



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

WARRENVILLE PUBLIC LIBRARY DISTRICT
Budget & Appropriation Public Hearing
Wednesday, September 20, 2017, 7:00 p.m.
Location: Library Meeting Room

AGENDA

1. Call to Order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Public Comments on the Budget & Appropriation Ordinance
4. Trustee/Staff Comments on the Budget & Appropriation Ordinance
5. Adjournment



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WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, September 20, 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. Employee Recognition (Martha Rogers, 20 years)
5. Public comments
6. Correspondence

p. 3 a. Thank you for National Night Out Participation

7. Consent Agenda **(ACTION)**

p. 4 a. Approve Minutes of the August 16, 2017 Regular Board of Trustees Meeting

p. 12 b. Approve Minutes of the September 6, 2017 Special Board of Trustees Meeting

p.18 c. Receive and file Financial Report for August

p. 25 d. Adopt Ordinance #17-18-03 Budget & Appropriation Ordinance for 2017-2018 Fiscal Year

p. 30 e. Adopt Resolution #212 - Resolution to Determine Estimate of Funds Needed for 2017-2018 Fiscal Year

p. 32 f. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2017-2018 Fiscal Year

- p. 33..... g. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2018 as required by Illinois Public Act 97-0609
8. Regular Agenda
- p. 34 a. Approve payments for the period of August 17 – September 20, 2017
(ACTION)
- p. 36 b. Approve transfer of funds **(ACTION)**
9. Unfinished Business
- p. 37 a. Revisions to Meeting Room Policy **(ACTION)**
10. New Business
- p. 48..... a. Review first draft of Levy Ordinance and Truth in Taxation Notice
(discussion only)
- p. 56 11. Director's Report
- p. 58 12. Department Head Reports
13. President's Report
- p. 65 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)
- a. Per Capita Grant Requirement: Review Chapter 1 "Trustee Duties & Responsibilities", Trustee Facts File (Trustee Warren)
- b. Per Capita Grant Requirement: Continuing Education (Director Whitmer)
19. Adjournment **(ACTION)**



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 - a. Thank you for National Night Out Participation
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the August 16, 2017 Regular Board of Trustees Meeting
 - b. Approve Minutes of the September 6, 2017 Special Board of Trustees Meeting
 - c. Receive and file Financial Report for August
 - d. Adopt Ordinance #17-18-03 Budget & Appropriation Ordinance for 2017-2018 Fiscal Year
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 - b. Per Capita Grant Requirement: Continuing Education (Director Whitmer)
- 19. Adjournment **(ACTION)**



City of Warrenville

Raymond G. Turano, Chief of Police

POLICE DEPARTMENT

3 S 245 Warren Avenue • Warrenville, IL 60555
(630) 393-2131 • FAX (630) 393-4071

August 30, 2017

Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555

Dear National Night Out Participant:

Thank you for your generous contribution to the City of Warrenville regarding the annual *National Night Out 2017 – America's Night Out Against Crime* annual event. Your contribution to this important event was greatly appreciated. The City regards this nation-wide annual event as an opportunity for the City, local businesses, and residents to participate in local anti-crime activities, while at the same time getting to know one another.

This year's successful event was a culmination of *many* generous sponsors and hardworking volunteers. Forty-six local business and organizations participated, while the event drew an estimated gathering of 1300 people. Some of the event's numerous activities included Touch-a-Truck, music, activities for children, balloon twisting, face painting, K-9 and karate demonstrations, and free food.

On behalf of the members of the Warrenville Police Department and myself, please accept and post the enclosed Certificate of Recognition with our gratitude. Together through generous contributions and efforts such as yours, we can bring awareness to the collaborative spirit, energy, and determination it takes to make our residents more safety conscious and our community neighborhoods a safer place to live.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Raymond G. Turano".

Raymond G. Turano
Chief of Police

RGT/lfs
Enclosure (1)

**MINUTES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Wednesday, August 16, 2017 – 7:00 pm.**

1. Call to order – Trustee Picha called the meeting to order at 7:05 p.m.
2. Roll call

ATTENDING: Trustee DuRocher, Lezon, Picha, Ruzicka, Richardson (arrived at 7:34 pm), Stull and Warren

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

STAFF ATTENDING: Technical Services Clerk Gail Smith

PUBLIC ATTENDING: Brian Smith

3. Approval of the agenda

Director Whitmer removed items #18 and #19 pertaining to the Closed Session and added new Item #18.a – Per Capital Grant Requirements

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

Roll call vote:

Ayes – All

Nays – None

Absent – Trustee Richardson

Motion carried

4. Presentations - None
5. Public Comments – none
6. Correspondence – none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the July 19, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for July
- c. Approve Annual Statement of Income & Disbursements for FY17

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

Roll call vote:

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

Nays – None

Absent – Trustee Richardson
Motion carried

8. Regular Agenda

- a. Approve payments for the period of July 20 – August 16, 2017

MOTION: Trustee Stull moved to approve payments in the amount of \$62,339.50 for the period of July 20, 2017 – August 16, 2017 including electronic payments and checks #5996 – 6039. Check #6033 is voided. Trustee DuRocher seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Picha, Ruzicka, Warren

Nays – None

Abstain – Trustee Stull

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee DuRocher moved to transfer \$150,000 from Business NOW Account to Operating Account. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

- c. Approve Reimbursement of Trustee Travel Expenses

MOTION: Trustee Warren moved to approve travel reimbursement to Trustee Stull in the amount of \$185.40. Trustee Ruzicka seconded.

DISCUSSION:

Director Whitmer stated due to new state laws any trustee reimbursement must be approved by the Board. Director Whitmer stated Trustee Stull submitted a travel reimbursement request for three trips to the ALA Annual Conference exhibits at McCormick Place in June. The amount is \$185.40, with a daily average cost of \$61.80. The budget for miscellaneous trustee travel this fiscal year is \$100.00. Trustee Stull is willing to waive this reimbursement or accept payment for one day's travel in the amount of \$61.80.

After discussion, it was the consensus of the Board to amend the motion.

Trustee Warren moved to amend the motion to read: "Approve travel reimbursement to Trustee Stull in the amount of \$61.80 for one day's travel expense." Trustee Ruzicka seconded the motion.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Picha, Ruzicka, Warren

Nays - none

Abstain – Trustee Stull

Absent – Trustee Richardson

Motion carried

9. Unfinished Business

- a. Informational Update and Consideration of Requests from Airhart Builders and City of Warrenville Related to Proposed Residential Development on the Former Musselman Property

DISCUSSION:

Trustee Picha stated this item is for discussion only and to set a date for a special board meeting at which time the Board will review and act on requests.

Trustee DuRocher thanked Director Whitmer for compiling all the notes from the Library/City Task Force Meeting held on August 2, 2017.

After considerable discussion, the main topics the Trustees are concerned with include:

- Clarification of the 30' setback.

Director Whitmer stated she is working with City personnel and the developer to clarify the setbacks before sending the request to the Library's attorney for review. Director Whitmer spoke with Attorney Ritzman regarding this issue. He advised there is no benefit to the Library – short term or long term – to oppose the elimination of the 30' front yard setback.

Director Whitmer stated she believes the setbacks shown are 10' for the porch and 15' for the building. Trustee Lezon stated once the 30' setback is approved by the Library all-bargaining opportunities will be removed and the Library will be landlocked for the future.

Trustee Lezon thought at one time the Library had the opportunity to purchase some of the Musselman Property. Director Whitmer stated when she was hired in 2006 one of the first things the Board asked her to investigate was the purchase of the Musselman

Property. The price was more than the Library could afford. About 5 years ago, the Library asked the City to give the Library a piece of the property for future expansion, which they did not do. However, the City and Library exchanged triangular pieces to square off the northwest corner which could be used for Library expansion.

Trustee Picha believes the Library should be a good community player and not hold up the development due to the setback.

- Director Whitmer announced the City's July 20 Public Hearing is continued to August 24 at 7:00 p.m. Director Whitmer will attend this meeting along with Trustee DuRocher.

Trustee Richardson arrived at 7:34 p.m.

- The consensus of the Board is to hold a special meeting on Wednesday, September 6, 2017 at 7:00 p.m. Director Whitmer is hopeful the Civil Engineer's report will be completed by this time indicating any risk to the Library. The City, Developer, Civil Engineer and Library's Attorney will be ask to attend this meeting.

A board packet will be ready for Trustees by Friday, August 31.

Trustee Ruzicka stated she feels the City should not sell the property on Ray Street to build three houses. Director Whitmer stated the houses are at Ray and Rockwell Streets, not Ray and Manning Streets, clarifying that the Ray Street property does not impact the Library.

10. New Business

a. Potential Revisions to Meeting Room Policy

Director Whitmer stated staff is currently working with the development team at COMMUNICO to set up the new online program calendar and meeting room reservation system. The new system is not able to accommodate the meeting room reservation schedule as outlined in the current policy.

The problem is the policy releases 3 months at a time for reservations and the system can only accommodate a rolling period of a specified number of days.

Trustee Lezon asked if the system is able to accommodate the different levels of users and Director Whitmer stated it could.

Staff also received a comment from a community group expressing displeasure that the new policy does not allow for designating an alternate person to sign in for the room.

Administration will bring a policy revision addressing these issues to the September board meeting for approval.

b. Review and Approve Illinois Public Library Annual Report for FY2017

MOTION: Trustee DuRocher moved to approve the Illinois Public Library Annual Report for FY2017. Trustee Stull seconded.

DISCUSSION:

Director Whitmer pointed out on Page 54, #18.13 Successful Retrieval of Electronic Information is a new category for the Library and staff was not gathering this information. Director Whitmer will indicate information was not available for this year's report. The Library will begin gathering this information to include in next year's report.

Trustee DuRocher asked if this information was useful and Director Whitmer replied that it would be. Currently every time a patron clicks on a database they enter their library card number and pin. This counts as a hit to that resource. The government wants to know how many articles were retrieved, how many tutoring sessions were completed – not how many people clicked on the database. Director Whitmer feels this will be helpful to the Library when it is time to renew the databases.

Trustee Stull asked if there was a way to indicate why numbers were different this year due to the renovation project. Director Whitmer stated there are areas that ask for the reason why the number is so different from previous years.

Trustee Warren asked why staff did not apply for the E-rate. Director Whitmer stated it is a very complex project for the amount of money the Library would receive. Since federal money is involved filters have to be installed on all computers and currently this is not done.

Voice vote:

Ayes – all

Nays – none

Motion carried

11. Director's Report

- Notes will now be included from the Marketing Department every month.
- The City installed "slow down pedestrian" crossing signs outside the Library on Stafford Place. The City has suggested the Library post a notice for patrons exiting the building to remind them to be cautious, as they are exiting onto a street (not a parking lot). Patrons tend to walk in the middle of the street to get to their vehicles instead of crossing the street at a right angle.

Trustee Picha asked where we would post this sign. Director Whitmer stated a sandwich board would probably be located outside the front entrance.

Director Whitmer stated speed bumps could be installed, but when the Police Department monitored the street a couple years ago, speeding was not an issue.

- The Library ordered 500 pairs of eclipse glasses. On August 14, 300 pairs were passed out by noon. The remaining 200 pairs will be available on Monday, August 21 for staff and patrons beginning at 11:45 am for the Eclipse Picnic.
- The electrician will be here on Friday, August 18 to install the remaining fixtures in the youth study rooms.
- The Teen Room gaming cabinet arrived August 16. It is a locked cabinet to house gaming equipment.

2. Department Head Reports

- Leila Heath reported the summer reading program stats. The teen summer program reading was down by 100 from last year.
- Technical Services Cataloging Assistant, Debbie Rosenwinkel, will be retiring at the end of August after 12 years with the Library.
- Trustee Picha stated that the self service station stats have increased.
- Cynthia Makowski purchased an additional five hotspots for circulation. They are 4G from Sprint and can be checked out for two weeks.
- Trustee Warren stated that his wife subscribed to Library Elf Pro, which allows her to monitor her items from different libraries. Director Whitmer stated that Library Elf, which is free to a patron, allows them to monitor their Warrenville items. The Pro versions, which costs approximately \$25 per year, allows a patron to monitor their items from various libraries.

13. President's Report

Trustee Picha thanked Director Whitmer and staff for a wonderful Renovation Celebration in July.

Trustee Picha read the next meetings and events for August and September and reminded Trustees about the Special Board Meeting on September 6, 2017 at 7:00 p.m.

14. Treasurer's Report – the financials look good.

15. Secretary's Report – everything looks good.

Trustee Stull asked if there was going to be a Grand Opening for the Teen Space. Director Whitmer stated the Teen Librarian left at the end of July and a new staff member just began work this week.

16. Committee Reports

Trustee Lezon stated she attended the Planning Commission Meeting on July 20 along with Trustees Ruzicka and Warren. Trustee Lezon and Warren spoke.

17. Trustee Comments

- Trustee DuRocher stated she has heard the group, Terra Guitarra. The group is performing in October and they are outstanding for acoustic guitar music with a touch of flamenco.
- Trustee Picha stated the summer concerts are becoming a Maple Hill outing.
- Trustee Ruzicka asked when the next board meeting is. Trustee Picha stated September 20 at 7:00 p.m.

18. Items for information and/or Discussion

a. Per Capita Grant Requirements

Trustee Picha stated all trustees are required to:

- (1) Review Chapters 1-5 of the "Trustee Fact File Third Edition.
- (2) Complete at least one free online education opportunity focusing on safety in the library.
- (3) Familiarize themselves with services provided by the Illinois State Library Literacy program.

Director Whitmer suggested setting aside 10-15 minutes at each of the upcoming regular meetings to review and discuss the chapters. All

trustees should read the chapters, but one trustee will lead the discussion for each chapter. The schedule is as follows:

September – Chapter 1, "Trustee Duties & Responsibilities" – Trustee Warren

October – Chapter 2, "Orientation for New Trustees" and Chapter 3 – "Board Organization" – Trustee Ruzicka

Chapters 4 and 5 will be assigned at a future meeting.

Director Whitmer will research safety in the library webinars and will develop an informational report on the Illinois State Library Literacy program to share with Trustees at an upcoming meeting.

All activities must be completed prior to December for inclusion in the Per Capita Grant application which must be approved at the December 20, 2017 board meeting.

19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 8:25 pm. Trustee Stull seconded.

Comment: Trustee Ruzicka shared a few major points she learned from reading the Trustee Handbook:

- *Pick up your board packet five days ahead of time to be prepared for the meeting.*
- *Always support your board members, get to know them and get along.*
- *It takes a new trustee two years before they really know what is going on.*

Vote:

Voice vote – all ayes

Motion carried

Respectfully submitted,

Heather Stull
Secretary
Board of Trustees
Warrenville Public Library District

**WARRENVILLE PUBLIC LIBRARY DISTRICT
Special Meeting of the Board of Trustees
Wednesday, September 6, 2017, 7:00 p.m.**

1. Call to order – Trustee Picha called the meeting to order at 7:03 p.m.

2. Roll Call

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

ABSENT: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, and Technical Services Assistant Gail Smith

ALSO ATTENDING: Library Attorney Roger Ritzman; Ron Mentzer, City of Warrenville; and Court Airhart, Airhart Construction

3. Approval of the agenda

MOTION: Trustee DuRocher moved to approve the agenda. Trustee Lezon seconded.

Voice vote:

Aye – all

Nay – none

Absent – Trustee Richardson

Motion carried

4. Presentations - none

5. Public comments - none

6. Correspondence

- a. Report from Walter E. Deuchler Associates, Inc. on Storm Water Management for Proposed Residential Development on Former Mussleman Property

Director Whitmer stated the report from Walter E. Deuchler Associates arrived today. The report concluded storm water concerns are adequately addressed by both the developer and the City of Warrenville.

Director Whitmer summarized the report with the following points:

- Storm water detention is not required for the proposed development based on the existing ordinances that are in place and the calculation from the existing impervious area and the new impervious area does not exceed the 25,000 S.F. threshold.
- The post construction best management practices (PCBMPs) are required for the proposed development. PCBMPs are required to treat the storm water runoff for pollutants of concern and to reduce runoff volume. The engineer indicated to Director Whitmer

the PCBMP basins are designed to detain 1.25" of runoff over all new impervious area and the proposed development has exceeded this number in many cases by double and sometimes triple the capacity.

- Most of the existing drainage patterns have been maintained, running water from the existing west to east drainage pattern toward Manning Avenue. Proposed storm sewers have been designed to convey a 10-year storm.

The proposed 100 -year storm overland flow routes have been designed with excess capacity. Overland flow routes were also coordinated with the proposed landscaping plan to avoid potential blockage.

DISCUSSION:

Trustee Lezon asked if there are any changes the City is making for the access drive at Lot #15 and if they were installing permeable pavement.

- Mr. Airhart stated the drive was shortened by 5' and moved away from the property line.
- Permeable drives were discussed but will not be installed.
- Mr. Mentzer stated the City is not actively promoting permeable pavement on surfaces for driving traffic.

Trustee Lezon stated detention ponds are used for filtering and asked if any type of dry well is being installed underneath the detention pond. Mr. Airhart stated volume control best management practice for the pond is to have the filtering aspect through natural plantings, grasses, etc. There is a very small part that is wet bottom and a mold ring around the basin to keep everything contained. There is also 12" of black soil on the bottom of the basin to help the growth of the plants. Where the basin exits there is a restrictor, a funnel type mechanism, which allows the water to drain at a slow rate.

Trustee Lezon asked if a PERC Test was done? Mr. Airhart responded no, but soil tests were completed.

Trustee Warren asked if the plantings prevent things that would normally go through the restrictor valve. Mr. Airhart stated the restrictor is designed to filter items. The Homeowner's Association has a clause for the lawn maintenance service to maintain these filters. The City also has the legal right to maintain any blockage and bill the property owner.

Trustee Ruzicka asked when construction would begin. Mr. Airhart stated some additional approvals are needed before work starts. If work doesn't begin in the fall, it will start in the spring.

7. Unfinished Business

- a. Consider Requests for Cooperating from Airhart Builders and City of Warrenville Related to Proposed Residential Development on Civic Center Redevelopment Site #1 (CCRS #1) and Adopt Resolution Confirming Library District's Cooperating with City and Airhart Construction

- Sidewalk Relocation/Transition

The City has recommended a 6' sidewalk width (originally 5'). Director Whitmer suggested Airhart remove the entire sidewalk in front of the Library parking spaces and replace with a "carriage walk" that adjoins the curb. This will provide consistent and safe access from vehicles to the walkway.

Mr. Airhart indicated this was appropriate and they are willing to do this work.

There was no Board opposition.

- Fence Removal

Airhart Construction offered to remove the section of chain link fence on Library property at the time they remove the fence on the development property. Mr. Airhart indicated they will remove the Library fencing and clean out the Buckthorn and plantings that need to be removed.

There was no Board opposition.

- Fire Hydrant Placement, Tree Removal/Replacement

Airhart Construction requests the Library allow the placement of a fire hydrant on Library Property and to remove and replace a tree at the same location. Director Whitmer stated this location for the fire hydrant will not impede any future expansion of the Library building and the tree currently located in this area is not in good health and would need to be removed in the near future.

The Board agreed that Airhart Construction should be allowed to locate the fire hydrant on Library property and remove/replace the existing tree.

- Grading

Airhart Construction requests permission to conduct minor grading directing water away from the Library building and landscape repair when the home on Lot #15 is constructed.

Trustee Picha asked when Lot #15 would be built. Mr. Airhart replied that this home would be built towards the end of the development.

The Board of Trustees agreed to allow Airhart Construction to perform minor grading on Library property.

- Right of Way or Utility Easement for Parking Landscape Island/Peninsula

The City of Warrenville has asked the Library to grant the City a Public Street ROW or Utility Easement for the landscape island/peninsula at the west end of the Library's parking spaces on Stafford Place. A utility easement permits the City/Developer to place a fire hydrant and associated water lines on the Library's property and allows the City to maintain the utilities. A ROW grants the City the right to use this property and also transfers responsibility for the maintenance of the property to the city.

The Board of Trustees agreed to grant the City a Public Street ROW for the landscape island/peninsula at the west end of the Library parking spaces on Stafford Place.

- Disconnection of Library Street Lights

The City requests three of the Library's street lights be disconnected from the Library's circuit and connected to the City's street light circuit:

- One street light on the parking island/peninsula on Stafford Place.
- Two street lights on the City ROW on Mount Street at the Library's parking lot driveway. These lights will be relocated to provide the best distribution of light for the minor reconfiguration of Mount Street.

The Library requests the City disconnect five Stafford Place street lights along the Prairie Path parking spaces from the Library's circuit and connect these five lights to the City's street light circuit.

DISCUSSION:

Trustee Lezon asked if these lights would have solar lights. Mr. Mentzer said the City uses LED. They are currently sodium pressure bulbs.

Mr. Mentzer said City staff is willing to work through the process to get Council approval to disconnect the additional five light fixtures on Stafford Place along the Prairie Path.

The Board of Trustees agreed to the request from the City for the three street lights – one on Stafford Place and two on Mount Street to be disconnected from the Library's circuit and connected to the City's street light circuit.

The Board also agreed that the two Mount Street lights could be relocated on the City ROW.

- Abrogation of 30-foot Building Setback Line Along Stafford Place and Rockwell Street frontages of CCRS #1

The City requests the Library District approve an agreement to eliminate a 30 foot setback line recorded on a 1986 plat of subdivision. All current property owners within the plat must sign off on the agreement. There are currently three property owners: City of Warrenville, Library District and the Rockwell Street LLC.

Director Whitmer stated setback variances were approved for the Library building in 2003 (ranging from 8 feet to 20 feet as opposed to 30 feet) and the fact that variance approvals are not within the purview of the Library District, she recommended the Library approve the proposed agreement.

Attorney Ritzman stated the document is title insurance company driven, there is just a plat of 30' setback, and all parties affected by this should sign off in order for Airhart Construction to receive a clear title and not be in violation of any building setback lines.

Trustee Lezon asked if signing this agreement would preclude the Library from suing the City when the Library floods. Attorney Ritzman said this has nothing to do with suing. It was originally meant for some conformity with houses being at the same setback so houses were not mishmash on their location from the street.

He is comfortable with the release of the 30' setback, as it does not affect the library.

- The Library's Attorney drafted Resolution R-211 which expressed a willingness of the Library to work with the City and Developer on the requests. The Resolution also authorizes for Trustee Picha, Trustee Stull and Director Whitmer to execute whatever documents are necessary to move forward.

MOTION: Trustee Stull moved to adopt Resolution R-211 – Resolution Confirming Library District's Cooperation with the City and Airhart Construction - . Trustee DuRocher seconded.

Roll call vote:

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

Nay – Trustee Lezon

Absent – Trustee Richardson

Motion carried

8. Items for information and/or discussion

Mr. Airhart stated while working on Mount Street and realigning there may be short periods of time affecting parking at the Library. He will be in communication with Director Whitmer. Trustee Picha reminded Mr. Airhart the drive up book drop is open 24/7 and used at all times. He explained it would only be in small increments of hours that it may not be accessible.

Trustee Warren asked how long the site construction period will be. Mr. Airhart responded the entire site construction from tree removal to final paving of the road will take approximately 75 days. The paving plants close right before Thanksgiving so depending on weather he is not sure if paving will be started this fall or wait until spring. Mr. Airhart stated most of the construction traffic would be coming from Butterfield Road.

Trustee Picha asked what the timeframe is if construction begins in the spring for occupation of the first home. Mr. Airhart stated the first home should be occupied within 9-10 months after start of construction.

Trustee Picha asked if there will be a Homeowners Association, Mr. Airhart replied "yes".

Trustee Picha thanked Attorney Ritzman for attending the meeting.

Mr. Mentzer said the City really appreciates and values the relationship with the Library District and it has always been very positive. He also thanked the Board for scheduling a special board meeting to handle these issues.

Mr. Airhart also thanked the Library for its cooperation.

9. Adjournment

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Richardson

Motion carried

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

August 31, 2017

| WARRENVILLE LIBRARY INCOME | AUGUST 2017 | FUND BALANCES | | | | | UNAUDITED OTHER INC FUND BAL RECEIVED 6/30/2017 | Y.T.D. OTHER INCOME | EXPENSES MONTH | Y.T.D. EXPENSES | UNAUDITED CURRENT |
|----------------------------------|----------------|---------------|-----------------------------|----------------------------------|--------------------------------|---------------|---|---------------------------|-------------------|--------------------|----------------------|
| | | LEVY EXT | % OF TOTAL TAX INCOME | TAX INC. RECEIVED CUR. MTH | TAX INC. RECEIVED Y.T.D. | % RECEIVED | | | | | |
| LEVY | | | | | | | | | | | |
| CORPORATE | 1698315 | 94.9290% | 15480 | 894708 | 52.68% | 586830 | 3041 | 6691 | 173082 | 317314 | 1170915 |
| BLDG. & MAIN. | 90722 | 5.0710% | 827 | 47794 | 52.68% | 82381 | 0 | 0 | 2238 | 6151 | 124024 |
| TOTAL TAX (LEVIED) | 1789037 | 100.00% | 16307 | 942502 | 52.68% | 669211 | 3041 | 6691 | 175320 | 323465 | 1294939 |
| DEFERRED REVENUE | 0 | | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| WORKING CASH | 0 | | 0 | 0 | | 225847 | 0 | 0 | 0 | 0 | 225847 |
| DEVELOPER DONATIONS | 0 | | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| SPECIAL RESERVE | 0 | | 0 | 0 | | 257949 | 0 | 0 | 1944 | 308192 | -50243 |
| ALBA LEMOS GIFT FUND | 0 | | 0 | 0 | | 23524 | 0 | 0 | 0 | 0 | 23524 |
| CAPITAL PROJECT | 0 | | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 1789037 | 100.00% | 16307 | 942502 | 52.68% | 1176531 | 3041 | 6691 | 177264 | 631657 | 1494067 |
| FORMULA = | | | | | | | | | | | |
| A+B+C-D=E | | | | | | | | | | | |

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

| | CORPORATE FUND | | | | |
|-----------------------------|----------------|----------------|--------------|------------|--------------|
| | 1 Month Ended | 2 Months Ended | | | % Received / |
| | Aug. 31, 2017 | Aug. 31, 2017 | Budget | Balance | Expended |
| Income | | | | | |
| Taxes Levied | 15,479.72 | 894,708.34 | 1,698,315.00 | 803,606.66 | 52.68% |
| Copier | 554.79 | 987.55 | 7,000.00 | 6,012.45 | 14.11% |
| Extended Use Fees | 1,613.54 | 3,143.69 | 22,000.00 | 18,856.31 | 14.29% |
| Fees | 30.00 | 43.00 | 250.00 | 207.00 | 17.20% |
| Interest | 144.52 | 729.00 | 2,200.00 | 1,471.00 | 33.14% |
| Book Sales | 16.00 | 16.00 | 2,000.00 | 1,984.00 | 0.80% |
| Lost Books | 467.00 | 790.99 | 3,500.00 | 2,709.01 | 22.60% |
| Gifts / Memorials | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00% |
| Miscellaneous | 214.98 | 981.21 | 1,000.00 | 18.79 | 98.12% |
| Hotel/Motel Tax | 0.00 | 0.00 | 12,725.00 | 12,725.00 | 0.00% |
| Grants - Per Capita | 0.00 | 0.00 | 10,450.00 | 10,450.00 | 0.00% |
| | 18,520.55 | 901,399.78 | 1,760,440.00 | 859,040.22 | 51.20% |
| Expenses | | | | | |
| Sal. - Administration | 22,292.61 | 37,504.42 | 196,500.00 | 158,995.58 | 19.09% |
| Sal. - Circulation | 14,548.73 | 24,165.11 | 118,000.00 | 93,834.89 | 20.48% |
| Sal. - Maintenance | 2,483.51 | 4,069.09 | 21,500.00 | 17,430.91 | 18.93% |
| Sal. - Public Services | 37,777.74 | 63,482.80 | 342,000.00 | 278,517.20 | 18.56% |
| Sal. - Tech Services | 23,405.05 | 39,503.59 | 217,500.00 | 177,996.41 | 18.16% |
| I.M.R.F. - Expense | 7,381.52 | 16,059.64 | 98,000.00 | 81,940.36 | 16.39% |
| Fica - Expense | 7,531.89 | 12,622.62 | 68,500.00 | 55,877.38 | 18.43% |
| Unemp. Comp. | 0.00 | 223.85 | 1,300.00 | 1,076.15 | 17.22% |
| Op - Mat'l Processing/Tech | 299.82 | 1,658.89 | 9,100.00 | 7,441.11 | 18.23% |
| Op - Mat'l Processing/Circ | 159.60 | 159.60 | 2,300.00 | 2,140.40 | 6.94% |
| Op - Postage | 678.00 | 1,328.00 | 5,865.00 | 4,537.00 | 22.64% |
| Op - Office Supplies | 412.87 | 476.47 | 4,650.00 | 4,173.53 | 10.25% |
| Op - Bank Fee's | 101.44 | 144.66 | 850.00 | 705.34 | 17.02% |
| Op - Automation Supplies | 74.95 | 189.61 | 3,000.00 | 2,810.39 | 6.32% |
| Op - Publishing | 259.90 | 295.55 | 1,200.00 | 904.45 | 24.63% |
| Equip. - Purchases | 882.88 | 1,440.88 | 7,700.00 | 6,259.12 | 18.71% |
| Equip. - Maintenance | 532.83 | 816.92 | 4,000.00 | 3,183.08 | 20.42% |
| Auto. - Software | 32.85 | 1,668.20 | 13,475.00 | 11,806.80 | 12.38% |
| Auto. - Purchases | 93.68 | 1,097.63 | 7,000.00 | 5,902.37 | 15.68% |
| Auto. - Maintenance | 23,621.20 | 29,139.75 | 50,240.00 | 21,100.25 | 58.00% |
| L. Ins. - Workmen's Comp | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0.00% |
| Ins. - Multi Peril Package | 0.00 | 12,030.00 | 11,100.00 | (930.00) | 108.38% |
| Ins. - Health / Life | 3,601.07 | 7,105.28 | 63,800.00 | 56,694.72 | 11.14% |
| Pd - Recruiting | 90.00 | 135.00 | 500.00 | 365.00 | 27.00% |
| Pd - Staff Appreciation | 74.70 | 93.33 | 1,250.00 | 1,156.67 | 7.47% |
| Pd - Staff / Dues | 260.00 | 635.00 | 2,800.00 | 2,165.00 | 22.68% |
| Pd - Staff / Meetings | 10.00 | 144.84 | 6,600.00 | 6,455.16 | 2.19% |
| Pd - Staff / Transportation | 18.46 | 146.18 | 1,000.00 | 853.82 | 14.62% |
| Pd - Trst / Dues | 0.00 | 0.00 | 270.00 | 270.00 | 0.00% |
| Pd - Trst / Mtgs | 0.00 | 0.00 | 2,690.00 | 2,690.00 | 0.00% |
| Pd - Trst / Transportation | 0.00 | 0.00 | 700.00 | 700.00 | 0.00% |
| Pd - Trustee Misc. | 72.16 | 87.02 | 500.00 | 412.98 | 17.40% |
| Cont. - Lawyer | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| Cont. - Accounting | 935.39 | 1,774.59 | 10,000.00 | 8,225.41 | 17.75% |
| Cont. - Collections | 17.90 | 17.90 | 1,000.00 | 982.10 | 1.79% |
| Cont. - Audit | 0.00 | 1,500.00 | 7,950.00 | 6,450.00 | 18.87% |

See Accountants Compilation Letter

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

| | CORPORATE FUND | | | | |
|-------------------------------|----------------|----------------|--------------|--------------|--------------|
| | 1 Month Ended | 2 Months Ended | | | % Received / |
| | Aug. 31, 2017 | Aug. 31, 2017 | Budget | Balance | Expended |
| Cont. - Consultants | 0.00 | 0.00 | 4,700.00 | 4,700.00 | 0.00% |
| Lib. Mat. - Adult Books | 4,861.99 | 8,467.54 | 67,000.00 | 58,532.46 | 12.64% |
| Lib. Mat. - Youth Books | 2,310.49 | 4,042.00 | 32,000.00 | 27,958.00 | 12.63% |
| Lib. Mat. - Adult AV | 1,868.16 | 3,875.29 | 27,000.00 | 23,124.71 | 14.35% |
| Lib. Mat. - Youth AV | 288.84 | 642.65 | 7,000.00 | 6,357.35 | 9.18% |
| Lib. Mat. - EBooks | 0.00 | 965.00 | 24,000.00 | 23,035.00 | 4.02% |
| Lib. Mat. - Periodicals | 0.00 | 550.00 | 11,500.00 | 10,950.00 | 4.78% |
| Lib. Mat. - Internet Subsc... | 5,552.29 | 12,913.29 | 41,000.00 | 28,086.71 | 31.50% |
| Ps - Programs Adult | 1,022.59 | 1,027.58 | 6,500.00 | 5,472.42 | 15.81% |
| Ps - Programs Youth | 196.03 | 441.22 | 6,500.00 | 6,058.78 | 6.79% |
| Ps - Hotel/Motel | 2,200.00 | 6,400.00 | 18,325.00 | 11,925.00 | 34.92% |
| Ps - Refunds / Fines / Fees | 0.00 | 0.00 | 500.00 | 500.00 | 0.00% |
| Ps - Printing | 723.00 | 2,181.39 | 20,100.00 | 17,918.61 | 10.85% |
| Ps - PR / Publicity | 190.26 | 1,472.62 | 4,550.00 | 3,077.38 | 32.37% |
| Ps - Misc. | 280.63 | 678.58 | 1,300.00 | 621.42 | 52.20% |
| Gas | 233.71 | 471.07 | 9,000.00 | 8,528.93 | 5.23% |
| B & M - Water / Sewer | 142.64 | 142.64 | 800.00 | 657.36 | 17.83% |
| Electricity | 2,474.73 | 6,452.11 | 40,000.00 | 33,547.89 | 16.13% |
| Telephone | 953.32 | 2,182.33 | 14,480.00 | 12,297.67 | 15.07% |
| B & M - Landscape Maint | 640.00 | 3,200.00 | 10,000.00 | 6,800.00 | 32.00% |
| Gifts | 1,262.20 | 1,262.20 | 2,300.00 | 1,037.80 | 54.88% |
| Contingency | 229.99 | 229.99 | 10,000.00 | 9,770.01 | 2.30% |
| Debt Repayment | 0.00 | 0.00 | 167,550.00 | 167,550.00 | 0.00% |
| | 173,081.62 | 317,313.92 | 1,816,945.00 | 1,499,631.08 | 17.46% |

See Accountants Compilation Letter

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

| | BUILDING & MAINTENANCE FUND | | | | |
|----------------------|--|-----------------------|---------------|----------------|---------------------|
| | 1 Month Ended | 2 Months Ended | Budget | Balance | % Received / |
| | Aug. 31, 2017 | Aug. 31, 2017 | | | Expended |
| Income: | | | | | |
| Taxes Levied | 826.91 | 47,794.31 | 90,722.00 | 42,927.69 | 52.68% |
| | 826.91 | 47,794.31 | 90,722.00 | 42,927.69 | 52.68% |
| Expenses | | | | | |
| Maintenance | 1,600.00 | 4,960.82 | 44,520.00 | 39,559.18 | 11.14% |
| Maintenance Supplies | 404.39 | 422.37 | 2,200.00 | 1,777.63 | 19.20% |
| Security | 90.00 | 248.34 | 4,750.00 | 4,501.66 | 5.23% |
| Snow Removal | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 0.00% |
| Hvac | 0.00 | 0.00 | 10,900.00 | 10,900.00 | 0.00% |
| Janitorial Supplies | 143.74 | 519.96 | 3,500.00 | 2,980.04 | 14.86% |
| | 2,238.13 | 6,151.49 | 85,870.00 | 79,718.51 | 7.16% |

See Accountants Compilation Letter

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

| | SPECIAL RESERVE FUND | | | | |
|-------------------------|--------------------------------|---------------------------------|------------|------------|--------------------------|
| | 1 Month Ended Aug. 31, 2017 | 2 Months Ended Aug. 31, 2017 | Budget | Balance | % Received / Expended |
| Income | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Expenses | | | | | |
| Equip. - Purchases | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0.00% |
| Auto. - Purchases | 0.00 | 0.00 | 21,750.00 | 21,750.00 | 0.00% |
| Capital Improvement ... | 1,944.18 | 308,192.21 | 500,000.00 | 191,807.79 | 61.64% |
| | 1,944.18 | 308,192.21 | 523,750.00 | 215,557.79 | 58.84% |

See Accountants Compilation Letter

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

ASSETS

CURRENT ASSETS

| | |
|---------------------------------|-------------------|
| Petty Cash | 250.00 |
| Cash In Drawer | 160.00 |
| Ill National Bank E-Pay Account | 11,818.29 |
| Cash / Copier Change | 75.00 |
| MB Operating | 180,835.09 |
| MB Business NOW | 278,727.69 |
| MB Business Money Market | 824,878.69 |
| MB Certificate of Deposit | <u>201,850.04</u> |

1,498,594.80

| | |
|----------------------|---------------------|
| General Fixed Assets | <u>4,461,551.00</u> |
|----------------------|---------------------|

| | |
|---------------------|-------------------------------|
| TOTAL ASSETS | <u>\$ 5,960,145.80</u> |
|---------------------|-------------------------------|

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

| | |
|----------|-----------------|
| I.M.R.F. | <u>4,526.13</u> |
|----------|-----------------|

4,526.13

LONG-TERM LIABILITIES

0.00

EQUITY

| | |
|------------------------------|-------------------|
| Fund Balance | 5,530,619.67 |
| Fund Balance Special Reserve | <u>425,000.00</u> |
| | 5,955,619.67 |

| | |
|---|-------------------------------|
| TOTAL LIABILITIES & FUND BALANCE | <u>\$ 5,960,145.80</u> |
|---|-------------------------------|

See Accountants Compilation Letter

ORDINANCE #17-18-03
BUDGET AND APPROPRIATION ORDINANCE

AN 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 |

By Ordinance No. 16-17-04 adopted September 21, 2016, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2016. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."

| | | | |
|----|--|-----------|--------------------|
| 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 \$1,176,531.
- (b) The estimated cash expected to be received during the fiscal year from all sources is \$2,959,469.
- (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 \$1,789,037.
- (f) The estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$1,170,432.

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 20th day of September 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
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 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 September 20, 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 20th day of September 2017.

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

(SEAL)

R-212
**RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR 2017-2018 FISCAL YEAR**

WHEREAS, the Warrenville Public Library District must file on or before December 31, 2017 its Levy Ordinance for the 2017-2018 fiscal year; and

WHEREAS, pursuant to the "Truth in Taxation Law" the Warrenville Public Library District must determine not less than twenty (20) days prior to adoption of its Levy Ordinance the amounts of money, exclusive of any portion of the levy attributable to election costs and debt retirement costs, estimated to be necessary to be raised by taxation for the 2017-2018 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Warrenville Public Library District that the estimated amounts of money, exclusive of election costs and debt retirement costs, to be raised by taxation for the 2017-2018 fiscal year is \$1,910,000.

FURTHER RESOLVED that a public hearing pursuant to the "Truth in Taxation Law" shall be held on the 15th day of November 2017, at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

FURTHER RESOLVED that notice of said public hearing in compliance with the Truth in Taxation Act shall be given in *THE DAILY HERALD* not more than 14 days nor less than 7 days prior to the date of the public hearing.

ADOPTED this 20th day of September 2017.

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

ATTEST:

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

VOTES:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

**CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED
REVENUE FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT
DUPAGE COUNTY, ILLINOIS**

(July 1, 2017 - June 30, 2018 Fiscal Year)

I, Sandra Lezon, do hereby certify as follows:

1. I am the Chief Fiscal Officer of the Warrenville Public Library District, DuPage County, Illinois.
2. I estimate the revenue, by source of said District for the fiscal year beginning July 1, 2017 and ending June 30, 2018 to be as follows:

| SOURCE | AMOUNT |
|------------------------|-----------------------|
| General Taxes Levied | \$1,800,000.00 |
| Special Taxes Levied | \$110,000.00 |
| Interest Income | \$2,200.00 |
| Grants | \$23,175.00 |
| Fees and Copier Income | \$29,250.00 |
| All Other Sources | <u>\$2,171,375.00</u> |
| TOTAL | \$4,136,000.00 |

Sandra Lezon, Treasurer
Board of Library Trustees
Warrenville Public Library District

Dated: _____

(S E A L)

WARRENVILLE PUBLIC LIBRARY DISTRICT

PUBLIC DISCLOSURE OF "TOTAL COMPENSATION"

ILLINOIS PUBLIC ACT 97-0609

FOR FISCAL YEAR ENDING JUNE 30, 2018

9/20/2017

TOTAL COMPENSATION PACKAGE OF \$75,000+

| NAME | POSITION | SALARY | EMPLOYER PAID HEALTH INSURANCE* | ANNUAL LEAVE EARNED† | SICK LEAVE EARNED† | TOTAL COMPENSATION |
|----------------|----------------------------|---------------|------------------------------------|-------------------------|-----------------------|-----------------------|
| Sandra Whitmer | Director | \$ 100,231.04 | \$ 6,665.20 | 30 days | 12 days | \$ 106,896.24 |
| Leila Heath | Head of Public Services | \$ 71,027.32 | \$ 6,665.20 | 30 days | 12 days | \$ 77,692.52 |

TOTAL COMPENSATION PACKAGE OF \$150,000+

| NAME | POSITION | SALARY | EMPLOYER PAID HEALTH INSURANCE* | ANNUAL LEAVE EARNED† | SICK LEAVE EARNED† | TOTAL COMPENSATION |
|------|----------|--------|------------------------------------|-------------------------|-----------------------|-----------------------|
| None | | | | | | |

*Represents Employer's 80% portion of individual insurance premium; Employee pays 20% of individual premium plus 100% of premium for dependents

†Pay for leave earned is included in salary

Public Act 97-609 amended the Open Meetings Act [5 ILCS 120], effective January 1, 2012, for employers that participate in the Illinois Municipal Retirement Fund (IMRF). The amendment requires employees to identify those employees with a "total compensation package" equal to or greater than (1) \$75,000 or (2) \$150,000. The term "total compensation package" is defined to mean "payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted."

REGULAR AGENDA

Approve payments for the period of August 17 – September 20, 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
August 17 - September 20, 2017

| Date | Num | Name | Amount |
|------------|------------|---|-------------------|
| 09/20/2017 | 6040 | Accounting Services, Inc. | -498.00 |
| 09/20/2017 | 6041 | Ambius | -270.00 |
| 09/20/2017 | 6042 | AT&T | -383.97 |
| 09/20/2017 | 6043 | Baker & Taylor | -693.59 |
| 09/20/2017 | 6044 | Baker & Taylor | -3,463.38 |
| 09/20/2017 | 6045 | Baker & Taylor | -2,085.30 |
| 09/20/2017 | 6046 | Baker & Taylor | -1,490.35 |
| 09/20/2017 | 6047 | Business Card | -2,308.99 |
| 09/20/2017 | 6048 | ComEd | -3,352.69 |
| 09/20/2017 | 6049 | Creekside Printing | -2,590.00 |
| 09/20/2017 | 6050 | Davis, Jackie | -78.67 |
| 09/20/2017 | 6051 | Demco | -319.63 |
| 09/20/2017 | 6052 | Esau, David | -325.00 |
| 09/20/2017 | 6053 | JanWay Company | -75.94 |
| 09/20/2017 | 6054 | Konica Minolta Business Solutions | -337.46 |
| 09/20/2017 | 6055 | Library Furniture International | -300.00 |
| 09/20/2017 | 6056 | LIMRICC Purchase of Health Insurance Prog | -4,433.47 |
| 09/20/2017 | 6057 | Midwest Tape | -486.72 |
| 09/20/2017 | 6058 | Midwest Tape | -2,680.03 |
| 09/20/2017 | 6059 | Petty Cash Fund | -26.78 |
| 09/20/2017 | 6060 | Pine Landscaping | -370.00 |
| 09/20/2017 | 6061 | ProQuest LLC | -2,607.00 |
| 09/20/2017 | 6062 | Reaching Across Illinois Library System | -7,500.00 |
| 09/20/2017 | 6063 | Sam's Club/Synchrony Bank | -112.19 |
| 09/20/2017 | 6064 | Service Master Commercial Cleaning | -1,805.03 |
| 09/20/2017 | 6065 | Steve Justman | -175.00 |
| 09/20/2017 | 6066 | Stull, Heather | -61.80 |
| 09/20/2017 | 6067 | Technology Management Revolving Fund | -450.00 |
| 09/20/2017 | 6068 | Unique Management Services, Inc. | -8.95 |
| 09/20/2017 | 6069 | Walter E. Deuchler Associates, Inc. | -1,105.00 |
| 09/20/2017 | 6070 | Warrenville Ace Hardware | -73.62 |
| 09/20/2017 | 6071 | Warrenville, City of | -77.00 |
| 09/20/2017 | 6072 | Wheaton Park District | -40.00 |
| 09/20/2017 | 6073 | Poplar Creek Library | -14.99 |
| 09/20/2017 | 6074 | Thornton, Christine | -300.00 |
| 09/20/2017 | 6075 | University of Illinois Extension | -125.00 |
| 08/29/2017 | Electronic | Northern Illinois Gas | -233.71 |
| 08/29/2017 | Electronic | MegaPath | -60.06 |
| 08/29/2017 | Electronic | Konica Minolta Premier Finance | -167.00 |
| 08/29/2017 | Electronic | AFLAC | -112.68 |
| | | | -41,599.00 |

REGULAR AGENDA

Approve transfer of funds

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

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

UNFINISHED BUSINESS

Revisions to Meeting Room Policy (ACTION)

The following revisions are proposed:

1. Move to a "rolling" reservation period

This revision is necessary because the new online room booking system is not able to accommodate our current quarterly release of rooms.

Reservations will be accepted up to 90 days in advance for:

- o Organizations of which the Library is a member,
- o governmental entities serving the Warrenville community and
- o Warrenville Library cardholders

Reservations will be accepted up to 60 days in advance for all other organizations.

2. Permit organizations to authorize up to 3 individuals to sign into a meeting room on the date of a reservation.

This revision is in response to a concern from an organization that regularly uses the meeting room. The policy adopted in June removed the ability to specify an alternate individual to sign in to a meeting room reservation.

Organizations would submit a letter and certificate of liability insurance. Each organization's list of authorized users could be updated twice in a calendar year.

A "redline" version of the policy is included on the following pages.

SUGGESTED MOTION: Approve Revisions to Policy No. 370 Public Use of Meeting Room effective October 15, 2017.

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.

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

~~Reservations are accepted up to 90 days in advance of a reservation date and a minimum of one week prior to the reservation date.~~

For all other organizations:

~~Reservations are accepted up to 60 days in advance of a reservation date and a minimum of one week prior to the reservation date.~~

- ~~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

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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.

~~An organization may authorize up to 3 individuals to sign in to a meeting room on the date of a reservation by submitting a letter of authorization which includes up to three individuals' names. The letter must be signed by the president of the organization's governing board. A certificate of liability insurance naming the Warrenville Public Library District as additional insured must accompany the letter. An organization may update the list of authorized individuals no more than twice in a calendar year.~~

- E. 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

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Deleted: Applications for use of the meeting room are accepted by mail, email or in person.

Deleted: Reservations must be received a minimum of one week prior to an event.

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
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

Reservations open

October 15

January 15

April 15

July 15

For meeting dates in

December, January, February

March, April, May

June, July, August

September, October, November

Reservations open

November 15

February 15

May 15

August 15

For meeting dates in

December, January, February

March, April, May

June, July, August

September, October, November

NEW BUSINESS

Review first draft of Levy Ordinance and Truth in Taxation Notice (discussion only)

The 2017 Levy Ordinance was developed with the following assumptions:

- CPI cap = 2.1%
The Library can capture an increase of 2.1% above last year's levy extension plus any new growth.
Last year, the CPI cap was 0.7%.
- Levy to capture any "new construction" in the EAV

Please keep in mind that the Library always submits a levy that exceeds the amount we expect to receive. This ensures that we receive all funds available. The County Clerk always reviews and adjusts our request so that the funds collected from property owners are within the limitations of the tax cap.

An estimate for the actual extension is:

| | |
|------------------------------|---------------------|
| 2016 Property Tax Extension: | \$ <u>1,789,037</u> |
| CPI increase (2.1%) | \$ <u>37,570</u> |
| Taxes from new growth (est.) | \$ <u>10,000</u> |
| Projected 2017 Extension: | \$ <u>1,836,607</u> |
| Net Gain | \$ <u>47,570</u> |

The Truth in Taxation Notice will be published in the *Daily Herald* on November 2. The Public Hearing will be held at 7 p.m. on Wednesday, November 15.

ORDINANCE 17-18-04**DRAFT**

**AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES
FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018
FOR THE WARRENVILLE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS**

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

Section 1: That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Warrenville Public Library District be and the same is hereby levied for the purposes specified against all taxable property in the Warrenville Public Library District for the fiscal year commencing on the 1st day of July 2017 and ending on the 30th day of June 2018.

1. GENERAL:

| | <u>APPROPRIATED</u> | <u>LEVIED</u> |
|--|---------------------|---------------|
| A. Salaries: | | |
| Administration | \$210,000 | \$195,000 |
| Public Services | \$375,000 | \$340,000 |
| Technical Services | \$225,000 | \$215,000 |
| Circulation | \$140,000 | \$120,000 |
| Maintenance | \$40,000 | \$22,000 |
| Levied for the foregoing expenses of salaries from the General Public Library Tax | | \$892,000 |
| Appropriated from sources other than current levy | \$98,000 | |
| B. Illinois Municipal Retirement Fund | \$120,000 | \$90,000 |
| Levied for the foregoing expenses of salaries from the General Public Library Tax | | \$90,000 |
| Appropriated from sources other than current levy | \$30,000 | |
| C. Federal Insurance Contributions | \$80,000 | \$65,000 |
| Levied for the foregoing expenses of salaries from the General Public Library Tax | | \$65,000 |
| Appropriated from sources other than current levy | \$15,000 | |
| D. Unemployment Compensation | \$3,000 | \$2,000 |
| Levied for the foregoing expenses of salaries from the General Public Library Tax | | \$2,000 |
| Appropriated from sources other than current levy | \$1,000 | |
| E. Building Expenses: | | |
| Maintenance | \$100,000 | \$1,000 |
| Utilities | \$100,000 | \$59,000 |
| Levied for the foregoing expenses of Building Expenses from the General Public Library Tax | | \$60,000 |

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| | <u>APPROPRIATED</u> | <u>LEVIED</u> |
|--|---------------------|---------------|
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| Appropriated from sources other than current levy | \$140,000 | |
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F. Operating Expenses:

| | | |
|----------------------|----------|----------|
| Postage | \$10,000 | \$6,000 |
| Office | \$10,000 | \$6,000 |
| Publishing | \$6,000 | \$2,000 |
| Materials Processing | \$20,000 | \$10,000 |

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| Levied for the foregoing expenses of Operating Expenses from | | \$24,000 |
|--|--|----------|

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| Appropriated from sources other than current levy | \$22,000 | |
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G. Insurance

| | | |
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| Multi-Peril | \$20,000 | \$13,000 |
| Bonds | \$1,000 | \$500 |
| Health/Life | \$80,000 | \$54,000 |
| Umbrella | \$1,000 | \$500 |
| Officers/Directors | \$5,000 | \$1,000 |
| Workers Compensation | \$6,000 | \$3,000 |

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| Levied for the foregoing expenses of Insurance from the General Public Library Tax | | \$72,000 |
|--|--|----------|

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| Appropriated from sources other than current levy | \$41,000 | |
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H. Contractual:

| | | |
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| Legal | \$20,000 | \$5,000 |
| Accounting | \$15,000 | \$10,000 |
| Collection | \$2,000 | \$1,000 |
| Consultants | \$20,000 | \$5,000 |
| Audit | \$10,000 | \$8,000 |

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| Levied for the foregoing expenses of Contractual Services from the General Public Library Tax | | \$29,000 |
|---|--|----------|

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| Appropriated from sources other than current levy | \$38,000 | |
|---|----------|--|

I. Personnel Development:

| | | |
|-----------------------|----------|---------|
| Staff: | | |
| Dues | \$4,000 | \$3,000 |
| Meetings & Education | \$10,000 | \$4,500 |
| Travel | \$5,000 | \$1,000 |
| Employee Appreciation | \$3,000 | \$1,000 |
| Recruitment | \$1,000 | \$500 |

| | | |
|----------------------|---------|---------|
| Trustees: | | |
| Dues | \$1,000 | \$500 |
| Meetings & Education | \$5,000 | \$5,000 |
| Travel | \$1,000 | \$500 |

| | | |
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| Levied for the foregoing expenses of Personnel Development from the General Public Library Tax | | \$16,000 |
|--|--|----------|

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| Appropriated from sources other than current levy | \$14,000 | |
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| | <u>APPROPRIATED</u> | <u>LEVIED</u> | |
|--|---------------------|---------------|-----------|
| J. Equipment: | | | |
| Purchases | \$30,000 | \$8,000 | |
| Maintenance | \$10,000 | \$4,000 | |
| Levied for the foregoing expenses of Equipment from the General Public Library Tax | | | \$12,000 |
| Appropriated from sources other than current levy | \$28,000 | | |
| K. Library Materials: | | | |
| Print | \$150,000 | \$100,000 | |
| Non-Print | \$60,000 | \$58,000 | |
| Subscriptions | \$80,000 | \$41,000 | |
| Levied for the foregoing expenses of Library Materials from the General Public Library Tax | | | \$199,000 |
| Appropriated from sources other than current levy | \$91,000 | | |
| L. Public Service: | | | |
| Programs | \$45,000 | \$13,000 | |
| Printing | \$30,000 | \$15,000 | |
| Refunds/Fees | \$2,000 | \$1,000 | |
| PR/Publicity | \$15,000 | \$6,000 | |
| Levied for the foregoing expenses of Public Service from the General Public Library Tax | | | \$35,000 |
| Appropriated from sources other than current levy | \$57,000 | | |
| M. Automation: | | | |
| Software, hardware | \$50,000 | \$30,000 | |
| Misc. purchases | \$10,000 | \$3,000 | |
| Maintenance | \$75,000 | \$51,000 | |
| Levied for the foregoing expenses of Automation from the General Public Library Tax | | | \$84,000 |
| Appropriated from sources other than current levy | \$51,000 | | |
| N. Contingency | \$50,000 | \$20,000 | |
| Levied for the foregoing expenses of Contingency from the General Public Library Tax | | | \$20,000 |
| Appropriated from sources other than current levy | \$30,000 | | |
| O. Gift Expenditures | \$100,000 | | |
| Levied for the foregoing expenses of Gift Expenditures from the General Public Library Tax | | | \$0 |
| Appropriated from sources other than current levy | \$100,000 | | |

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APPROPRIATED

LEVIED

P. Debt Repayment

\$200,000

\$200,000

Levied for the foregoing expenses of Debt Repayment from the General Public Library Tax

\$200,000

Appropriated from sources other than current levy

\$0

By Ordinance No. 16-17-04 adopted September 21, 2017, the Library District authorized issuance of Debt Certificates to fund capital improvements. Debt Certificates in the total amount of \$1,950,000 were issued November 1, 2017. The Debt Certificates will be paid in full on or before December 1, 2029. The source of funds to pay off the Debt Certificates is the Library's General Fund/Corporate Fund."

2. SPECIAL RESERVE FUND (Capital Improvements)

Building Maintenance/Construction

\$500,000

Automation Purchases

\$50,000

Furniture/Equipment Purchases

\$50,000

Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax

\$0

Appropriated from sources other than the current levy

\$600,000

3. WORKING CASH FUND (Capital Improvements):

\$250,000

Levied for the foregoing expenses of Capital Improvements from the General Public Library Tax

\$0

Appropriated from sources other than the current levy

\$250,000

4. BUILDING AND MAINTENANCE (.02%)

\$150,000

\$110,000

Levied for the foregoing expenses of Building and Maintenance from a SPECIAL TAX in addition to all other taxes levied by the District

\$110,000

Appropriated from sources other than the current levy

\$40,000

5. GIFT FUND

\$30,000

Levied for the foregoing expenses of the Gift Fund from a SPECIAL TAX in addition to all other taxes levied by the District.

\$0

Appropriated from sources other than current levy

\$30,000

6. CAPITAL PROJECTS FUND

\$500,000

Levied for the foregoing expenses of the Capital Projects Fund from a SPECIAL TAX in addition to all other taxes levied by the District.

\$0

Appropriated from sources other than current levy

\$500,000

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7. DEVELOPER DONATIONS

APPROPRIATED
\$50,000

LEVIED

Levied for the foregoing expenses of Capital Improvements from the General
Public Library Tax

\$0

Appropriated from sources other than a current tax levy \$50,000

SUMMARY

| | | |
|---|-------------|--------------------|
| Appropriated from sources other than a current levy | \$2,226,000 | |
| Levied as the General Public Library Tax | | \$1,800,000 |
| Levied from Special Taxes | | \$110,000 |
| TOTAL LEVY | | \$1,910,000 |

Section 2: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 15th day of November 2017, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 15th day of November 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

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

CERTIFICATION OF AUTHENTICITY
(LEVY ORDINANCE)

I, HEATHER J. STULL, hereby certify that I am the duly qualified and acting Secretary of the Board of Library 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 further certify that attached is a true and correct copy of the Levy Ordinance levying and assessing taxes 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 November 15, 2017.

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

IN WITNESS WHEREOF, I have placed my official signature and the corporate seal of the Warrenville Public Library District, DuPage County, Illinois at Warrenville, Illinois this 15th day of November 2017.

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

(SEAL)

**LEGAL NOTICE
NOTICE OF PROPOSED PROPERTY TAX
INCREASE FOR THE WARRENVILLE PUBLIC
LIBRARY DISTRICT**

- I. A public hearing to approve a proposed property tax levy increase for the Warrenville Public Library District for 2017 (2017-2018 fiscal year) will be held on November 15, 2017 at 7:00 p.m. at the Library, 28W751 Stafford Place, Warrenville, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sandra Whitmer, Director, 28W751 Stafford Place, Warrenville, Illinois, (630) 393-1171.

- II. The corporate and special purpose property taxes extended or abated for 2016 were \$1,789,037.

The proposed corporate and special purpose property taxes to be levied for 2017 are \$1,910,000. This represents a 6.76% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2016 were \$0.00.

The estimated property taxes to be levied for debt service and public building commission leases for 2017 are \$0.00. This represents no change over the previous year.

- IV. The total property taxes extended or abated for 2016 were \$1,789,037. The estimated total property taxes to be levied for 2017 are \$1,910,000. This represents a 6.76% increase over the previous year.

Governor Signs ILA's Three Bills (from ILA email newsletter)

ILA introduced three bills this year and all passed both chambers in the Illinois General Assembly successfully. The Governor recently signed all three:

- [House Bill 373](#), Public Act 100-0245. This legislation amends the Illinois Local Library Act to permit a library board of trustees to submit the accurate tax levy amount required to fund its upcoming fiscal year no less than sixty days prior to when the tax levy must be certified under the Property Tax Code.
- [House Bill 547](#), Public Act 100-0338. This legislation raises the bid advertisement dollar amount for library construction, remodeling, repairing, or building improvements from \$20,000 to \$25,000; and
- [Senate Bill 2068](#), Public Act 100-0462. This legislation allows library boards to authorize specific, non-binding advisory questions to be placed on the ballot at the next regularly scheduled election in the city, village, incorporated town, or township in which the public library is located.

Building Project Update

- Light fixtures were installed in the two youth study rooms.
- Gaming cabinet for Teen Lounge was delivered.
- We've asked the architect and engineer to look into how we can keep the Computer Lab doors closed without locking them closed. (We think this has something to do with the air pressure from the HVAC system.)

Hotel Motel Tax Grants

We will submit the final report for the summer concerts before the end of September. 6 concerts were held (2 cancelled because of weather). 1,515 people attended the concerts.

Sunday concerts begin on September 24 when Steve Justman shares "The Music and Influence of Johnny Cash."

We submitted grant applications for Concerts on the Commons (June – August 2018) and Sunday Music Matinees (September 2018 – April 2019).

Other

The auditors will be at the Library on September 21 and 22 to finish the on-site work for the FY2017 audit. We expect the firm to present the final report at the November Board Meeting.

I will be out of the office beginning Saturday, September 23 and will return on Tuesday, October 6.

August Meetings/Programs/Outreach (Sandy)

August 2 – City/Library Task Force Meeting

August 2, 9, 23, 30 – Concerts on the Commons

August 10 – Phone conference with Communico rep

August 22 – Webinar: HR Documentation (with Jackie)

August 24 – City of Warrenville Planning Commission/Zoning Board of Approvals

August 29 – Library Directors Meeting (at Wheaton PL)

August 29 – Meeting with Library Attorney

STATISTICAL SUMMARY

AUGUST 2017

| | AUG 2017 | AUG 2016 | % change | +/- |
|---|----------|----------|----------|--------|
| TOTAL CIRCULATION | 20,972 | 21,354 | -1.8% | -382 |
| Print | 10,497 | 10,216 | 2.8% | 281 |
| NonPrint | 9,164 | 9,624 | -4.8% | -460 |
| Equipment (mobile dev., in-house laptops, etc.) | 104 | 48 | 116.7% | 56 |
| Downloadables | 1,207 | 1,466 | -17.7% | -259 |
| OVERDRIVE (eBooks & eAudiobooks) | 738 | 831 | -11.2% | -93 |
| ZINIO (eMagazines) | 93 | 48 | 93.8% | 45 |
| Hoopla | 301 | 157 | 91.7% | 144 |
| Tumblebooks | 75 | 430 | -82.6% | -355 |
| ITEM REQUESTS PROCESSED | 336 | 304 | 10.5% | 32 |
| INTERLIBRARY LOANS RECEIVED | 274 | 226 | 21.2% | 48 |
| MATERIALS ADDED | 862 | 642 | 34.3% | 220 |
| MATERIALS WITHDRAWN | 144 | 3,104 | -95.4% | -2,960 |
| TOTAL COLLECTION SIZE* | 111,276 | 114,367 | -2.7% | -3,091 |
| PROGRAMS | | | | |
| Number of Adult Programs | 8 | 9 | -11.1% | -1 |
| Adult Program Attendance | 1,799 | 1,426 | 26.2% | 373 |
| Number of Teen Programs | 3 | 6 | | |
| Teen Program Attendance | 22 | 159 | | |
| Number of Children's Programs | 2 | 4 | -50.0% | -2 |
| Children's Program Attendance | 77 | 4 | 1825.0% | 73 |
| Book-A-Librarian | 7 | 3 | 133.3% | 4 |
| Book-a-Librarian Attendance | 7 | 3 | 133.3% | 4 |
| RECIPROCAL BORROWER CIRCULATION | 1,688 | 1,374 | 22.9% | 314 |
| RESIDENT CARDS ACTIVE | 5,984 | 6,373 | -6.1% | -389 |
| RECIPROCAL BORROWER CARDS ACTIVE | 326 | 315 | 3.5% | 11 |
| VISITOR COUNT | 11,939 | 8,890 | 34.3% | 3,049 |
| COMPUTER SESSIONS* | 1,780 | 1,863 | -4.5% | -83 |
| DATABASE USAGE | 239 | 325 | -26.5% | -86 |
| WEBSITE VISITS** | 45,789 | 6,437 | 611.3% | 39,352 |
| UNIQUE WEBSITE VISITORS | 39,560 | 3,056 | 1194.5% | 36,504 |

Detailed statistical reports will be available at the Board Meeting

**includes website and computer catalog

Special Events – Collateral Created

Summer Daze:

Super Hero graphic

Super Power speech bubbles (for attendees to write on)

Poster (2-sided, tiled) announcing Library card sign up; upcoming events and programs

Bookmark (2-sided) announcing Library card sign up; upcoming events and programs

Super Hero life-size figure – enhanced with light and Library card

eNewsletter (Constant Contact)

August 14 – Special Edition announcing Solar Eclipse Picnic and September Newsletter

September 2017 (sent August 28) – Complete redesign of monthly enewsletter

| | Sent | Open Rate | Click Rate |
|-----------------------------|-------------|------------------|-------------------|
| August Special Event | 618 | 37% | 16% |
| September 2017 | 619 | 35% | 14% |
| August 2017 (comparison) | 621 | 33% | 10% |

Social Media

Facebook

| | June | July | Aug |
|----------------------|-------------|-------------|------------|
| Total Page Followers | 698 | 723 | 748 |
| Total Page Likes | 721 | 745 | 772 |

Twitter

| | June | July | Aug |
|-------------------------|-------------|-------------|------------|
| Avg. Daily views | 69 | 117 | 151 |
| Avg. Engagement Rate | 0.6% | 0.3% | 0.3% |

Graphics Created

Program Slides/Flyers: 24

Overhead display signage: Youth, 1

Other tasks:

Marketing Plan – created schedule and process for graphics deliverables

Meeting Attendance

August 15: Winter and Spring Newsletter Planning, Kathy & Amarelis [with Sandy, Leila]

Event Attendance

August 4: Summer Daze, Kathy; August 5: Summer Daze, Amarelis

PUBLIC SERVICES DEPARTMENT REPORT

August 2017

Leila Heath

InterLibrary Loan

Item Requests Processed: 336 (304 LY); Materials Received: 274; Materials Lent: 81

Programming

All ages:

Solar Eclipse Viewing Community Picnic 8/21: 650

Concerts:

Billy Croft & The Five Alarm 8/2: 325

BBI 8/9: 350

Guitarra Azul 8/23: 200

Cadillac Groove 8/30: 200

Adult:

Book Discussion 8/3: 7

Telescope Viewing (during Concert) 8/23: 55

Afternoon Movie 8/22: 12

Book a Librarian (7): 7

Puzzles: 2

1000 piece: *One Fine Day; Our Solar System*

Teen:

Teen Writing Club 8/9: 2

Smash Tournament 8/18: 11

Zombie Escape 8/30: 9

Youth:

Kindergarten Readiness 8/10: 16

Superheroes 8/26: 61

Outreach / PR

Youth Outreach:

National Night Out 8/1: 300

Gardner School 8/16: 88

Teen Volunteers: 8; Hours: 19

Shelving / Collection Shifts

YS Reclassification: J Graphic Novels

YS Shelving Shifts: J Fiction; J Graphic Novels

Meetings / Continuing Ed

Management Meetings: Leila

Programmers SIG 8/3: Sylvia

Successful Adult Programming Webinar 8/10: Alyssa

Tech Team Meeting 8/10: Jen, Sylvia, Guillermo, Alyssa, Diana, Nayeli

AS Programming Meeting 8/16: Leila, Jen, Sylvia

YS Cataloguing Meeting 8/17: Leila, Diana, Lou, Debbie

YS Programming Meeting 8/24: Leila, Diana, Jane, Nayeli, Jeanine

Adopting Adult Ref Service to New Technology 8/25: Alyssa
Good Reads for Reluctant Readers Webinar 8/26: Diana
No More Challenging Behavior Webinar 8/31: Diana

Readers' Advisory

NextReads eNewsletter: 149 (144 LY) subscribers

Beyond Dust Jackets Blog: Views 8/1-31: 1740; Total views 2017: 9765

OverDrive eAudiobooks/eBooks

New User accounts 8/1-31: 14

Checkouts 8/1-31: 738

Total checkouts 2017: 6067; Total checkouts FY: 1567

Zinio eMagazines

User accounts thru 8/31: 201

Checkouts 8/1-31: 93

Total checkouts 2017: 602; Total checkouts FY: 165

Hoopla

New User accounts 8/1-31: 27

Checkouts 8/1-31: 301

Total checkouts 2017: 2057; Total checkouts FY: 614

TECHNICAL SERVICES REPORT

August 2017

Louis Carlile

Collection statistics for the month:

*862 items were added. (553 books, 94 AV, 130 periodicals, 85 eBooks/eAudio, 0 equipment)

*144 items were deleted. (24 books, 8 AV, 112 periodicals, 0 eBooks/eAudio, 0 equipment)

Other items:

*49 books were repaired.

*534 AV were cleaned / repaired.

Activities:

* The Technical Services department has advertised to fill the position vacated by Debbie Rosenwinkel upon retirement. The new position of Technical Services Specialist has replaced the previous position of Cataloging Assistant with a new job description. The department will begin interviewing in September.

CIRCULATION REPORT

August 2017

Patty Dybala

| Library Card Monthly Stats | | |
|--------------------------------------|---|--------------------------|
| | August 2017 | August 2016 |
| # of new cards issued | 133 | 89 |
| # of renewed cards (expiring 8/2017) | 47 (133 notices sent*) *email only effective 7/2017 | 39 (176 notices sent) |
| Warrenville Resident cards (active) | 5,984 | 6,373 |
| Reciprocal Borrower cards (active) | 326 | 315 |

| Miscellaneous Monthly Circulation Stats | | |
|--|---|---|
| | August 2017 | August 2016 |
| Self-Checkout Station | 7,624 items (38% of total circulation) | 4,483 items (22% of total circulation) |
| Reciprocal Borrower Circulation | 1,688 | 1,374 |
| # of Outgoing Book Discussion ILL Requests | 38 (10% of total item requests) | 32 (9% of total item requests) |
| Mobile Device Circulation | 48 | 38 |
| Mobile Device In-house Circulation | 56 | 7 |

Professional Growth/Meetings/Outreach

Management Team Meetings- Patty

8/26 Dealing with Difficult Patrons Webinar- Olivia

8/26 Demystifying Genre: How to Help Every Type of Reader Webinar- Stephanie

Homebound Delivery

None this month.

Summer Daze Library Booth

8/4 SummerDaze Library Booth- Ellen, Jaime, Patty, Nayeli

8/5 SummerDaze Library Booth- Sandy, Olivia, Patty, Jane

The Library had an informational booth at the Summer Daze festival. We registered one new member for a Library card. We also provided information regarding Library resources and events and staff handed out flashlights and light reflectors to those who visited the Library's booth.

Youth Services staff provided crafts and games during the event and shared information regarding programming for youth and teens. Activities included the bozo bucket game, choosing a Superhero power and creating a chain of favorite book titles. We received **151** contributions to our "unbreakable chain" of book titles; the most popular titles included the *Harry Potter Series* and *Diary of a Wimpy Kid*.



News updated: 8/4/2017 9:30 PM

Summer Daze opens two-day run in Warrentville

Facebook Twitter Email Print Comments

1 2 3 4 5 6 7 8



Daniel White/dwhite@dailymherald.com Jaime Perlich, circulation clerk at the Warrentville Public Library, helps run a booth during Warrentville's downtown Summer Daze celebration.

Daily Herald report

COMPUTER SERVICES REPORT

August 2017

Cynthia Makowski

1. Meetings, training, etc.
 - Management Team (1)
 - Tech Team – SimpleScan & white-out; Power outage response (café TV, scan station vs. self-check); PaperCut logins, dashboard, printer job logs (demo); Enterprise searching, especially plurals, Items-on-Summary widget (on/off); Conversion station brainstorming
2. Added network printer(s) to Ly's PC (HVAC).
3. Adjusted closing times in MyPC and Faronics for Summer Daze August 4 & 5.
4. Configured new Sprint 4G hotspots, and worked with Lou to prepare kits and place into circulation.
5. Upgraded Faronics Core & DeepFreeze Consoles on server, test PCs and IT laptop; upgraded Core Agents, DeepFreeze and Anti-Virus on all managed PCs. (Servers and laptops in progress.)
6. Set up network/email/Advanced/PaperCut accounts for new Teen Library Assistant Jeanine Vaughn and created user profile on YS-WORK2 computer.
7. Set up phone and voice mail for Graphic Artist Amarelis Morales. Updated Adobe software and installed new standard fonts locally instead of via Adobe TypeKit.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Thursday, September 14, 2017)

Saturday, September 16 and Sunday, September 17

Art on the Prairie

| | Library Hours | Event Hours |
|-----------|----------------|--------------|
| Sat 9/16 | 9:30 am – 6 pm | 10 am – 6 pm |
| Sun 10/17 | 10 am – 5 pm | 10 am – 4 pm |

Wednesday, September 20 at 7 pm

Regular Library Board of Trustees Meeting

Library Meeting Room

Thursday, October 12

ILA Conference Trustee Day at Tinley Park Convention Center

Trustees Picha, Ruzicka and Richardson are registered to attend.

Wednesday, October 18 at 7 pm

Regular Library Board of Trustees Meeting

Library Meeting Room

Future Agenda Items:

October

- Presentation by Leila Heath, Head of Public Services
Online training resources for cardholders: Universal Class Library Edition, Lynda.com
- Policy revisions: Library Use, Study Rooms, Computer Use
Revisions proposed by Public Services to clarify usage based on new configurations and separation of spaces for Adults, Teens and Youth.

Items for information and/or discussion (No Action)

Per Capita Grant Requirement: Review Chapter 1 “Trustee Duties & Responsibilities”, Trustee Facts File (Trustee Warren)

Please read Chapter 1 of the Trustee Facts File prior to the meeting.

Trustee Warren will lead the discussion of this Chapter and share his “top 3” for this chapter.

Chapter 1 is included on the following pages.

October

Trustee Ruzicka will lead the discussion of:

Chapter 2: Orientation for New Trustees and Chapter 3: Board Organization

November

To be assigned

Chapter 4: Legal Responsibilities & Liability

December

To be assigned

Chapter 5: Policymaking

You can view the complete publication online at

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

TRUSTEE DUTIES AND RESPONSIBILITIES



The Big Picture

If legions of jobseekers were vying for trustee positions on library boards, a want ad for the job might read as above.

Of course, service on a library board is pro bono public service, so you will not have arrived here by dazzling a job interviewer. As a library user and supporter, you may have campaigned for an elected trustee position, or perhaps you hesitantly accepted appointment. Either way, you have a most important job to do.

A public library might be defined as a repository of information available to all in the community. This public resource addresses and meets a wide variety of needs. For some members of the community, the library is the chief or only source for recreational reading. For others, it is a valuable professional resource. Young children discover the wide world of ideas in the library. People of all ages use computers and the Internet at libraries to prepare themselves to function in the modern digital world. Disabled people find resources in public libraries that may not be available elsewhere. You, as a trustee, represent all of these people.

A public library, even of relatively small size, is a complex operation that requires informed and skillful administration and management. You, along with the other trustees on the library board, oversee performance of these roles by library staff.

The Board of Trustees

Library trustees do their work collectively on the library board. Though the board has broad powers—it is answerable only to the governing body that has oversight over the library or, if elected, to the voters—those powers are exercised collectively. No individual trustee can speak or act for the board, or for the library, unless specifically empowered to do so by board action or adopted bylaws.

The board's crucial partner in administering the library is the library director. This professional has been hired by the board and serves at the board's pleasure. The board depends heavily on the professional judgment and experience of the director. For example, the board of trustees can draft an annual budget for the library, but specific input about what moneys are needed for which purposes comes mainly from the director. As a trained professional, he or she is employed to assess needs such as acquisitions, staff coverage, and public services.

The remainder of this chapter details duties of the board of trustees, both those assisted and unassisted by the library director; responsibilities of individual trustees; and basic rules of ethics for trustees.

Duties

Broadly speaking, the board of trustees establishes library policies, and the library director implements those policies in the day-to-day operations of the library. However, these roles are interdependent and require careful distinction of responsibility and authority.

The degree to which the board relies on the librarian's professional knowledge and experience will, of course, vary with the situation. In every case, however, cooperation is the key to a smoothly run, successful library. A library in which all the players work cooperatively toward the common goal will inevitably deliver greater benefits to the community than one in which trustees and librarian work competitively, at odds with each other. The following lists detail duties carried out collectively by boards of trustees in public libraries.

Duties of the Board Assisted by Input from the Director...

- Write and maintain an official mission statement for the library.
- Develop long-range plans to address anticipated community needs.
- Establish and support library policies. Examples of such policies include
 - ♦ levels of service (for example, open hours).
 - ♦ registration and circulation policies and other rules directly affecting patron use.
 - ♦ types of service (in addition to circulation and informational services, will the library provide special programs for children? the disabled? the visually impaired? or literacy training?).
 - ♦ confidentiality and privacy policies.
 - ♦ patron access to the Internet.
 - ♦ collection development policy.
- Authorize salary and benefits plans for library staff.
- Assess maintenance of library grounds and buildings, and authorize purchase of lands or construction of new buildings when necessary and appropriate.
- Develop an annual budget.
- Review monthly financial reports to ensure accountability to budget goals.
- Provide financial information and an independent audit as required by Illinois law.
- Advocate for funding necessary to meet community library needs.
- Engage in other fundraising activities as necessary and appropriate.
- Promote the library in the community.

Duties of the Board, Exclusively...

- Hire a qualified library director.
- Evaluate director's performance periodically, at least annually.
- Establish policies for the functioning of the board. Such policies include
 - ♦ by-laws governing meetings, quorums, selection of officers and the length of their terms as officers; and other matters relating to handling the business of the board.
 - ♦ finance policies (for example, how funds will be dispersed or invested, or who will be authorized to write checks).
 - ♦ trustee's code of ethics.

For more information about division of duties between the board of trustees and the library director, go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**; select **Division of Responsibility**....

You, Personally

For the library machine to hum smoothly, every participant—trustee and staff—must shoulder a fair and proper load. To carry out the trustee duties which you have accepted, you will need to make a substantial commitment of time and effort.

Your Duties as a Trustee...

- Attend board meetings.
 - Preview agenda, minutes, and documents before each board meeting.
 - Participate in discussion and decision making at board meetings.
 - Stand by decisions made by the board.
 - Serve on committees as assigned by chair.
 - Commit time outside of board meetings for the work of the board, as necessary and appropriate.
 - Participate in activities sanctioned by the board, such as fundraising or public relations in the community.
 - Represent the library at community events—be visible and accessible to those your represent.
 - Become informed about library issues through participation in the regional library system, ILA, and ALA.
 - Become informed about state laws that govern public libraries in Illinois.
 - Become an advocate for the library community.
- As with any position of responsibility and accountability, library trusteeship calls for adherence to high standards of ethical behavior.

Your Ethical Responsibilities...

- If you have a conflict of interest in a matter taken up by the board, you must remove yourself from consideration and voting on that matter. For example, your financial stake in a firm with which the board does or intends to do business would constitute a conflict of interest. (For more information about conflicts of interest, see Chapter 4, "Legal Responsibilities and Liability.")
- Respect the opinions and contributions of other trustees; refrain from dogmatic or bullying behavior at board meetings. Work toward acceptable compromise on contentious issues.
- Do not voice opposition to board decisions in public; limit criticism to debates within board meetings.
- Respect confidential information: do not reveal content of closed session board discussions.
- Refer patron/public requests for information to the library director.
- Refer staff grievances or problems to the library director, who has full responsibility for managing staff; refrain from becoming involved in controversy or conflict among staff.
- Refer complaints from the public to the library director.
- Do not initiate or participate in ad hoc board meetings called without advance notice and knowledge of all participants. Conform to the Open Meetings Act in posting required meeting notices for the public and the press.
- Assume full responsibility as a board member. Attend board meetings regularly and perform all assigned committee work in a timely manner. If you are unable to fulfill your duties, consider resigning so that someone else can better serve.
- Support open access to information and resist moves toward censorship.

Finally, consider the benefits you will derive from serving as a library trustee. You will make new acquaintances and friendships with people who are passionate about, and dedicated to, values of public service. Some of these people will become personal friends; others will remain good professional associates. Whether you are a worker in a trade, a professional, a homemaker, an independent businessperson, or are engaged in some other life activity, the people network you establish during your tenure of trusteeship will likely prove to be of great benefit to you.

Then, of course, there is the obvious: you will be making an important contribution to the people in your community and to your community's future. A public library is one of the most universal and accessible institutions in our society. Your contribution as a public library trustee will help bring opportunity to all the people, irrespective of all the differences that sometimes divide communities in other spheres. Don't under-rate the satisfaction you will derive from this endeavor.

Resources

- Duca, Diane J. *Nonprofit Boards: Roles, Responsibilities, and Performance*. New York: Wiley, 1996.
- Gale, Robert L. *Board Source, Governance Series Booklets, #9: Leadership Roles in Nonprofit Governance*. Washington, D.C.: Board Source, 2003.
- Grace, Kay Sprinkel. *Board Source, Governance Series Booklets, #6: The Nonprofit Board's Role in Setting and Advancing the Mission*. Washington, D.C.: Board Source, 2003.
- Ingram, Richard T. *Board Source, Governance Series Booklets, #1: Ten Basic Responsibilities of Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.
- O'Connell, Brian. *The Board Member's Book: Making a Difference in Voluntary Organizations*. New York: Foundation Center, 2003.

Items for information and/or discussion (No Action)

Per Capita Grant Requirement: Continuing Education (Director Whitmer)

As reported in August, every member of the Library Board and staff is required to complete at least one free online education opportunity focusing on safety in the Library.

Please complete one of the following online courses before November 15. When you've completed your course, send an email to director@warrenville.com and include the name of the course you completed and the date you completed the course.

Keeping Patrons Safe: Our Responsibilities During High Risk Situations

<https://youtu.be/IPgiCcCzKtA>

Source: <https://www.railslibraries.info/ce/archive/111281> (Slides available)

Since libraries are public places and we have an 'invitee' relationship with our patrons, our duty of care is higher. From the moment we open our doors in the morning until we close them at night, we need to do our best to protect staff and patrons of all ages from seen or unseen harms or known or unknown liabilities. This session focuses on building your awareness and responses to emergency and non-emergency events ranging from "slip and falls" to active shooters, from weather to a broken pipe, and from fires to power outages. Your presenter, noted library security expert, Dr. Steve Albrecht, will also focus on some challenging patrons, whose difficult behaviors can impact other patrons or staff.

The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth

<https://youtu.be/qK-q6nZboxk>

Source: <https://www.railslibraries.info/ce/archive/114033> (Slides available)

Dr. Steve Albrecht, a leading national expert on library safety and security and author of the new ALA book, *Library Security*, has trained thousands of library employees on the do's and don'ts of handling difficult patrons, transients, crooks, Internet hogs, and others who want to disrupt the library environment. This webinar offers practical, realistic tools which will make your facility a better, safer place to work. Enjoy Steve's real-life experiences as a law enforcement officer, mixed with his use of humor, knowledge of workplace behavior, security measures, and how to activate your "high-risk" customer service skills. Here's what's covered in this fast-paced, entertaining, and empowering webinar program, designed specifically for library staff:

Agenda:

- Our Safety & Security Motto: Behaviors, Not Labels
- Our Safety & Security Themes: Firm, Fair, and Consistent
- The "New" Library Environment
- What is Workplace Violence?
- Perpetrators of Workplace Violence
- Intuition: A Unique Form of Knowing
- Using Our Code of Conduct Effectively
- Our Library Security Plan
- Controlling Our Space
- High-Stress Customer Service
- The LEAPS and Introduce-Explain-Ask Models
- Interacting with the Police
- Active Shooter in the Building
- Long-term Difficult Patron Management Strategies

Violence Prevention in the Public Library

<http://www.ala.org/pla/education/onlinelearning/webinars/archive/prevention>

Source: Public Library Association

As free, public institutions, libraries welcome all. This founding principle is a wonderful quality; however it can also leave staff vulnerable to encountering difficult and sometimes dangerous individuals. This on-demand webinar discusses violence risk factors in terms of both customers and employees and helps enhance situational awareness skills. Learn about warning signs—verbal and non-verbal behaviors—of risk and potential aggression; as well as verbal diffusion strategies and actions to prepare for and react to active shooter incidents. Learn how to keep you, your colleagues, and your customers safe.

This archived webinar was originally presented May 14, 2014.

This webinar is closed captioned in U.S. English.

Takeaways

At the conclusion of this on-demand webinar, participants will:

- Be able to identify behavioral indicators of the potentially violent individual;
- Know verbal diffusion, de-escalation techniques to use with angry customers; and
- Have three survival strategies to consider during active shooter incidents.

Keeping Your Library Safe: Black Belt Librarians

<https://infopeople.org/civcrm/event/info?reset=1&id=81>

Presenter: Warren Graham

- Are your attempts to control your library's environment successful?
- Do your staff feel confident with implementing security policy?
- Are you really in charge of your library, or are the patrons in charge of you?

These questions and more will be answered during Warren's frank and direct session on the essential elements you need to make your security program effective. During this hour, Warren will take the academic theory of security and show you how to actually apply it in the real world.

At the end of this one-hour webinar, participants will be able to:

- understand and correct existing security policy
- define what makes a real-world security program work
- form rules and guidelines for library conduct
- empower front line staff to control the library environment

This webinar will be of interest to all levels of library staff, from those on the front lines of customer service interaction to those in administration and management, in all types of libraries.