



28 W 751 Stafford Place • Warrenville, IL 60555 • 630/393-1171 • Fax 630/393-1688

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, July 18, 2018, 7:00 p.m.
Location: Library Meeting Room

AGENDA

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**
*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
 - a. Employee Recognition (Lou Carlile, 5 years)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 3** a. Approve Minutes of the June 20, 2018 Regular Board of Trustees Meeting
- p. 8** b. Receive and file Financial Report for June
- p. 15** c. Adopt Ordinance #18-19-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2018-2019
- p. 20** d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
- p. 21** e. Adopt Ordinance #18-19-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2018-2019

8. Regular Agenda

- p. 25** a. Approve payments for the period of June 21 – July 18, 2018 **(ACTION)**
- p. 28** b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

- p. 29** a. Appoint Two Trustees to Review Secretary's Records for FY18 **(ACTION)**
- p.30** b. Approve Intergovernmental Agreement By and Between the City of
Warrenville and the Warrenville Public Library District Regarding
Subdivision Land Dedications and Cash Contributions in Lieu **(ACTION)**
- p. 37** 11. Director's Report
- p. 41** 12. Department Head Reports
- p. 48** 13. President's Report

 - a. Next meetings or events
- p. 50** 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Closed session
- 20. Discussion/action resulting from the above closed session **(ACTION)**
- 21. Adjournment **(ACTION)**



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 - d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
 - e. Adopt Ordinance #18-19-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2018-2019
8. Regular Agenda
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 - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business

10. New Business
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12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
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18. Items for information and/or discussion (No Action)
19. Closed session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JUNE 20, 2018**

1. Call to order – President Picha called the meeting to order at 7:06 p.m.
2. Roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Ruzicka, Stull and Warren

ABSENT: Trustee Richardson

ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

PUBLIC ATTENDING: Gail Smith

3. Approval of the Agenda

Trustee Picha removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.

Trustee Picha moved Item 7.a – Approval of the May 16, 2018 Minutes to Regular Agenda 8.c.

MOTION: Trustee DuRocher moved to approve the agenda as amended. Trustee Stull seconded.

Voice vote:

Ayes – all

Absent – Trustee Richardson

Motion carried

4. Presentations - None
5. Public Comments - none
6. Correspondence – Director Whitmer shared a thank you Gail Smith, Technical Services, received from Robert Rowe Public Library in Sheridan for DVDs they received from the Library.
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Receive and file Financial Report for May
- b. Adopt Ordinance #17-18-06, an Ordinance Ascertain the Prevailing Rate of Wages for Laborers, Workers and mechanics on Public Works for the District
- c. Adopt Working Budget for Fiscal Year 2018-2019
- d. Authorize Preparation of Budget & Appropriation Ordinance for Fiscal Year 2018-2019

MOTION: Trustee Warren moved to approve the Consent Agenda as read. Trustee Lezon seconded.

Roll call vote:

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

Nays - none

Absent- Trustee Richardson

Motion carried.

8. Regular Agenda

a. Approve payments for the period May 17 – June 20, 2018

MOTION: Trustee Stull moved to approve payments in the amount of \$93,812.82 for the period of May 17, 2018 – June 20, 2018 including electronic payments and checks #6471 – 6535. Checks #6471 – 6475 and 6499 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays - None

Absent – Trustee Richardson

Motion carried

b. Approve Transfer of Funds

MOTION: Trustee Warren moved to transfer \$175,000.00 from the Business NOW Account to the Operating Account. Trustee Ruzicka seconded.

Roll Call vote:

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

Nays - None

Absent – Trustee Richardson

Motion carried

c. Approve Minutes of the May 16, 2018 Regular Board of Trustees Meeting

MOTION: Trustee Stull moved to approve the May 16, 2018 Regular Board of Trustees Meeting. Trustee Warren seconded.

Voice vote:

Ayes – Trustees Picha, Ruzicka, Stull, Warren

Nays – None

Abstain – Trustee DuRocher and Lezon

Absent – Trustee Richardson

Motion carried.

9. Unfinished Business - none

10. New Business

- a. Adopt Revised Policy No. 350 – Community Bulletin Board and Distribution of Free Information

MOTION: Trustee Stull moved to adopt the Revised Policy No. 350 – Community Bulletin Board and Distribution of Free Information. Trustee Ruzicka seconded.

Director Whitmer stated the new policy provides additional details and guidance for clarity while maintaining the local focus. Trustee Picha suggested a copy of the policy be posted on the bulletin board.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

11. Director's Report

- Director Whitmer stated the City is working with the Library and other government entities on a new individual Intergovernmental Agreement (IGA) for Development Contributions. The new IGA would incorporate parts of the existing distribution process thereby simplifying the process for all parties. Currently the Library must submit a request and a Hold Harmless Agreement. The Hold Harmless and Indemnity language will be included in the new IGA so only a request will be required in the future. The Library's attorney has reviewed the agreement and has no concerns. Director Whitmer expects the new IGA to be ready for Board review and approval by the end of summer.

- Airhart Construction – Realignment of Mount Street and improvements for storm water management on Mount Street and the adjacent City Right of Way will result in closure of the Library's lower level parking lot for up to a week, resulting in no vehicular access to the lower level parking lot or the book drop. During the closure, no extended use fees will be assessed.

On May 24, crews at the Airhart Construction site cut an unmarked, underground electrical line. The Library was without power from approximately 11 am through 8 pm. The Library closed to the public at noon and reopened the next day. ComEd is studying the area and will need to move some lines that feed the Library.

- The auditors completed their preliminary work on May 18. This year the Library is required to address the Governmental Accounting Standards Board's Statement No. 75 (GASB 75). The primary objective of GASB 75 is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions. Director Whitmer is currently reviewing proposals for the actuarial work. Funds are included in the FY19 working budget for this report.

- The intrusion alarm, motion detectors and key fob entry system were installed in May and activated in June.
- The lower level room will be named the STEAM (Science Technology Engineering Art Mathematics) Room. Nedrow Decorating grinded the excess cement from the foundation wall, then painted the walls and ceiling.
- Nedrow re-stained the Stafford Place entrance doors. Maintenance will replace the door sweeps this summer.
- Aubrey Signs was hired to replace the canopy over the Stafford Place delivery entrance. They will also be installing a new awning at the lower level maintenance entrance. Staff use both of these entrances. They installed a privacy film on the windows of Patty Dybala's office.
- Director Whitmer has been working with Mary Marzano, one of the children of John Hudetz, to recognize the financial contributions the family made in the 1980s for improvements to the Meeting Room. The room is no longer called the Hudetz Family Meeting Room, but an agreement was made to hang a photograph of Mr. Hudetz along with biographical information about John & Gwen Hudetz.
- Director Whitmer would also like to put up a similar piece for Helen Engelbach, former library trustee, whose name is on the benches outside the Stafford Place entrance.

12. Department Head Reports

- Director Whitmer reported approximately 40 people attended the Science Kit Open House on June 2. The kits have all circulated. Staff has already ordered duplicates of the most popular kits. Trustee Picha stated she loved the enthusiasm staff showed for these kits.
- Summer Reading began on June 1 and statistics will be available in July.
- The Youth and Teen Services librarians spent many days at the schools promoting summer reading.
- Kathy Strickland, previously a Collection Support Specialist, has moved into a Customer Service Specialist position.
- Meghan Reese, Collection Support Specialist, resigned to accept an intern position at the DuPage Animal Shelter.
- Head of Technical Services Lou Carlile hired two new Collection Support Specialists - Imaan Ali and Brandon Benitez.

- Marketing is working on a new format for the eNewsletter.
- Technical Services, Marketing and Youth Services all played a big part in getting the science kits into circulation.
- Director Whitmer stated Cynthia Makowski and Peter Baklashev responded to the unanticipated, extended power outage on May 24.

13. President's Report

Trustee Picha announced the upcoming meetings and future agenda items.

Trustees Ruzicka and Warren will audit the Secretary's records for the Annual Report.

14. Treasurer's Report

Trustee Lezon reported that the financials look great.

15. Secretary's Report – Trustee Stull reported everything looks good.

16. Committee Reports - none

17. Trustee Comments

- Trustee Warren stated recently he and his wife had rented a car on vacation and were planning to listen to a book on tape. The van they rented did not have a DVD player, but he was able to access Hoopla to listen to a book.
- Trustee Picha stated a Maple Hill resident visited the Library and was shocked at all the DVDs available, especially the TV series.

18. Items for Information and/or discussion

Trustee Ruzicka likes the graphics of the newsletter.

19. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 7:53 p.m. Trustee Lezon seconded.

Voice vote – all ayes

Absent – Trustee Richardson

Motion carried

Respectfully submitted,

Heather J. Stull
Secretary
Board of Trustees

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

June 30, 2018

WARRENVILLE LIBRARY INCOME	JUNE 2018	FUND BALANCES										PAGE 1
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2017	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	
LEVY												
CORPORATE	1698315	94.9290%	0	1695798	99.85%	336830	9384	66344	147899	1726818	372154	
BLDG. & MAIN.	90722	5.0710%	0	90587	99.85%	82381	0	0	11207	77167	95801	
TOTAL TAX (LEVIED)	1789037	100.00%	0	1786385	99.85%	419211	9384	66344	159106	1803985	467955	
DEFERRED REVENUE	0		0	0		0	901813	944014	0	0	944014	
WORKING CASH	0		0	0		225847	0	0	0	0	225847	
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	
SPECIAL RESERVE	0		0	0		507949	0	0	17832	353118	154831	
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524	
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	
TOTAL	1789037	100.00%	0	1786385	99.85%	1176531	911197	1010358	176938	2157103	1816171	
FORMULA =												
A+B+C-D=E												

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

	CORPORATE FUND				
	1 Month Ended	12 Months Ended	Budget	Balance	% Received /
	Jun. 30, 2018	Jun. 30, 2018			Expended
Income					
Taxes Levied	0.00	1,695,630.59	1,698,315.00	2,684.41	99.84%
Back Taxes	0.00	167.12	0.00	(167.12)	0.00%
Copier	584.44	7,218.38	7,000.00	(218.38)	103.12%
Extended Use Fees	2,006.29	20,049.23	22,000.00	1,950.77	91.13%
Fees	22.00	246.25	250.00	3.75	98.50%
Interest	388.01	3,765.07	2,200.00	(1,565.07)	171.14%
Book Sales	736.50	911.50	2,000.00	1,088.50	45.58%
Lost Books	460.13	4,217.01	3,500.00	(717.01)	120.49%
Gifts / Memorials	0.00	1,180.00	1,000.00	(180.00)	118.00%
Miscellaneous	2,182.11	6,272.98	1,000.00	(5,272.98)	627.30%
Hotel/Motel Tax	3,005.00	11,562.50	12,725.00	1,162.50	90.86%
Grants - Per Capita	0.00	10,521.54	10,450.00	(71.54)	100.68%
Grants, Miscellaneous	0.00	400.00	0.00	(400.00)	0.00%
	9,384.48	1,762,142.17	1,760,440.00	(1,702.17)	100.10%
Expenses					
Sal. - Administration	15,350.16	197,343.55	196,500.00	(843.55)	100.43%
Sal. - Circulation	9,005.68	118,681.81	118,000.00	(681.81)	100.58%
Sal. - Maintenance	1,648.80	21,685.50	21,500.00	-185.50	100.86%
Sal. - Public Services	25,918.25	333,219.33	342,000.00	8,780.67	97.43%
Sal. - Tech Services	15,990.77	198,506.46	217,500.00	18,993.54	91.27%
I.M.R.F. - Expense	7,421.12	97,656.36	98,000.00	343.64	99.65%
Fica - Expense	5,069.11	64,951.57	68,500.00	3,548.43	94.82%
Unemp. Comp.	0.00	1,104.03	1,300.00	195.97	84.93%
Op - Mat'l Processing/Tech	374.06	12,834.04	9,100.00	(3,734.04)	141.03%
Op - Mat'l Processing/Circ	120.58	1,312.09	2,300.00	987.91	57.05%
Op - Postage	1,431.88	5,667.21	5,865.00	197.79	96.63%
Op - Office Supplies	699.42	3,230.90	4,650.00	1,419.10	69.48%
Op - Bank Fee's	60.06	610.51	850.00	239.49	71.82%
Op - Automation Supplies	0.00	2,208.23	3,000.00	791.77	73.61%
Op - Publishing	0.00	1,076.63	1,200.00	123.37	89.72%
Equip. - Purchases	761.50	7,604.47	7,700.00	95.53	98.76%
Equip. - Maintenance	243.05	3,225.42	4,000.00	774.58	80.64%
Auto. - Software	215.91	14,348.67	13,475.00	(873.67)	106.48%
Auto. - Purchases	1,253.96	6,018.02	7,000.00	981.98	85.97%
Auto. - Maintenance	3,706.34	49,998.56	50,240.00	241.44	99.52%
L. Ins - Workmen's Comp	2,347.00	2,440.94	3,000.00	559.06	81.36%
Ins. - Multi Peril Package	1,136.00	13,166.00	11,100.00	(2,066.00)	118.61%
Ins. - Health / Life	3,517.50	47,020.63	63,800.00	16,779.37	73.70%
Pd - Recruiting	45.00	630.00	500.00	(130.00)	126.00%
Pd - Staff Appreciation	261.70	986.30	1,250.00	263.70	78.90%
Pd - Staff / Dues	0.00	2,885.00	2,800.00	(85.00)	103.04%
Pd - Staff / Meetings	35.86	2,728.16	6,600.00	3,871.84	41.34%
Pd - Staff / Transportation	121.43	884.06	1,000.00	115.94	88.41%
Pd - Trst / Dues	0.00	270.00	270.00	0.00	100.00%
Pd - Trst / Mtgs	0.00	3,367.75	2,690.00	(677.75)	125.20%
Pd - Trst / Transportation	0.00	979.28	700.00	(279.28)	139.90%
Pd - Trustee Misc.	19.98	384.85	500.00	115.15	76.97%
Cont. - Lawyer	0.00	3,255.00	5,000.00	1,745.00	65.10%
Cont. - Accounting	852.89	10,548.12	10,000.00	(548.12)	105.48%
Cont. - Collections	17.90	429.60	1,000.00	570.40	42.96%

See Accountants Compilation Letter

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

	CORPORATE FUND				
	1 Month Ended	12 Months Ended			% Received /
	Jun. 30, 2018	Jun. 30, 2018	Budget	Balance	Expended
Cont. - Audit	0.00	7,950.00	7,950.00	0.00	100.00%
Cont. - Consultants	0.00	1,870.00	4,700.00	2,830.00	39.79%
Lib. Mat. - Adult Books	4,075.34	55,242.70	67,000.00	11,757.30	82.45%
Lib. Mat. - Youth Books	3,518.28	37,255.13	32,000.00	(5,255.13)	116.42%
Lib. Mat. - Adult AV	1,885.96	25,189.84	27,000.00	1,810.16	93.30%
Lib. Mat. - Youth AV	582.75	5,537.19	7,000.00	1,462.81	79.10%
Lib. Mat. - EBooks	12,101.98	26,242.44	24,000.00	(2,242.44)	109.34%
Lib. Mat. - Periodicals	0.00	10,617.51	11,500.00	882.49	92.33%
Lib. Mat. - Internet Subsc...	12,710.00	37,172.91	41,000.00	3,827.09	90.67%
Ps - Programs Adult	635.97	6,892.78	6,500.00	(392.78)	106.04%
Ps - Programs Youth	2,436.83	5,967.81	6,500.00	532.19	91.81%
Ps - Hotel/Motel	3,011.86	17,326.61	18,325.00	998.39	94.55%
Ps - Refunds / Fines / Fees	0.00	62.99	500.00	437.01	12.60%
Ps - Printing	2,916.00	13,981.42	20,100.00	6,118.58	69.56%
Ps - PR / Publicity	319.10	3,794.41	4,550.00	755.59	83.39%
Ps - Misc.	19.98	1,014.96	1,300.00	285.04	78.07%
Gas	382.41	7,308.22	9,000.00	1,691.78	81.20%
B & M - Water / Sewer	133.68	815.52	800.00	(15.52)	101.94%
Electricity	2,917.49	34,897.66	40,000.00	5,102.34	87.24%
Telephone	1,416.94	13,625.15	14,480.00	854.85	94.10%
B & M - Landscape Maint	805.83	8,349.83	10,000.00	1,650.17	83.50%
Gifts	337.76	4,415.17	2,300.00	(2,115.17)	191.96%
Contingency	64.47	2,603.82	10,000.00	7,396.18	26.04%
Debt Repayment	0.00	167,425.27	167,550.00	124.73	99.93%
	147,898.54	1,726,818.39	1,816,945.00	90,126.61	95.04%

See Accountants Compilation Letter

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

	BUILDING & MAINTENANCE FUND				
	1 Month Ended	12 Months Ended			% Received /
	Jun. 30, 2018	Jun. 30, 2018	Budget	Balance	Expended
Income					
Taxes Levied	0.00	90,578.66	90,722.00	143.34	99.84%
Back Taxes	0.00	8.93	0.00	(8.93)	0.00%
	0.00	90,587.59	90,722.00	134.41	99.85%
Expenses					
Maintenance	10,727.00	48,875.91	44,520.00	(4,355.91)	109.78%
Maintenance Supplies	91.62	2,469.12	2,200.00	(269.12)	112.23%
Security	0.00	2,865.00	4,750.00	1,885.00	60.32%
Snow Removal	0.00	18,721.38	20,000.00	1,278.62	93.61%
Hvac	160.00	1,609.69	10,900.00	9,290.31	14.77%
Janitorial Supplies	228.82	2,625.91	3,500.00	874.09	75.03%
	11,207.44	77,167.01	85,870.00	8,702.99	89.86%

See Accountants Compilation Letter

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

	SPECIAL RESERVE FUND				
	1 Month Ended Jun. 30, 2018	12 Months Ended Jun. 30, 2018	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	2,422.91	2,000.00	(422.91)	121.15%
Auto. - Purchases	10,279.98	14,797.47	21,750.00	6,952.53	68.03%
Capital Improvement ...	7,552.50	335,897.28	500,000.00	164,102.72	67.18%
	17,832.48	353,117.66	523,750.00	170,632.34	67.42%

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	14,112.87
Cash / Copier Change	75.00
MB Operating	183,572.73
MB Business NOW	867,181.16
MB Business Money Market	550,928.67
MB Certificate of Deposit	203,140.76

1,819,421.19

General Fixed Assets	6,180,189.00
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TOTAL ASSETS	\$ 7,999,610.19
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

Deferred Revenues	944,014.24
I.M.R.F.	3,248.05

947,262.29

LONG-TERM LIABILITIES

Debt Certificate Payable	1,950,000.00
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1,950,000.00

EQUITY

Fund Balance	5,102,347.90
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TOTAL LIABILITIES & FUND BALANCE	\$ 7,999,610.19
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See Accountants Compilation Letter

ORDINANCE #18-19-01
TENTATIVE
BUDGET AND APPROPRIATION ORDINANCE

A TENTATIVE ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATION SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT TO PURPOSE.

BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF
THE WARRENVILLE PUBLIC LIBRARY DISTRICT:

SECTION 1: The following is the Annual Budget for the Warrenville Public Library District for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

1. GENERAL

A.	Salaries		\$1,005,000
	Administration	\$220,000	
	Public Services	\$375,000	
	Technical Services	\$140,000	
	Member Services	\$140,000	
	Maintenance	\$40,000	
	I.T.	\$90,000	
B.	Illinois Municipal Retirement Fund		\$120,000
C.	Federal Insurance Contributions		\$90,000
D.	Unemployment Compensation		\$3,000
E.	Building Expenses:		\$200,000
	Maintenance & Improvements	\$100,000	
	Utilities	\$100,000	
F.	Operating Expenses:		\$46,000
	Postage	\$10,000	
	Office	\$10,000	
	Publishing	\$6,000	
	Materials Processing	\$20,000	
G.	Insurance		\$123,000
	Multi-Peril Package	\$20,000	
	Bonds	\$1,000	
	Health/Life	\$80,000	
	Umbrella	\$1,000	
	Officers/Directors	\$15,000	
	Worker's Compensation	\$6,000	

H.	Contractual:		\$92,000
	Legal	\$20,000	
	Accounting	\$20,000	
	Collection	\$2,000	
	Consultants	\$40,000	
	Audit	\$10,000	
I.	Personnel Development:		\$30,000
	Staff:	\$23,000	
	Dues	\$4,000	
	Meetings & Education	\$10,000	
	Travel	\$3,000	
	Employee Appreciation	\$5,000	
	Recruitment	\$1,000	
	Trustees:	\$7,000	
	Dues	\$1,000	
	Meetings & Education	\$5,000	
	Travel	\$1,000	
J.	Equipment		\$40,000
	Purchases	\$30,000	
	Maintenance	\$10,000	
K.	Library Materials		\$290,000
	Print	\$150,000	
	Non-Print	\$60,000	
	eResources	\$80,000	
L.	Public Service:		\$97,000
	Programs	\$45,000	
	Printing	\$30,000	
	Refunds/fees	\$2,000	
	PR/Publicity	\$20,000	
M.	Automation:		\$135,000
	Software, hardware	\$50,000	
	Miscellaneous purchases	\$10,000	
	Maintenance	\$75,000	
N.	Contingency		\$50,000
O.	Gift Expenditures		\$100,000
P.	Debt Repayment		\$200,000

2	SPECIAL RESERVE FUND		\$200,000
	Building Maintenance/Construction	\$100,000	
	Automation Purchases	\$50,000	
	Furniture/Equipment Purchases	\$50,000	
3	WORKING CASH FUND		\$250,000
4	BUILDING AND MAINTENANCE (from .02% Tax)		\$150,000
5	GIFT FUND		\$30,000
6	DEVELOPER DONATIONS FUND		\$20,000
	TOTAL BUDGET EXPENSES		\$3,271,000

SECTION 2: As part of the Annual Budget it is stated:

- (a) The cash on hand at the beginning of the fiscal year is \$872,157.
- (b) The estimated cash expected to be received during the fiscal year from all sources is \$2,398,843.
- (c) The estimated expenditures for the fiscal year are \$3,271,000.
- (d) The estimated cash expected to be on hand at the end of the fiscal year is \$0.00.
- (e) The estimated amount of taxes to be received by the WARRENVILLE PUBLIC LIBRARY DISTRICT during the fiscal year is \$1,846,493.
- (f) The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$552,350.

SECTION 3: That the above sums of money in the total amount of \$3,271,000 or so much thereof may be authorized by law, be and the same are hereby appropriated for the purposes of the WARRENVILLE PUBLIC LIBRARY DISTRICT as specified for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

SECTION 4: Transfers of appropriations not affecting the total amount appropriated may be made at any meeting of the Board by Ordinance enacted by a 2/3 vote of all the Trustees. By a like vote the Board may by Ordinance make appropriations in excess of those authorized in order to meet any emergency.

SECTION 5: Unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with applicable statutes, said unexpended balances to be accumulated in the Special Reserve Fund for the purposes adopted by the Board.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 18th day of July 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Jerri L. Picha, President
Board of Library Trustees
Warrenville Public Library District

ATTEST:

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

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

**CERTIFICATE OF AUTHENTICITY
(TENTATIVE BUDGET AND APPROPRIATION ORDINANCE)**

I, HEATHER J. STULL, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of the Tentative Budget and Appropriation Ordinance adopting an annual budget and appropriating such sums of money for said Library District for the fiscal year beginning July 1, 2018 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on July 18, 2018.

I further certify that the attached Budget and Appropriation Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 18th day of July 2018.

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

(SEAL)

**NOTICE OF PUBLIC HEARING ON
BUDGET AND APPROPRIATION ORDINANCE
OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT
DUPAGE COUNTY, ILLINOIS**

NOTICE is hereby given that the Warrenville Public Library District has prepared in tentative form a combined annual Budget and Appropriation Ordinance. A public hearing shall be held as to such Budget and Appropriation Ordinance on Wednesday, September 19, 2018 at the hour of 7 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois. Copies of the Tentative Budget and Appropriation Ordinance are available for public inspection from 9:30 a.m. to 9 p.m. Monday through Thursday; from 9:30 a.m. to 7 p.m. Friday; from 9:30 a.m. to 5 p.m. Saturday; and from 1 p.m. to 5 p.m. Sunday at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Dated this 18th day of July 2018.

Jerri L. Picha, President
Board of Library Trustees
Warrenville Public Library District

ATTEST:

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

ORDINANCE 18-19-02

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL TAX OF .02% FOR THE 2018-2019 FISCAL YEAR

WHEREAS, the Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy such said special tax for the 2018-2019 fiscal year for the purposes hereinbefore set forth;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Warrenville Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District as equalized or assessed, shall be levied for the fiscal year 2018-2019.

FURTHER, a copy of this Ordinance shall be published in the *THE DAILY HERALD* within fifteen (15) days after the date of adoption of this Ordinance in the form provided by law.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 18th day of July 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

Jerri L. Picha, President
Board of Library Trustees
Warrenville Public Library District

ATTEST:

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

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION

I, HEATHER J. STULL, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Warrenville Public Library District of DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an ordinance adopted on the 18th day of July 2018, at a Meeting of the Board of Trustees of the Warrenville Public Library District. I further certify that the Ordinance was published on July 26, 2018, in *THE DAILY HERALD*.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois, this 18th day of July 2018.

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

(SEAL)

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 18th day of July 2018, the Board of Trustees of the Warrenville Public Library District resolved to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and for maintenance, repairs, and alterations of library buildings and equipment, said tax levy to be effective for the fiscal year beginning July 1, 2018 and ending June 30, 2019. The text of said Ordinance is set forth below.

The question of levying a .02% tax shall be submitted to the electors of the District if a petition is filed with the District signed by 967 registered voters in the District asking that the question of levying said .02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Notice. The date of the prospective referendum is April 2, 2019.

Jerri Picha, President
Board of Library Trustees
Warrenville Public Library District

REGULAR AGENDA

Approve payments for the period of June 21 – July 18, 2018

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

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

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
June 21 - July 18, 2018

Date	Num	Name	Amount
06/21/2018	6536	Lundstrom Insurance Agency	-1,136.00
06/21/2018	6537	The Hartford	-2,347.00
07/18/2018	6538	Accounting Services, Inc.	-508.00
07/18/2018	6539	Ambius	-278.00
07/18/2018	6540	Baker & Taylor	-296.33
07/18/2018	6541	Baker & Taylor	-2,131.65
07/18/2018	6542	Baker & Taylor	-2,139.94
07/18/2018	6543	Baker & Taylor	-2,207.13
07/18/2018	6544	BlueWire Communications	-354.00
07/18/2018	6545	Carlson, Todd	-200.00
07/10/2018	6546	Frank Canino	-1,000.00
07/18/2018	6547	CDW Government, Inc.	-462.40
07/18/2018	6548	Cintas Fire Protection	-510.00
07/18/2018	6549	Davis, Jackie	-22.16
07/18/2018	6550	Demco	-238.76
07/18/2018	6551	Dymaxion Research Ltd.	-192.00
07/18/2018	6552	Fernandes, Robert	-200.00
07/18/2018	6553	Good Clean Fun	-200.00
07/18/2018	6554	Jimenez, Ben	-400.00
07/18/2018	6555	Julian, Patrick	-200.00
07/18/2018	6556	Konica Minolta Business Solutions	-364.54
07/18/2018	6557	LIMRICC Purchase of Health Insurance Prog	-4,539.76
07/18/2018	6558	Management Association	-100.00
07/18/2018	6559	Marquis, Dan	-200.00
07/18/2018	6560	Midwest Environmental Consulting Services, Inc.	-1,075.00
07/18/2018	6561	Midwest Tape	-1,481.38
07/18/2018	6562	Midwest Tape	-259.12
07/18/2018	6563	Millennials, The	-1,000.00
07/18/2018	6564	Minuteman Press	-220.00
07/18/2018	6565	Paretti, Jeremy	-200.00
07/18/2018	6566	Piech, Ron	-1,000.00
07/18/2018	6567	Pine Landscaping	-370.00
07/18/2018	6568	Service Master Commercial Cleaning	-1,974.77
07/18/2018	6569	Sikich LLP	-1,550.00
07/18/2018	6570	SirsiDyinx	-25,135.47
07/18/2018	6571	Technology Management Revolving Fund	-450.00
07/18/2018	6572	Thomson Reuters - West	-94.00
07/18/2018	6573	Tutor.com	-1,500.00
07/18/2018	6574	U.S. Postmaster	-450.00
07/18/2018	6575	Unique Management Services, Inc.	-8.95
07/18/2018	6576	United States Treasury	-16.73

07/18/2018	6577	Warrenville Ace Hardware	-23.89
07/18/2018	6578	Whitmer, Sandy	-172.18
7/18/2018	6579	Rivistas, LLC	0.00
07/18/2018	6580	BookPage	-528.00
07/18/2018	6581	Rivistas, LLC	-3,593.16
07/18/2018	6582	Rivistas, LLC	-6,306.12
07/18/2018	6583	Zion-Benton Public Library	-19.95
07/18/2018	6584	Petty Cash Fund	-21.26
7/18/2018	6585	Alarm Detection Systems, Inc.	0.00
07/18/2018	6586	Alarm Detection Systems, Inc.	-782.91
07/18/2018	6587	Business Card	-1,120.41
07/18/2018	6588	LIMRICC Unemployment Compensation	-204.99
07/18/2018	6589	Quill Corporation	-1,578.77
07/18/2018	6590	Reaching Across Illinois Library System	-7,500.00
07/18/2018	6591	SYNCHRONY BANK/AMAZON	-1,133.18
07/18/2018	6592	Today's Business Solutions, Inc.	-3,365.30
07/18/2018	6593	Child's World	-1,057.35
06/21/2018	Electronic	Paylocity	-251.63
06/25/2018	Electronic	MegaPath	-60.32

-84,832.51

REGULAR AGENDA

Approve transfer of funds

A transfer recommendation with SUGGESTED MOTION will be provided at Board Meeting if needed

Each month, a transfer of funds to the MB Bank Operating account may be necessary to cover anticipated expenditures.

NEW BUSINESS

Appoint Two Trustees to Review Secretary's Records for FY18 (ACTION)

As part of the Library's annual report to the State Library, two Trustees are required to review the Secretary's Records (minutes) to determine that all minutes are present and accounted for. This task can generally be completed in less than 30 minutes. The minutes will be available for review after July 19 and the appointees may schedule a time with Director Whitmer to review the minutes. This task must be completed on or before the August 15 Board Meeting.

NEW BUSINESS

Approve Intergovernmental Agreement By and Between the City of Warrenville and the Warrenville Public Library District Regarding Subdivision Land Dedications and Cash Contributions in Lieu (ACTION)

As reported in the June Director's Report, the City has been working with the Library, School District and Park District on individual IGAs that would incorporate parts of the existing distribution process for developer contributions. The IGAs will simplify the request process by incorporating hold harmless and Indemnity language currently required as separate documentation for each distribution request submitted to the City.

Attorney Ritzman reviewed the attached IGA and has no concerns. Director Whitmer concurs.

Director Whitmer anticipates the IGAs will be approved at the Monday, July 16, City Council meeting.

The final draft of the IGA is attached for your reference.

SUGGESTED MOTION: Approve Intergovernmental Agreement By and Between the City of Warrenville and the Warrenville Public Library District Regarding Subdivision Land Dedications and Cash Contributions in Lieu and authorize Board officers to execute the agreement.

**INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN
THE CITY OF WARRENVILLE AND
THE WARRENVILLE PUBLIC LIBRARY DISTRICT
REGARDING SUBDIVISION LAND DEDICATIONS AND CASH CONTRIBUTIONS IN LIEU**

This INTERGOVERNMENTAL AGREEMENT is made as of the ____ day of _____, 20__ (this ***"Agreement"***), by and between the CITY OF WARRENVILLE, an Illinois home rule municipal corporation (***"City"***); and the WARRENVILLE PUBLIC LIBRARY DISTRICT, an Illinois public library district (***"District"***) (each individually, ***"Party"*** and collectively, the ***"Parties"***).

1. **Recitals.**

A. The City is an Illinois home rule municipal corporation and the District is an Illinois public library district, both located in DuPage County, Illinois, and they each have authority to enter into this intergovernmental agreement pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, Article VII, Section 10 of the 1970 Constitution of the State of Illinois, and other applicable law.

B. The City has established requirements governing the subdivision of land under the jurisdiction of the City. Warrenville City Code, Title 8, Chapter 11, and the Subdivision Regulations for the City of Warrenville, also known as the Subdivision Control Regulations Ordinance No. 807, as amended from time to time (collectively ***"Subdivision Control Regulations"***). As a part of the proper subdivision and development of land, at the request of, and in cooperation with the District, the City has established requirements for the dedication of land for library purposes "to serve the immediate and future needs of the projected net increase in population generated by the subdivision or development, or cash contributions in lieu of actual land or site improvement dedication, or a combination of both, at the option of the city." These requirements are currently adopted as Title 8, Chapter 12 of the Warrenville City Code, Section 8-12-1 *et seq.*, and previously have been located in other parts of the Warrenville City Code from time to time, and may also be amended from time to time (collectively, the ***"Dedication and Contribution Requirements"***).

C. The City and the District agree that it is in the best interests of the City, the District and the public to establish the terms and conditions under which the City will distribute portions of the cash contributions donated in lieu of land for library purposes (***"Cash Contributions"***) to the District from time to time.

2. Requests for Cash Contributions: Payments.

A. Amounts of, and Requests for, Cash Contributions. The District may request that the City provide the total amount of Cash Contributions being held by the City that were contributed for subdivision or development of land within the District, which total the City will provide to the District within 30 days after the end of each quarter of the calendar year. The District may, from time to time, request the City to pay to the District all or a specific amount of the total amount of Cash Contributions that have been paid to the City for land within the boundaries of the District. The request from the District shall include the amount of Cash Contributions requested.

B. Acknowledgement of Dedication and Contribution Requirements. The District acknowledges and agrees that it has reviewed Chapter 12 of Title 8 of the City Code and understands and agrees to comply with all the Dedication and Contribution Requirements to which the Cash Contributions are subject.

C. City Transfer of Cash Contributions. The City will examine each District request for payment of the Cash Contributions within 30 days after receipt of the request and advise the District whether the total Cash Contributions being held by the City that were contributed for subdivision or development of land within the District are sufficient to meet the District's request. If the total amount of Cash Contributions is not sufficient to meet the District's request, the District may either adjust the amount of its request or withdraw its request. If a sufficient amount of Cash Contributions is held by the City to meet the District's request, the City will transfer that amount of the Cash Contributions to the District within 30 days after receipt of the request.

3. **Indemnification, Defense and Hold Harmless.** The District acknowledges and agrees that:

A. It will hold harmless, defend, and indemnify the City, its corporate authorities, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims, losses, suits, causes of action, liabilities, judgments, costs and expenses (collectively, ***"Claims"***) that may be asserted at any time against the City or the District in connection with (i) the City's enactment of the Dedication and Contribution Requirements to the extent applicable or related to the District; and (ii) the administration or enforcement of the Dedication and Contribution Requirements to the extent applicable or related to the District, including, without limitation, the assessment, collection or payment of the Dedication and Contribution Requirements for the benefit of the District;

B. The City may, at its option, undertake the defense of any such Claim, and the City's costs and expenses related thereto, including attorneys' fees, shall be immediately reimbursed by the District; and

C. The District shall be responsible for all of its own costs and expenses in connection with any such Claim.

4. **Governing Law.** This Agreement shall be governed by, and enforced in accordance with, the internal laws, but not the conflicts of laws rules, of the State of Illinois.

5. **Dispute Resolution.**

A. **Negotiation.** The Parties desire to avoid and settle without litigation any future disputes that may arise between them relative to this Agreement. Accordingly, the Parties agree to engage in good faith negotiations to resolve any such dispute. If any Party has a dispute about a violation, interpretation, or application of a provision of this Agreement, then that Party may serve written notice on the other Party, setting forth in detail the dispute, the provisions of this Agreement to which the dispute is related, and all facts and circumstances pertinent to the dispute. The Parties then, within 30 days, shall schedule a date certain for representatives of the Parties

to meet in a conference to resolve the dispute. Such conference shall be conducted within 60 days after notice of the dispute has been given as provided in Section 8 of this Agreement.

B. Continuation of Agreement. During all negotiation proceedings and any subsequent proceedings provided for in this Section 5, the Parties shall continue to fulfill the terms of this Agreement to the fullest extent possible.

C. Remedies. Provided that the Parties have met their obligations under Section 5.A and 5.B, the Parties shall be entitled to pursue such remedies as may be available in law and equity. The requirements of Section 5.A shall be waived in the event of either significant risk of irreparable harm or significant jeopardy to public health and safety.

D. Enforcement; Venue. Any action filed by either Party to enforce this Agreement shall be filed in the Circuit Court for the Eighteenth Judicial Circuit in DuPage County, Illinois.

6. Entire Understanding; Amendment. This Agreement, together with the Dedication and Contribution Requirements and the Subdivision Control Regulations, contains the entire understanding of the Parties regarding land dedications and cash contributions in lieu thereof for the benefit of the District, and all other agreements, understandings, representations, and statements, if any, whether oral or written, are merged herein. This Agreement may be amended only by written instrument executed by the Parties. There are no third party beneficiaries to this Agreement.

7. Term; Execution. The term of this Agreement (the “*Term*”) shall commence on the date that this Agreement is executed and continue until the Dedication and Contribution Requirements and the Subdivision Control Regulations are no longer in force and effect and any Cash Contributions collected thereunder have been fully expended pursuant to the Dedication and Contribution Requirements and the Subdivision Control Regulations or returned to the party paying the Cash Contributions; provided, however, that either Party may elect to terminate this Agreement by giving ninety (90) days’ advance notice to the other Party. The terms, conditions

and provisions of Sections 2.B, 3, 4, 5, 6, and 8 of this Agreement above shall survive the termination of this Agreement. This Agreement may be executed in counterparts.

8. **Notice.** Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered: (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by facsimile. Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to City shall be addressed to, and delivered at, the following address:

City of Warrenville
28W701 Stafford Place
Warrenville, Illinois 60555
Attention: City Administrator

With a copy to:

Holland & Knight LLP
131 South Dearborn Street
30th Floor
Chicago, Illinois 60603
Attention: Barbara A. Adams

Notices and communications to the District shall be addressed to, and delivered at, the following addresses:

Warrenville Public Library District
28W751 Stafford Place
Warrenville, Illinois 60555
Attention: Library Director

With a copy to:

Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.
221 East Illinois Street
Wheaton, IL 60187
Attention: Roger A. Ritzman

9. **Authority to Execute.** Each of the Parties represents that the persons executing this Agreement on behalf of such Party is duly authorized to do so.

IN WITNESS WHEREOF, pursuant to proper authority duly granted, the Parties have set their hands and seals hereto on or before the date first stated above.

ATTEST:

CITY OF WARRENVILLE, an Illinois
home rule municipal corporation

By: _____
Its: _____

By: _____
Its: _____

ATTEST:

**WARRENVILLE PUBLIC LIBRARY
DISTRICT**, an Illinois public library district

By: _____
Its: _____

By: _____
Its: _____

#57566864_v1

Parade

Thank you to all who participated in the July 3 parade. Trustees, staff and family passed out candy to those along the route. Thanks to Sandy Lezon for providing dog biscuits which were appreciated by four-legged friends and their owners along the route.



The Library was awarded "Best Demonstrates Theme" for a walking unit.

(And we had candy all the way to the end of the route!!)

Warrenville Writers Connection

The Library is supporting a new writers group by providing a meeting space, promotion and support. In March, Warrenville resident and published author Betsy Dudak approached me about the possibility of starting a group. Other residents were inspired by the Inside Writing & Publishing program that the Library hosted in March. Six people attended the first gathering in June. Twelve people attended the July meeting. Mrs. Dudak coordinates the group's activities. The summer meetings were part of a "soft launch" with limited promotion. Information about the group will be included in the fall edition of *Reading Matters*. (<http://events.warrenville.com/event/823180>)

Airhart Construction – Temporary Closure of Library's Lower Level Parking Lot

Although the closure of the parking lot was inconvenient, communication from Mr. Airhart helped us keep our members, guests and staff informed in a timely manner. Patty, Lou and Cynthia developed an appropriate response (exempting all materials returned during the closure from extended use fees). Member Services Staff were given the authority to waive fees "no questions asked." Staff will have the ability to address issues related to the restricted access to the drive-up return box for several weeks after the parking lot re-opens. We communicated information about the closure in the July eNews, on our website, on signage in the Library/on the book return and through our social media channels.

Package Insurance Renewal

I met with our broker, Matt Backe from Lundstrom Insurance on June 21. Matt took our account to market and recommended a change from Allied Insurance to Westfield Insurance for our "package" insurance. Our Workers Compensation policy will remain with Hartford. At my request we will add a Cyber & Data Breach Liability policy with Beazley Group. Annual premium costs are:

Commercial Package (Westfield) - \$12,466

Workers Compensation (Hartford) - \$2,347

Cyber & Data Breach (Beazley) - \$1,136

We pre-paid for three years of Executive Risk (Officers & Directors) in 2016. That policy will be eligible for renewal July 1, 2019.

Building & Maintenance Updates

- We've had multiple instances of vandalism (stuffed toilets) in the public restrooms. Ly used the new cleanout near the drinking fountains to clear one of the backups.
- A small roof leak was discovered during strong rains on June 22. Olsson Roofing investigated and caulked a small opening in the clerestory.
- Midwest Environmental Consulting completed a test for lead in water. The purpose of the test was to determine if lead was present in any water source at or above the Illinois Department of Public Health action level of 5 micrograms per liter and the United States Environmental Protection Agency action level of 15 micrograms per liter. Neither "first draw" nor "flush" samples were determined to be above the action levels. Seven water sources were tested, each selected for its potential as a source for water that would be consumed. A copy of the report was forwarded to representatives of the Wheaton League of Women Voters who surveyed area libraries, schools, park districts and cities last year.

Electricity Usage

With the close of the fiscal year, I calculated comparisons for usage and cost from FY17 to FY18. You can see that the retrofits and replacements made during the renovation have resulted in savings for both usage and cost. We expect usage will remain flat for FY18, but costs may increase due to fluctuations in capacity and other delivery costs that are not fixed for the current contract.

<u>July '16 – June '17 Usage</u>	<u>July '17 – June '18 Usage</u>	<u>Difference</u>	<u>% reduction</u>
461,263 kWh	386,446 kWh	(74,817) kWh	16%
<u>July '16 – June '17 Cost</u>	<u>July '17 – June '18 Cost</u>	<u>Difference</u>	<u>% reduction</u>
\$46,666	\$33,497	(\$13,168)	28%

Trustee Election – April 2, 2019

The next election at which Library Trustees will be elected is the Consolidated Election to be held on April 2, 2019. The terms of Trustees Lezon and Richardson expire in 2019. The Illinois State Board of Elections has not posted the Candidate's Guide or Election Calendar. Both documents are usually posted in mid-to-late August at www.elections.il.gov.

Other Items

- On June 28, the Library received notification that Duke Realty filed an annexation petition for the Duke Parkway Right of Way. When annexation into Aurora occurs, this parcel will no longer be in the Library District. The City of Aurora was expected to adopt an Ordinance on July 10 to approve the petition for annexation. This action is the result of an Intergovernmental Agreement between the City of Warrenville and the City of Aurora and was required for the construction of the intersection of Duke Parkway and Route 59. The City of Warrenville informed the Library of the agreement in 2017.
- The Staff Recognition Committee coordinated a summer reading kickoff lunch/dinner for staff on June 4 with pizza, salad, drinks and dessert. The committee followed up with summer treats (ice cream) on June 21.
- All employee evaluations are complete and goals have been set for FY19. Pay increase letters were distributed in June.

- Cathy Kimber's caterpillar-to-butterfly display is back. Located near the entryway to Youth Services, the enclosure allows guests of all ages to watch as caterpillars transform to Monarch butterflies.
- I have signed an agreement with Menard Consulting to complete the actuarial valuation report so we are compliant with GASB Statement No. 75 (post employment benefits). The cost for the work is \$1,800 and includes the initial valuation for FY18 plus the roll forward report for FY19.

June Meetings/Programs/Outreach (Sandy)

June 6, 13, 27 – Concerts on the Commons

June 13 – Assurance (Insurance) Harassment Seminar

June 19 – Webinar: Digitizing Your Local Newspaper Collections

June 19 – Webinar: Best Practices in Libraries & Community Partnerships

June 20 – Tour of WPLD renovation (Brookfield Library staff)

June 21 – Insurance renewal meeting

June 27 – Meeting with Warrentonville resident about Warrentonville's sustainable future (a conversation about the Library's practices and the local chapter of the Citizens' Climate Lobby)

Various – Performance Evaluation Conferences (6)

June Meetings/Programs/Outreach (Jackie)

June 13 – Assurance (Insurance) Harassment Seminar

STATISTICAL SUMMARY

June 2018

	JUNE 2018	JUNE 2017	% change	+/-
TOTAL CIRCULATION ***	20,955	22,532	-7.0%	-1,577
Print	11,277	11,833	-4.7%	-556
NonPrint	8,195	9,424	-13.0%	-1,229
Equipment (mobile dev., in-house laptops, etc.)	88	61	44.3%	27
Downloadables	1,395	1,214	14.9%	181
OVERDRIVE (eBooks & eAudiobooks)	791	863	-8.3%	-72
ZINIO (eMagazines)	34	66	-48.5%	-32
Hoopla	560	285	96.5%	275
Tumblebooks	10	34	-70.6%	-24
ITEM REQUESTS PROCESSED	282	316	-10.8%	-34
INTERLIBRARY LOANS RECEIVED	22	213	-89.7%	-191
MATERIALS ADDED	1,065	993	7.3%	72
MATERIALS WITHDRAWN	1,418	183	674.9%	1,235
TOTAL COLLECTION SIZE*	112,415	109,254	2.9%	3,161
PROGRAMS				
Number of Adult Programs	9	5	80.0%	4
Adult Program Attendance	1,193	137	770.8%	1,056
Number of Teen Programs	4	4	0.0%	0
Teen Program Attendance	15	39	-61.5%	-24
Number of Children's Programs	26	26	0.0%	0
Children's Program Attendance	659	739	-10.8%	-80
Book-A-Librarian	5	7	-28.6%	-2
Book-a-Librarian Attendance	5	7	-28.6%	-2
RECIPROCAL BORROWER CIRCULATION	1,306	1,523	-14.2%	-217
RESIDENT CARDS ACTIVE	5,807	6,004	-3.3%	-197
RECIPROCAL BORROWER CARDS ACTIVE	332	295	12.5%	37
VISITOR COUNT **	11,777	11,411	3.2%	366
COMPUTER SESSIONS	1,201	1,515	-20.7%	-314
DATABASE USAGE	213	247	-13.8%	-34
WEBSITE VISITS	59,183	24,735	139.3%	34,448
UNIQUE WEBSITE VISITORS	53,647	19,832	170.5%	33,815

*Total Collection Size includes downloadable items and equipment/mobile devices 8/2015

**March 2016 installed new counter at main entrance. Collects only entry through exterior doors.

Detailed statistical reports will be available at the Board Meeting

Note: From November 2016 through May 2017, the Library's interior renovation project was ongoing. Library usage was decreased during this period.

PUBLIC SERVICES REPORT

June 2018

Leila Heath

InterLibrary Loan

Item Requests Processed: 282 (316 LY); Materials Received: 227; Materials Lent: 67

Programming

Concerts:

The Barefoot Hawaiian 6/6: 225

Rico 6/13: 275

Petra van Nuis Quartet 6/20: 210

The Neverly Brothers 6/27: 400

Adult:

Warrenville Writers Connection 6/4: 6

Book Discussion 6/7: 11

Cahokia 6/12: 21

Route 66 6/19: 43

Brown Bag Movie 6/28: 2

Book a Librarian (5): 5

Puzzles: 1

4500 piece: *The Magical Bookcase Part 2 of 4*

Teen:

Teen D&D 6/6: 3

Earbud Organizer Craft 6/8: 6

Smash 6/22: 5

Growing Crystals 6/27: 1

Youth:

Stories in the Park (2): 75

Toddler Time (3): 88

Camp ABC (3): 60

Science Kit Open House 6/2: 50

Art Camp 6/7: 12

PAWS 6/9: 15

Science Explorer Jr 6/12: 30

Nature Telling 6/13: 28

Dave Esau 6/14: 43

Crafty Kids 6/20: 24

Snap Circuit 6/21: 23

Space Spectacular 6/23: 30

Escape Room 6/27: 12

Craft Table (4): 77

Pokemon Hunt (4): 92

The Summer Reading program began 6/1 and runs through 7/31. Adult and Teen patrons must read 5 books and Youth patrons must complete 6 hours of reading and submit their reading logs by 7/31 to be eligible a small gift and entry in the grand prize drawing. As of 7/10, 268 participants have submitted their first logs: 46 adult, 7 teen and 215 youth. 15 Book Chat reviews are posted.

Outreach / PR

Adult/Teen:

Special Needs Tour & Visit 6/26: 35

Youth:

St. Irene's SR Presentations 6/4: 80

Early Intervention Storytime 6/7: 13

Planned Fall AS, Teen and YS programming schedules. Prepared content for Fall Library Matters for Marketing Department.

Teen Volunteers: 11; Hours: 17

Weeding/Shelf Shifts

Weeding:

Fiction, Mystery, SciFi/Fantasy, YA Fiction, Picture Books

Reference

The Open House to debut the Science Kits was held on 6/2. The most popular kits to date are the Ozobots, Dash & Dot, the Telescope and Magnets. All kits introduced in June have circulated at least twice and many have multiple holds. We have purchased additional Ozobot and Dash & Dot kits.

Conducted interviews for 2 Librarian Associate positions.

Meetings / Continuing Ed

AS Fall Programming Meeting 6/5: Leila, Jen, Sylvia

YS Fall Programming Meeting 6/6: Leila, Diana, Jane, Nayeli, Lydia

Evaluation 6/25: Leila

Library Card Sign-Up Month Meeting 6/28: Leila, Patty, Kathy

Digital Resources

Beyond Dust Jackets Blog:

Views 6/1-30: 1774

Total views 2018: 11013; Total views FY: 19702

NextReads Newsletters:

Subscribers thru 6/30: 164

Newsletters sent 6/1-30: 636

Total newsletters sent 2018: 3874; Total newsletters sent FY: 7159

OverDrive eAudiobooks/eBooks:

New User accounts 6/1-30: 12

Checkouts 6/1-30: 791

Total checkouts 2018: 4539; Total checkouts FY: 8798

Zinio eMagazines:

User accounts thru 6/30: 205

Checkouts 6/1-30: 34

Total checkouts 2018: 238; Total checkouts FY: 614

Hoopla:

New User accounts 6/1-30: 33

Checkouts 6/1-30: 560

Total checkouts 2018: 2953; Total checkouts FY: 5091

MEMBER SERVICES REPORT

June 2018

Patty Dybala

Library Card Monthly Stats		
	June 2018	June 2017
# of new cards issued	102	108
# of renewed cards (expiring 6/2018)	51 (214 notices sent*) *email only effective 7/2017	60 (222 notices sent)
Warrenville Resident cards (active)	5,807	6,004
Reciprocal Borrower cards (active)	332	295

Miscellaneous Monthly Circulation Stats		
	June 2018	June 2017
Self-Checkout Station	8,636 items (44% of total circulation)	7,807 items (36% of total circulation)
Reciprocal Borrower Circulation	1,306	1,523
# of Outgoing Book Discussion ILL Requests	58 (17% of total item requests)	15 (5% of total item requests)
Mobile Device Circulation	63	30
Mobile Device In-house Circulation	25	31

Professional Growth/Meetings/Outreach

6/1; 6/4; 6/5 Member Services Staff Performance Reviews- Patty

6/14 Meeting re: Road Construction Plan w/Sandy W., Cynthia, Lou- Patty

6/26 Performance Evaluation meeting w/ Sandy W.- Patty

6/27 90 Day Evaluation meeting w/Marcia Koenen - Patty

6/28 National Library Card Sign-up Month Planning Meeting w/ Kathy & Leila- Patty

Department Updates

Ellen began cross training on the processing of interlibrary loan book discussion requests. Once training is complete, Ellen will be assisting Sandy Kozurek with processing of the requests.

Stephanie trained with Jen from Adult Services, on the maintenance of the Community Paperback Exchange Collection in order to take over the maintenance of the collection.

Homebound Delivery

None this month.

MARKETING REPORT

June 2018

Kathy Gaydos

eNewsletter (Constant Contact)

	Sent	Open Rate	Click Rate
July 2018 (sent 6/27)	703	35%	11%
June 2018	662	38%	12%
Summer Edition 5/15	666	43%	38%
May 2018	658	34%	9%
NLW Special Edition 4/7	633	30%	15%
April 2018	631	34%	16%
March 2018	614	33%	10%

Social Media

Facebook

	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June
Total Page Followers	777	786	791	805	811	828	849	861
Total Page Likes	793	799	804	817	822	834	853	865

Twitter

	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June
Average Daily views	121	165	176	150	148	176	238	212
Average Engagement Rate	0.5%	1.0%	0.6%	1.0%	0.4%	0.1%	7%	13.2%

Graphics Created: Father's Day pop-up display; other signage for library events.

Meeting Attendance

Rails Marketing meeting Kathy 6/1

Beach Bash rundown Kathy and Diana 6/21

Performance review Kathy and Sandy 6/25

NLCSUM planning, Kathy, Patty and Leila 6/28

TECHNICAL SERVICES REPORT

June 2018

Lou Carlile

Collection statistics for the month:

*1065 items added. (756 books, 86 AV, 153 periodicals, 70 eBooks/eAudio, 0 equipment)

*1418 items deleted. (1177 books, 107 AV, 134 periodicals, 0 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed:

*Technical Services year-end staff review meetings

*Lou Carlile year-end review with Sandy

*90 day evaluation for JoAnn Hill

*Meeting: Road construction around library (Lou C, Patty D, Cynthia, Sandy W.)

Collection Maintenance:

*83 books repaired.

*306 AV cleaned / repaired.

COMPUTER SERVICES REPORT

June 2018

Cynthia Makowski

1. Meetings, training, etc.
 - Annual performance evaluation w/Sandy
 - Meeting w/Sandy, Patty and Lou to discuss the options for waiving extended use fees due to the impact of the parking lot/road closure.
2. Upgraded Faronics DeepFreeze Console to v8.5.3. Upgraded the DeepFreeze client on all Public, Catalog and Staff PCs, with the exception of laptops.
3. Updated TECHOFC and CIRCDESK2 to Windows 10 v1709, completing the updates to the Staff PCs.
4. Updated 4 of the 7 Public PCs in the Computer Lab and modified the machine names (CLABx) and user profile/logon names (CLx) to accurately reflect their location. Created new Computer Lab location in MyPC, new Desktop Profiles matching the new machine and user profile names, and allowed the new profiles to logon in that location.
5. Set up network/email accounts for newly hired Collection Support Specialists Brandon Benitez and Imaan Ali. Disabled accounts for former employee Meghan Reese.
6. Reorganized network equipment in the server rack in preparation for the arrival of two new host servers.
7. Applied renewal license to the Schedule3W software/database.
8. Renewed the Cisco maintenance contract for the ICN internet router.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Tuesday, July 10, 2018)

Wednesday, July 18 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

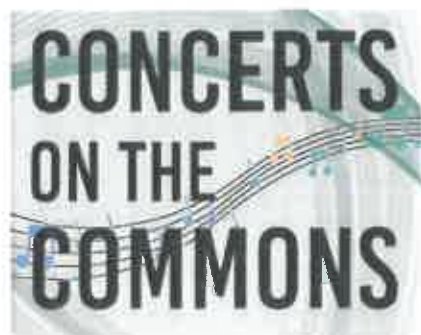
Tuesday, July 31
Last day to turn in Summer Reading Logs

Friday, August 3
Library Closes at 5 pm for Summer Daze

Saturday, August 4
Library Open Normal Hours (9:30 am – 5 pm) during Summer Daze
Staff will collect data throughout the day to inform a decision regarding the Library's status for next year's event.

Tuesday, August 7
National Night Out, 5-9 pm at Cerny Park
Stop by the Library table and say hi to our staff!

Wednesday, August 15 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room



Concerts on the Commons continues through August 29
Wednesdays at 7pm

July 18	Off the Charts —Pop, Rock and Country
July 25	Peach's Beach Party —Trop-Rock favorites
August 1	Sixes & Sevens —Modern Country hits
August 8	Good Clean Fun —Decades of "party pop"
August 15	The Millennials —Classic and modern Rock hits
August 22	Dupage —Motown plus music from the 70s through today
August 29	Rosie & the Rivets —Music of the 50s and early 60s



Beach Bash Summer Picnic

Tuesday, August 14 • 11:30 am–1 pm • All Ages

Pack a picnic basket, grab your family and friends and head to the Bob Walters Commons next to the Library for some beach-themed summer fun. Library staff will have games, activities and music. Experience a bubble blizzard during Ben's Bubble Show beginning at noon.

Bring your own blanket or lawn chairs. Alcohol is prohibited. Watch our website and follow us on Facebook and Twitter for updates about this event.

Opportunities to Participate in Community Events:

Warrenville Park District needs volunteers for Summer Daze on Friday, August 3 (5-10:30 pm) and Saturday, August 4 (11 am-10:30 pm). Shifts can be 2-4 hours and include a t-shirt for all and \$5 voucher to be used at food tents for shifts of 4 hours or more. The park district is using an online process for volunteers this year. Visit this link to sign up:

<https://www.comevolunteer.com/events/12447-summer-daze/volunteer>.

Future Agenda Items:**August**

- Review proposals for Strategic Planning Consultant
- Approve Annual Report to State Library
- Approve Annual Statement of Receipts and Disbursements
- Review Closed Session Minutes

September

- Public Hearing: Budget & Appropriation Ordinance
- Adopt Budget & Appropriation Ordinance
- Approve Chief Fiscal Officer's Certificate of Estimated Revenues
- Adopt Resolution to Determine Estimate of Funds Needed
- Distribute first draft of Levy Ordinance
- Approve Total Compensation Posting
- Discuss changing day of week for Board Meeting; change December meeting to 2nd Wednesday (from November 2017)

TREASURER'S REPORT

Happy New Year! The new fiscal year began on July 1. Here's a short recap of the fiscal year ended June 30, 2018. We ended the year with a total fund balance of \$872,157. (Not including \$944,014 of property tax revenue that is deferred to July 1.)

Corporate Fund	Actual	Budgeted	Difference
Income (+)	1,762,142.17	1,760,440.00	(1,702.17)
Expenditures (-)	1,726,818.39	1,816,945.00	90,126.61

Year-end fund balance: \$372,154

Building Maintenance Fund	Actual	Budgeted	Difference
Income (+)	90,587.59	90,722.00	134.41
Expenditures (-)	77,167.01	85,870.00	8,702.99

Year-end fund balance: \$95,801

Special Reserve Fund	Actual	Budgeted	Difference
Expenditures (-)	353,117.66	523,750.00	170,632.34

Year-end fund balance: \$154,831

Other Funds	Year-end fund balance
Alba Lemos Gift Fund	\$23,524
Working Cash Fund	\$225,847

At the end of the fiscal year, the Library exceeded all target fund balances:

	Actual	Target (25% of FY18 budgeted expenditures)
Corporate + Working Cash	\$598,001	\$454,236
Building Maintenance	\$95,801	\$21,467

Other Treasurer News:

- As of June 30, 2018, the City of Warrenville reports a balance of \$7,197.36 in developer donations is being held for the Library District's use.
- As of July 3, 2018, \$957,178 in property tax income has been distributed to the Library. This represents 52% of budgeted property tax income.
- MB Financial Bank informed Director Whitmer that interest rates on two of the Library's accounts will increase:

<u>Account</u>	<u>New Rate</u>	<u>Old Rate</u>
Money Market	1.6%	0.10%
Business NOW	1.6%	0.15%

- MB Financial will merge with Fifth/Third Bank. Both parties are in the process of completing due diligence. The merger is expected to occur in early 2019.
- An informative Memo from IMRF regarding voluntary payments to reduce unfunded actuarial accrued liability (UAAL) is attached.



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General Memo 677



Voluntary Payments to Reduce the Unfunded Actuarial Accrued Liability

June 8, 2018

An Unfunded Actuarial Accrued Liability (UAAL) is the difference between an IMRF employer's actuarial accrued liability and the actuarial value of assets. Employers carry a UAAL if the present value of future benefits it will pay to its employees is not covered by the current amount in their IMRF account.

Reducing the Unfunded Actuarial Accrued Liability

The UAAL can be reduced in three ways:

- IMRF earns more on its investments than its assumed rate of return of 7.5%
- An employer pays the employer contribution rate set annually by IMRF
- An employer makes voluntary payments specifically to pay down their UAAL

The Impact of IMRF Investment Returns on UAAL

IMRF assumes it will earn 7.5% over the long term, and sets employer contribution rates based on this assumption. Because IMRF's assumption of 7.5% is a long-term assumption, it is unlikely that employers will benefit from any given year that results in a higher rate of return. Therefore, IMRF's investment returns have a small impact on reducing an employer's UAAL.

Employer Contribution Rates and UAAL

Each employer receives a Final Contribution Rate Notice in November for the following year that includes their retirement rate broken out into two figures:

- Normal Cost – the cost to purchase a year of service in the current year
- Funding Adjustment – the portion of the employer's contribution rate dedicated to paying interest and principal on its UAAL. The UAAL carries a 7.5% interest charge.

For employers with the ability to levy property taxes for IMRF contributions, there is an amortization period of 25 years for paying down the UAAL. The amortization period reduces each year until it reaches 15 years, at which time it becomes a rolling 15-year amortization period.

For employers without the ability to levy property taxes, there is a rolling 10-year amortization period for paying down the UAAL.

Because amortization periods become rolling periods, the remaining UAAL is effectively refinanced each year, and theoretically the balance will never be paid off.

Voluntary Payments to Reduce UAAL

While part of an employer's annual contribution rate goes toward paying down their UAAL, IMRF employers may choose to make additional payments to pay down the liability more quickly. There are both pros and cons for an employer who makes voluntary payments to reduce its UAAL.

Pros

Quick Links

[General Memo 677 PDF](#)

By making additional contributions, an employer may reduce its employer contribution rate. For example, an employer with an \$8 million UAAL and an IMRF payroll of \$12.7 million would reduce its Funding Adjustment rate from 3.48% to 3.43% with a \$100,000 payment. This would result in a reduction in employer contributions of \$6,350 on an annual basis. The new UAAL would then be \$7.9 million.

An employer may also receive a credit on its annual employer reserve statement if IMRF earns 7.5% on its investments. The reason for this credit is that employers bear the risks and rewards of investment returns. The amount of the credit is enhanced by the magnitude of the additional employer contribution to pay down its UAAL.

To maximize potential benefits, it is important to make voluntary payments before year-end.

Cons

Because employers bear the risks and rewards of investment returns, if IMRF does not earn its rate of return assumption of 7.5%, employers may be charged for the shortfall. The magnitude of the charge would be based on the extent that an employer had made an additional contribution to pay down its UAAL.

Questions?

If you have questions about the pros and cons of making additional contributions for your employer, when it's best to make a voluntary payment, and when the potential benefits would be realized, please contact IMRF through your Employer Access account's Secure Message Center.

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