



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, June 21, 2017, 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. Introduction of Marketing Staff
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 3** ..... a. Approve Minutes of the May 17, 2017 Regular Board of Trustees Meeting
- p. 9** ..... b. Receive and file Financial Report for May
- p. 18** ..... c. Authorize Board Secretary to Submit Certification of Board to County Clerk and State
- p. 19** ..... d. Adopt Ordinance #16-17-08, an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Workers, and Mechanics on Public Works for the District
- p. 43** ..... e. Approve Resolution #210 – Resolution Transferring Funds to the Capital Projects Fund
- p. 45** ..... f. Adopt Working Budget for Fiscal Year 2017-2018
- g. Authorize Preparation of Budget & Appropriation Ordinance for Fiscal Year 2017-2018

- p. 47..... h. Adopt Revised Policy No. 370 – Public Use of Meeting Room, effective July 1, 2017
- 8. Regular Agenda
- p. 57..... a. Approve payments for the period of May 18 – June 21, 2017 **(ACTION)**
- p. 60 ..... b. Approve transfer of funds **(ACTION)**
- 9. Unfinished Business
- p. 61 ..... a. Building Project Update (*discussion only*)
- 10. New Business
- p. 62 ..... a. Reconsider Start Times of July 19, 2017 and August 16, 2017 Board Meetings **(ACTION)**
- p. 63 ..... 11. Director's Report
- p. 66 ..... 12. Department Head Reports
- p. 72 ..... 13. President's Report
  - a. Next meetings or events
- 14. Treasurer's Report
- 15. Secretary's Report
- 16. Committee Reports
- 17. Trustee Comments
- 18. Items for information and/or discussion (No Action)
- 19. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Meeting**  
**Of the Board of Trustees**  
**May 17, 2017, 7:00 p.m.**

1. Call to order – Trustee Stull called the meeting to order at 7:01 p.m.

2. Roll Call

PRESENT: Trustees Arlowe, DuRocher, Lezon, Picha, Richardson (arrived later), Stull, and Warren

ALSO PRESENT: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Trustee Elect Cindy Ruzicka and Technical Services Clerk Gail Smith

3. Approval of the Agenda

*MOTION: Trustee Picha moved to approve the agenda as presented. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays - none*

*Absent – Trustee Richardson*

*Motion carried*

4. Presentations - none

5. Public comments - none

6. Correspondence - none

7. Consent Agenda

Trustee Warren read the Consent Agenda as follows:

- a. Approve Minutes of the April 19, 2017 Committee of the Whole Meeting
- b. Approve Minutes of the April 19, 2017 Regular Board of Trustees Meeting
- c. Approve Closed Session Minutes of the April 19, 2017 Regular Board of Trustees Meeting
- d. Receive and file Financial Report for April
- e. Receive and file Election Abstract from DuPage County Election Commission for the April 4, 2017 Consolidated General Election

*MOTION: Trustee DuRocher moved to approve the Consent Agenda as read. Trustee Picha seconded.*

*Roll call vote:*

*Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Stull and Warren*

*Nays - None*

*Absent: Trustee Richardson*

*Motion carried*

8. Oath of Office for Cindy Ruzicka, Heather Stull and Richard W. Warren Jr.  
Assistant to the Director Jackie Davis administered the Oath of Office to Cindy Ruzicka, Heather Stull and Richard W. Warren Jr.

A short break was taken at 7:10 p.m. for refreshments.

Amy Arlowe left the meeting at this time.

Trustee Richardson arrived at 7:12 p.m.

Returned to open session at 7:14 p.m.

9. Election of Board Officers for 2017-2019

Trustee Stull asked for nominations for Board President. Trustee Warren nominated Trustee Picha for the Office of President of the Board. There were no other nominations and Trustee Picha accepted the nomination. Trustee Stull asked for a voice vote: all ayes.

Trustee Stull asked for nominations for Office of the Vice-President of the Board. Trustee Picha nominated Trustee DuRocher as Vice-President. There were no other nominations and Trustee DuRocher accepted the nomination. Trustee Stull asked for a voice vote: all ayes.

Trustee Stull asked for nominations for Office of the Secretary of the Board. Trustee Picha nominated Trustee Stull as Secretary. There were no other nominations and Trustee Stull accepted the nomination. Trustee Stull asked for a voice vote: all ayes

Trustee Stull asked for nominations for Office of the Treasurer of the Board. Trustee Picha nominated Trustee Lezon as Treasurer. There were no other nominations and Trustee Lezon accepted the nomination. Trustee Stull asked for a voice vote: all ayes

Trustee Stull passed the gavel to Trustee Picha at this time.

10. Consideration of Board Committee Assignments for 2017-2019

After discussion, the agreed upon Slate of Board Committee Assignments was:

Personnel Committee:

Trustees DuRocher and Warren with Trustee Richardson as Alternate

City/Library Task Force:

Trustees DuRocher and Lezon with Trustees Richardson and Ruzicka as Alternates

Open Meetings Act Designee:

Trustees Stull and Warren and Library Director Sandra Whitmer

Freedom of Information Act Officers:

Library Director Sandra Whitmer and Assistant to the Director Jackie Davis

Ethics Advisor:

Trustee Lezon

Library System Contact:

Library Director Sandra Whitmer

11. Regular Agenda

- a. Approve payments for the period of April 20 – May 17, 2017

*MOTION: Trustee DuRocher moved to approve payments in the amount of \$252,076.74 for the period of April 20, 2017 – May 17, 2017 including electronic payments and checks #5823-5877. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren*

*Nays - None*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Stull moved to transfer \$300,000 from Business NOW Account to the MB Financial Operating Account. Trustee DuRocher seconded.*

*Voice vote:*

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

*Nays – None*

*Motion carried*

12. Unfinished Business

- a. Building Project Update

- The furniture in the Quiet Reading Room will be installed on Monday, May 22.
- Delivery of the Toddler room Transaction Counter has been delayed and is expected the week of May 22.
- Staff training for the meeting room AV equipment has been postponed.
- The printer station in Youth Services will be installed the week of May 22.
- Ly Tran, Maintenance, installed monitors on study room walls (waiting for delivery of two more TV's). Delivery and installation of study room white boards should be within the next month.
- Ottomans are ordered and delivery should be in approximately 8 weeks.
- The Warrenville Fire Department issued their Full Occupancy Permit.

- The City of Warrenville completed their final inspection and one exit sign needs to be relocated.
- The exterior staining is complete.
- Due to two recent change orders, the contingency budget is approximately \$1,500 over budget. The Fire Department required all smoke detectors be labeled and maps indicating location of all smoke detectors be installed in the front lobby. A change order was issued to move power to the wall in the server room.
- Once material is delivered, new flooring will be installed on the stairs to the lower level.

#### DISCUSSION:

Trustee DuRocher asked where the community bulletin board would be located. Director Whitmer stated it will be installed on the wall opposite the drinking fountain.

Trustee DuRocher asked if there will be signage identifying the book returns slots - Director Whitmer stated "no".

Trustee Ruzicka stated, "The DVD section is so fantastic that it's better than Blockbuster".

DuRocher stated she was worried about the aesthetics, but feels it blends with the homey feel of the library and everything flows really well.

Trustee Picha asked if Product Architecture staff will be present at the Renovation Celebration - Director Whitmer stated they will be attending.

Trustee Ruzicka stated she feels everyone did a great job by completing the project before June 1.

#### 13. New Business

- a. Approve Extended Hours for Art on the Prairie: Close at 6 p.m. on Saturday, September 16 and Open at 10 a.m. on Sunday, September 17

*MOTION: Trustee DuRocher moved to approve extended hours for Art on the Prairie: Close at 6 p.m. on Saturday, September 16 and Open at 10 a.m. on Sunday, September 17. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

- b. Approve Resolutions and Signature Authorizations for MB Financial Bank Accounts

*MOTION: Trustee Stull moved to adopt Resolution #209A and Resolution #209B and Associated Signature Authorizations for MB Financial Bank Operating, Payroll, Business NOW, Business Money Market and Certificate of Deposit Accounts. Trustee Warren seconded.*

*Roll call vote:*

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren  
Nays – None  
Motion carried

14. Director's Report

- Director Whitmer reminded the newly elected trustees they must complete the Illinois Open Meetings Act training before August 15, 2017. The Certificate of Completion must be printed out and submitted to Director Whitmer.
- Director Whitmer stated Jackie Davis worked very hard on the online auction. The auction is currently active and will begin closing on Monday, 22 at 10:10 a.m. There will be another auction in June to list the remaining surplus items.
- The planning has begun for the Renovation Celebration. The ribbon cutting is at 12:30 p.m. followed by tours, activities, refreshments and giveaways. An invitation will be bulk mailed to all Warrenville residents. The people who have collaborated with the Library will get a special invitation. Director Whitmer asked Trustees to share suggestions, including persons to be invited, as soon as possible.

15. Department Head Reports

Trustee Stull stated she found it interesting that patrons want to be referred to as "member". Director Whitmer stated the Circulation Desk may be renamed "Member Services".

Trustee DuRocher asked what the age discrimination comment meant. Director Whitmer believes a family who has brought a child to an adult program (18 years and older) submitted the comment. This family does not feel it appropriate to exclude children from the adult programs.

16. President's Report

Trustee Picha read the upcoming meetings and events.

Trustee Warren mentioned he might not be able to attend the ALA exhibits. Trustee Lezon stated she would like to attend the ALA exhibits - Director Whitmer will sign her up.

Trustee Ruzicka asked about her trustee email account – Director Whitmer told her there were instructions in her packet.

17. Treasurer's Report – Trustee Lezon stated everything looks good.

18. Secretary's Report – Trustee Stull has no comments at this time

19. Committee Reports - none

20. Trustee Comments

Trustee DuRocher stated she is receiving a message on her iphone about the Library's app not working. Director Whitmer stated the company should be downloading an update soon and a new app will be available in the fall.

21. Items for Information and/or Discussion - none

22. Adjournment

*MOTION: Trustee Ruzicka moved to adjourn the meeting at 7:51 p.m. Trustee DuRocher seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried.*

Respectfully submitted,

Heather Stull, Secretary  
Board of Trustees  
Warrenville Public Library District



**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**May 31, 2017**

WARRENVILLE LIBRARY INCOME	MAY 2017	FUND BALANCES				UNAUDITED OTHER INC FUND BAL RECEIVED 6/30/2018	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
		LEVY EXT	% OF TOTAL TAX INCOME	TAX INC. CUR. MTH	TAX INC. Y.T.D.					
LEVY										
CORPORATE	1676131	95.1842%	19	1673605		301229	102931	155319	1363508	714257
BLDG. & MAIN.	84803	4.8158%	1	84675		53430	0	5708	52061	86044
TOTAL TAX (LEVIED)	1760934	100.00%	20	1758280		354659	102931	161027	1415569	800301
DEFERRED REVENUE	0		0	0		0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	57329	0	0	57329.00
SPECIAL RESERVE	0		0	0		562160	0	0.00	38036	524124
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	23524
CAPITAL PROJECT	0		0	0		0	1929700	165072	2227412	-297712
TOTAL	1760934	100.00%	20	1758280		1166190	2089960	326999	3681017	1333413
FORMULA = A+B+C-D=E				A		B	C	D		E

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Revenues/Expenses Cash Basis**  
**Period Ending: May 31, 2017**

**CORPORATE FUND**

	<u>1 Month Ended</u> <u>May 31, 2017</u>	<u>11 Months Ended</u> <u>May 31, 2017</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
Taxes Levied	0.00	1,673,583.46	1,676,131.00	2,547.54	99.85%
Back Taxes	19.28	21.67	0.00	(21.67)	0.00%
Copier	609.58	6,234.35	6,000.00	(234.35)	103.91%
Extended Use Fees	1,182.11	21,788.46	30,000.00	8,211.54	72.63%
Fees	28.85	241.85	300.00	58.15	80.62%
Interest	139.82	3,759.25	2,500.00	(1,259.25)	150.37%
Book Sales	128.30	1,776.74	5,000.00	3,223.26	35.53%
Lost Books	267.48	3,328.75	3,500.00	171.25	95.11%
Gifts / Memorials	0.00	45,415.79	1,000.00	(44,415.79)	4,541.58%
Miscellaneous	138.75	5,137.09	3,000.00	(2,137.09)	171.24%
Hotel/Motel Tax	0.00	15,248.91	18,049.00	2,800.09	84.49%
Grants - Per Capita	0.00	0.00	10,445.00	10,445.00	0.00%
	<b>2,514.17</b>	<b>1,776,536.32</b>	<b>1,755,925.00</b>	<b>(20,611.32)</b>	<b>101.17%</b>
<b>Expenses</b>					
Sal. - Administration	13,000.86	146,975.28	181,000.00	34,024.72	81.20%
Sal. - Circulation	9,122.50	108,281.29	117,000.00	8,718.71	92.55%
Sal. - Maintenance	1,364.86	16,376.39	26,000.00	9,623.61	62.99%
Sal. - Public Services	24,423.45	291,507.60	314,000.00	22,492.40	92.84%
Sal. - Tech Services	15,371.32	186,326.17	201,000.00	14,673.83	92.70%
I.M.R.F. - Expense	6,936.77	79,354.64	87,500.00	8,145.36	90.69%
Fica - Expense	4,713.26	55,250.09	64,500.00	9,249.91	85.66%
Unemp. Comp.	0.00	1,057.36	1,200.00	142.64	88.11%
Op - Mat'l Processing/Tech	1,302.98	8,352.71	9,170.00	817.29	91.09%
Op - Mat'l Processing/Circ	609.22	1,315.06	2,660.00	1,344.94	49.44%
Op - Postage	590.00	4,947.17	5,941.00	993.83	83.27%
Op - Office Supplies	482.03	3,894.23	4,000.00	105.77	97.36%
Op - Bank Fee's	31.32	714.31	795.00	80.69	89.85%
Op - Automation Supplies	1,444.91	2,848.54	3,000.00	151.46	94.95%
Op - Publishing	0.00	1,128.47	1,500.00	371.53	75.23%
Equip. - Purchases	548.88	10,553.32	6,300.00	(4,253.32)	167.51%
Equip. - Maintenance	238.09	3,152.02	3,500.00	347.98	90.06%
Auto. - Software	2,016.97	7,434.79	9,210.00	1,775.21	80.73%
Auto. - Purchases	1,426.47	7,639.08	9,950.00	2,310.92	76.77%
Auto. - Maintenance	260.64	42,997.28	48,295.00	5,297.72	89.03%
L. Ins. - Workmen's Comp	0.00	2,924.24	2,925.00	0.76	99.97%
Ins. - Multi Peril Package	0.00	10,530.00	10,603.00	73.00	99.31%
Ins. - Health / Life	3,468.39	38,872.39	65,780.00	26,907.61	59.09%
Pd - Recruiting	135.00	405.00	500.00	95.00	81.00%
Pd - Staff Appreciation	93.59	1,078.11	1,200.00	121.89	89.84%
Pd - Staff / Dues	980.00	2,619.00	2,625.00	6.00	99.77%
Pd - Staff / Meetings	1,026.71	4,043.81	5,650.00	1,606.19	71.57%
Pd - Staff / Transportation	72.38	707.08	2,500.00	1,792.92	28.28%
Pd - Trst / Migs	30.00	520.00	1,000.00	480.00	52.00%
Pd - Trst / Transportation	0.00	93.94	200.00	106.06	46.97%
Pd - Trustee Misc.	196.43	369.82	500.00	130.18	73.96%
Cont. - Lawyer	1,890.00	4,237.50	15,000.00	10,762.50	28.25%
Cont. - Accounting	816.84	9,225.86	9,700.00	474.14	95.11%
Cont. - Collections	53.70	599.65	1,000.00	400.35	59.97%
Cont. - Audit	0.00	6,450.00	6,450.00	0.00	100.00%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2017

	CORPORATE FUND				
	1 Month Ended	11 Months Ended			% Received /
	May. 31, 2017	May. 31, 2017	Budget	Balance	Expended
Cont. - Consultants	0.00	0.00	10,000.00	10,000.00	0.00%
Lib. Mat. - Adult Books	3,281.43	50,437.62	63,650.00	13,212.38	79.24%
Lib. Mat. - Youth Books	3,094.76	32,576.35	35,150.00	2,573.65	92.68%
Lib. Mat. - Adult AV	1,388.39	23,315.64	30,875.00	7,559.36	75.52%
Lib. Mat. - Youth AV	234.90	4,270.70	8,550.00	4,279.30	49.95%
Lib. Mat. - EBooks	3,000.00	16,987.24	14,250.00	(2,737.24)	119.21%
Lib. Mat. - Periodicals	572.00	10,453.88	11,400.00	948.12	91.70%
Lib. Mat. - Internet Subsc...	12,414.00	30,959.25	42,750.00	11,790.75	72.42%
Ps - Programs Adult	844.23	4,562.74	6,500.00	1,937.26	70.20%
Ps - Programs Youth	638.19	2,432.36	6,500.00	4,067.64	37.42%
Ps - Hotel/Motel	0.00	9,347.15	17,850.00	8,502.85	52.36%
Ps - Refunds / Fines / Fees	66.50	169.47	500.00	330.53	33.89%
Ps - Printing	2,590.00	10,419.00	12,000.00	1,581.00	86.83%
Ps - PR / Publicity	293.54	2,394.90	5,300.00	2,905.10	45.19%
Ps - Misc.	0.00	964.33	3,000.00	2,035.67	32.14%
Gas	1,012.47	7,591.80	10,000.00	2,408.20	75.92%
B & M - Water / Sewer	0.00	512.32	900.00	387.68	56.92%
Electricity	3,623.65	42,975.83	44,500.00	1,524.17	96.57%
Telephone	1,102.76	12,860.24	14,000.00	1,139.76	91.86%
B & M - Landscape Maint	640.00	5,560.00	7,950.00	2,390.00	69.94%
Gifts	0.00	749.94	1,000.00	250.06	74.99%
Capital Improvement Proj...	5,109.76	5,109.76	0.00	(5,109.76)	0.00%
Contingency	108.61	3,438.84	10,000.00	6,561.16	34.39%
Debt Repayment	22,636.24	22,636.24	180,000.00	157,363.76	12.58%
	155,319.00	1,363,507.80	1,758,779.00	395,271.20	77.53%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2017

**BUILDING & MAINTENANCE FUND**

	<u>1 Month Ended</u> <u>May. 31, 2017</u>	<u>11 Months Ended</u> <u>May. 31, 2017</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
Taxes Levied	0.00	84,674.18	84,803.00	128.82	99.85%
Back Taxes	0.95	1.07	0.00	(1.07)	0.00%
	<u>0.95</u>	<u>84,675.25</u>	<u>84,803.00</u>	<u>127.75</u>	<u>99.85%</u>
<b>Expenses</b>					
Maintenance	4,510.00	30,177.67	39,720.00	9,542.33	75.98%
Maintenance Supplies	31.68	2,854.10	5,900.00	3,045.90	48.37%
Security	0.00	1,646.54	7,800.00	6,153.46	21.11%
Snow Removal	944.40	13,831.91	20,000.00	6,168.09	69.16%
Hvac	0.00	1,008.80	10,900.00	9,891.20	9.26%
Janitorial Supplies	221.55	2,541.99	2,200.00	(341.99)	115.55%
	<u>5,707.63</u>	<u>52,061.01</u>	<u>86,520.00</u>	<u>34,458.99</u>	<u>60.17%</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2017

	<b>DEVELOPER DONATIONS</b>				
	<u>1 Month Ended May. 31, 2017</u>	<u>11 Months Ended May. 31, 2017</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received / Expended</u>
<b>Income</b>					
Developer Donations	<u>0.00</u>	<u>57,329.39</u>	<u>40,000.00</u>	<u>(17,329.39)</u>	<u>143.32%</u>
	0.00	57,329.39	40,000.00	(17,329.39)	143.32%
<b>Expenses</b>					
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2017

	SPECIAL RESERVE FUND				
	1 Month Ended May 31, 2017	11 Months Ended May 31, 2017	Budget	Balance	% Received / Expended
<b>Income</b>					
	0.00	0.00	0.00	0.00	0.00%
<b>Expenses</b>					
Auto. - Purchases	0.00	38,036.08	37,800.00	(236.08)	100.62%
Maintenance	0.00	0.00	17,000.00	17,000.00	0.00%
	0.00	38,036.08	54,800.00	16,763.92	69.41%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2017

	CAPITAL PROJECT				
	<u>1 Month En...</u>	<u>11 Months Ended</u>	<u>Budget</u>	<u>Balance</u>	<u>% Recel...</u>
	<u>May. 31, 2017</u>	<u>May. 31, 2017</u>			<u>Expended</u>
<b>Income</b>					
Debt Certificate Proce...	<u>0.00</u>	<u>1,929,700.00</u>	<u>1,900,000.00</u>	<u>(29,700.00)</u>	<u>101.56%</u>
	0.00	1,929,700.00	1,900,000.00	(29,700.00)	101.56%
<b>Expenses</b>					
Capital Improvement ...	<u>165,071.71</u>	<u>2,227,412.36</u>	<u>2,500,000.00</u>	<u>272,587.64</u>	<u>89.10%</u>
	165,071.71	2,227,412.36	2,500,000.00	272,587.64	89.10%

See Accountants Compilation Letter



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**May 31, 2017**

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	11,586.10
Cash / Copier Change	75.00
MB Operating	137,133.39
MB Business NOW	161,107.03
MB Business Money Market	824,581.90
MB Certificate of Deposit	<u>201,423.19</u>
	1,336,316.61

General Fixed Assets	<u>4,461,551.00</u>
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<b>TOTAL ASSETS</b>	<b><u>\$ 5,797,867.61</u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

I.M.R.F.	<u>2,901.55</u>
	2,901.55

**LONG-TERM LIABILITIES**

0.00

**EQUITY**

Fund Balance	5,369,966.06
Fund Balance Special Reserve	<u>425,000.00</u>
	5,794,966.06

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 5,797,867.61</u></b>
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See Accountants Compilation Letter

# BOARD OF TRUSTEES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT

## FOR PERIOD JUNE 21, 2017 THROUGH MAY 16, 2018

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>	<u>TERM EXPIRES</u>
JERRI L. PICHA, President	30W016 Juniper Court Warrenville, IL 60555	(630) 876-0119	2021
BARBARA J. DuROCHER, Vice-President	3S560 West Avenue Warrenville, IL 60555	(630) 393-3535	2021
HEATHER J. STULL, Secretary	30W018 Plum Court Warrenville, IL 60555	(630) 520-0259	2023
SANDY LEZON, Treasurer	27W554 Warrenville Road Warrenville, IL 60555	(630) 999-3802	2019
JILL RICHARDSON	3S563 Glen Drive Warrenville, IL 60555	(630) 836-0848	2019
CINDY RUZICKA	3S651 Glen Drive, Box 156 Warrenville, IL 60555	(630) 393-1504	2023
RICHARD W. WARREN, JR.	27W775 Parkview Avenue Warrenville, IL 60555	(630) 393-2255	2023

Are Trustees elected? Yes  
 appointed? No  
 by whom? Residents of the Library District  
 by whom? N/A

Length of term: 6 years

Are meetings held monthly? Yes

Regular date? 3<sup>rd</sup> Wednesday of each month Time: 7:00 p.m.

Signed

Heather J. Stull, Secretary  
 Board of Trustees

Date

**ORDINANCE 16-17-08**

**AN ORDINANCE OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT  
DUPAGE COUNTY, ILLINOIS  
ASCERTAINING THE PREVAILING RATE OF WAGES  
FOR LABORERS, WORKERS, AND MECHANICS  
EMPLOYED ON PUBLIC WORKS OF SAID DISTRICT**

**WHEREAS**, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, (Ill. Rev. Stat. 1987, Ch. 48, Par. 39S-1 et seq. as amended by Public Acts 86-799 and 86-693); and

**WHEREAS**, the aforesaid Act requires that the Board of Trustees of the Warrenville Public Library District investigate and ascertain the prevailing rate of wages as defined in said act for laborers, mechanics, and other workers in the locality of said District employed in performing construction of public works, for said district;

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE  
WARRENVILLE PUBLIC LIBRARY DISTRICT:**

**SECTION 1:** To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by State, County, City or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing wages in this locality for laborers, mechanics, and other workers engaged in construction of public works coming under the jurisdiction of the District is hereby ascertained to be the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of June 1, 2017, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the

Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the District. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

**SECTION 2:** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this District to the extent required by the aforesaid Act.

**SECTION 3:** The Secretary shall publicly post or keep available for inspection by an interested party in the main office of this District this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**SECTION 4:** The Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their name and addresses, requesting copies of any determination stating the particular class of workers whose wages will be affected by such rates.

**SECTION 5:** The Secretary shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**SECTION 6:** The Secretary shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance with a notice of Determination of Prevailing Wages, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

**ADOPTED** this 21st day of June 2017, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

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Jerri Picha, President  
Warrenville Public Library District  
Board of Trustees

ATTEST:

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

(SEAL)

**IN WITNESS WHEREOF**, I have hereunto affixed my official signature and the corporate seal of said Warrenville Public Library District, DuPage County, Illinois, at Warrenville, Illinois this 21st day of June 2017.

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Jerri Picha, President  
Warrenville Public Library District  
Board of Trustees  
DuPage County, Illinois

(SEAL)

## **NOTICE OF DETERMINATION OF PREVAILING WAGES**

Notice is hereby given that the Warrenville Public Library District has determined by Ordinance adopted June 21, 2017, that the prevailing rate of wages for construction work coming under the jurisdiction of the Warrenville Public Library District is the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of June 5, 2017. A copy of said determination may be obtained from the Warrenville Public Library District or the Department of Labor.

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

(SEAL)

STATE OF ILLINOIS        }  
                                      ) S.S.  
COUNTY OF DUPAGE        }

**CERTIFICATION OF AUTHENTICITY  
(Prevailing Wages Ordinance)**

I, HEATHER J. STULL, do hereby certify that I am 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 that certain Prevailing Wages Ordinance ascertaining the prevailing rate of wages for laborers, workers and mechanics employed on public works of said Warrenville Public Library District which was adopted by said Board of Trustees at a regular meeting held on June 21, 2017.

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

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

(SEAL)

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

DUPAGE COUNTY  
PREVAILING WAGE  
RATES EFFECTIVE JUNE  
5, 2017

Trade/Title	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	All		40.40	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
CEMENT MASON	All	All		44.25	46.25	2.0	1.5	2.0	13.65	15.51	0.00	0.65
CERAMIC TILE FNSHER COMMUNICATION	All	BLD		37.81	37.81	1.5	1.5	2.0	10.55	10.12	0.00	0.65
TECH	All	BLD		33.00	35.40	1.5	1.5	2.0	10.10	17.19	2.07	0.61
ELECTRIC PWR EQMT OP	All	All		37.89	51.48	1.5	1.5	2.0	5.00	11.75	0.00	0.38
ELECTRIC PWR EQMT OP	All	HWY		40.59	55.15	1.5	1.5	2.0	5.25	12.59	0.00	0.71
ELECTRIC PWR GRNDMAN	All	All		29.30	51.48	1.5	1.5	2.0	5.00	9.09	0.00	0.29
ELECTRIC PWR GRNDMAN	All	HWY		32.50	55.15	1.5	1.5	2.0	5.25	10.09	0.00	0.58
ELECTRIC PWR LINEMAN	All	All		45.36	51.48	1.5	1.5	2.0	5.00	14.06	0.00	0.45
ELECTRIC PWR LINEMAN	All	HWY		48.59	55.15	1.5	1.5	2.0	5.25	15.07	0.00	0.85





OPERATING ENGINEER	All	HWY	3	44.70	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	4	43.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	5	42.10	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	6	50.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	7	48.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ORNAMNTL IRON WORKER	E	All		45.00	47.50	2.0	2.0	2.0	13.55	17.94	0.00	0.65
ORNAMNTL IRON WORKER	W	All		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
PAINTER	All	All		42.93	44.93	1.5	1.5	1.5	10.30	8.20	0.00	1.35
PAINTER SIGNS	All	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILEDRIIVER	All	All		44.35	46.35	1.5	1.5	2.0	13.29	16.39	0.00	0.63
PIPEFITTER	All	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	All	BLD		44.63	47.31	1.5	1.5	2.0	10.25	15.03	0.00	0.85
PLUMBER	All	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	All	BLD		45.77	47.77	1.5	1.5	2.0	10.65	14.10	0.00	0.82
SPRINKLER FITTER	All	BLD		47.20	49.20	1.5	1.5	2.0	12.25	11.55	0.00	0.55
STEEL ERECTOR	E	All		42.07	44.07	2.0	2.0	2.0	13.45	19.59	0.00	0.35
STEEL ERECTOR	W	All		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
STONE MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	All	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	All	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79
TILE MASON	All	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRAFFIC SAFETY WRKR	All	HWY		33.50	35.10	1.5	1.5	2.0	8.10	7.62	0.00	0.25
TRUCK DRIVER	All	All	1	36.30	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	2	36.45	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	3	36.65	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	4	36.85	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TUCKPOINTER	All	BLD		43.62	44.62	1.5	1.5	2.0	10.25	14.11	0.00	0.48

Explanations

DUPAGE COUNTY

IRON WORKERS AND FENCE ERECTOR (WEST) - West of Route 53.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from

ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

**ASBESTOS - MECHANICAL** - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

**TRAFFIC SAFETY** - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

#### **CERAMIC TILE FINISHER**

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor

surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

## COMMUNICATIONS TECHNICIAN

Low voltage installation, maintenance and removal of telecommunication facilities (voice, sound, data and video) including telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area networks), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

## MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by

setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

**MATERIAL TESTER I:** Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

**MATERIAL TESTER II:** Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting

proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators;



Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump  
Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum  
Bulkler and Pump; Raised and Blind Hole Drill; Roto Mill Grinder;  
Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation  
of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom;  
Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete  
Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks;  
Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists,  
Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine;  
Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled);  
Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors,  
All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator;  
Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling  
or renovation work); Hydraulic Power Units (Pile Driving, Extracting,  
and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300  
ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5);  
Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower

Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.;  
 Derricks, All; Derrick Boats; Derricks, Traveling; Dredges;  
 Elevators, Outside type Rack & Pinion and Similar Machines; Formless  
 Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader,  
 Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard  
 Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy  
 Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes;  
 Backhoes with shear attachments up to 40' of boom reach; Lubrication  
 Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig;  
 Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid  
 Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill  
 Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck  
 Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel);  
 Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor  
 Drawn Belt Loader (with attached pusher - two engineers); Tractor with  
 Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine;  
 Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole  
 Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5  
 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining  
 Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blasters; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes; Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender;

Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of

like nature.

#### OPERATING ENGINEER - FLOATING

Diver. Diver Wet Tender, Diver Tender, ROV Pilot, ROV Tender

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters;

Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yeards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic;

Self-loading equipment like P.B. and trucks with scoops on the front.

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and



provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

#### MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

## **CONSENT AGENDA**

### **Approve Resolution #210 – Resolution Transferring Funds to the Capital Projects Fund**

A draft resolution is included in the packet. The final resolution will be available at the Board Meeting.

Transfers from the Operating Fund, Developer Donations Fund and the Special Reserve Fund are needed to make up for the deficit balance in the Capital Projects Fund. The transfers were planned as part of the renovation project.

**RESOLUTION # R-210**

**RESOLUTION OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT  
DUPAGE COUNTY, ILLINOIS,  
TRANSFERRING FUNDS TO THE CAPITAL PROJECTS FUND**

Be it resolved by the Board of Trustees of the Warrenville Public Library District that

\$ TBD be hereby transferred from the Corporate Fund to the Capital Projects Fund;

And that \$ TBD be hereby transferred from the Special Reserve Fund to the  
Capital Projects Fund;

And that \$57,329.39 be hereby transferred from the Developer Donations Fund to the  
Capital Projects Fund.

Adopted this 21st day of June 2017 by roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Jerri Picha, President  
Board of Trustees of the  
Warrenville Public Library District

ATTEST:

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

## CONSENT AGENDA

### Adopt Working Budget for Fiscal Year 2017-2018

A copy of the FY18 proposed working budget has been provided as a separate document.

The following is a summary of changes from the first draft. Comments from the Board's review of the first draft at the April 19 Committee of the Whole Meeting were taken into consideration and appropriate adjustments were made. Additional changes were made based on prior year trends and updated information. **Together these adjustments to income and expenditures add approximately \$900 to the "bottom line."**

Line Item	First draft amount	+/- change	Final proposal	Notes
<b>INCOME</b>				
Taxes Levied Corporate	1,698,320	-5	1,698,315	Reflects final County Levy calculation
Taxes Levied Building Maintenance	90,725	-3	90,722	Reflects final County Levy calculation
Extended Use Fees	25,000	-3,000	22,000	Prior year trends
Interest	2,000	+200	2,200	Adjusted based on projected balances
Book & Bag Sales	2,500	-500	2,000	Prior year trends
Lost Books	2,500	+1,000	3,500	Prior year trends
<b>EXPENDITURES</b>				
Salaries - Administration	197,000	-500	196,500	Reduced funds for special projects
Salaries - Circulation	117,500	500	118,000	Reflects actual merit increases
Salaries - Public Services	342,500	-500	342,000	Reflects actual merit increases
Salaries - Technical Services	218,000	-500	217,500	Reflects actual merit increases
IMRF Expense	103,000	-5,000	98,000	Actual rate

FICA Expense	67,500	+1,000	68,500	Includes funds for additional staff hours to cover PTO
Automation Supplies	2,500	+500	3,000	Prior year trends
Automation Software	15,975	-2,500	13,475	Communico contract reduced
Automation Maintenance	50,365	-125	50,240	Don't need Apple Developer Fee
Workmen's Compensation	3,800	-800	3,000	Actual premium
Insurance Package	11,675	-575	11,100	Actual premium
Staff Dues	2,650	+150	2,800	Membership Wheaton Warrenville Early Childhood Cooperative
Staff Transportation	2,500	-1,500	1,000	Prior year trends
Trustee Dues	0	+270	270	2 Trustees ALA/PLA membership
Trustee Meetings	1,000	+1,690	2,690	Reduced trustee misc. meetings by 500; added PLA Conference expenses for 2 trustees
Trustee Transportation	200	+500	700	Reduced trustee misc. transportation by 100; added PLA airfare for 2 trustees
PR/Publicity	5,900	-1,350	4,550	Paid for Renovation Celebration giveaways in FY17
Maintenance	42,020	+2,500	44,520	Added sealcoating
Maintenance Supplies	3,200	-1,000	2,200	Fewer lightbulb/ballast replacements
Security	7,750	-3,000	4,750	Reduced sprinkler repairs
Gas	8,000	+1,000	9,000	Prior year trends
Electricity	36,000	+4,000	40,000	Insufficient to predict reduced usage
Landscape Maintenance	8,000	+2,000	10,000	Mulch
Capital Improvement Projects		0		Moved expense from Capital Projects Fund to Special Reserve Fund

## **CONSENT AGENDA**

Adopt Revised Policy No. 370 – Public Use of Meeting Room,  
effective July 1, 2017

The revised meeting room policy was drafted by a board and staff committee in early 2017. The Board of Trustees reviewed the policy draft at the February 15 Board Meeting. Staff incorporated suggested revisions and added room capacities. The policy is ready for Board approval.

### Notes:

- The divided spaces will be available after new room scheduling software is up and running in the fall.
- Staff are finalizing the reservation request form.

## PUBLIC USE OF MEETING ROOM

### I. PURPOSE

The Library's meeting room is designed primarily to meet the operational needs of the Library and provide accommodations for educational, informational, cultural and civic functions of the Warrenville community. This policy addresses use of the large meeting room which can be divided into two smaller meeting rooms.

### II. PRIORITIES FOR USE & PROHIBITED USES

- A. Library sponsored or co-sponsored
- B. Organizations of which the Library is a member
- C. Governmental entities serving the Warrenville community
- D. Warrenville Library cardholders
- E. All other organizations

Reservations are not accepted for social or private functions. Admission fees, sales, solicitation and promotion of a specific product/service are prohibited.

### III. RESERVATIONS & SCHEDULING

- A. There is no fee for the use of the meeting room and included equipment. Fees are assessed for optional equipment and services.
- B. Reservations are accepted according to the following schedule. When the reservation opening date falls on a weekend or holiday, reservations open the next regular business day (Monday through Friday).

For organizations of which the Library is a member, governmental entities serving the Warrenville community and Warrenville Library cardholders:

<u>Reservations open</u>	<u>For meeting dates in</u>
October 15	December, January, February
January 15	March, April, May
April 15	June, July, August
July 15	September, October, November

For all other organizations:

<u>Reservations open</u>	<u>For meeting dates in</u>
November 15	December, January, February
February 15	March, April, May
May 15	June, July, August
August 15	September, October, November



- C. Reservations must be made by an adult (18 years or older). This individual will be the contact person for the reservation and will be the only person authorized to make changes to the reservation including cancellation. This individual will be required to present his or her library card or photo I.D. to gain entry to the room on the date of the reservation. The individual who submits the reservation application is obligated to be present throughout the reservation and to ensure that participants comply with the rules and restrictions outlined in this policy.
- D. Applications for use of the meeting room are accepted by mail, email or in person.
- E. Reservations must be received a minimum of one week prior to an event. Reservations are considered tentative until the application is received, approved and confirmed by the Library Director or designee. Reservations will be confirmed within 5 business days.
- F. The meeting room may be reserved for the following days and times:

Monday through Thursday: 10 a.m. – 8:30 p.m.

Friday: 10 a.m. – 6:30 p.m.

Saturday: 10 a.m. – 4:30 p.m.

Reservations are scheduled in half-hour increments beginning at the top or bottom of each hour.

The duration of a reservation must include the appropriate amount of time for all activities including set up and clean up.

The meeting room is not available on days the Library is closed.

Meetings sponsored or co-sponsored by the Library, may extend beyond public service hours, given the presence of an authorized staff member.

- G. Limit one reservation per organization per month.
- H. Reservations are not transferable.

#### IV. ENDORSEMENT

Use of the meeting room by organizations other than the Library does not constitute the Library's endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

Any publicity announcing or advertising an event or meeting in the Library's meeting room must include the following statement: "Sponsored by (name of

organization). This program/meeting is neither sponsored nor endorsed by the Warrenville Public Library District."

The Library logo may not be used on any advertisement or posting without the approval of the Library Director or designee.

V. EQUAL OPPORTUNITY & ADA ACCOMMODATIONS

Organizations must open their meetings to the general public.

Activities taking place in the meeting room must not be closed to any person due to age, gender, race, religion, national origin, sexual orientation, disabling condition or any other legally protected category.

It is the sole responsibility of the organization using the room to recognize and adhere to Americans with Disabilities Act (ADA) regulations. Costs associated with compliance are the organization's responsibility.

VI. ROOM CAPACITIES, EQUIPMENT & AMENITIES

The meeting rooms are for use by groups of 5 or more people. (Study rooms are available for smaller groups.)

OPTIONAL EQUIPMENT & SERVICES

The following equipment and services are available for any meeting room. Request must be made at time of reservation and fees must be paid within 5 days of reservation confirmation, but no later than 3 business days prior to the reservation. Subject to availability. Fees will not apply to government entities or organizations of which the Library is a member.

- Table & Chair setup and take down      Flat Fee of \$50
- Audio Visual Package  
Includes any combination of the following: Podium with microphone, Projector and Projection screen, DVD player, Laptop computer, plus technical support.

Up to 3 hours - \$75	3 to 6 hours - \$150
6 to 9 hours - \$200	More than 9 hours    \$250

EAST & WEST ROOM COMBINED

Maximum "Gathering" Capacity (no tables or chairs): 125 persons



Classroom – 24 persons



Square Discussion – 28 persons



U-shape Discussion – 22 persons



Auditorium – 84 persons

Included Equipment & Amenities:

12 Tables

84 Chairs

Easel (user supplies paper, markers)

Whiteboard, markers and eraser

Wireless Internet

Kitchenette with sink, mini-fridge



EAST ROOM CAPACITIES & INCLUDED EQUIPMENT

Maximum "Gathering" Capacity (no tables or chairs): 55 persons



Classroom – 8 persons



Square Discussion – 12 persons

Included Equipment & Amenities:

- 4 Tables
- 22 Chairs
- Easel (user supplies paper, markers)
- Whiteboard, markers and eraser
- Wireless Internet



Auditorium – 22 persons

WEST ROOM CAPACITIES & INCLUDED EQUIPMENT

Maximum "Gathering" Capacity (no tables or chairs): 70 persons



Classroom – 16 persons



Square Discussion – 20 persons



U-shape Discussion – 18 persons



Auditorium – 42 persons

Included Equipment & Amenities:

8 Tables

42 Chairs

Easel (user supplies paper, markers)

Whiteboard, markers and eraser

Wireless Internet

Kitchenette with sink, mini-fridge





## VII. CANCELLATIONS & REFUNDS

- A. Cancellations will be accepted from the original applicant only. Refunds will be made only if the notice of cancellation is received no later than three business days prior to the reservation.
- B. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances such as a building or weather-related emergency. A full refund will be issued.
- C. The Library reserves the right to stop meetings that are disruptive to normal Library operations. No refunds will be issued.

## VIII. FOOD & BEVERAGES

- A. Covered beverages are permitted with the following exceptions:
  - Red or purple beverages
  - Alcohol
- B. Simple refreshments or snacks (ex. fruit, cookies, crackers) may be served in the meeting room.
- C. Simple boxed lunches or cold catered or prepared food are permitted, but not meals of a more elaborate nature.
- D. Cooking and/or use of heating elements is prohibited except for directly supervised Library programs.
- E. Food may not be taken out of the meeting rooms. Covered beverages are permitted throughout the Library.

## IX. OTHER RULES & RESTRICTIONS

- A. The meeting room must be left clean and orderly.
- B. Organizations may not use the Library's mailing address, phone number, etc. for ongoing operational activities.
- C. Children (17 years and under) must be directly and continuously supervised by an adult (18 year or older) who will assume responsibility for the group's activities.
- D. Tables and chairs must be returned to their original locations unless the organization has paid in advance for setup and take down.
- E. Open flames or candles are prohibited.

- F. Use of glue, paint and glitter is prohibited except for directly supervised Library programs. Organizations must use reasonable caution, including covering table surfaces, for activities that may cause damage.
- G. Nothing may be attached to the walls, ceiling, floor, furniture, equipment or doors. No signs or posters pertaining to a non-Library-sponsored meeting may be posted on Library property other than on the Library's Community Bulletin Board.
- H. The Library is not responsible for the loss of or damage to any equipment or material owned or rented by an organization.
- I. The Library does not provide any special accommodations to groups using the meeting room such as parking, service to carry supplies or equipment, refreshments, storage space, office supplies or photocopies. All groups must provide their own support for preparation and clean-up.
- J. All use of the meeting room must be in compliance with Library policies including, but not limited to the Library Use Policy (Policy No. 320).
- K. The meeting room applicant and the group or organization shall be jointly and severally liable for any breakage, damage or theft of any Library property caused by members or guests of the group or organization. Damages and/or cleanup costs will be billed at a rate equal to the actual cost plus 20% with a 1 hour minimum for labor.
- L. The Library Director or designee will notify the applicant in writing of any violations of the meeting room regulations.
- M. Permission to use the meeting room may be withheld from groups that have:
  - Damaged the room, furnishings or equipment
  - Violated a Library policy
  - Cancelled three reservations in a 12-month period (includes no-shows)
  - Failed to vacate the premises in a timely manner
  - Failed to pay fees assessed for meeting room damages or cleanup costs

#### X. APPEALS PROCESS

A group or organization which has been denied permission to use the meeting room may appeal such denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least seven business days before such Board Meeting.

#### XI. AMENDMENTS AND REVISIONS

The Board of Trustees of the Warrenville Public Library District will review this policy and its regulations periodically and reserves the right to amend them at any time.

Policy Revision Log

Revised 6/21/17, effective 7/1/17 (PENDING)

Revised 8/1/16, effective immediately

Revised 5/27/15, effective 6/1/15

Revised 3/12/12, effective 4/1/12

Amended 4/18/07

Revised and Amended 9/17/03



## **REGULAR AGENDA**

Approve payments for the period of May 18 – June 21, 2017

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**  
**May 18 - June 21, 2017**

Date	Num	Name	Amount
06/21/2017	5878	Accounting Services, Inc.	-498.00
06/21/2017	5879	Agati, Inc.	-8,721.00
06/21/2017	5880	Ambius	-270.00
06/21/2017	5881	Baker & Taylor	-2,282.92
06/21/2017	5882	Baker & Taylor Continuation Service	-560.26
06/21/2017	5883	Baker & Taylor	-3,056.80
06/21/2017	5884	Baker & Taylor	-2,583.61
06/21/2017	5885	Business Card	-4,595.30
06/21/2017	5886	Cintas Fire Protection	-920.00
06/21/2017	5887	EBSCO	-8,949.00
06/21/2017	5888	Constellation New Energy	-3,636.67
06/21/2017	5889	Beach Bum Band	-1,000.00
06/21/2017	5890	Esau, David	-325.00
06/21/2017	5891	JanWay Company	-587.42
06/21/2017	5892	Kathie Nicolet	-350.00
06/21/2017	5893	Konica Minolta Business Solutions	-22.58
06/21/2017	5894	LIMRICC Purchase of Health Insurance Prog	-4,447.09
06/21/2017	5895	Maggie Speaks, Inc.	-1,200.00
06/21/2017	5896	Midwest Tape	-2,117.10
06/21/2017	5897	Midwest Tape	-577.70
06/21/2017	5898	Management Association	-100.00
06/21/2017	5899	Meredith Books	-36.03
06/21/2017	5900	Geneva Public Library	-6.99
06/21/2017	5901	Midwest Fun Factory, inc.	-425.00
06/21/2017	5902	Minuteman Press	-157.50
06/21/2017	5903	Ollis Book Corporation	-16.99
06/21/2017	5904	Olsson Roofing Co.	-850.00
06/21/2017	5905	OverDrive	-1,113.90
06/21/2017	5906	Petty Cash Fund	-69.58
06/21/2017	5907	Pine Landscaping	-370.00
06/21/2017	5908	Provantage LLC	-38.35
06/21/2017	5909	Quill Corporation	-457.78
06/21/2017	5910	Sam's Club/Synchrony Bank	-235.92
06/21/2017	5911	Service Master Commercial Cleaning	-1,749.27
06/21/2017	5912	SYNCHRONY BANK/AMAZON	-1,425.79
06/21/2017	5913	Thomson Reuters - West	-222.00
06/21/2017	5914	Today's Business Solutions, Inc.	-2,642.50
06/21/2017	5915	Uline	-74.26
06/21/2017	5916	Unique Management Services, Inc.	-26.85
06/21/2017	5917	Wheaton Park District	-40.00
06/21/2017	5918	Whitmer, Sandy	-25.98

06/21/2017	5919	Cavendish Square	-177.93
06/21/2017	5920	Communications Revolving Fund	-450.00
06/21/2017	5921	Davis, Jackie	-9.63
06/21/2017	5922	The Hartford	-2,498.00
06/21/2017	5923	JanWay Company	-574.52
06/21/2017	5924	AT&T	-396.20
06/21/2017	5925	JanWay Company	-399.00
05/24/2017	Electronic	MegaPath	-62.64
05/25/2017	Electronic	Paylocity	-223.30
05/30/2017	Electronic	Northern Illinois Gas	-1,012.47
06/01/2017	Electronic	Pitney Bowes, Inc.	-301.50
06/01/2017	Electronic	Purchase Power	-301.50
06/05/2017	Electronic	AFLAC	-135.48
06/08/2017	Electronic	Paylocity	-93.54
06/12/2017	Electronic	Warrenville, City of	-205.36
06/14/2017	Electronic	Konica Minolta Premier Finance	-391.00
06/14/2017	Electronic	Konica Minolta Premier Finance	-353.33

-64,370.54

## **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 from the MB Bank Business NOW account to the MB Bank Operating account may be necessary to cover anticipated expenditures.

## **UNFINISHED BUSINESS**

### **Building Project Update** (discussion only)

*Report as of 6/15/17*

#### **OUTSTANDING CONSTRUCTION ITEMS**

- Graphics for glass doors/walls (study rooms, meeting room, quiet room, computer lab)
- Doors on computer lab need adjustment to stay closed without locking
- Install new flooring on stairs (looking for suitable material for "nose" of each stair; material ordered does not "fit")
- Repair 2 window shades in meeting room (replace controller box)
- Install light fixtures in 2 youth study rooms

#### **OUTSTANDING FURNITURE ITEMS (all on order)**

- Sign holders for shelving end panels
- Ottomans
- Dry Erase Boards in Study Rooms

#### **OUTSTANDING ITEMS (Library Responsibility)**

- Install monitor in 1 study room (monitor arrived damaged)

#### **OTHER**

- We continue to learn more about the building and its systems. Each day we encounter something new. Cynthia is learning a lot about the lighting controls and AV systems. Ly is learning a lot about the HVAC system and other new building "quirks."
- We purchased new slatwall for the main lobby. The slatwall will keep our community postings neat and orderly.

## **NEW BUSINESS**

### **Reconsider Start Times of July 19, 2017 and August 16, 2017 Board Meetings (ACTION)**

Last summer the Board discussed changing the start time of summer meetings so trustees could enjoy the summer concerts on Board Meeting nights.

Concerts begin at 7 p.m. Most Board meetings last 90 minutes.

Staff have no preference in this matter.

If the Board chooses to change the start time, at least 10 days' notice shall be given by publication in a newspaper.

**Auction of Surplus Furniture & Equipment**

The income from the first surplus auction was \$1,067.25. Jackie submitted more items for a second auction. The second auction ends beginning at 10:20 a.m. on Tuesday, June 20.

**Parade – Monday, July 3**

We will repeat our usual entry in the July 3 parade (vehicle + walkers + candy). The parade steps off at 6 p.m. Details about lineup location and time will be emailed as soon as they become available.

**Renovation Celebration – Sunday, July 16**

We received a \$1,000 donation from MB Financial Bank to be used toward event expenses. We will recognize MB Financial Bank as an event sponsor on the invitation and at the event.

The schedule for the Renovation Celebration is:

- 12:30 p.m. – Remarks & Ribbon Cutting Ceremony at the Stafford Place entrance
- 1:00-4:00 p.m. – Activities, live music, balloon artist and giveaways
- 1:30-3:30 p.m. – Guided tours every 30 minutes

Refreshments will be served throughout the afternoon. The Library will conduct regular business from the conclusion of the 12:30 p.m. ceremony through 5 p.m.

Invitations are being finalized. In addition to a bulk mailing, we will send invites to elected officials, Library Foundation members, and various consultants, vendors and contractors. Extra invitations will be available for staff and trustees to give/send to personal contacts.

**CCRS#1/Musselman Development**

On July 5, I will meet with Community Development Director Ron Mentzer and Court Airhart of Airhart Construction. They will provide an overview of the proposed development for the vacant property adjacent to the Library.

**Illinois Legislature Emergency Budget Stop Gap Session**

Libraries and other taxing districts are watching the state legislature emergency session closely. In addition to potential income tax rate increases that will affect our employees, two areas would have a significant impact on our financial position:

- Property Tax Freeze – 3 years  
No new property tax income. Library would be unable to keep up with increasing costs. This freeze proposal comes at a time when the Consumer Price Index would allow us to capture up to 2.1% more than the previous year, allowing us to rebuild reserves for building maintenance.
- Increase minimum wage to \$15 over the next 5 years.  
Proposal passed both houses and awaits the Governor's signature. If passed, the Library would need to consider wage compression issues, elimination or consolidation of some positions, and/or reclassification of employees.

**May Meetings/Programs/Outreach (Sandy)**

May 3 – Final Construction Meeting

May 5 – Hosted Intergovernmental Meeting

May 15 – Auditors on site for preliminary FY17 audit work (Sandy, Jackie)

May 16 – Management Team Meeting / Webinar: Communico

May 23 – Management Team Meeting

May 24 – Chuy's Redfish Rally (new restaurant "pre-opening" celebration)

May 25 – Chamber of Commerce – Development Update (Warrenville, West Chicago)

May 30 – Meeting Room Audio Visual Training (Sandy, Cynthia, Jackie, Leila)

**May Meetings/Programs/Outreach (Jackie)**

May 31 – Business Managers Meeting

(Additional meetings included in Sandy's list, above)



# STATISTICAL SUMMARY

May 2017

	MAY 2017	MAY 2016	% change	+/-
<b>TOTAL CIRCULATION</b>	18,384	18,495	-0.6%	-111
Print	8,703	8,427	3.3%	276
NonPrint	8,523	9,072	-6.1%	-549
Equipment (mobile dev., in-house laptops, etc.)	53	60	-11.7%	-7
Downloadables	1,105	936	18.1%	169
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	769	715	7.6%	54
<b>ZINIO (eMagazines)</b>	60	94	-36.2%	-34
<b>Hoopla</b>	276	127	117.3%	149
<b>ITEM REQUESTS PROCESSED</b>	277	292	-5.1%	-15
<b>INTERLIBRARY LOANS RECEIVED</b>	209	218	-4.1%	-9
<b>MATERIALS ADDED</b>	927	940	-1.4%	-13
<b>MATERIALS WITHDRAWN</b>	195	1,519	-87.2%	-1,324
<b>TOTAL COLLECTION SIZE*</b>	106,752	116,934	-8.7%	-10,182
<b>PROGRAMS</b>				
Number of Adult Programs	2	4	-50.0%	-2
Adult Program Attendance	66	119	-44.5%	-53
Number of Children's Programs	9	16	-43.8%	-7
Children's Program Attendance	1,457	1,768	-17.6%	-311
Book-A-Librarian	1	5	-80.0%	-4
Book-a-Librarian Attendance	1	5	-80.0%	-4
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,373	1,605	-14.5%	-232
<b>RESIDENT CARDS ACTIVE</b>	6,017	6,328	-4.9%	-311
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	296	348	-14.9%	-52
<b>VISITOR COUNT</b>	5,600	9,889	-43.4%	-4,289
<b>COMPUTER SESSIONS</b>	1,484	1,094	35.6%	390
<b>DATABASE USAGE***</b>	252	1,342	-81.2%	-1,090
<b>WEBSITE VISITS</b>	16,943	6,789	149.6%	10,154
<b>UNIQUE WEBSITE VISITORS</b>	13,236	3,274	304.3%	9,962

Detailed statistical reports will be available at the Board Meeting

\*\*\*December 2016 - Tumblebooks Computers removed from Youth Department for Renovation

# **PUBLIC SERVICES DEPARTMENT REPORT**

**May 2017**

**Leila Heath**

## **InterLibrary Loan**

Item Requests Processed: 277 (292 LY); Materials Received: 209; Materials Lent: 67

## **Programming**

Adult:

Book Discussion 5/4: 8

Alexander Hamilton 5/11: 58

Book a Librarian (1): 1

Puzzles: 1

1000 piece: *Fishing Fun*

Teen/Tween:

Teen Writing Club 5/3: 2

## **Outreach / PR**

The Library e-newsletter, Library Matters, was mailed 5/23 to 561 (546 LY) recipients.

Youth:

Agape 5/3: 27

Agape 5/9: 28

EL Night 5/24: 68

Johnson Elementary 5/24: 75

Johnson Elementary 5/25: 425

Bower Elementary 5/26: 401

Hubble Middle School 5/30: 370

St. Irene's 5/31: 61

Teen Volunteers: 4 Hours: 10

## **Shelving / Collection Shifts**

YS Shifting: Board Books

AS Shifting: DVDs

## **Meetings / Continuing Ed**

Management Meetings: Leila

Prog SIG 5/4: Sylvia

Reaching Forward 5/5: Alyssa, Nayeli

Middle Grade Reading Webinar 5/9: Diana

WWECC 5/10: Diana

Tech Team 5/11: Jen, Sylvia, Guillermo, Alyssa, Diana, Jane, Nayeli, Nicole

Strategic Action Steps & Goals 5/15: Leila

Respectful Discipline for Toddlers & Twos Webinar 5/16: Diana

Communico Webinar 5/16: Jen

AS Fall Programming Meeting 5/18: Leila, Jen, Sylvia, Alyssa

YS Fall Programming Meetings 5/23, 5/30: Leila, Diana, Jane, Nayeli, Nicole

AV Training 5/30: Leila

Annual Evaluations 5/30-5/31: Leila, Jen, Sylvia, Guillermo, Alyssa, Diana, Jane, Nayeli

**Readers' Advisory**

NextReads eNewsletter: 150 (145 LY) subscribers

Beyond Dust Jackets Blog: Views 5/1-31: 1274; Total views 2017: 5574

**OverDrive eAudiobooks/eBooks**

New User accounts 5/1-31: 11

Checkouts 5/1-31: 769

Total checkouts 2017: 3637; Total checkouts FY: 8105

**Zinio eMagazines**

User accounts thru 5/31: 192

Checkouts 5/1-31: 60

Total checkouts 2017: 371; Total checkouts FY: 733

**Hoopla**

New User accounts 5/1-31: 18

Checkouts 5/1-31: 276

Total checkouts 2017: 1158; Total checkouts FY: 2635

## TECHNICAL SERVICES REPORT

May 2017

Louis Carlile

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### Collection statistics for the month:

\*927 items were added. (664 books, 88 AV, 175 periodicals, 0 eBooks/eAudio, 0 equipment)

\*195 items were deleted. (15 books, 19 AV, 161 periodicals, 0 eBooks/eAudio, 0 equipment)

### Other items:

\*107 books were repaired.

\*75 AV were cleaned / repaired.

### Activities:

\*Tech Team meeting (Debbie Rosenwinkel)

\*Staff Recognition Team meeting (Debbie Rosenwinkel, Gals Smith)

\*Annual Reviews (all staff in Technical Services)

\*Meeting with Director to talk about next year's department goals (Lou Carlile)

\*Meeting with Circulation Manager regarding shelving interlibrary loan materials (Lou Carlile)

## CIRCULATION REPORT

May 2017

Patty Dybala

Library Card Monthly Stats		
	May 2017	May 2016
# of new cards issued	75	76
# of renewed cards (expiring 5/2017)	34 (139 notices sent)	19 (129 notices sent)
Warrenville Resident cards (active)	6,017	6,328
Reciprocal Borrower cards (active)	296	348

Miscellaneous Monthly Circulation Stats		
	May 2017	May 2016
Self-Checkout Station	5,684 items (32% of total circulation)	3,973 items (22% of total circulation)
Reciprocal Borrower Circulation	1,373	1,605
# of Outgoing Book Discussion ILL Requests	15 (5% of total item requests)	16 (5% of total item requests)
Mobile Device Circulation	35	42
Mobile Device In-house Circulation	18	8

### Professional Growth/Meetings:

Management Team meetings- Patty  
5/3 XGV Circulation Managers' Meeting- Patty  
5/5 Reaching Forward Conference- Stephanie, Sarah  
5/9 Reviewed FY18 goals with Sandy- Patty  
5/11 Tech Team Meeting- Sarah, Jaime  
5/30-5/31 Performance Reviews- Ellen, Olivia, Jaime

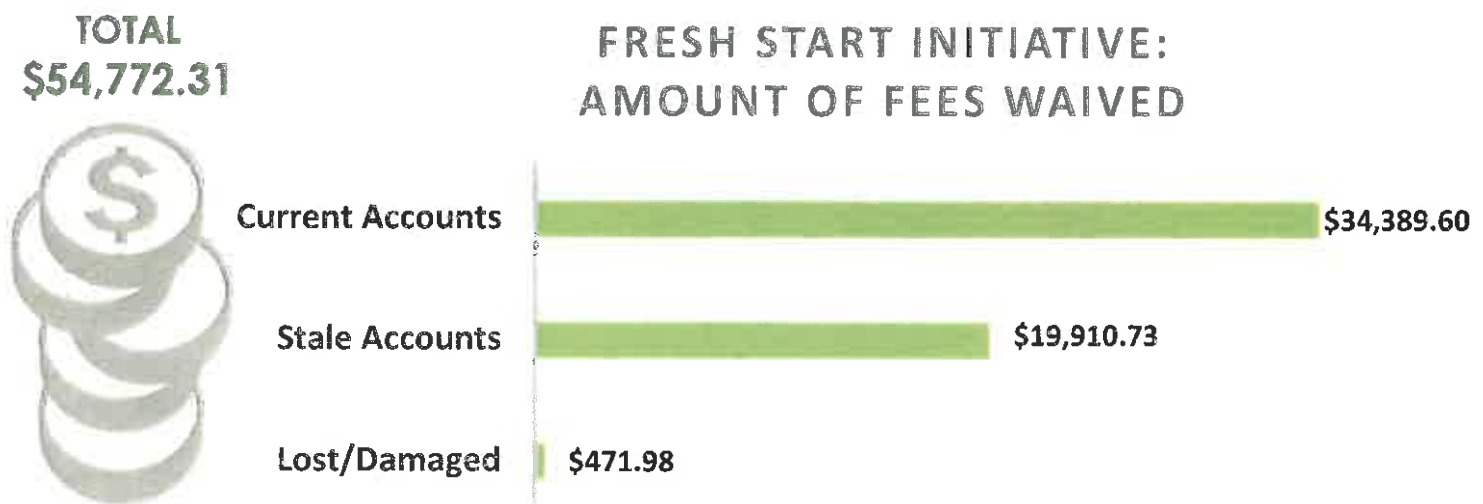
### Homebound Delivery

None this month.

### **Fresh Start Initiative May 15-May 31**

To celebrate the completion of the Library's Renovation, we gave patrons a "fresh start" by waiving accrued fees and offering a 50% discount on lost/damaged material.

- No extended use fees were charged for overdue material returned May 15 through May 31 (excluding material more than 90 days overdue).
- **2,721** current accounts (expired on or after July 1, 2010) were cleared of accrued fees (excluding lost/damaged fees).
- **377** stale accounts (expired prior to July 1, 2010) were cleared of all accrued fees and accounts were purged from the system.
- **541** letters were mailed to patrons with lost/damaged material notifying them of a 50% discount if they visit the Library and paid the amount in full prior to June 15.
  - **41** patrons paid for lost/damaged material with a total income of **\$471.98** after 50% discount (as of 6/11/17).



## COMPUTER SERVICES REPORT

### May 2017

Cynthia Makowski

1. Meetings, training, etc.
  - Management Team (3)
  - Reviewed FY18 goals w/Sandy
  - Tech Team – mobile hotspot demo, Enterprise configuration review, dual monitor feedback/PowerPoint discussion, media conversion station discussion, Youth public printer update, touchscreen discussion (no stickers)
  - Lighting system training, Lighting control software training
  - Meeting Room A/V training
  - Communico Webinar
2. Continued working with SirsiDynix to implement and test the new Enterprise public catalog (<http://epac.warrenville.com>).
3. Updated the Mobile Device Menu to include the new Mobile Hotspots.
4. Deployed the PAC1, PAC2 and PAC3 computers to run the Enterprise catalog in kiosk mode. Set up Public PCs in Adult Services and Computer Lab.
5. Deployed the new printer, cpad, scanner, coin box in Youth Services.
6. Worked with Robert Nosek/KSA Lighting to install SensorView software on Admin laptop (WPLDLaptop4) and adjust controls in computer lab and quiet reading room.
7. Purchased Adobe Creative Cloud All Apps subscription and installed on GRAPHIC PC for graphic artist.
8. Tested the Chrome browser on PUBLIC10-TEST and determined that its print settings cannot be adjusted to prevent printing color to the black & white print queue (i.e. undercharging for color printouts) without turning off the print preview feature. The Tech Team was unanimous in agreeing that print preview is a necessary feature for the public.
9. Purchased two additional single-line barcode scanners for the Youth work area and replaced the multi-line barcode scanner from the Page area with a single-line model.
10. Purchased and installed the annual license for Symantec Mail Security for Microsoft Exchange on the mail server.
11. Submitted the \$160 HP Trade-In rebate for to the purchase of the HP LaserJet M553dn and toner cartridges for the Marketing office, defraying the cost of the printer replaced in Tech Services.

## **PRESIDENT'S REPORT**

### **Next Meetings or Events**

(As of Thursday, June 15, 2017)

Wednesday, June 21 at 7 p.m.

Regular Library Board of Trustees Meeting  
Library Meeting Room

Monday, July 3, Library closes at 3 p.m.

Tuesday, July 4, Library closed all day

Wednesday, July 12 at 7 p.m.

Summer Concert Series Begins

Sunday, July 16 at 12:30 p.m.

Renovation Celebration

Please park in lower level lot. An employee will be at the lower level entrance to let you into the building.

Wednesday, July 19 at TBD p.m.

Regular Library Board of Trustees Meeting  
Library Meeting Room

### **Opportunities to Participate in Community Events:**

Warrenville Parade steps off at 6 p.m. on Monday, July 3. Sandy will forward details when line up time and location are received.

Warrenville Friends of the 4<sup>th</sup> are looking for volunteers. Call Colin Wilkie (630/476-7934) if you are interested in helping out on July 3 or 4.

Warrenville Park District needs volunteers for Summer Daze on Friday, August 4 and Saturday, August 5. Information and waiver are included on the following pages.



# **VOLUNTEERS NEEDED**

**Summer Daze is a two day festival**

held on Friday, August 4th & Saturday, August 5th and is sponsored by the Warrenville Park District, City of Warrenville, Western DuPage Chamber of Commerce, Northstar Credit Union, Euclid Beverage, Two Brothers, and Action Screen Print & Embroidery, Inc.

This event brings the community together to enjoy a variety of musical entertainment, our Annual Car Show, business booths, and lots of fun for all!

Location: Near the intersection of Butterfield & Batavia Roads in Warrenville.

**The opportunities to volunteer for Summer Daze are endless!**

Please consider volunteering your time to help us make this a truly successful event.

Any amount of time is appreciated from as little as one hour to several hours.

- All volunteers receive a **FREE** t-shirt.
- Those who share over four hours of their time receive a meal ticket to be used during designated times at the festival.
- Friday, August 4th, volunteer times range from 4:45 pm to 11:30 pm.
- Saturday, August 5th, volunteer times range from 10:30 am to midnight.

Consider coming out together as a club,  
church, work or neighborhood group!  
A little work with friends = lots of fun!



Contact Michelle Savage at the Warrenville Park District.

Phone (630) 393.7279 X380 or e-mail [michelles@warrenvilleparks.org](mailto:michelles@warrenvilleparks.org)

For more festival information, please visit [www.warrenvilleparks.org](http://www.warrenvilleparks.org)

Project sponsored in part by A City of Warrenville Hotel/Motel Tax Grant.



# VOLUNTEERS NEEDED



Don't  
miss  
out  
on  
the  
fun!



## Help with Set-Up

Set-up tents, tables, and chairs. Place signs in each tent area. Help people find their food and business booths.

## Beer Tent—Age Requirements 21+

Take tickets, pour and serve beer and other alcoholic drinks. Must be sure that no one is served alcohol without a wristband! Help cleanup area afterwards.

## Beer Ticket Booths—Age Requirements 21+

Check Driver's License for age, wristband and sell beer tickets

## Summer Daze Information Booth—Age Requirement 21+

Sell Pop, water, give out maps and information about the festival, Park District, City and Chamber. Help with set-up and take down.

## Raffle Ticket Booth

Assist with the selling of Raffle Tickets.

## Help with Clean-up

Pick-up trash, food court clean-up, take down signs, remove all decorations, and put away supplies, etc.

Contact Michelle Savage at 630-393-7279 x 380 or  
[michelles@warrenvilleparks.org](mailto:michelles@warrenvilleparks.org)





## Summer Daze of Warrenville Volunteer Waiver and Release Form



The Warrenville Park District, the City of Warrenville, the Western DuPage Chamber of Commerce and County of DuPage are committed to conducting its events, and activities in a safe manner and holds the safety of volunteers in high regard. The Warrenville Park District, The City of Warrenville, The Western DuPage Chamber of Commerce and the County of DuPage continually strive to reduce risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any event.

Please recognize that the Warrenville Park District, the City of Warrenville, the Western DuPage Chamber of Commerce, and DuPage County carry only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

### WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slips and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Warrenville Park District, City of Warrenville, Western DuPage Chamber of Commerce and County of DuPage to guarantee absolute safety.

### WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this event/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Warrenville Park District, City of Warrenville, Western DuPage Chamber of Commerce and County of DuPage, including its successors, designees and assigns, officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

**I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.**

**PLEASE PRINT:**      **Volunteer's Name:** \_\_\_\_\_

Phone No: \_\_\_\_\_ Address: \_\_\_\_\_

T Shirt Size: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact Name and Phone Number \_\_\_\_\_

**Volunteer's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Participation will be denied if the Signature of the volunteer and date are not on this waiver.**

