



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 19, 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
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

- p. 3..... a. Approve Minutes of the June 21, 2017 Regular Board of Trustees Meeting
- p. 9 b. Receive and file Financial Report for June
- p. 18..... c. Adopt Ordinance #17-18-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2017-2018
- p. 23 d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
- p. 24 e. Adopt Ordinance #17-18-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2017-2018

8. Regular Agenda

- P 27..... a. Approve payments for the period of June 22 - July 19, 2017 **(ACTION)**
- p. 29..... b. Approve transfer of funds **(ACTION)**
- p. 30 c. Approve Reimbursement of Trustee Travel Expenses **(ACTION)**

9. Unfinished Business

- p. 31..... a. Building Project Update (*discussion only*)

10. New Business

- p.32 a. Informational Update and Consideration of Requests from Airhart Builders and City of Warrenville Related to Proposed Residential Development on Former Musselman Property **(ACTION)**
- p. 41 b. Appoint Two Trustees to Review Secretary's Records for FY17 **(ACTION)**
- p. 42 c. Authorize Staff to Register Trustees for the 2018 Public Library Association Conference and Approve Expenditures Up To Budgeted Amounts for ALA/PLA Membership, Travel, Lodging and Meals **(ACTION)**
- p. 43 d. Authorize Staff to Register Trustees for the 2017 Illinois Library Association Conference **(ACTION)**
- p. 50.. ... 11. Director's Report
- p. 53 12. Department Head Reports
- 13. President's Report
- p. 59..... a. Next meetings or events
- p. 60..... 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)**



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 - d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
 - e. Adopt Ordinance #17-18-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2017-2018
8. Regular Agenda
 - a. Approve payments for the period of June 22, - July 19, 2017 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**
 - c. Approve Reimbursement of Trustee Travel Expenses **(ACTION)**
9. Unfinished Business
 - a. Building Project Update (*discussion only*)

10. New Business

- a. Informational Update and Consideration of Requests from Airhart Builders and City of Warrenville Related to Proposed Residential Development on Former Musselman Property **(ACTION)**
- b. Appoint Two Trustees to Review Secretary's Records for FY17 **(ACTION)**
- c. Authorize Staff to Register Trustees for the 2018 Public Library Association Conference and Approve Expenditures Up To Budgeted Amounts for ALA/PLA Membership, Travel, Lodging and Meals **(ACTION)**
- d. Authorize Staff to Register Trustees for the 2017 Illinois Library Association Conference **(ACTION)**

11. Director's Report

12. Department Head Reports

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)**

**MINUTES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Wednesday, June 21, 2017 – 7 pm**

1. Call to order – Trustee Picha called the meeting to order at 7:02 pm
2. Roll Call

ATTENDING: Trustees Picha, Ruzicka, Stull and Warren

ABSENT: Trustees DuRocher, Lezon and Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Marketing Specialist Kathy Gaydos and Graphic Artist Amarelis Morales, Technical Services Clerk Gail Smith

3. Approval of the agenda

Trustee Stull moved #7. Consent Agenda item #f. Adopt Working Budget for Fiscal Year 2017-2018 to #8. Regular Agenda item c.

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

Voice vote – all ayes

Absent – Trustees DuRocher, Lezon and Richardson

Motion carried

4. Presentations

- a. Introduction of Marketing Staff

Director Whitmer introduced Kathy Gaydos, Marketing Coordinator and Amarelis Morales, Graphic Artist/Graphic Designer.

Ms. Gaydos stated they are currently working on the Renovation Celebration and preparing the fall newsletter. Trustee Picha asked if there would be changes made to the newsletter. Ms. Gaydos replied that no changes will occur with the fall issue, but possibly the winter issue.

Ms. Gaydos and Ms. Morales each gave a brief history of their careers.

Ms. Gaydos and Ms. Morales left the meeting at this time.

5. Public comments - none

6. Correspondence – Director Whitmer stated she received a thank you note from the Warrenville VFW for a monetary donation the Library sent for use of the VFW Hall during the renovation.

7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the May 17, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for May
- c. Authorize Board Secretary to Submit Certification of Board to County Clerk and State
- 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
- e. Approve Resolution #210 – Resolution Transferring Funds to the Capital Projects Fund
- f. Authorize Preparation of Budget & Appropriation Ordinance for Fiscal Year 2017-2018
- g. Adopt Revised Policy No. 370 – Public Use of Meeting Room, effective July 1, 2017

Trustee Picha thanked the Committee that worked on the Meeting Room Policy.

MOTION: Trustee Warren moved to approve the consent agenda as read. Trustee Ruzicka seconded.

Roll call vote – Trustees Picha, Ruzicka, Stull and Warren

Absent – Trustees DuRocher, Lezon and Richardson

Motion carried

8. Regular Agenda

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

MOTION: Trustee Stull moved to approve payments in the amount of \$72,189.93 for the period of May 18, 2017 – June 21, 2017 including electronic payments and checks 5878 – 5928. Check #5924 is voided. Trustee Warren seconded.

Roll call vote:

Ayes – Trustee Picha, Ruzicka, Stull and Warren

Nays – None

Absent – Trustees DuRocher, Lezon, Richardson

Motion carried

- b. Approve transfer of fund

MOTION: Trustee Stull moved to approve the transfer of \$550,000 from the MB Business NOW Account to the Operating Account. Trustee Ruzicka seconded.

Roll call vote

Ayes - Trustees Picha, Ruzicka, Stull and Warren

Absent – Trustees DuRocher, Lezon and Richardson

Motion carried

- c. Adopt Working Budget for Fiscal Year 2017-2018

Director Whitmer stated a summary of changes made from the first draft were included in the board packet. These changes were made based on prior year trends and updated information. The adjustments add approximately \$900 to the "bottom line".

Director Whitmer was anticipating receiving the final pay request from Shales McNutt for the renovation project, however, the pay request was not received. Director Whitmer recommends increasing the Capital Improvements Project line item from \$200,000 to \$500,000. Director Whitmer will provide Trustees with revised pages 1 and 2.

MOTION: Trustee Stull moved to adopt the working budget as amended for Fiscal Year 2017 – 2018. Trustee Warren seconded.

Roll call vote:

Ayes: Trustees Picha, Ruzicka, Stull and Warren

Absent: Trustees DuRocher, Lezon and Richardson

Motion carried

9. Unfinished Business

a. Building Project Update

- 1) Director Whitmer reviewed the outstanding items.
- 2) Director Whitmer stated the graphics on the glass walls/doors and the staircase flooring will be installed before the Renovation Celebration.
- 3) New slat walls have been installed in the front lobby outside the public restrooms for display of community and library information.
- 4) Trustee Picha asked if Director Whitmer investigated new entrance doors. Director Whitmer replied she has not.

10. New Business

- a. Reconsider Start Times of July 19, 2017 and August 16, 2017 Board Meetings

Director Whitmer stated last summer Trustees discussed changing the start time of summer meetings so they could enjoy the concerts on Board meeting nights.

After discussion, it was the consensus of the Board is to keep the meeting time at 7 p.m. and to revisit this matter when setting the meeting dates for 2018.

11. Director's Report

- a. Director Whitmer stated the first Library Treasures auction brought in over \$1,000 and the second \$675.00.
- b. The July 3 parade will start at 6 p.m. Director Whitmer will drive her convertible with riders. Walkers will distribute candy. Signs announcing the Renovation Celebration will be displayed on the car.
- c. Director Whitmer stated she is following the State Legislature emergency session closely for items that will affect the Library and staff.
 - 1) There is a potential rate increase in income tax that would affect the employees.
 - 2) The property tax freeze proposed would be in effect for three years. The Library would be unable to keep up with increasing costs. This freeze proposal comes at a time when the Consumer Price Index would allow the Library to capture up to 2.1% more than the previous year, allowing the Library to rebuild reserves for building maintenance.
 - 3) The increase in minimum wage to \$15 over the next five years means the Library would need to consider wage compression issues, elimination or consolidation of some positions and/or reclassification of employees.

d. Renovation Celebration

Director Whitmer reported MB Financial donated \$1,000 for event expenses.

The schedule for the day is as follows:

12:30 pm – Remarks and Ribbon Cutting Ceremony

1:00 – 4:00 pm – Activities, live music, balloon artist and giveaways

1:30 – 3:30 pm – Guided tours every 30 minutes

Director Whitmer gave Trustees information on arrival, parking and dress code for the day.

There will be a bulk mailing of the invitation to all Warrenton addresses. Elected officials, Library Foundation members, and various consultants, vendors and contractors will receive personalized invitations. Extra invitations will be available for Trustees and staff to give/send to personal contacts.

12. Department Head Reports

Director Whitmer pointed out total circulation was down about 1% from last year and picture book circulation has increased about 20%.

The Fresh Start Initiative stats included:
\$34,389.60 fees waived on current accounts
\$19,910.73 fees waived on stale accounts
\$471.98 collected on lost and damaged materials

Circulation Manager Patty Dybala will report next month on the outcome of lost/damaged materials since it was still ongoing as of her report. She will also let the Board know the number of letters returned by the Post Office, which allowed the database to be updated.

13. President's Report

a. Next meetings or events

Trustee Picha read the upcoming meetings and events

14. Treasurer's Report

Director Whitmer stated property tax income is currently being received.

15. Secretary's Report

Trustee Stull stated that the Meeting Room Policy looks great.

16. Committee Reports – none

17. Trustee Comments

Trustee Warren stated he and Trustee Ruzicka attended the ATLAS Trustee Workshop on June 3 at Green Hills Public Library. They both came away with new knowledge and enjoyed a tour of their newly renovated library.

Trustee Warren stated they have electric car recharge stations and wondered who pays for the electricity. Gail Smith stated the location pays to install the charging station and the user pays for the power.

Green Hills Public Library gives all trustees a copy of The Successful Trustee Handbook by Mary Y. Moore. Director Whitmer will purchase a copy.

Trustee Ruzicka said the day included two great seminars - one regarding library budgets and the Bartlett Library Director and a trustee talked about how to be a good trustee

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:09 pm. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher, Lezon and Richardson

Motion carried

Respectfully submitted,

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

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

June 30, 2017

WARRENVILLE

JUNE 2017

FUND BALANCES

PAGE 1

LIBRARY INCOME

LEVY

LEVY EXT

% OF
TOTAL TAX
INCOME

TAX INC.
RECEIVED
CUR. MTH

TAX INC.
RECEIVED
Y.T.D.

%

UNAUDITED
FUND BAL
6/30/2016

OTHER INC
RECEIVED
MONTH

Y.T.D.
OTHER
INCOMEEXPENSES
MONTHY.T.D.
EXPENSESUNAUDITED
CURRENT

CORPORATE	1676131	95.1842%	0	1673605	99.85%	301229	7315	110246	139852	1498250	586830
BLDG. & MAIN	84803	4.8158%	0	84675	99.85%	53430	0	0	3663	55724	82381
TOTAL TAX (LEVIED)	1760934	100.00%	0	1758280	99.85%	354659	7315	110246	143515	1553974	689211
DEFERRED REVENUE	0		0	0		0	915170	915170	0	0	915170
WORKING CASH	0		0	0		225847	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		(57329)	0	57329	0	0	0.00
SPECIAL RESERVE	0		0	0		295985	0	0	0.00	38036	257949
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524
CAPITAL PROJECT	0		0	0		323504	0	1929700	20682	2253204	0
TOTAL	1760934	100.00%	0	1758280	99.85%	1166190	922485	3012445	164197	3845214	2091701

FORMULA =
A+B+C-D=E

A

B

C

D

E

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: June 30, 2017

	CORPORATE FUND				
	1 Month Ended	12 Months Ended			% Received /
	Jun. 30, 2017	Jun. 30, 2017	Budget	Balance	Expended
Income					
Taxes Levied	0.00	1,673,583.46	1,676,131.00	2,547.54	99.85%
Back Taxes	0.00	21.67	0.00	(21.67)	0.00%
Copier	410.68	6,645.03	6,000.00	(645.03)	110.75%
Extended Use Fees	846.00	22,634.46	30,000.00	7,365.54	75.45%
Fees	26.00	267.85	300.00	32.15	89.28%
Interest	168.15	3,927.40	2,500.00	(1,427.40)	157.10%
Book Sales	0.00	1,776.74	5,000.00	3,223.26	35.53%
Lost Books	417.97	3,746.72	3,500.00	(246.72)	107.05%
Gifts / Memorials	1,000.00	46,415.79	1,000.00	(45,415.79)	4,641.58%
Miscellaneous	1,740.97	6,878.06	3,000.00	(3,878.06)	229.27%
Hotel/Motel Tax	2,705.00	17,953.91	18,049.00	95.09	99.47%
Grants - Per Capita	0.00	0.00	10,445.00	10,445.00	0.00%
Developer Donations	0.00	57,329.39	0.00	(57,329.39)	0.00%
	7,314.77	1,841,180.48	1,755,925.00	(85,255.48)	104.86%
Expenses					
Sal. - Administration	17,599.03	164,574.31	181,000.00	16,425.69	90.93%
Sal. - Circulation	11,008.02	119,289.31	117,000.00	(2,289.31)	101.96%
Sal. - Maintenance	2,758.70	19,135.09	26,000.00	6,864.91	73.60%
Sal. - Public Services	29,551.79	321,059.39	314,000.00	(7,059.39)	102.25%
Sal. - Tech Services	19,750.46	206,076.63	201,000.00	(5,076.63)	102.53%
I.M.R.F. - Expense	7,012.86	86,367.50	87,500.00	1,132.50	98.71%
Fica - Expense	6,043.20	61,293.29	64,500.00	3,206.71	95.03%
Unemp. Comp.	0.00	1,057.36	1,200.00	142.64	88.11%
Op - Mat'l Processing/Tech	892.58	9,245.29	9,170.00	(75.29)	100.82%
Op - Mat'l Processing/Circ	130.43	1,445.49	2,660.00	1,214.51	54.34%
Op - Postage	301.50	5,248.67	5,941.00	692.33	88.35%
Op - Office Supplies	383.09	4,277.32	4,000.00	(277.32)	106.93%
Op - Bank Fee's	37.70	752.01	795.00	42.99	94.59%
Op - Automation Supplies	658.18	3,506.72	3,000.00	(506.72)	116.89%
Op - Publishing	0.00	1,128.47	1,500.00	371.53	75.23%
Equip. - Purchases	(2,552.11)	8,001.21	6,300.00	(1,701.21)	127.00%
Equip. - Maintenance	22.58	3,174.60	3,500.00	325.40	90.70%
Auto. - Software	(790.94)	6,643.85	9,210.00	2,566.15	72.14%
Auto. - Purchases	2,641.30	10,280.38	9,950.00	(330.38)	103.32%
Auto. - Maintenance	1,742.87	44,740.15	48,295.00	3,554.85	92.64%
L. Ins. - Workmen's Comp	2,498.00	5,422.24	2,925.00	(2,497.24)	185.38%
Ins. - Multi Peril Package	0.00	10,530.00	10,603.00	73.00	99.31%
Ins. - Health / Life	3,488.39	42,360.78	65,780.00	23,419.22	64.40%
Pd - Recruiting	0.00	405.00	500.00	95.00	81.00%
Pd - Staff Appreciation	129.62	1,207.73	1,200.00	(7.73)	100.64%
Pd - Staff / Dues	0.00	2,619.00	2,625.00	6.00	99.77%
Pd - Staff / Meetings	42.50	4,086.31	5,650.00	1,563.69	72.32%
Pd - Staff / Transportation	43.09	750.17	2,500.00	1,749.83	30.01%
Pd - Trst / Mtgs	0.00	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.	64.59	434.41	500.00	65.59	86.88%
Cont. - Lawyer	0.00	4,237.50	15,000.00	10,762.50	28.25%
Cont. - Accounting	862.65	10,088.51	9,700.00	(388.51)	104.01%
Cont. - Collections	26.85	626.50	1,000.00	373.50	62.65%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: June 30, 2017

	CORPORATE FUND				
	1 Month Ended Jun. 30, 2017	12 Months Ended Jun. 30, 2017	Budget	Balance	% Received / Expended
Cont. - Audit	0.00	6,450.00	6,450.00	0.00	100.00%
Cont. - Consultants	0.00	0.00	10,000.00	10,000.00	0.00%
Lib. Mat. - Adult Books	5,957.01	56,394.63	63,650.00	7,255.37	88.60%
Lib. Mat. - Youth Books	2,674.37	35,250.72	35,150.00	(100.72)	100.29%
Lib. Mat. - Adult AV	2,117.10	25,432.74	30,875.00	5,442.26	82.37%
Lib. Mat. - Youth AV	787.12	5,057.82	8,550.00	3,492.18	59.16%
Lib. Mat. - EBooks	1,113.90	18,101.14	14,250.00	(3,851.14)	127.03%
Lib. Mat. - Periodicals	0.00	10,453.88	11,400.00	946.12	91.70%
Lib. Mat. - Internet Subsc...	8,949.00	39,908.25	42,750.00	2,841.75	93.35%
Ps - Programs Adult	640.94	5,203.68	6,500.00	1,296.32	80.06%
Ps - Programs Youth	956.41	3,388.77	6,500.00	3,111.23	52.13%
Ps - Hotel/Motel	2,357.50	11,704.65	17,850.00	6,145.35	65.57%
Ps - Refunds / Fines / Fees	6.99	176.46	500.00	323.54	35.29%
Ps - Printing	0.00	10,419.00	12,000.00	1,581.00	86.83%
Ps - PR / Publicity	3,045.25	5,440.15	5,300.00	(140.15)	102.64%
Ps - Misc.	478.18	1,442.51	3,000.00	1,557.49	48.08%
Gas	609.69	8,201.49	10,000.00	1,798.51	82.01%
B & M - Water / Sewer	205.36	717.68	900.00	182.32	79.74%
Electricity	3,636.67	46,612.50	44,500.00	(2,112.50)	104.75%
Telephone	893.20	13,753.44	14,000.00	246.56	98.24%
B & M - Landscape Maint	726.70	6,286.70	7,950.00	1,663.30	79.08%
Gifts	350.00	1,099.94	1,000.00	(99.94)	109.99%
Contingency	0.00	3,438.84	10,000.00	6,561.16	34.39%
Debt Repayment	0.00	22,636.24	180,000.00	157,363.76	12.58%
	139,852.32	1,498,250.36	1,758,779.00	260,528.64	85.19%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: June 30, 2017

	BUILDING & MAINTENANCE FUND				
	1 Month Ended	12 Months Ended	Budget	Balance	% Received /
	Jun. 30, 2017	Jun. 30, 2017			Expended
Income					
Taxes Levied	0.00	84,674.18	84,803.00	128.82	99.85%
Back Taxes	0.00	1.07	0.00	(1.07)	0.00%
	0.00	84,675.25	84,803.00	127.75	99.85%
Expenses					
Maintenance	2,450.00	32,627.67	39,720.00	7,092.33	82.14%
Maintenance Supplies	77.41	2,931.51	5,900.00	2,968.49	49.69%
Security	920.00	2,566.54	7,800.00	5,233.46	32.90%
Snow Removal	0.00	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	215.86	2,757.85	2,200.00	(557.85)	125.36%
	3,663.27	55,724.28	86,520.00	30,795.72	64.41%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: June 30, 2017

DEVELOPER DONATIONS				
	<u>1 Month Ended</u> <u>Jun. 30, 2017</u>	<u>12 Months Ended</u> <u>Jun. 30, 2017</u>	<u>Budget</u>	<u>% Received /</u> <u>Expended</u>
Income				
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%
Expenses				
	<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: June 30, 2017

	SPECIAL RESERVE FUND				
	1 Month Ended	12 Months Ended	Budget	Balance	% Received /
	Jun. 30, 2017	Jun. 30, 2017			Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
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: June 30, 2017

	CAPITAL PROJECT				
	1 Month En...	12 Months Ended			% Recel...
	<u>Jun. 30, 2017</u>	<u>Jun. 30, 2017</u>	<u>Budget</u>	<u>Balance</u>	<u>Expended</u>
Income					
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%
Expenses					
Capital Improvement ...	<u>20,682.04</u>	<u>2,253,204.16</u>	<u>2,500,000.00</u>	<u>246,795.84</u>	<u>90.13%</u>
	20,682.04	2,253,204.16	2,500,000.00	246,795.84	90.13%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
June 30, 2017

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	11,631.48
Cash / Copier Change	75.00
MB Operating	530,775.08
MB Business NOW	526,335.99
MB Business Money Market	824,683.56
MB Certificate of Deposit	<u>201,423.19</u>
	2,095,334.30

General Fixed Assets	<u>4,461,551.00</u>
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TOTAL ASSETS	<u>\$ 6,556,885.30</u>
---------------------	-------------------------------

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

Deferred Revenues	915,170.37
I.M.R.F.	<u>3,631.73</u>
	918,802.10

LONG-TERM LIABILITIES

0.00

EQUITY

Fund Balance	5,213,083.20
Fund Balance Special Reserve	<u>425,000.00</u>
	5,638,083.20

TOTAL LIABILITIES & FUND BALANCE	<u>\$ 6,556,885.30</u>
---	-------------------------------

See Accountants Compilation Letter

ORDINANCE #17-18-01
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, 2017, AND ENDING JUNE 30, 2018, 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, 2017 and ending June 30, 2018:

1. GENERAL

A.	Salaries		\$990,000
	Administration	\$210,000	
	Public Services	\$375,000	
	Technical Services	\$225,000	
	Circulation	\$140,000	
	Maintenance	\$40,000	
B.	Illinois Municipal Retirement Fund		\$120,000
C.	Federal Insurance Contributions		\$80,000
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		\$113,000
	Multi-Peril Package	\$20,000	
	Bonds	\$1,000	
	Health/Life	\$80,000	
	Umbrella	\$1,000	
	Officers/Directors	\$5,000	
	Worker's Compensation	\$6,000	

H.	Contractual:		\$67,000
	Legal	\$20,000	
	Accounting	\$15,000	
	Collection	\$2,000	
	Consultants	\$20,000	
	Audit	\$10,000	
I.	Personnel Development:		\$30,000
	Staff:	\$23,000	
	Dues	\$4,000	
	Meetings & Education	\$10,000	
	Travel	\$5,000	
	Employee Appreciation	\$3,000	
	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:		\$92,000
	Programs	\$45,000	
	Printing	\$30,000	
	Refunds/fees	\$2,000	
	PR/Publicity	\$15,000	
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		\$600,000
	Building Maintenance/Construction	\$500,000	
	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.	CAPITAL PROJECTS FUND		\$500,000
7.	DEVELOPER DONATIONS FUND		\$50,000
	TOTAL BUDGET EXPENSES		\$4,136,000

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

- (a) The cash on hand at the beginning of the fiscal year is \$1,154,921.
- (b) The estimated cash expected to be received during the fiscal year from all sources is \$5,141,079.
- (c) The estimated expenditures for the fiscal year are \$4,136,000.
- (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 \$1,760,934.
- (f) The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$3,380,145.

SECTION 3: That the above sums of money in the total amount of \$4,136,000 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, 2017 and ending June 30, 2018.

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 19th day of July 2017, 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, 2017 which was adopted by the Library Trustees at a regular meeting of the Library Trustees on July 19 , 2017.

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 19th day of July 2017.

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 20, 2017 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 19th day of July 2017.

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 17-18-02

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL TAX OF .02% FOR THE 2017-2018 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 2017-2018 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 2017-2018.

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 19th day of July 2017, 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

REGULAR AGENDA

Approve payments for the period of June 22 – July 19, 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
June 22 - July 19, 2017

Date	Num	Name	Amount
07/19/2017	5929	Abraham, Diana	-39.49
07/19/2017	5930	Accounting Services, Inc.	-498.00
07/19/2017	5931	Ambius	-270.00
07/19/2017	5932	Art Shuter Piano Technician	-125.00
07/19/2017	5933	Baker & Taylor	-2,277.00
07/19/2017	5934	Baker & Taylor	-1,772.49
07/19/2017	5935	Baker & Taylor	-1,344.42
07/19/2017	5936	Billy Croft Productions	-1,000.00
07/19/2017	5937	Brass Built, Inc.	-1,000.00
07/19/2017	5938	ComEd	-3,977.38
07/19/2017	5939	Communications Revolving Fund	-450.00
07/19/2017	5940	Creekside Printing	-1,307.44
07/19/2017	5941	Demco	-1,127.34
07/19/2017	5942	EBSCO	-2,060.00
07/19/2017	5943	Frank Canino	-1,000.00
07/19/2017	5944	Interior Investments, LLC	-6,725.61
07/19/2017	5945	Jankowski, Jane	-65.19
07/19/2017	5946	JanWay Company	-32.42
07/19/2017	5947	Kathleen Fern	-1,200.00
07/19/2017	5948	Konica Minolta Business Solutions	-284.09
07/19/2017	5949	LIMRICC Purchase of Health Insurance Prog	-4,447.09
07/19/2017	5950	Metropolitan Family Services DuPage	-150.00
07/19/2017	5951	Midwest Tape	-2,007.13
07/19/2017	5952	Midwest Tape	-353.81
07/19/2017	5953	Paddock Publications	-35.65
07/19/2017	5954	Petty Cash Fund	-18.12
07/19/2017	5955	Pine Landscaping	-2,290.00
07/19/2017	5956	ProQuest LLC	-1,801.00
07/19/2017	5957	Quill Corporation	-287.64
07/19/2017	5958	Service Master Commercial Cleaning	-3,287.29
07/19/2017	5959	Shales McNutt Construction	-294,227.10
07/19/2017	5960	Sikich LLP	-1,500.00
07/19/2017	5961	SYNCHRONY BANK/AMAZON	-707.26
07/19/2017	5962	Thompson, Sylvia	-33.22
07/19/2017	5963	Today's Business Solutions, Inc.	-4,505.00
07/19/2017	5964	Today's Business Solutions, Inc.	-795.00
07/19/2017	5965	Tumbleweed Press, Inc.	-900.00
07/19/2017	5966	U.S. Postmaster	-650.00
07/19/2017	5967	Warrenville Ace Hardware	-17.98
07/19/2017	5968	Warrenville, City of	-163.32
07/19/2017	5969	Whitmer, Sandy	-206.60

07/19/2017	5970	4imprint	-499.21
07/19/2017	5971	BookPage	-550.00
07/19/2017	5972	CDW Government, Inc.	-462.40
07/19/2017	5973	Davis, Jackie	-19.84
07/19/2017	5974	Moore, Jen	-41.45
07/06/2017	5975	Nationwide	-10,689.47
07/19/2017	5976	Business Card	-3,411.26
07/19/2017	5977	Alarm Detection Systems, Inc.	-158.34
7/19/2017	5978	Call One	0.00
07/19/2017	5979	Interior Investments, LLC	-2,313.33
07/19/2017	5980	Call One	-135.86
06/22/2017	Electronic	Paylocity	-271.11
06/26/2017	Electronic	MegaPath	-59.23
06/27/2017	Electronic	Northern Illinois Gas	-609.69
07/06/2017	Electronic	AFLAC	-135.48
07/06/2017	Electronic	Paylocity	-103.44
07/11/2017	Electronic	Konica Minolta Premier Finance	-167.00

-364,919.52

Friday, Jul 14, 2017 10:11:52 AM GMT-7 - Cash Basis

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.

REGULAR AGENDA

Approve Reimbursement of Trustee Travel Expenses

Trustee Stull has a request to void and reissue a mileage reimbursement check from last fiscal year.

Trustee Stull may also have a mileage reimbursement request for travel to the ALA Exhibits in June 2017. (As of packet preparation, the reimbursement request had not been finalized.)

The budget for miscellaneous trustee travel in this fiscal year is \$100. An additional \$600 is budgeted for trustee airfare for PLA (2 trustees).

SUGGESTED MOTION: Void check #5573 and reissue to Trustee Stull in the amount of \$93.94 for mileage reimbursement and parking expenses for ILA 2016 conference.

UNFINISHED BUSINESS

Building Project Update (discussion only)

Report as of 7/13/17

OUTSTANDING CONSTRUCTION ITEMS

- Doors on computer lab need adjustment to stay closed without locking
- Install new flooring on stairs (installation began 7/13/17)
- Install light fixtures in 2 youth study rooms

OUTSTANDING ITEMS (Library Responsibility)

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

ITEMS COMPLETED SINCE LAST REPORT

- Window shade control box replaced, shades in meeting room and quiet room reprogrammed to drop to same lengths as adjacent windows on different controllers.
- Graphics installed on glass doors/walls of meeting room and youth study rooms.
- Dry erase boards installed in 4 study rooms. (We've provided a "kit" of dry erase markers and a dry erase marker in each room.)
- Slatwall installed in main lobby for community postings. (Community postings must be approved and posted by staff.)
- Sign holders installed on end panels of shelving and signs identifying collection locations posted.
- Ottomans delivered and placed throughout library.
- Graphics applied on glass doors/walls (adult study rooms, quiet room, computer lab)

NEW BUSINESS

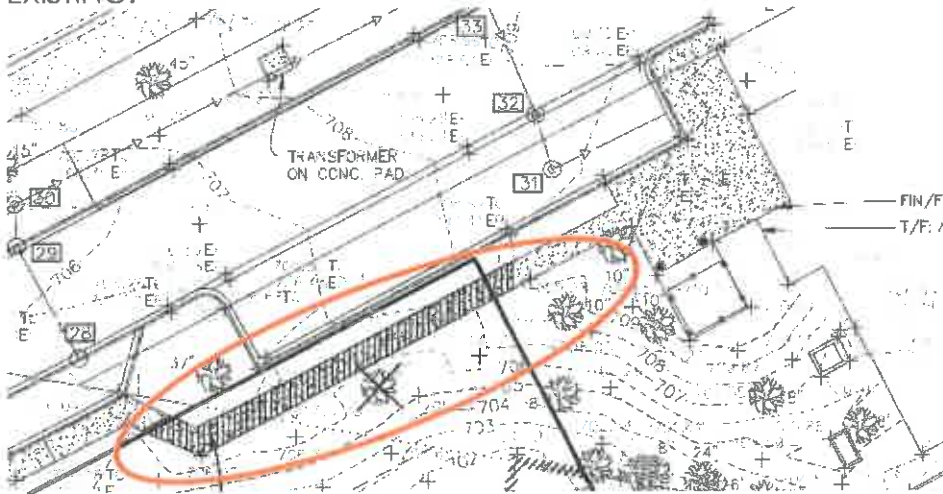
Informational Update and Consideration of Requests from Airhart Builders and City of Warrenville Related to Proposed Residential Development on Former Musselman Property (ACTION)

On July 5, Director Whitmer met with Ron Mentzer, City of Warrenville Community Development Director, and Court Airhart, President of Airhart Construction.

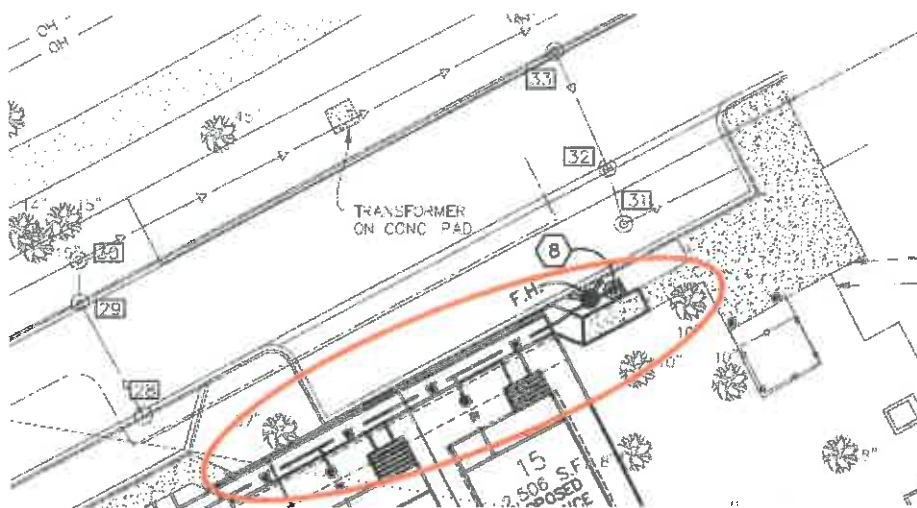
INFORMATIONAL: A public hearing for the proposed development will be held at 7 p.m. on Thursday, July 20. Director Whitmer will attend and recommends that at least one City/Library Task Force Trustee also attend. (City/Library Task Force Trustees are: DuRocher, Lezon, Ruzicka)

INFORMATIONAL: The developer's plans include removing existing landscaping and moving the sidewalk near the Library's parking spaces to the curb for a carriage-style sidewalk. The majority of the area impacted is on City/Developer property. The new sidewalk would align with the existing sidewalk on Library property. A very small part of the library's existing sidewalk would be removed and replaced. Library action may be required to permit developer to work on Library property.

EXISTING:



PROPOSED:



LIBRARY ACTION REQUESTED: The developer requests permission to place a fire hydrant on library property as indicated in the "proposed" drawing above. The Library would be required to grant the City a Public Utility Easement. The City would maintain the hydrant and water line. This may have an impact on the Library's ability for future expansion to the west. Director Whitmer has asked the City for clarification regarding the need to place the hydrant Library property.

INFORMATIONAL: The developer intends to "blend" the two properties with a small amount of fill at the northwest corner of the library lot. (Unlike the David Weekley Homes plan, there is no sidewalk planned from Stafford to Mount Street between the Library and the new development.) Library action may be required to permit the developer to work on library property.

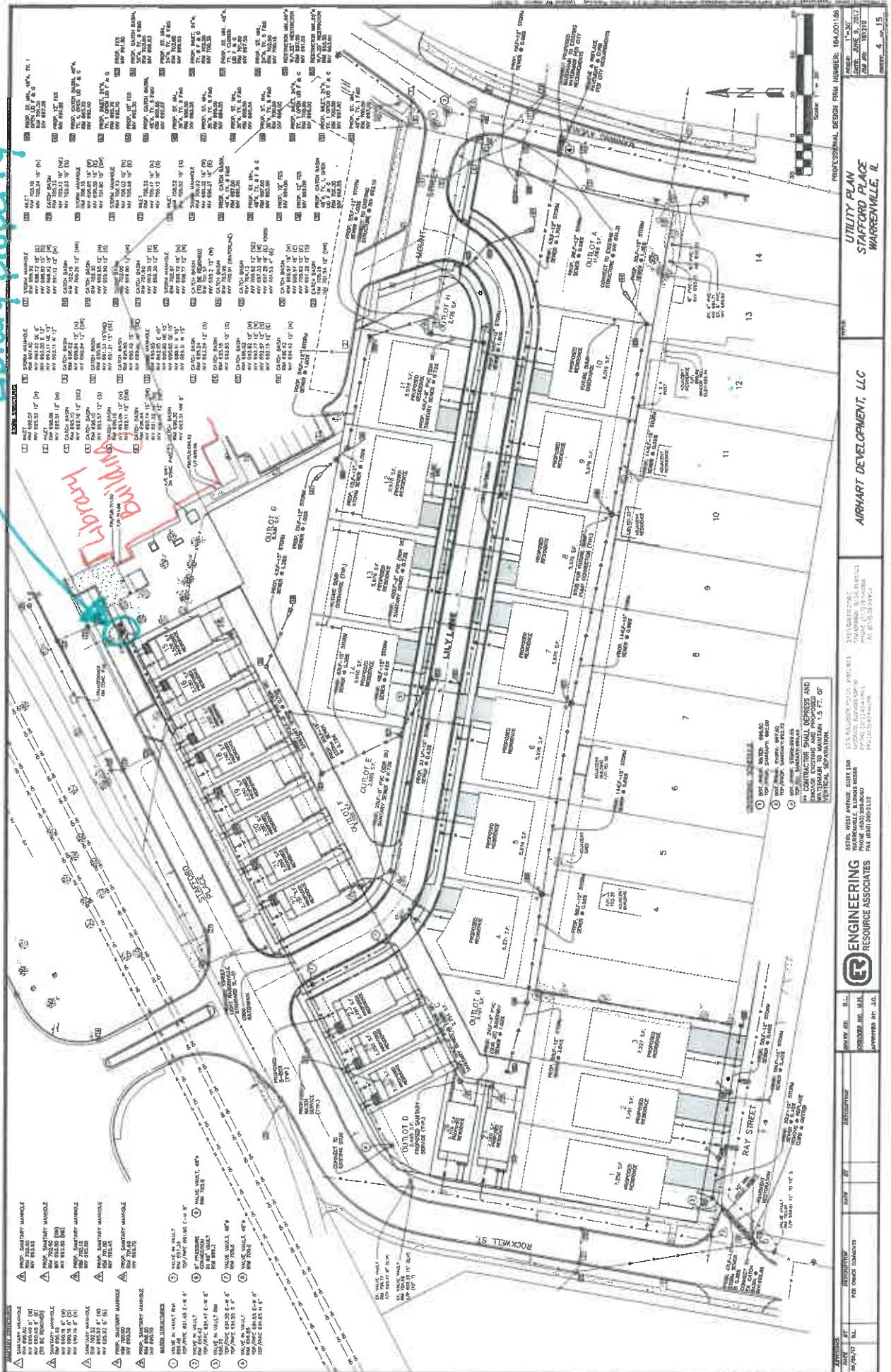
INFORMATIONAL: (Refer to Sheet 7, Grading Plan. Black arrows on the grading plan indicate the flow of stormwater.) Two stormwater detention areas are planned. The plans indicate the deepest point of the detention area adjacent to the Library's parking lot is approximately 4-5 ft. below the curb line of the lot. It is approximately 6 ft. below the lower level mechanical room entrance at the southwest corner of the building.

At the lot's exit drive, the path for stormwater overflow is approximately 1 ft. below the curb line. The Library's curb line is approximately 1.5-2 ft. below the rear yard grade of the homes that back up to the detention area.

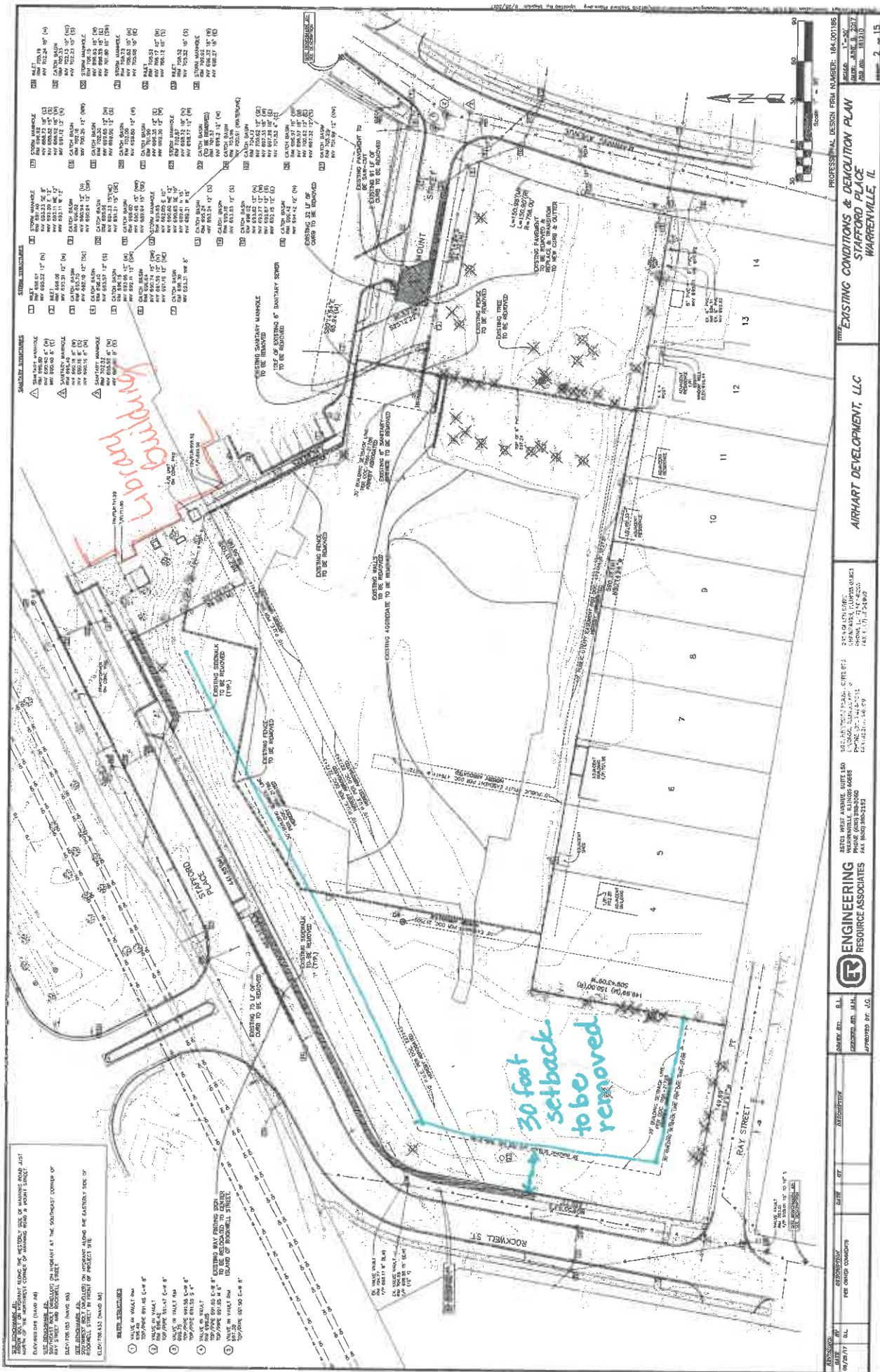
INFORMATIONAL: The developer intends to remove the chain-link fence from City Property and may (as a courtesy) to remove the portion of the fence that is on Library property (indicated by ---x---x---x--- on Sheet 2). Library action may be required to permit developer to work on library property.

LIBRARY ACTION REQUESTED: If the plan moves forward, the City will request that a 30 ft. setback line (shown on Sheet 2 along the west end of Ray Street, continuing North on Rockwell) be eliminated. This requires the approval of several adjacent property owners, including the Library.

proposed fire hydrant on
Library property



Sheet 4



Sheet 2 of 15

For reference: property lines



AIRHART CONSTRUCTION

"Building a better tomorrow"

Regarding: Public Hearing for the Planned Unit Development - Stafford Place

Dear Neighbor,

We are pleased to have submitted our formal PUD application for Stafford Place. You are receiving this notice because you live within approximately 250 feet of the property boundaries.

The next step in the approval process for Stafford Place is the City of Warrenville will hold a Public Hearing on the project in front of the Plan Commission. The information about this meeting and the official notice is included with this letter.

At this meeting we will share a variety of details and requests we are making for Stafford Place. This will include engineering, zoning, architectural and landscape designs and other technical aspects. You may have attended our Courtesy Review this past November in front of the Plan Commission so you might already be familiar with our proposal for Stafford Place. If you were unable to attend or want to learn more, this will be an excellent time to hear more about our plans and share your views with the Plan Commission.

I have included the site plan for our proposed neighborhood. The Stafford Place neighborhood includes three distinct housing types, our cottage homes along Stafford Place and Rockwell Street, our Garden Homes along the new street we will build, Lily Lane, and finally the Ray Street Homes. We believe this will be an excellent addition to Warrenville and will fit well into the fabric of the community.

Prior to the meeting I would be more than happy to talk with you about our plans for Stafford Place. Please feel free to contact me at (630) 293-3000 ext. 145.

Sincerely,



Court Airhart
Airhart Construction
President



BUILDER OF CONTEMPORARY & TRADITIONAL HOMES SINCE 1964

500 E. Roosevelt Road, West Chicago, IL 60185

www.airhartconstruction.com

(630) 293-3000

**LEGAL NOTICE
NOTICE OF PUBLIC HEARING**

A Public Hearing before the Plan Commission/Zoning Board of Appeals of the City of Warrenville will be held on Thursday, July 20, 2017, at 7:00 p.m. at the Warrenville City Hall, 28W701 Stafford Place, Warrenville, Illinois 60555, to consider the following petitions from Airhart Development LLC:

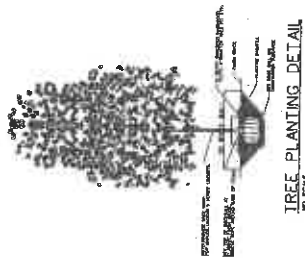
1. Special Use Permit approval of Preliminary Planned Unit Development (PUD) plans in the R-5 High Density Single Family Residential Zoning District per Table 3A of Warrenville Zoning Ordinance #1018.
2. Planned Unit Development Exceptions/Variations and/or special approvals from the following provisions of Warrenville Zoning Ordinance #1018, which would:
 - a. Reduce minimum 7,000-square foot lot size and 50-foot lot minimum lot width required under Table 4A;
 - b. Reduce thirty-foot (30') front, corner side, and rear yard building setbacks required under Table 4A;
 - c. Reduce thirty-foot (30') perimeter building setback required under Section 8.D.5;
 - d. Reduce five-foot (5') interior side yard building setback required under Table 4A;
 - e. Increase thirty-two foot (32') maximum building height allowed under Table 4A;
 - f. Increase thirty-four percent (34%) maximum lot coverage allowed under Table 4A;
 - g. Exempt project from the increased front yard building setbacks and increased corner lot width requirements of footnotes (n) and (p) of Table 4A;
 - h. Increase 25% maximum lot coverage allowed under Section 8.D.5 of the Zoning Ordinance;
 - i. Any other PUD exception or variation necessary to allow for the implementation of the proposed Preliminary PUD plans.

These collective requests, if approved, would allow the approximately 4.3-acre City-owned Civic Center Redevelopment Site #1 to be redeveloped with a residential subdivision consisting of 27 new detached single family homes along with associated stormwater management, water quality filtration, private open space, new public street, and private drive improvements.

Petitioner: Airhart Development LLC
500 E. Roosevelt Road
West Chicago, IL 60185

Property Owner: City of Warrenville
3S258 Manning Avenue
Warrenville, IL 60555

Location of Property Affected: Located in the City of Warrenville at the southeast corner of Rockwell Street and Stafford Place, the southwest corner of Mount Street and Manning Avenue, and the northeast



PLANT MATERIAL LIST

SYMBOL	PLANT MATERIAL	QUANTITY
1"	1" PINE	10
2"	2" PINE	10
3"	3" PINE	10
4"	4" PINE	10
5"	5" PINE	10
6"	6" PINE	10
7"	7" PINE	10
8"	8" PINE	10
9"	9" PINE	10
10"	10" PINE	10
11"	11" PINE	10
12"	12" PINE	10
13"	13" PINE	10
14"	14" PINE	10
15"	15" PINE	10
16"	16" PINE	10
17"	17" PINE	10
18"	18" PINE	10
19"	19" PINE	10
20"	20" PINE	10
21"	21" PINE	10
22"	22" PINE	10
23"	23" PINE	10
24"	24" PINE	10

STREET TREE SPACING CALCULATION

STREET	STREET WIDTH	STREET TYPE	STREET CLASS	STREET SPEED	STREET TYPE	STREET CLASS	STREET SPEED
STURGES PLACE	30'	STREET	STREET	STREET	STREET	STREET	STREET
ROCKWELL STREET	30'	STREET	STREET	STREET	STREET	STREET	STREET
RAY STREET	30'	STREET	STREET	STREET	STREET	STREET	STREET
MANING AVENUE	30'	STREET	STREET	STREET	STREET	STREET	STREET
MOUNT STREET	30'	STREET	STREET	STREET	STREET	STREET	STREET

AINHART CONSTRUCTION
 100 S. 10TH STREET, SUITE 100
 MILWAUKEE, WI 53233
 PHONE: 414.224.1111
 FAX: 414.224.1112
 WWW.AINHARTCONSTRUCTION.COM

Project: Landscape Master Plan
 Date: 08.11.11
 Scale: 1" = 10'

COMMON 1 ENLARGED
SCALE 1" = 10'

COMMON 2 ENLARGED
SCALE 1" = 10'

NEW BUSINESS

Appoint Two Trustees to Review Secretary's Records for FY17

(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 24 and the appointees may schedule a time with Director Whitmer to review the minutes. This task must be completed on or before the August 17 Board Meeting.

NEW BUSINESS

Authorize Staff to Register Trustees for the 2018 Public Library Association Conference and Approve Expenditures Up To Budgeted Amounts for ALA/PLA Membership, Travel, Lodging and Meals (ACTION)

The FY18 budget includes funds for two trustees to attend the Public Library Association Conference in Philadelphia.

We will discuss and determine which trustee(s) will attend the PLA Conference so that approval of membership and registration expenditures can be approved and arrangements be made when registration opens in September.

Trustees Richards and Ruzicka are first in line, followed by Trustee Picha (Portland, 2012); Trustees Lezon, Stull & Warren (Indianapolis, 2014); Trustee DuRocher (Denver, 2016). You can visit the 2016 conference site (<http://2016.placonference.org/>) to get an idea of the opportunities available at a PLA Conference. (The 2018 site has preliminary information at <http://placonference.org.>)

The 2018 conference is in Philadelphia from Tuesday, March 20 through Saturday, March 24.

- Tuesday and Wednesday are usually pre-conferences (we have not budgeted for those, so pre-conferences would be at your own expense or a request to the Board would need approval.)
- Wednesday is usually a travel day plus opening session around 2pm followed by the opening of the exhibit hall
- Thursday and Friday are full days of programs/sessions plus exhibits (usually 9am-5pm)
- Saturday is a half-day of programs followed by the closing session (usually done around 2pm)

The Library has budgeted the following for each attendee:

- \$300 for travel (airfare)
- \$135 for ALA/PLA Membership (to qualify for member registration rate)
- \$275 Conference Registration
- \$564 Lodging + \$256 Meals & Incidentals (3 nights, 4 days at GSA Rate for Philadelphia, PA)

SUGGESTED MOTION: Authorize staff to register Trustees _____ and _____ for the 2018 PLA Conference and to expend up to the budgeted amounts for ALA/PLA Membership, travel, lodging and meals.

NEW BUSINESS

Authorize Staff to Register Trustees for the 2017 Illinois Library Association Conference (ACTION)

The 2017 Illinois Library Association Conference will be held Tuesday, October 10 – Thursday, October 12 at the Tinley Park Convention Center.

In addition to specific funds for the PLA Conference, the FY18 budget includes \$500 for trustee miscellaneous meetings.

Information about the 2017 ILA Annual Conference is included on the following pages. Trustee Day is Thursday, October 12 (register by 9/11 for early bird rate of \$150) Full conference early bird rate is \$250.

Please consider whether you are be interested in attending Trustee Day or the Full Conference so that the Board can vote in August to approve expenditures for registration.

SUGGESTED MOTION: Authorize staff to register Trustees _____ and _____ for the 2017 ILA Conference Trustee Day and to register Trustees _____ and _____ for the full conference.



RISE UP!

Conference Preview

2017 Illinois Library Association Annual Conference

Conference and Exhibition ▶ October 10–12, 2017
Tinley Park Convention Center ▶ Tinley Park, Illinois

For full conference information and to register online, go to ila.org/conference ▶ #ILAAC17

Libraries of all types foster diversity, engage community, and champion social justice. The 2017 ILA Conference, Rise Up, is a chance for us to come together and share our ideas to better our communities, our institutions, and ourselves.

Register by Monday, September 11, the Early Bird deadline to take advantage of the discounted rate. Not an ILA Member? Join when you register to save now on registration and throughout the year.

Conference registration includes Exhibit Buffet Luncheons on Wednesday and Thursday. Tickets for the Tuesday Awards Luncheon can be purchased when you register.





Vernā Myers ▲ **Tuesday, October 10** ▲ **9:00 – 10:30 A.M.**

Opening Keynote

Vernā Myers is on a personal mission to disrupt the status quo and she knows how to: she's lived it. Myers rose out of Baltimore's working class to become a Harvard-trained lawyer, entrepreneur, author, and cultural innovator. Her dynamic, laugh-out-loud speeches inspire audiences to go further—to move beyond leveling the playing field to create a new field altogether—and empower people of all backgrounds to contribute at their highest levels. For the last two decades, Vernā and her team of consultants have helped eradicate barriers of race, gender, ethnicity, and sexual orientation at elite international law firms, Wall Street powerhouses, and the 10,000 member Fire Department of New York City, with the aim of establishing a new, more productive, and just status quo.



Terri Murphy ▲ **Wednesday, October 11** ▲ **8:00 – 10:00 A.M.**

Youth Services Forum Author Breakfast

Terri Murphy has crafted a life surrounded by art, books, and children. She is the picture book illustrator for *Dance Y'all, Dance* and *One Day I Went Rambling* authored by Kelly Bennett and published by Bright Sky Press, and frequent contributor to *Spider*, *Ladybug*, and *Cricket* magazines. She is also the Illustrator Coordinator in Illinois for the Society of Children's Book Writers and Illustrators (SCBWI), where she brings Chicago-area illustrators together for their continuing education. As a Youth Services Librarian at the Prospect Heights Public Library, Terri develops Young Artists Workshops for children and teens and Young-at-Heart Artists Workshops for adults, which eventually make their way to area libraries.



Carson Block ▲ **Wednesday, October 11** ▲ **NOON – 1:30 P.M.**

Public Library Forum Luncheon

Carson Block has led and loved library technology efforts for more than 20 years. He's been called a "Geek who speaks English" and is occasionally compared to Ferris Bueller and Calvin (and Hobbes). Carson is dead serious about the essential and positive community impacts of libraries, and evangelizes libraries to SXSW Interactive and other tech communities.



Debbie Reese ▲ **Wednesday, October 11** ▲ **3:00 – 4:00 P.M.**

DiversITEA: RISE UP! Learning About Native American Indian Collections Resources

Join the ILA Cultural and Racial Diversity Committee for tea! Debbie Reese, Ph.D., tribally enrolled Nambe Pueblo, is a professor of American Indian Studies at the University of Illinois Urbana-Champaign and is committed to developing strong and sustaining collections about Native American Indians. She will address collection development specific to Native materials, suggest methods for evaluating materials, what to look for, key concepts, and more. The tea will be a mind- and awareness-raising discussion.



Nancy Sylvester ▲ **Thursday, October 12** ▲ **9:00 – 10 A.M.**

Trustee Day Keynote: I'm a Library Trustee, and My Role Is...?

Becoming a board member is much like becoming a parent. In both situations, it is assumed that if you know how to become one, you know how to be a good one. Not true in either situation! This presentation will focus on developing a better understanding of the power of a Library Trustee, the role of the Board, being a part of the Library Leadership Team, and understanding the board-staff relationship.

Conference Highlights

Visit ila.org/conference for a complete list and full descriptions of conference programs and events.

Monday, October 9

Welcome Reception

8:00 – 10:00 P.M.

All conference attendees are invited to attend this informal conference kickoff.

Tuesday, October 10

Awards Luncheon

Noon – 1:15 P.M.

Celebrate the achievements of your colleagues at the Awards Luncheon. Pre-registration is required for this ticketed event.

Stories & Spirits

5:15 – 6:30 P.M.

The ILA Youth Services Forum invites all librarians serving youth to enjoy light snacks and drinks while networking.

Dinner with Colleagues

7:00 P.M.

Staying over in Tinley Park and looking for something to do on Tuesday night? Reconnect with old friends and make new ones! Sign up for dinner with colleagues. Sign-up forms will be available prior to conference at ila.org/conference.

Wednesday, October 11

Academic Libraries Unconference

8:00 – 11:00 A.M.

Choose your own Uncon! The unconference format lets attendees decide on the topics to be discussed. Registration includes a continental breakfast. Pre-registration is required for this ticketed event.

Youth Services Forum

Author Breakfast

8:00 – 10:00 A.M.

2018 iREAD artist Terri Murphy will discuss her work at this annual event. A book signing will follow the breakfast. Pre-registration is required for this ticketed event.

ILA Membership Meeting

11:30 A.M. – NOON

Wondering what's going on with your association and around the state? Whether you're an ILA member or not, you'll want to attend this event, which will feature a legislative update.

Public Library Forum Luncheon

NOON – 1:30 P.M.

Join your public library colleagues for a networking lunch, featuring Carson Block. Pre-registration is required for this ticketed event.

IACRL Luncheon

NOON – 1:30 P.M.

Join your academic library colleagues for a networking lunch. Pre-registration is required for this ticketed event.

DiversiTEA

3:00 – 4:00 P.M.

Join the ILA Cultural and Racial Diversity Committee for tea! Debbie Reese, Ph.D., will address collection development specific to Native materials, suggest methods for evaluating materials, what to look for, key concepts, and more. DiversiTEA is open to all conference attendees.

Seventh Annual ILA Pub Stroll

5:30 – 10:00 P.M.

Don't miss ILA's most popular networking event! Each stop on the Pub Stroll serves food and will offer drink specials. Plan to have dinner and drinks with old friends and new colleagues. No registration is required. Attendees set their own schedule and are responsible for their own food and beverage purchases. A full list of venues and a map will be available prior to the conference.

Thursday, October 12

Trustee Day

8:00 A.M. – 4:00 P.M.

A full day of conference programming is planned for library trustees. The day begins with a continental breakfast and includes a luncheon and time in the exhibits. Trustee Day registration is required for meal events.



Schedule at a Glance

Visit the Exhibit Hall

Exhibit Hours:

Wednesday, October 11	Noon – 5:00 P.M.
Thursday, October 12	9:00 A.M. – 2:00 P.M.

The following free events will be held in the exhibit hall:

Wednesday, October 11

Noon – 1:30 P.M.	Exhibits Opening Lunch
4:00 – 5:00 P.M.	Exhibits Ice Cream Social

Thursday, October 12

10:00 – 11:00 A.M.	Exhibits Coffee Break
Noon – 1:30 P.M.	Exhibits Lunch

Exhibits are not open on Tuesday, October 10.

Exhibits-Only passes are available for \$20. Wednesday pass holders are invited to attend the ILA Membership Meeting at 11:30 A.M. Passes can be purchased prior to conference and on-site.

Conference Hotel

Holiday Inn Tinley Park Convention Center

18501 Convention Center Drive
Tinley Park, IL 60477
708-444-1100

Group Code: ILA

Book Online: <http://bit.ly/2popSGq>

Single/Double Rate: \$129

Reservation Deadline: Monday, September 18.

Special Needs

If you have physical or communication needs that affect your participation at the conference, please contact Cyndi Robinson, ILA Conference Manager, at robinson@ila.org or 312-644-1896.

Monday, October 9

8:00 – 10:00 P.M.	Welcome Reception
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Tuesday, October 10

8:00 A.M. – 5:00 P.M.	Registration Desk Open
9:00 – 10:30 A.M.	Opening Keynote
10:45 – 11:45 A.M.	Program Session 1
12:00 – 1:15 P.M.	Awards Luncheon*
1:30 – 2:30 P.M.	Program Session 2
2:45 – 3:45 P.M.	Program Session 3
4:00 – 5:00 P.M.	Program Session 4
5:15 – 6:30 P.M.	Stories & Spirits
5:30 & 7:00 P.M.	Dinner with Colleagues

Wednesday, October 11

8:00 A.M. – 5:00 P.M.	Registration Desk Open
8:00 – 10:00 A.M.	YSF Breakfast*
8:00 – 11:00 A.M.	IACRL Unconference*
9:00 – 10:00 A.M.	Program Session 5
10:15 – 11:15 A.M.	Program Session 6
11:30 A.M. – Noon	ILA Membership Meeting
Noon – 5:00 P.M.	Exhibits Open
Noon – 1:30 P.M.	Exhibits Opening Buffet Lunch
	PLF luncheon*
	IACRL Luncheon*
1:45 – 2:45 P.M.	Program Session 7
3:00 – 4:00 P.M.	Program Session 8
3:00 – 4:00 P.M.	DiversiTea
4:00 – 5:00 P.M.	Exhibits Coffee Break
5:30 – 8:00 P.M.	Pub Stroll

Thursday, October 12

8:00 A.M. – 4:30 P.M.	Registration Desk Open
9:00 A.M. – 2:00 P.M.	Exhibits Open
8:30 – 9:00 A.M.	Trustee Continental Breakfast*
9:00 – 10:00 A.M.	Program Session 9
10:00 – 11:00 A.M.	Exhibits Break
11:00 A.M. – Noon	Program Session 10
12:00 – 1:30 P.M.	Exhibits Buffet Lunch
	Trustee Luncheon*
1:45 – 2:45 P.M.	Program Session 11
3:00 – 4:00 P.M.	Program Session 12

*Pre-Registration Required

Registration Fees

Register online at www.ila.org/conference
Questions? E-mail tina@ila.org

Full Conference	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
ILA Member	\$200	\$225	\$250
Non-Member	\$250	\$275	\$300
Full-Time Student/Retired/Unemployed Member	\$100	\$125	\$150

Trustee Registration	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
ILA Member Trustee Day Only (Thursday, October 12)	\$150	\$175	\$200
Non-Member Trustee Day Only (Thursday, October 12)	\$175	\$200	\$225
ILA Member Trustee Day + full conference	\$200	\$225	\$250
Non-Member Trustee Day + full conference	\$250	\$275	\$300

Single Day	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
ILA Member	\$150	\$175	\$200
Non-Member	\$200	\$225	\$250
Full-Time Student/Retired/Unemployed Member	\$75	\$100	\$125

Exhibits Only	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
Single Day Access to Exhibit floor only	\$20	\$20	\$20

Special Events	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
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Event registrations will not be available on-site.

Please plan to register early to save money and secure your space.

Tuesday, October 10			
Awards Luncheon	\$30	\$35	N/A
Stories & Spirits	no charge, but pre-registration requested		
Wednesday, October 11			
Youth Services Forum Author Breakfast	\$30	\$35	N/A
IACRL Unconference & Continental Breakfast	\$10	\$10	N/A
IACRL Luncheon	\$30	\$35	N/A
Public Library Forum Luncheon	\$30	\$35	N/A

All refund requests must be received in writing by September 30, 2017. This includes refunds for conference registration, meals, and special events. No telephone cancellations/refund requests can be accepted. No refunds after September 30. All cancellations are subject to a \$15 processing fee. E-mail tina@ila.org for more information.

Conference speakers who are employed by, or a trustee of, a library (academic, public, school, special), a library agency, or library school located in Illinois are required to register and pay the appropriate registration fee for the conference.



Illinois Library Association

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www.ila.org



Media Coverage of Renovation

Kathy Gaydos sent press releases about the Renovation to several newspapers. Chicago Tribune media included the press release on its website. The Daily Herald sent reporter Katlyn Smith for a tour and interview. Smith's article was printed on the front page (above the fold!) of the DuPage County edition of the paper on June 27.

Sandy received several positive calls and emails in response to the article.



Parade

Thank you to all who participated in the July 3 parade. Trustees, staff and family passed out candy to those along the route.



Social Media Update

Kathy Gaydos, our Marketing Specialist, took responsibility for our Facebook posts when she joined the staff three months ago. She posts at least 5 times per week and includes information about our collections, events/programs and services plus interesting library-related articles. Her efforts are paying off:

- Gained 50 new "likes" since April 20.)
- In the past month, 5,100 people saw our posts and 2,600 people were engaged with our posts (clicked a link or photo, liked the post or shared the post).
- The most viewed posts since April 20 included posts about the "Treasures" Auctions, a photo of the Quiet Room, posts related to our participation in the July 3 parade and posts about Concerts on the Commons.

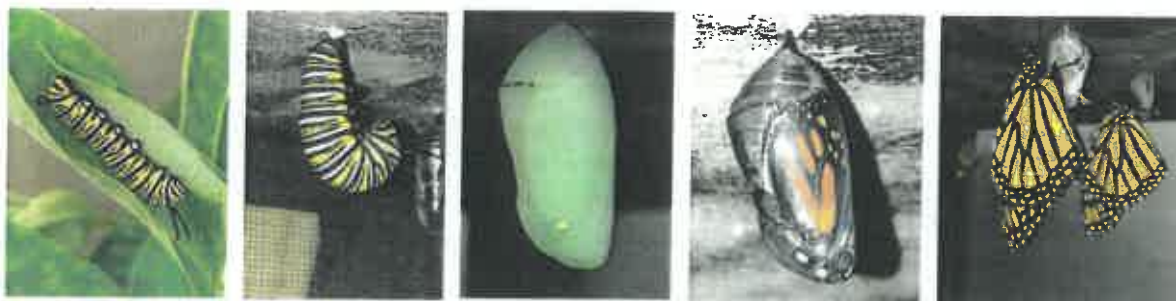
Illinois Legislature Update

Illinois passed a budget on July 6, ending a two-year stalemate. As reported in the Illinois Library Association's e-newsletter, implications for the library community will be clearer once the final budget is analyzed. Generally, the Secretary of State's budget will likely maintain FY2015 funding levels for most line items. Stay tuned for further details as we learn them. (Source: RAILS eNewsletter 7/12/17)

No action was taken on a property tax freeze. The governor has not signed or vetoed the minimum wage bill. We will continue to monitor both issues.

Monarch Butterflies

Cathy Kimber is sharing her caterpillars and butterflies with us this summer. The Butterfly House is located in a nook between the "trees" of youth services and the first adult study room. The Butterfly House is a popular stop for guests of all ages!! Take a peek!!



Other items

We are transitioning our terminology from "Circulation Desk" or "Check Out Desk" to "Member Services Desk." We will begin referring to "members" and "guests" instead of "cardholders" and "patrons."

Jackie coordinated a second and final auction of surplus materials. Income was \$634.54.

Pay increase and bonus letters were distributed to staff in June.

The Library received and responded to the quarterly FOIA request from SmartProcure, a business that gathers purchasing records from government agencies for a database that is re-sold to vendors and contractors.

June Meetings/Programs/Outreach (Sandy)

June 5 – Met with Itasca Library Director and Adult Services Manager for tour of Library and discussion about our construction management experience and what to expect during a renovation project

June 6 – Management Team Meeting

June 6 – Meeting Room A/V Training (with Cynthia, Jackie, Leila, Jen)

June 13 – Management Team Meeting with Debbie Baaske from RAILS. (Debbie gave an overview of services available from RAILS)

June 26 – Kathy Gaydos and Sandy gave tour of Library to Daily Herald journalist Katlyn Smith.

June Meetings/Programs/Outreach (Jackie)

June 6 – Management Team Meeting

June 6 – Meeting Room A/V Training

June 13 – Management Team Meeting with Debbie Baaske from RAILS. (Debbie gave an overview of services available from RAILS)

STATISTICAL SUMMARY

JUNE 2017

	JUNE 2017	JUNE 2016	% change	+/-
TOTAL CIRCULATION	22,532	22,209	1.5%	323
Print	11,833	11,087	6.7%	746
NonPrint	9,424	10,153	-7.2%	-729
Equipment (mobile dev., in-house laptops, etc.)	61	65	-6.2%	-4
Downloadables	1,214	904	34.3%	310
OVERDRIVE (eBooks & eAudiobooks)	863	747	15.5%	116
ZINIO (eMagazines)	66	38	73.7%	28
Hoopla	285	119	139.5%	166
ITEM REQUESTS PROCESSED	316	262	20.6%	54
INTERLIBRARY LOANS RECEIVED	213	212	0.5%	1
MATERIALS ADDED	993	926	7.2%	67
MATERIALS WITHDRAWN	189	2,108	-91.0%	-1,919
TOTAL COLLECTION SIZE*	109,254	114,939	-4.9%	-5,685
PROGRAMS				
Number of Adult Programs	5	9	-44.4%	-4
Adult Program Attendance	137	1,243	-89.0%	-1,106
Number of Children's Programs	30	29	3.4%	1
Children's Program Attendance	915	842	8.7%	73
Book-A-Librarian	7	6	16.7%	1
Book-a-Librarian Attendance	7	6	16.7%	1
RECIPROCAL BORROWER CIRCULATION	1,523	1,823	-16.5%	-300
RESIDENT CARDS ACTIVE	6,004	6,364	-5.7%	-360
RECIPROCAL BORROWER CARDS ACTIVE	295	346	-14.7%	-51
VISITOR COUNT **	11,411	7,953	43.5%	3,458
COMPUTER SESSIONS ***	1,515	1,727	-12.3%	-212
DATABASE USAGE	247	730	-66.2%	-483
WEBSITE VISITS	24,735	6,236	296.6%	18,499
UNIQUE WEBSITE VISITORS	19,832	2,981	565.3%	16,851

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: 316 (262 LY); Materials Received: 213; Materials Lent: 109

Programming

Adult:

Evening Book Discussion 5/1: 8

Ecothrifty Living 6/6: 13

Organic Gardening Hacks 6/15: 34

Chef Dave 6/22: 70

Afternoon Movie 6/27: 12

Book a Librarian (7): 7

Teen:

Nintendo Club 6/9: 12

Teen Writing Club 6/14: 5

Smash Tournament 6/23: 19

Teen Hangout 6/28: 3

Youth:

Camp ABC (4): 119

Stories in the Park (4): 214

Toddler Time (4): 140

Snap Circuits 6/7: 20

Tech Club Jr 6/8: 16

PAWS 6/10: 19

Nature Telling 6/14: 26

Tech Club 6/15: 22

Saturday Storytime: 6/17: 10

Crafty Kids 6/21: 35

Science Explorers 6/22: 22

Mythology 6/29: 7

Craft Table (5): 89

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 7/6, 212 participants have submitted their first logs: 23 adult, 20 teen and 169 youth. A total of 332 logs were submitted: 37 adult, 43 teen and 252 youth. 30 book reviews were submitted. Patty Kempker won the June Reader Recommendation prize drawing for a "Reading by Design" canvas tote bag.

Outreach / PR

The Library e-newsletter, Library Matters, was mailed 6/27 to 566 (546 LY) recipients.

Teen Volunteers: 9; Hours: 48

Meetings / Continuing Ed

Management Meetings: Leila

Tech Team Meeting 6/8: Sylvia, Guillermo, Alyssa, Diana, Jane, Rebecca, Cindy

RAILS Visit 6/13: Leila

ALA Conference 6/25: Jen, Sylvia, Diana, Jane, Guillermo, Nicole

Readers' Advisory

NextReads eNewsletter: 150 (145 LY) subscribers

Beyond Dust Jackets Blog: Views 6/1-30: 1218; Total views 2017: 6792

OverDrive eAudiobooks/eBooks

New User accounts 6/1-30: 20

Checkouts 6/1-30: 863

Total checkouts 2017: 4500; Total checkouts FY: 8968

Zinio eMagazines

User accounts thru 6/30: 199

Checkouts 6/1-30: 66

Total checkouts 2017: 437; Total checkouts FY: 799

Hoopla

New User accounts 6/1-30: 25

Checkouts 6/1-30: 285

Total checkouts 2017: 1443; Total checkouts FY: 2920

TECHNICAL SERVICES REPORT

June 2017

Louis Carlile

Collection statistics for the month:

*993 items were added. (697 books, 141 AV, 155 periodicals, 0 eBooks/eAudio, 0 equipment)

*189 items were deleted. (32 books, 17 AV, 140 periodicals, 0 eBooks/eAudio, 0 equipment)

Other items:

*81 books were repaired.

*127 AV were cleaned / repaired.

Activities:

*Management meeting with Rails representative Debbie Baaske regarding Rails services.

*Kathy Strickland replaces Pamela King after her resignation in position of Collection Support Specialist. Kathy's first day was June 30th.

CIRCULATION REPORT

June 2017

Patty Dybala

Library Card Monthly Stats		
	June 2017	June 2016
# of new cards issued	108	117
# of renewed cards (expiring 6/2017)	60 (222 notices sent)	47 (183 notices sent)
Warrenville Resident cards (active)	6,004	6,364
Reciprocal Borrower cards (active)	295	346

Miscellaneous Monthly Circulation Stats		
	June 2017	June 2016
Self-Checkout Station	7,807 items (36% of total circulation)	5,082 items (24% of total circulation)
Reciprocal Borrower Circulation	1,523	1,823
# of Outgoing Book Discussion ILL Requests	15 (5% of total item requests)	36 (12% of total item requests)
Mobile Device Circulation	30	40
Mobile Device In-house Circulation	31	19

Professional Growth/Meetings:

Management Team meetings- Patty
 6/5; 6/7 Performance Reviews- Sarah, Sandy, Stephanie
 6/8 Tech Team- Sarah, Jaime
 6/13 Management Team Meeting w/ RAILS Representative Debbie Baaske- Patty
 6/13 Fall Newsletter Planning Meeting- Patty

Homebound Delivery

None this month.

Staffing

Sarah Marshall has submitted her resignation from the position of Customer Service Specialist. Her last day was on July 6.

Fresh Start: Lost/damaged item Discounts (UPDATE)

- As part of the Fresh Start Initiative, May 13 through June 14, we received a total income of **\$506.95** for lost/damaged material after applying a 50% discount.
- **144 notices or 27%** of mailed notices bounced back to the Library due to an outdated address.

COMPUTER SERVICES REPORT

June 2017

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (2) including RAILS member engagement visit
 - Tech Team – Enterprise feedback, Youth printer (printing, paper), Cpad/coin box combos (hardware review), Power strips under Public PC tables / patron device charging, Quiet lab, Study rooms (monitors, HDMI), Changing links to HIP (blog, mobile menu, other?)
 - Communico Webinar
2. Continued working with staff and SirsiDynix to test & modify the configuration of the new Enterprise public catalog.
3. Began changing the home page on the staff and circulating laptops in IE and Chrome to Enterprise instead of BLUEcloud PAC. Applied the Microsoft updates and upgraded the browsers and utility software.
4. Worked with SirsiDynix to purge the OverDrive EBOOK and EAUDIO collections from Horizon. Set the Gale Virtual Reference EBOOK items to staff-only pending approval to withdraw & purge.
5. Installed the new HP LaserJet printer in Tech Services. Shipped old printer to HP for the trade-in program rebate.
6. Worked with Robert Nosek/KSA Lighting to change the lighting control switch to a static IP on our LAN. Installed the SensorView software on server and added Desktop shortcuts on two PCs.
7. Changed the static IP of the SimpleScan Station to provide another address within the preferred printer address range (10.0.0.24 - .39). Updated the list of IPs that are allowed to send emails via the Exchange server and tested scan to email & email confirmations.
8. Changed the bcpac.warrenville.com address on the web server to redirect to the Enterprise catalog instead of BLUEcloud.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, July 12, 2017)

Sunday, July 16 at 12:30 pm

Renovation Celebration

Please park in lower level lot. Arrive by 12:15 pm. An employee will be at the lower level entrance to let you into the building.

Wednesday, July 19 at 7 pm

Regular Library Board of Trustees Meeting

Library Meeting Room

Tuesday, August 1

National Night Out, 5-9 pm at Cerny Park

Stop by the Library table and say hi to our staff!

Friday, August 4

Library Closes at 3 pm for Summer Daze

Visit the Library Information Table at the event from 6 to 9 p.m.

Saturday, August 5

Library Closed all day for Summer Daze

Visit the Library Information Table at the event from 12 to 6 p.m.

Wednesday, August 16 at 7 pm

Regular Library Board of Trustees Meeting

Library Meeting Room

Opportunities to Participate in Community Events:

Warrenville Park District needs volunteers for Summer Daze on Friday, August 4 and Saturday, August 5. Contact Michelle Savage at the Warrenville Park District if interested (630/393-7279 x 380 or michelles@warrenvilleparks.org)

Future Continuing Education Opportunities (See New Business Items for ILA and PLA Conferences)

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, 2017. We ended the year with a total fund balance of \$1,176,531. (Not including \$915,170 of property tax revenue that is deferred to July 1.)

Corporate Fund	Actual	Budgeted	Difference
Income (+)	1,841,180.48	1,755,925.00	(85,255.48)
Expenditures (-)	1,498,250.36	1,758,779.00	260,528.64

Year-end fund balance: \$586,830

Building Maintenance Fund	Actual	Budgeted	Difference
Income (+)	84,675.25	84,803.00	127.75
Expenditures (-)	55,724.28	86,520.00	30,795.75

Year-end fund balance: \$53,430

Special Reserve Fund	Actual	Budgeted	Difference
Expenditures (-)	38,036.08	54,800.00	16,763.92
Transfers (-)	266,174.77		

Year-end fund balance: \$257,949

Developer Donations	Actual	Budgeted	Difference
Income (+)	57,329.39	40,000.00	(17,329.39)
Transfers (-)	57,329.39	40,000.00	(17,329.39)

Year-end fund balance: \$0

Capital Projects Fund	Actual	Budgeted	Difference
Income (+)	1,929,700.00	1,900,000.00	(29,700.00)
Expenditures (-)	2,253,204.16	2,500,000.00	246,795.84
Transfers in (+)	323,504.16		

Year-end fund balance: \$0

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 FY17 budgeted expenditures)
Corporate + Working Cash	\$812,677	\$439,694
Building Maintenance	\$53,430	\$21,630