72,737.39	165,000.00	92,262.61	50.0	44.1
FUND EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		(9,789.79)	17,885.54	(1,585.00)	19,470.54	50.0	128.4

STATEMENT OF REVENUE AND EXPENDITURES—VS. ANNUAL BUDGET

FOR 06 MONTH(S) ENDED DECEMBER 31, 2016

FUND 5 AUDIT FUND
 DEPT 0

ACCT NUMBER	DESCRIPTION	DECEMBER ACTUAL	YTD ACTUAL	TOTAL BUDGET	FAY(UNFAV) VARIANCE	PROPOSED %	ACTUAL %
<u>REVENUE</u>							
TAXES							
400	PROPERTY TAXES - COOK 15	0.00	0.00	0.00	0.00	0.0	0.0
401	PROPERTY TAXES - DUPAGE 15	45.57	2,244.38	2,230.00	14.38	50.0	100.6
402	PROPERTY TAXES - COOK 16	0.00	0.00	0.00	0.00	0.0	0.0
403	PROPERTY TAXES - DUPAGE 16	0.00	0.00	2,320.00	(2,320.00)	50.0	0.0
405	PROPERTY TAXES - DELINQUENT	0.00	2.66	5.00	(2.34)	50.4	53.2
TOTAL TAXES		45.57	2,247.04	4,555.00	(2,307.96)	50.0	49.3
OTHER INCOME							
410	INTEREST INCOME	4.62	120.13	5.00	115.13	50.4	402.6
TOTAL OTHER INCOME		4.62	120.13	5.00	115.13	50.4	402.6
TOTAL DEPARTMENT REVENUE		50.19	2,367.17	4,560.00	(2,192.83)	50.0	51.9
<u>EXPENDITURES</u>							
500	AUDIT	0.00	5,050.00	5,000.00	(50.00)	50.0	101.0
TOTAL DEPARTMENT EXPENDITURES		0.00	5,050.00	5,000.00	(50.00)	50.0	101.0
TOTAL DEPARTMENT REVENUE		50.19	2,367.17	4,560.00	(2,192.83)	50.0	51.9
TOTAL DEPARTMENT EXPENDITURES		0.00	5,050.00	5,000.00	(50.00)	50.0	101.0
DEPARTMENT EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		50.19	(2,682.83)	(440.00)	(2,242.83)	50.0	609.7
TOTAL FUND REVENUE		50.19	2,367.17	4,560.00	(2,192.83)	50.0	51.9
TOTAL FUND EXPENDITURES		0.00	5,050.00	5,000.00	(50.00)	50.0	101.0
FUND EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		50.19	(2,682.83)	(440.00)	(2,242.83)	50.0	609.7

STATEMENT OF REVENUE AND EXPENDITURES—VS. ANNUAL BUDGET

FOR 06 MONTH(S) ENDED DECEMBER 31, 2016

FUND 8 SPECIAL RESERVE FUND
 DEPT 0

ACCT NUMBER	DESCRIPTION	DECEMBER ACTUAL	YTD ACTUAL	TOTAL BUDGET	FAV (UNFAV) VARIANCE	PROPOSED %	ACTUAL %
REVENUE							
410	INTEREST INCOME	120.00	509.11	100.00	409.11	50.0	509.1
OTHER INCOME							
406	Village Contract	0.00	0.00	0.00	0.00	0.0	0.0
TOTAL OTHER INCOME		0.00	0.00	0.00	0.00	0.0	0.0
TOTAL DEPARTMENT REVENUE		120.00	509.11	100.00	409.11	50.0	509.1
EXPENDITURES							
500	SPECIAL RESERVE FUND	0.00	2,466.18	25,000.00	22,533.82	50.0	9.9
TOTAL DEPARTMENT EXPENDITURES		0.00	2,466.18	25,000.00	22,533.82	50.0	9.9
TOTAL DEPARTMENT REVENUE		120.00	509.11	100.00	409.11	50.0	509.1
TOTAL DEPARTMENT EXPENDITURES		0.00	2,466.18	25,000.00	22,533.82	50.0	9.9
DEPARTMENT EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		120.00	(1,957.07)	(24,900.00)	22,942.93	50.0	7.9
TOTAL FUND REVENUE		120.00	509.11	100.00	409.11	50.0	509.1
TOTAL FUND EXPENDITURES		0.00	2,466.18	25,000.00	22,533.82	50.0	9.9
FUND EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES		120.00	(1,957.07)	(24,900.00)	22,942.93	50.0	7.9

FGM Architects Inc.
Attn:
1211 W. 22nd Street, Suite 705
Oak Brook, IL 60523

Efraim Carlson & Son, Inc.
Attn: David W. Hillstrom
14052 Petronella Drive, Suite 105
Libertyville, IL 60048

Edward Chrzastowski
Consolidated Consulting Engineers
Wheeling, IL 60090

Columbia Sheet Metal Works
5491 N. Northwest Hwy
Chicago, IL 60630

Re: Bensenville Public Library Children's Reading Room

Gentlemen:

As each of you knows the Bensenville Community Public Library (Library) has had continuing problems since the completion of the Library's Children's Reading Room, both with humidity control and temperature control. While a number of corrections have been implemented, the HVAC system is still not working as designed and intended. As I have noted previously, the Library appreciates your continuing commitment to resolve the ongoing problems, and is willing to work with you to that end. The Library, however, cannot waive any rights it may have in the event your efforts are unsuccessful. Accordingly, in consideration of the Library's forbearance of pursuing any other rights or remedies it may have, contractual or otherwise, we propose the following agreement:

1. Any warranty covering the HVAC system for the Children's Reading Room, including, but not limited to, any warranty contained in AIA Document B101 or AIA Document 201, or any other contract of design, installation, or construction, shall be extended to and including March 31, 2018 so as to cover an additional cooling and heating season.

2. In the event the Library should initiate any action in court, mediation, or arbitration to assert its claims with respect to the HVAC system for the Children's Reading Room each of the parties hereto agree that they waive any right to rely on any statute of limitations or contractual limitation that might arguably apply and further agree that they will not assert such statute of limitations or contractual limitation as a bar to any claims that the Library may seek to plead in such action.

3. Except as necessary to enforce the terms of this agreement, this agreement and the negotiations involved in its formation, shall not be used in any litigation or proceeding as evidence of the respective rights, duties and obligations of any of the parties.

Please indicate your agreement by signing the acknowledgement below and returning a copy to me. Please do not hesitate to contact me with any questions you may have.

Sincerely,

David Sieffert
Library Director

Acknowledged and Agreed:
FGM Architects, Inc.

By: _____
Date:

Acknowledged and Agreed:
Consolidated Consulting Engineers

By: _____
Date:

Acknowledged and Agreed:
Efram Carlson & Son, Inc.

By: _____
Date:

Acknowledged and Agreed:
Columbia Sheet Metal Works

By: _____
Date:



Ecological Restoration Program

Hundreds of hands
join preservation



Deer Grove Leisure Center
1000 W. Wood St. | 630-766-7015
bensenvilleparkdistrict.org

The Bensenville Park District has committed to the development of an Ecological Restoration and Stewardship Plan to restore and maintain the natural park areas and preserve our natural heritage throughout the District. We are asking all interested groups and individuals to join us 9am-12pm for a great morning of volunteering.

Sat, Jan. 14 | Varble Woods

Master Gardner Presentation: Winter Sowing | 12-12:45pm, Deer Grove Leisure Center

Sat, Feb. 11 | Woodland Area, Wood Dale

Sat, Mar. 11 | Varble Woods



Sat, Apr. 22 | Fischer Farm

*Earth Day Presentation: Viva La Vines | 12:30-1:30pm, Fischer Farm
Special Earth Day Activities for All Ages | 1:30-2:30pm, Fischer Farm*

To volunteer please contact Mary Wagner:

630-766-7015, Ext. 2014

mwagner@bensenvilleparkdistrict.org

2017

Legislative Meet-Ups

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

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

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

- Monday, February 6, 2017**
Chicago Library Legislative Lunch
Maggianno's Little Italy Banquet Hall
111 W. Grand Ave.
Chicago, IL 60654
Price: \$40



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

- Monday, February 13, 2017**
West Suburban Library Legislative Lunch
Chicago Marriott Oak Brook
1401 W. 22nd St.
Oak Brook, IL 60523
Price: \$40

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

- Tuesday, February 14, 2017**
South Suburban Library Legislative Breakfast
Tinley Park Public Library
7851 Timber Dr.
Tinley Park, IL 60477
Price: \$25

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

- Monday, February 20, 2017**
Presidents' Day Library Legislative Breakfast
Arboretum Club
401 Half Day Rd.
Buffalo Grove, IL 60089
Price: \$25

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

- Monday, February 27, 2017**
Southern Illinois Library Legislative Lunch
Holiday Inn
222 Potomac Blvd.
Mt. Vernon, IL 62864
Price: \$40



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

- Friday, March 3, 2017**
Metro East Library Legislative Breakfast
Sunset Hills Country Club
2525 Illinois 157
Edwardsville, IL 62025
Price: \$25

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

- Friday, March 3, 2017**
Central Illinois Library Legislative Lunch
Bloomington-Normal Marriott Hotel
201 Broadway Ave.
Normal, IL 61761
Price: \$40

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

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

Payment Information:

Registration Amount: _____

Please Select Event Location:

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

Method of Payment:

- Check Credit Card Bill me

Credit Card #: _____

Exp. Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

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

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

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

Register online at ila.org/LM

Year end Review of Village Multimedia efforts

Anthony G. Sumner [ASumner@bensenville.il.us]

Sent: 1/13/2017 10:21 AM

To: dsieffert@benlib.org, "Samantha Parkison (sparkison@benlib.org)" <sparkison@benlib.org>, GJohnson@bensenvilleparkdistrict.org, brendalizd@bensenvillefpd.org, dorlyk@bsd2.org, jstelter@bsd2.org, "Smith, Carol" <smith@fenton100.org>, R.Joyce@bensenvilleparkdistrict.org

Cc: "Chad Norris" <CNorris@bensenville.il.us>

Hi All-

Here are you year-end totals for Village Multimedia Department. Hopefully this year we can get the monthly communicators group started to share ideas!

2016 Village Multimedia Communications Stats

<p><u>VILLAGE HALL</u></p> <p><u>Cable</u> 24- Spotlight Shows -½ hour 2 - Made In Bensenville -½ hour 2 -AROUND TOWN- ½ hour 20 Board meetings 10 Promotional Videos <u>Electronic Message Sign</u> 50 Event Notification <u>Calendar Items Website and Social Media</u> 96 items including Board & Committee Postings</p>	<p><u>LIBRARY:</u></p> <p><u>Cable</u> 50- ½ hour shows 90- event slides 2- :30 second commercials <u>Electronic Message Sign</u> 36 Event Notification <u>Calendar Items Website and Social Media</u> 60+ Calendar and News Flash Items</p>
<p><u>PARK DISTRICT</u></p> <p><u>Cable</u> 25 – ½ hour shows 120 Event Slides 3- :30 second commercials <u>Electronic Message Sign</u> 36 Event Notification <u>Calendar Items Website and Social Media</u> 50+ Calendar and News Flash Items</p>	<p><u>BSD2</u></p> <p><u>Cable</u> 3- ½ hour shows 5 Event Slides 6- 2 minute special event Promos (re-run of Common Core) <u>Electronic Message Sign</u> 6 Event Notifications <u>Calendar Items Website and Social Media</u> 22 Calendar and News Flash Items</p>
<p><u>FENTON</u></p> <p><u>Cable</u> 10- ½ hour shows 3- One and Two hour Event Programs 2- Board Meetings 18 Event Slides 2- :30 second Promos <u>Electronic Message Sign</u> 2 Event Notifications <u>Calendar Items Website and Social Media</u> 9 Calendar and News Flash Items</p>	<p><u>FIRE DISTRICT</u></p> <p><u>Cable</u> 3 –programs 10 Event Slides 10 Nationally Syndicated programs Airing on Fire Protection <u>Electronic Message Sign</u> 1 Event Notifications <u>Calendar Items Website and Social Media</u> 0 Calendar and News Flash Items</p>

Cable Stats:

Comcast Bensenville subscribers= 7K and AT&T Bensenville subscribers = 4K

MONTHLY STATISTICS		FY 2016-2017	
		Current Month-Dec 2016	Prior Year-Dec 2015
Circulation			
	Adult Books	1743	1745
	Adult AV Materials	585	473
	eBooks & eAudiobooks	235	
	Overdrive New Users	10	
	YS Books	1315	2110
	YS AV Materials	840	1039
	YA Print	157	233
	Large Print	198	233
	Spanish	120	145
	Polish	42	16
	ILL	76	90
	Total Unique Items Checked Out	5076	6014
	Freegal Music	697	
In-House Use		Calculated yearly	
Library Card Registration			
	Adult	25	
	Youth	6	
Public Computers		Calculated yearly	
Reference Interactions		Calculated yearly	
Universal Class			
	New Registrants	5	
	U-Classes Enrolled	6	
	Total Logins	55	
eCalendar		181	
Library Visitors		Calculated yearly	
Program attendance			
	Adult	298	
	Youth	363	
Computer Classes Attendance		8	
Outreach			
	Adult	11	
	Youth	67	
Website hits		9152	
Meeting Room Uses			
	Library	42	
	LLC	8	
Voter Registration		2	
Notary Public		26	
Materials			
	Adult Added	304	
	Youth Added	35	
	Materials Deleted	218	

December	ADULT PROGRAMMING	ADULTS	STUDENTS
6	Cooking the Books: Holiday Cooking	2	
8	Holiday Card Making	8	
12	Foreign Language Film Series: Life is Beautiful (Italy)	5	
14	Starting a Business in Illinois (English)	4	
15	Holiday Film Classic: Christmas Vacation	29	
	Homebound Visits -4		
	Notary Services -8		
	Voter Registration -0		
	Technology Classes- 5		
GRAND TOTAL		48	0
YS PROGRAMMING	December 6-January 3		
	Number of Program/Date	Kids	Adults
OUTREACH VISITS			
Schools	1	13	2
Other groups			
VISITS TO THE LIBRARY			
By Schools and Other Groups	4	67	5
CONTINUING PROGRAMS			
Artsy Smartsy AM	2	9	10
Kindergarten Bootcamp	3	24	
Artsy Smartsy PM	2	2	2
Toddler Tales	3	18	13
Stay and Play	5	31	22
Stories and More	3	12	11
Afternoons with Adele	3	3	
Baby Social Hour	2	2	1
Play to Learn	2	4	4
Growing Readers	2	2	2
The Music Factory	2	10	10
SPECIAL PROGRAMS			
Family Movie Night: The Angry Birds Movie 12/6		11	15
Lunchtime Theatre: The Christmas Wish 12/9		8	7
LEGO Night: At the North Pole Challenge 12/13		18	12
Morning Matinee: Elf 12/19		18	14
Lit Chicks: Little Peach 12/19		9	
Noon Year's Eve 12/30		54	50
Family Movie Night: Finding Dory 1/3		48	61
TOTAL	34	363	241

ACCESSION	Added	Withdrawn	NET +/-	Accum. Total
	V.	V.	V.	V.
Children's Books				
Non-Fiction & Ref	15	10	5	9914
Fiction	2	0	2	7980
Y+	7	21	-14	8293
Young Adult	3	0	3	4377
Spanish Books	0	142	-142	835
TOTAL	27	173	-146	31399
A-V MATERIALS				
Book +CD	0	0	0	28
Video	0	0	0	146
CD Rom	0	0	0	6
CD Audio	0	0	0	241
Youth CD	0	0	0	264
Youth DVD	8	1	7	3012
TOTAL	8	1	7	3697
ADULT BOOKS				
Non-Fiction	100	15	85	16303
Fiction	71	29	42	13545
Reference	0	0	0	745
Paperbacks	33	0	33	1931
Large Print	7	0	7	2278
Spanish	12	0	12	845
Literacy	0	0	0	35
Polish	4	0	183	428
TOTAL	227	44	183	36110
A-V MATERIALS				
Compact Discs	0	0	0	160
CD Audio	9	0	9	2398
Videos	0	0	0	250
DVD	68	0	68	1764
TOTAL	77	0	77	4572
LIBRARY CARDS				
	ADDED	WITHDRAWN	NET	TOTAL
Adults	25	0	25	5623
Youth	6	0	6	4762
Other				
TOTAL				10385
Non-Resident				
Rev. 4/07				