



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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, June 20, 2018, 7:00 p.m.**  
Location: Library Meeting Room

**AGENDA**

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

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)

3. Approval of the agenda **(ACTION)**

*Trustees may request to remove any items from the consent or regular agenda at this time.  
Discussion only items may also be added to the regular agenda at this time.*

4. Presentations
5. Public comments
6. Correspondence

7. Consent Agenda **(ACTION)**

- p. 3 ..... a. Approve Minutes of the May 16, 2018 Regular Board of Trustees Meeting
- p. 9 ..... b. Receive and file Financial Report for May
- p. 17 ..... c. Adopt Ordinance #17-18-06, an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Workers, and Mechanics on Public Works for the District
- p. 31 ..... d. Adopt Working Budget for Fiscal Year 2018-2019
- e. Authorize Preparation of Budget & Appropriation Ordinance for Fiscal Year 2018-2019

8. Regular Agenda

- p. 33 ..... a. Approve payments for the period of May 17 – June 20, 2018 **(ACTION)**
- p. 36 ..... b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

10. New Business

- p. 37** ..... a. Adopt Revised Policy No. 350 – Community Bulletin Board and Distribution of Free Information **(ACTION)**

**p. 39** ..... 11. Director's Report

**p. 43** ..... 12. Department Head Reports

13. President's Report

**p. 49** ..... a. Next meetings or events

14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

18. Items for information and/or discussion (No Action)

19. Closed session

20. Discussion/action resulting from the above closed session **(ACTION)**

21. Adjournment **(ACTION)**



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  - e. Authorize Preparation of Budget & Appropriation Ordinance for Fiscal Year 2018-2019
8. Regular Agenda
  - a. Approve payments for the period of May 17 – June 20, 2018 **(ACTION)**
  - b. Approve transfer of funds **(ACTION)**
9. Unfinished Business

10. New Business
  - a. Adopt Revised Policy No. 350 – Community Bulletin Board and Distribution of Free Information **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
  - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
19. Closed session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
WEDNESDAY, MAY 16, 2018**

1. Call to Order – Trustee Picha called the meeting to order at 7:03 p.m.
2. Roll Call – Trustee Picha called roll call

ATTENDING: Trustees Picha, Richardson, Ruzicka, Stull and Warren

ABSENT: Trustee DuRocher and Lezon

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

STAFF ATTENDING: Leila Heath, Jane Jankowski, Molly Schlecht and Ellen Seiberlich

PUBLIC ATTENDING: Gail Smith, Mr. & Mrs. Seiberlich, Norman Phoenix and John Zulaski from the IEEE

3. Approval of the agenda

Trustee Picha removed Items #19 and #20 pertaining to closed session.

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

4. Presentations

- a. Science Kits Grant

Mr. Norman Phoenix from the Institute of Electrical and Electronics Engineers (IEEE) – Chicago Section introduced himself and gave a brief description of the IEEE. He stated one of the goals of the IEEE is to stimulate young people's interest in the world of engineering. The IEEE awarded the Library a \$2,000 grant to purchase science kits for circulation. Mr. Phoenix presented the initial \$400 award check to Youth Services Librarian Jane Jankowski. Ms. Jankowski along with Adult Services Librarian Jen Moore have selected and purchased the majority of the elements for the kits.

Ms. Jankowski announced there is a kickoff event, "Science Kits Open House," on Saturday, June 2 from 1-3 pm.

Director Whitmer thanked the following:

- The IEEE for awarding the grant to the Library.
- Jane Jankowski and Jen Moore for compiling the kits.
- Leila Heath for supporting her staff in this project.
- Technical Services and Marketing staff for pulling all the elements together.
- Patty Dybala, Head of Member Services, for her contribution to the circulation process.

Mr. Phoenix introduced Mr. John Zulaski. Mr. Zulaski was the first member in the organization to introduce the subject of science kit grants.

b. Staff Introductions

Director Whitmer introduced Molly Schlecht. Ms. Schlecht stated she does all the graphic design work and gave a brief history of her education and career. Molly also works part-time at the Elmhurst Public Library.

Director Whitmer stated Molly is assisting Kathy Gaydos with pop-up displays, such as the Royal Wedding display, currently located at the Member Services Desk.

c. Employee Recognition (Ellen Seiberlich, 5 years)

Director Whitmer introduced Ellen Seiberlich who is celebrating 5 years of employment this month. She began her library career as a Library Page and has been promoted to a Customer Service Specialist. She is also a preschool teacher at St. Irene's in Warrenville.

A short break was taken at 7:13 p.m. to enjoy refreshments.

Returned to the regular meeting at 7:34 p.m.

Trustee Picha thanked Mr. Phoenix, Mr. Zulaski, the staff and public for attending.

Mr. Phoenix, Mr. Zulaski, Leila Heath, Jane Jankowski, Jen Moore, Ellen Seiberlich, Mr. and Mrs. Seiberlich, and Molly Schlecht left the meeting at this time.

5. Public comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the April 18, 2018 Committee of the Whole Meeting with changes suggested by Trustee Picha
- b. Approve Minutes of the April 18, 2018 Regular Board of Trustees Meeting
- c. Approve Minutes of the Closed Session of the April 18, 2018 Regular Board of Trustees Meeting
- d. Receive and file Financial Report for April

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

*Roll call vote:*

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

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

7. Regular Agenda

- a. Approve payments for the period of April 19 – May 16, 2018

*MOTION: Trustee Richardson moved to approve payment of invoices in the amount of \$62,255.29 for the period of April 19, 2018 through May 16, 2018 including electronic payments and checks #6421 – 6480 with checks #6462, #6463 and #6466 voided. Trustee Ruzicka seconded.*

*Roll call vote:*

*Ayes – Trustees Picha, Richardson, Ruzicka*

*Nays – None*

*Abstain – Trustees Stull and Warren*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Stull moved to transfer \$150,000 from the Business Money Market Account to the Operating Account. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

8. Unfinished Business – None

9. New Business

a. Approve Library Director's Goals for FY19

No changes were made to the Director's Goals for FY19 suggested at the April board meeting.

*MOTION: Trustee Warren moved to approve Library Director's Goals for FY19 as presented. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

b. Discuss and Provide Feedback to Personnel Committee on Director's Evaluation Process

In addition to the comment "if we stay with Google Forms to collect responses, instructions should be clear that responses cannot be edited once the form is submitted" Trustee Stull suggested a section be included for comments not pertaining to any of the questions

Trustee Picha thanked Trustees DuRocher and Warren for their work on the evaluation.

Trustee Picha thanked Director Whitmer for all the benchmarking and comparisons to other libraries she contributed to the trustees.

10. Director's Report

- Director Whitmer stated the final report for the Sunday Music Matinees was submitted to the City of Warrenville for reimbursement. The grant for next year has already been awarded.
- Administration received a Freedom of Information Act request for 2017 payroll expenditures from Better Government Association and one from Smart Procure for the library's checkbook.
- The new granite trim on the fireplace was installed.
- Alarm Detection Systems is currently installing an intrusion alarm, motion detectors and key fob entry system.
- Airhart Construction has removed the chain link fencing.



- The parking lots are to be sealcoated on Memorial Day, weather permitting.

12. Department Head Reports

- Trustee Picha asked about the numerous meetings and continuing education completed by Public Service staff. Director Whitmer stated a goal is set each year based on hours worked for each employee. It is time for evaluations and staff is completing their hours for the fiscal year. Next year managers will set the appropriate amount of hours for their staff. Many will be encouraged to complete half the hours by the end of December.
- Trustee Picha stated 39% of materials were checked out at the self-checkout stations last month.
- Trustee Picha asked if Kathy Gaydos, Marketing Specialist, has a target rate for the eNewsletter. Director Whitmer stated she does not. She plans to focus future editions on the library's services and collections.
- Trustee Picha asked Director Whitmer to thank Cynthia Makowski for conducting the informational email meeting for the trustees.

13. President's Report

- Trustee Picha reviewed the upcoming meetings, library closures and upcoming agenda items.
- Trustee Picha suggested discussion regarding changing the day of the week for board meetings be moved to September.
- Trustee Picha thanked Director Whitmer for a great job on the budget and making it so easy for trustees to understand.

14. Treasurer's Report - none

15. Secretary's Report – everything is good

16. Committee Reports – none

17. Trustee Comments

18. Items for information and/or discussion - none

19. Adjournment

*MOTION: Trustee Richardson moved to adjourn the meeting at 8:02 p.m. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

Respectfully submitted,

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

**WARRENVILLE PUBLIC LIBRARY DISTRICT**

**28 W 751 STAFFORD PLACE**

**WARRENVILLE, IL 60555**

**May 31, 2018**

WARRENVILLE LIBRARY INCOME LEVY	MAY 2018	FUND BALANCES				PAGE 1					
		% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	AUDITED FUND BAL 6/30/2017	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES	UNAUDITED CURRENT
LEVY EXT											
CORPORATE	1698315	94.9290%	0	1695798	99.85%	336830	2928	56960	137624	1578920	510668
BLDG. & MAIN.	90722	5.0710%	0	90587	99.85%	82381	0	0	3107	65959	107009
TOTAL TAX (LEVIED)	1789037	100.00%	0	1786385	99.85%	419211	2928	56960	140731	1644879	617677
DEFERRED REVENUE	0		0	0		0	42201	42201	0	0	42201
WORKING CASH	0		0	0		225847	0	0	0	0	225847
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		507949	0	0	0	335285	172684
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	23524
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0
TOTAL	1789037	100.00%	0	1786385	99.85%	1176531	45129	99161	140731	1980164	1081913
FORMULA =				A		B		C		D	E
A+B+C-D=E											

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2018

## CORPORATE FUND

	1 Month Ended May. 31, 2018	11 Months Ended May. 31, 2018	Budget	Balance	% Received / Expended
<b>Income</b>					
Taxes Levied	0.00	1,695,630.59	1,698,315.00	2,684.41	99.84%
Back Taxes	0.00	167.12	0.00	(167.12)	0.00%
Copier	532.30	6,633.94	7,000.00	366.06	94.77%
Extended Use Fees	1,548.71	18,042.94	22,000.00	3,957.06	82.01%
Fees	15.00	224.25	250.00	25.75	89.70%
Interest	107.21	3,377.06	2,200.00	(1,177.06)	153.50%
Book Sales	10.00	175.00	2,000.00	1,825.00	8.75%
Lost Books	217.00	3,756.88	3,500.00	(256.88)	107.34%
Gifts / Memorials	0.00	1,180.00	1,000.00	(180.00)	118.00%
Miscellaneous	98.00	4,090.87	1,000.00	(3,090.87)	409.09%
Hotel/Motel Tax	0.00	8,557.50	12,725.00	4,167.50	67.25%
Grants - Per Capita	0.00	10,521.54	10,450.00	(71.54)	100.68%
Grants, Miscellaneous	400.00	400.00	0.00	(400.00)	0.00%
	2,928.22	1,752,757.69	1,760,440.00	7,682.31	99.56%
<b>Expenses</b>					
Sal. - Administration	15,369.34	181,993.39	196,500.00	14,506.61	92.62%
Sal. - Circulation	8,906.72	109,676.13	118,000.00	8,323.87	92.95%
Sal. - Maintenance	1,648.80	20,036.70	21,500.00	1,463.30	93.19%
Sal. - Public Services	25,552.24	307,301.08	342,000.00	34,698.92	89.85%
Sal. - Tech Services	15,653.07	182,515.69	217,500.00	34,984.31	83.92%
I.M.R.F. - Expense	7,454.19	90,235.24	98,000.00	7,764.76	92.08%
Fica - Expense	5,009.18	59,882.46	68,500.00	8,617.54	87.42%
Unemp. Comp.	0.00	1,104.03	1,300.00	195.97	84.93%
Op - Mat'l Processing/Tech	484.27	12,459.98	9,100.00	(3,359.98)	136.92%
Op - Mat'l Processing/Circ	302.90	1,191.51	2,300.00	1,108.49	51.80%
Op - Postage	200.80	4,235.33	5,865.00	1,629.67	72.21%
Op - Office Supplies	42.16	2,531.48	4,650.00	2,118.52	54.44%
Op - Bank Fee's	43.57	550.45	850.00	299.55	64.76%
Op - Automation Supplies	175.98	2,208.23	3,000.00	791.77	73.61%
Op - Publishing	0.00	1,076.63	1,200.00	123.37	89.72%
Equip. - Purchases	789.33	6,842.97	7,700.00	857.03	88.87%
Equip. - Maintenance	240.86	2,982.37	4,000.00	1,017.63	74.56%
Auto. - Software	733.37	14,132.76	13,475.00	(657.76)	104.88%
Auto. - Purchases	186.84	4,764.06	7,000.00	2,235.94	68.06%
Auto. - Maintenance	232.94	46,292.22	50,240.00	3,947.78	92.14%
L. Ins. - Workmen's Comp	0.00	93.94	3,000.00	2,906.06	3.13%
Ins. - Multi Peril Package	0.00	12,030.00	11,100.00	(930.00)	108.38%
Ins. - Health / Life	3,374.94	43,503.13	63,800.00	20,296.87	68.19%
Pd - Recruiting	0.00	585.00	500.00	(85.00)	117.00%
Pd - Staff Appreciation	346.25	724.60	1,250.00	525.40	57.97%
Pd - Staff / Dues	1,010.00	2,885.00	2,800.00	(85.00)	103.04%
Pd - Staff / Meetings	245.76	2,692.30	6,600.00	3,907.70	40.79%
Pd - Staff / Transportation	44.90	762.63	1,000.00	237.37	76.26%
Pd - Trst / Dues	0.00	270.00	270.00	0.00	100.00%
Pd - Trst / Mtgs	713.27	3,367.75	2,690.00	(677.75)	125.20%
Pd - Trst / Transportation	228.66	979.28	700.00	(279.28)	139.90%
Pd - Trustee Misc.	77.97	364.87	500.00	135.13	72.97%
Cont. - Lawyer	1,470.00	3,255.00	5,000.00	1,745.00	65.10%
Cont. - Accounting	848.12	9,695.23	10,000.00	304.77	96.95%
Cont. - Collections	35.80	411.70	1,000.00	588.30	41.17%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2018

	CORPORATE FUND				
	1 Month Ended May. 31, 2018	11 Months Ended May. 31, 2018	Budget	Balance	% Received / Expended
Cont. - Audit	0.00	7,950.00	7,950.00	0.00	100.00%
Cont. - Consultants	0.00	1,870.00	4,700.00	2,830.00	39.79%
Lib. Mat. - Adult Books	5,822.23	51,167.36	67,000.00	15,832.64	76.37%
Lib. Mat. - Youth Books	5,558.01	33,736.85	32,000.00	(1,736.85)	105.43%
Lib. Mat. - Adult AV	1,597.83	23,303.88	27,000.00	3,696.12	86.31%
Lib. Mat. - Youth AV	606.83	4,954.44	7,000.00	2,045.56	70.78%
Lib. Mat. - EBooks	478.96	14,140.46	24,000.00	9,859.54	58.92%
Lib. Mat. - Periodicals	0.00	10,617.51	11,500.00	882.49	92.33%
Lib. Mat. - Internet Subsc...	1,500.00	24,462.91	41,000.00	16,537.09	59.67%
Ps - Programs Adult	237.99	6,256.81	6,500.00	243.19	96.26%
Ps - Programs Youth	83.95	3,530.98	6,500.00	2,969.02	54.32%
Ps - Hotel/Motel	4,909.75	14,314.75	18,325.00	4,010.25	78.12%
Ps - Refunds / Fines / Fees	0.00	62.99	500.00	437.01	12.60%
Ps - Printing	0.00	11,065.42	20,100.00	9,034.58	55.05%
Ps - PR / Publicity	69.27	3,475.31	4,550.00	1,074.69	76.38%
Ps - Misc.	0.00	994.98	1,300.00	305.02	76.54%
Gas	1,124.50	6,925.81	9,000.00	2,074.19	76.95%
B & M - Water / Sewer	0.00	681.84	800.00	118.16	85.23%
Electricity	2,480.72	31,980.17	40,000.00	8,019.83	79.95%
Telephone	864.10	12,208.21	14,480.00	2,271.79	84.31%
B & M - Landscape Maint	648.00	7,544.00	10,000.00	2,456.00	75.44%
Gifts	2,197.21	4,077.41	2,300.00	(1,777.41)	177.28%
Contingency	0.00	2,539.35	10,000.00	7,460.65	25.39%
Debt Repayment	18,022.77	167,425.27	167,550.00	124.73	99.93%
	137,624.35	1,578,919.85	1,816,945.00	238,025.15	86.90%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2018

**BUILDING & MAINTENANCE FUND**

	<u>1 Month Ended</u> <u>May. 31, 2018</u>	<u>11 Months Ended</u> <u>May. 31, 2018</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
<b>Income</b>					
Taxes Levied	0.00	90,578.66	90,722.00	143.34	99.84%
Back Taxes	0.00	8.93	0.00	(8.93)	0.00%
	0.00	90,587.59	90,722.00	134.41	99.85%
<b>Expenses</b>					
Maintenance	1,600.00	38,148.91	44,520.00	6,371.09	85.69%
Maintenance Supplies	5.51	2,377.50	2,200.00	(177.50)	108.07%
Security	1,188.43	2,865.00	4,750.00	1,885.00	60.32%
Snow Removal	0.00	18,721.38	20,000.00	1,278.62	93.61%
Hvac	134.75	1,449.69	10,900.00	9,450.31	13.30%
Janitorial Supplies	178.63	2,397.09	3,500.00	1,102.91	68.49%
	3,107.32	65,959.57	85,870.00	19,910.43	76.81%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2018

	SPECIAL RESERVE FUND				
	1 Month Ended May. 31, 2018	11 Months Ended May. 31, 2018	Budget	Balance	% Received / Expended
<b>Income</b>					
	0.00	0.00	0.00	0.00	0.00%
<b>Expenses</b>					
Equip. - Purchases	0.00	2,422.91	2,000.00	(422.91)	121.15%
Auto. - Purchases	0.00	4,517.49	21,750.00	17,232.51	20.77%
Capital Improvement ...	0.00	328,344.78	500,000.00	171,655.22	65.67%
	0.00	335,285.18	523,750.00	188,464.82	64.02%

See Accountants Compilation Letter



**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Statement of Assets & Liabilities Cash Basis**  
**May 31, 2018**

**ASSETS**

**CURRENT ASSETS**

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	13,947.63
Cash / Copier Change	75.00
MB Operating	176,495.65
MB Business NOW	140,155.50
MB Business Money Market	550,773.25
MB Certificate of Deposit	<u>203,140.76</u>
	1,084,997.79

General Fixed Assets	<u>6,180,189.00</u>
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<b>TOTAL ASSETS</b>	<b><u>\$ 7,265,186.79</u></b>
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**LIABILITIES & FUND BALANCE**

**CURRENT LIABILITIES**

Deferred Revenues	42,201.35
I.M.R.F.	<u>3,083.56</u>
	45,284.91

**LONG-TERM LIABILITIES**

Debt Certificate Payable	<u>1,950,000.00</u>
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**EQUITY**

Fund Balance	1,950,000.00
	5,269,901.88

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 7,265,186.79</u></b>
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See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT  
Statement of Revenues Expenses Cash Basis  
Period Ending: May 31, 2018

	SPECIAL RESERVE FUND				
	1 Month Ended May. 31, 2018	11 Months Ended May. 31, 2018	Budget	Balance	% Received / Expended
<b>Income</b>					
	0.00	0.00	0.00	0.00	0.00%
<b>Expenses</b>					
Equip. - Purchases	0.00	2,422.91	2,000.00	(422.91)	121.15%
Auto. - Purchases	0.00	4,517.49	21,750.00	17,232.51	20.77%
Capital Improvement ...	0.00	328,344.78	500,000.00	171,655.22	65.67%
	0.00	335,285.18	523,750.00	188,464.82	64.02%

See Accountants Compilation Letter

**ORDINANCE 17-18-06**

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

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

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

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

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

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

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

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

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

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

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

**ADOPTED** this 20th day of June 2018, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

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Jerri Picha, President  
Warrenville Public Library District  
Board of Trustees

ATTEST:

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

(SEAL)

**IN WITNESS WHEREOF**, I have hereunto affixed my official signature and the corporate seal of said Warrenville Public Library District, DuPage County, Illinois, at Warrenville, Illinois this 20th day of June 2018.

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

(SEAL)

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

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

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

I do further certify that the attached is a true and correct copy of that certain Prevailing Wages Ordinance ascertaining the prevailing rate of wages for laborers, workers and mechanics employed on public works of said Warrenville Public Library District which was adopted by said Board of Trustees at a regular meeting held on June 20, 2018.

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

---

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

(SEAL)

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

Notice is hereby given that the Warrenville Public Library District has determined by Ordinance adopted June 20, 2018, that the prevailing rate of wages for construction work coming under the jurisdiction of the Warrenville Public Library District is the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of September 1, 2017. A copy of said determination may be obtained from the Warrenville Public Library District or the Department of Labor.

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

(SEAL)

**Prevailing Wage rates for  
DuPage County effective  
Sept. 1, 2017**

Trade Title	Region	Type	Class	Base Wage	Fore- man	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	ALL	ALL		41.20	42.20	1.5	1.5	2	14.65	12.32	0.00	0.50
ASBESTOS ABT-MEC	ALL	BLD		37.46	39.96	1.5	1.5	2	11.62	11.06	0.00	0.72
BOILERMAKER	ALL	BLD		48.49	52.86	2	2	2	6.97	19.61	0.00	0.90
BRICK MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
CARPENTER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
CEMENT MASON	ALL	ALL		44.25	46.25	2	1.5	2	14.00	17.16	0.00	0.92
CERAMIC TILE FNSHER	ALL	BLD		38.56	38.56	1.5	1.5	2	10.65	11.78	0.00	0.68
COMMUNICATION TECH	ALL	BLD		33.38	36.18	1.5	1.5	2	12.36	19.21	1.45	0.61
ELECTRIC PWR EQMT OP	ALL	ALL		37.89	51.48	1.5	1.5	2	5.00	11.75	0.00	0.38
ELECTRIC PWR EQMT OP	ALL	HWY		41.45	56.38	1.5	1.5	2	5.50	12.87	0.00	0.73
ELECTRIC PWR GRNDMAN	ALL	ALL		29.30	51.48	1.5	1.5	2	5.00	9.09	0.00	0.29
ELECTRIC PWR GRNDMAN	ALL	HWY		32.00	56.38	1.5	1.5	2	5.50	9.92	0.00	0.66
ELECTRIC PWR LINEMAN	ALL	ALL		45.36	51.48	1.5	1.5	2	5.00	14.06	0.00	0.45
ELECTRIC PWR LINEMAN	ALL	HWY		49.67	56.38	1.5	1.5	2	5.50	15.40	0.00	0.88
ELECTRIC PWR TRK DRV	ALL	ALL		30.34	51.48	1.5	1.5	2	5.00	9.40	0.00	0.30
ELECTRIC PWR TRK DRV	ALL	HWY		33.14	56.38	1.5	1.5	2	5.50	10.29	0.00	0.59
ELECTRICIAN	ALL	BLD		39.26	43.26	1.5	1.5	2	12.35	22.08	4.93	0.68
ELEVATOR CONSTRUCTOR	ALL	BLD		51.94	58.43	2	2	2	14.43	14.96	4.16	0.90
FENCE ERECTOR	NE	ALL		39.58	41.58	1.5	1.5	2	13.40	13.90	0.00	0.40
FENCE ERECTOR	W	ALL		45.06	48.66	2	2	2	10.52	20.76	0.00	0.70
GLAZIER	ALL	BLD		42.45	43.95	1.5	1.5	2	14.04	20.14	0.00	0.94
HT/FROST INSULATOR	ALL	BLD		50.50	53.00	1.5	1.5	2	12.12	12.96	0.00	0.72
IRON WORKER	E	ALL		47.33	49.33	2	2	2	14.15	22.39	0.00	0.35
IRON WORKER	W	ALL		45.61	49.25	2	2	2	11.52	22.65	0.00	0.81
LABORER	ALL	ALL		41.20	41.95	1.5	1.5	2	14.65	12.32	0.00	0.50





ROOFER	ALL	BLD	42.30	45.30	1.5	1.5	2	9.08	12.14	0.00	0.58
SHEETMETAL WORKER	ALL	BLD	45.77	47.77	1.5	1.5	2	10.65	14.10	0.00	0.82
SPRINKLER FITTER	ALL	BLD	47.20	49.20	1.5	1.5	2	12.25	11.55	0.00	0.55
STEEL ERECTOR	E	ALL	42.07	44.07	2	2	2	13.45	19.59	0.00	0.35
STEEL ERECTOR	W	ALL	45.06	48.66	2	2	2	10.52	20.76	0.00	0.70
STONE MASON	ALL	BLD	45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
TERRAZZO FINISHER	ALL	BLD	40.54	40.54	1.5	1.5	2	10.65	12.76	0.00	0.73
TERRAZZO MASON	ALL	BLD	44.38	47.88	1.5	1.5	2	10.65	14.15	0.00	0.82
TILE MASON	ALL	BLD	45.49	49.49	1.5	1.5	2	10.65	13.88	0.00	0.85
TRAFFIC SAFETY WRKR	ALL	HWY	33.50	35.10	1.5	1.5	2	8.10	7.62	0.00	0.25
TRUCK DRIVER	ALL	ALL	36.30	36.85	1.5	1.5	2	8.10	9.76	0.00	0.15
TRUCK DRIVER	ALL	ALL	36.45	36.85	1.5	1.5	2	8.10	9.76	0.00	0.15
TRUCK DRIVER	ALL	ALL	36.65	36.85	1.5	1.5	2	8.10	9.76	0.00	0.15
TRUCK DRIVER	ALL	ALL	36.85	36.85	1.5	1.5	2	8.10	9.76	0.00	0.15
TUCKPOINTER	ALL	BLD	44.17	45.17	1.5	1.5	2	10.45	15.04	0.00	0.88

#### Legend

**M-F OT** Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

**OSA** Overtime pay required for every hour worked on Saturdays

**OSH** Overtime pay required for every hour worked on Sundays and Holidays

**H/W** Health/Welfare benefit

#### Explanations DUPAGE COUNTY

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

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

## EXPLANATION OF CLASSES

**ASBESTOS - GENERAL** - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

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

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

## CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

## COMMUNICATIONS TECHNICIAN

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

## MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

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

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

## OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher; Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum;

Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

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

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

Class 5. Assistant Craft Foreman.

Class 6. Grapple.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarifier; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types; Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.;

Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

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

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

Class 6. Field Mechanics and Field Welders

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

OPERATING ENGINEER - FLOATING

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

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

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

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

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

#### TERRAZZO FINISHER

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

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

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

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

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



## CONSENT AGENDA

### Adopt Working Budget for Fiscal Year 2018-2019

A copy of the second draft of the FY19 working budget has been provided as a separate document.

The following is a summary of changes from the first draft. Comments from the Board's review of the first draft at the April 18 Committee of the Whole Meeting were taken into consideration and appropriate adjustments were made. Additional changes were made based on prior year trends and updated information.

Line Item	First draft amount	+/- change	Final proposal	Notes
<b>INCOME</b>				
Per Capita Grant	10,450	+6,450	16,900	Reflects grant award letter
Grants – Miscellaneous	0	+1,600	1,600	IEEE Science Kit Grant reimbursements
<b>TOTAL CHANGE</b>		<b>+8,050</b>		
<b>EXPENDITURES</b>				
Salaries - Administration	211,000	+1,500	212,500	Increased maximum merit increase to 3% (was 2% in first draft), adjusted for resignations and new hires. Each salary line includes actual projected salaries plus 1% to allow some additional scheduling flexibility.
Salaries – Member Services	132,500	+500	133,000	
Salaries – Public Services	366,000	+500	366,500	
Salaries – IT	80,000	+500	80,500	
Salaries – Technical Services	133,000	+1,000	134,000	
Salaries – Maintenance	22,000	+500	22,500	
Furniture/Equipment Purchase	7,700	+1,000	8,700	Allocated 1,000 for STEAM Room
Automation Purchase	19,950	-3,100	16,850	Removed surveillance cameras to security

Line Item	First draft amount	+/- change	Final proposal	Notes
<b>EXPENDITURES, continued</b>				
Insurance Package	12,700	+550	13,250	Assumess 10% increase (was 5% in first draft)
Accounting	10,600	+2,500	13,250	Adds fee for required actuarial report for post employment benefits to be included in audit (GASB Statement No. 75)
Maintenance	65,520	+9,000	74,250	1,000 for STEAM Room; 8,000 for replacement of Stafford Entry doors if refinishing is not sufficient
Security	5,250	+8,300	13,550	Increased security alarm monitoring/service agreement, moved surveillance cameras from automation purchase, added funds for camera cables/wiring.
Gift	0	+2,000	2,000	IEEE Science Kit Grant, DuPage Foundation annual distribution
<b>TOTAL CHANGE</b>		<b>+22,750</b>		

## **REGULAR AGENDA**

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

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

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

**WARRENVILLE PUBLIC LIBRARY**  
**Transaction Detail by Account**  
**May 17 - June 20, 2018**

Date	Num	Name	Amount
06/20/2018	6471	Accounting Services, Inc.	0.00
06/20/2018	6472	Ambius	0.00
06/20/2018	6473	Alarm Detection Systems, Inc.	0.00
06/20/2018	6474	AT&T	0.00
06/20/2018	6475	Berning, Steve	0.00
06/20/2018	6476	Accounting Services, Inc.	-498.00
06/20/2018	6477	Ambius	-278.00
06/20/2018	6478	AT&T	-379.23
06/20/2018	6479	Alarm Detection Systems, Inc.	-6,873.50
06/20/2018	6480	Baker & Taylor	-1,719.79
06/20/2018	6481	Baker & Taylor	-396.60
06/20/2018	6482	Baker & Taylor	-16.03
06/20/2018	6483	Baker & Taylor	-2,798.34
06/20/2018	6484	Baker & Taylor	-2,152.01
06/20/2018	6485	Berning, Steve	-50.00
06/20/2018	6486	Carlile, Lou	-26.81
06/20/2018	6487	CFB Computers	-10,950.00
06/20/2018	6488	ComEd	-2,917.49
06/20/2018	6489	Coughlan Companies, LLC	-820.58
06/20/2018	6490	Creekside Printing	-2,916.00
06/20/2018	6491	Davis, Jackie	-51.30
06/20/2018	6492	Digging Records, Inc.	-600.00
06/20/2018	6493	Esau, David	-325.00
06/20/2018	6494	Gascetti, Gary	-1,000.00
06/20/2018	6495	Hertz Electric	-90.00
06/20/2018	6496	Illinois Library Association	-870.86
06/20/2018	6497	Interior Investments, LLC	-679.00
06/20/2018	6498	Jankowski, Jane	-34.50
06/20/2018	6499	Kishwaukee College Library	-15.00
06/20/2018	6500	Konica Minolta Business Solutions	-243.05
06/20/2018	6501	LIMRICC Purchase of Health Insurance Prog	-4,539.76
06/20/2018	6502	Makowski, Cynthia	-48.61
06/20/2018	6503	Maul Enterprises	-2,310.00
06/20/2018	6504	Meredith Books	-33.91
06/20/2018	6505	Midwest Tape	-1,885.96
06/20/2018	6506	Midwest Tape	-582.75
06/20/2018	6507	Midwest Tape	-9,000.00
06/20/2018	6508	News Bank, Inc.	-3,000.00
06/20/2018	6509	Nedrow Decorating, Inc.	-4,100.00
06/20/2018	6510	OverDrive	-3,101.98
06/20/2018	6511	Petty Cash Fund	-86.06

06/20/2018	6512	Pine Landscaping	-370.00
06/20/2018	6513	Provantage LLC	-3,023.66
06/20/2018	6514	Purchase Power	-300.00
06/20/2018	6515	RACO Industries	-90.24
06/20/2018	6516	Sam's Club/Synchrony Bank	-836.84
06/20/2018	6517	Service Master Commercial Cleaning	-1,600.00
06/20/2018	6518	Spears. Reid	-1,400.00
06/20/2018	6519	Technology Management Revolving Fund	-450.00
06/20/2018	6520	Traveling World of Repiles	-375.00
06/20/2018	6521	Unique Management Services, Inc.	-17.90
06/20/2018	6522	Warrenville Ace Hardware	-71.94
06/20/2018	6523	Warrenville, City of	-77.00
06/20/2018	6524	Wheaton Park District	-40.00
06/20/2018	6525	Whitmer, Sandy	-83.55
06/20/2018	6526	World Trade Press	-100.00
06/20/2018	6527	Apple Books	-116.70
06/20/2018	6528	SYNCHRONY BANK/AMAZON	-1,710.13
06/20/2018	6529	Business Card	-3,639.00
06/20/2018	6530	EBSCO	-4,000.00
05/29/2018	Electronic	Paylocity	-246.86
05/29/2018	Electronic	Northern Illinois Gas	-1,124.50
05/31/2018	Electronic	MegaPath	-60.41

-85,123.85

Thursday, Jun 14, 2018 07:13:29 AM GMT-7 - Cash Basis

## **REGULAR AGENDA**

Approve transfer of funds

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

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

## **NEW BUSINESS**

### **Adopt Revised Policy No. 350 – Community Bulletin Board and Distribution of Free Information (ACTION)**

**Existing policy was adopted in 2004:**

#### **POLICY NO. 350**

#### **DISTRIBUTION OF FREE MATERIALS/COMMUNITY INFORMATION**

- I. Bulletin boards are provided in the library for the posting of announcements. All materials from non-profit organizations are permitted regardless of the content (absent violation of some other law, i.e.: obscene materials which are not protected under the First Amendment). All materials must be of a size 8-1/2" X 11" or less due to space limitations. Local events, cultural and educational information will be given priority.
- II. Organization flyers, brochures, pamphlets, etc. will be accepted for distribution based on space limitation and the decision of the Director or designated assistant.

**The revised policy (below) provides additional details and guidance for clarity while maintaining the local focus. If adopted, the policy will be effective immediately. At the present time, Adult Services Librarian Sylvia Thompson is the Director's designee for posting notices and information. She assisted with the development of the revised policy.**

#### **POLICY NO. 350**

#### **COMMUNITY BULLETIN BOARD AND DISTRIBUTION OF FREE INFORMATION**

The Warrenville Public Library District welcomes local community groups or organizations to submit materials for display. Library sponsored use of display areas has priority over all other uses.

##### **Posting guidelines:**

- Materials submitted for display must be from local government entities or not-for-profit educational, cultural, intellectual or charitable organizations.
- The following are examples of items that will not be displayed:
  - Personal advertisements or notices (ex. lost pet, tutoring service);
  - Items that are primarily devoted to the sale, advertising, solicitation or promotion of commercial products and services;
  - Notices advocating a vote for or against any candidate or proposition.
- All items must be reviewed and posted by the Library Director or the Director's designee. Notices posted or left on tables without authorization will be removed and recycled.

- Due to limited display space the Library reserves the right to restrict the size, number, duration and location of display materials. Some approved items may not be posted due to space limitations. Priority in postings will be given to announcements by local and neighboring organizations.
- The Library does not assume responsibility for materials damaged or stolen. Materials submitted for posting will not be returned nor will the organization be notified if the item will not be posted.
- Materials must be visually appealing and clearly written.
- Hard copies are preferred over electronically submitted documents.
- Posting of materials does not imply Library endorsement or consent. The Library is not responsible for the accuracy of statements made in the materials posted.

***SUGGESTED MOTION: Adopt Revised Policy No. 350 –  
Community Bulletin Board and Distribution of Free Information***



**City of Warrenville Proposed Intergovernmental Agreement for Developer Contributions**

I met with City Administrator John Coakley about a potential IGA for Developer Contributions. The City is working with the Library, School District and Park District on individual IGAs that would incorporate parts of the existing distribution process thereby simplifying the process for all parties. Currently we are required to submit a request and a Hold Harmless agreement. The Hold Harmless and Indemnity language would be included in the IGA, so only a request would be required in the future. Attorney Ritzman reviewed the proposed IGA and has no concerns. I expect the agreement to be ready for Board review and approval before the end of summer.

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

I had a brief meeting with Court Airhart on June 13. Realignment of Mount Street and improvements for stormwater management on Mount Street and the adjacent City Right of Way will result in the closure of our parking lot for up to a week. The plan is for intermittent closures (with gravel access) on a Monday, Tuesday, Wednesday while asphalt and concrete are removed, followed by full closure/no access from Thursday through at least Tuesday and possibly through 4 pm Wednesday. Specific dates have not been determined, but I've informed Airhart the parking lot cannot be closed on Wednesday evenings due to the concerts. I am meeting with several members of the Library's management team to discuss what we can do to minimize the impact of the loss of the convenience of the drive up book return during the parking lot closure.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Intermittent Closure (during daytime hours)/Gravel Access	Intermittent Closure (during daytime hours)/Gravel Access	Intermittent Closure (during daytime hours)/Gravel Access	Full Closure (concrete and asphalt work)	Full Closure (concrete and asphalt work)	Full Closure (work in progress)
Full Closure (work in progress)	Full Closure (concrete and asphalt work)	Full Closure (concrete and asphalt work)	Full Closure (concrete and asphalt work) **Reopen by 4pm			

**Audit Notes**

The auditors were at the Library on May 18 to complete preliminary work. This year we are required to address the Governmental Accounting Standards Board's Statement No. 75 (GASB 75). The primary objective of GASB 75 is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). We are currently reviewing proposals for the actuarial work that needs to be completed to comply with GASB 75. Funds will be included in the FY19 working budget for the actuarial report.

### **FOIA Requests**

We responded to two requests. These requests were also received by many other public libraries.

- Quarterly request for "checkbook" from SmartProcure, a company with a subscription database of government procurement data
- Request for FOIA Officer email from SMART265, Sheet Metal Workers Union Local 265

### **Building & Maintenance Updates**

Building Security – Intrusion alarm, motion detectors and key fob entry system were installed in May and activated in June.

On May 24, crews at the Airhart Construction site cut an unmarked, underground electrical line. The Library was without power from approximately 11 am through 8 pm. The Library closed to the public at Noon and re-opened at 9:30 am the following day. ComEd is studying the area and will need to move some lines that feed the Library. Mr. Airhart has provided my contact info to ComEd so the project can be scheduled at a time when our key staff are available to shut down and restore our systems. As of June 12, I do not have a firm date for the work or a full understanding of the expected impact to the Library.

The lower level storage room is now called the STEAM Room (for Science Technology Engineering Art Mathematics). It will be used as an alternative program space for STEAM programs beginning in September. Nedrow Decorating used a grinder to remove excess cement from the foundation wall in the room, then painted walls and ceiling.

Nedrow also re-stained the Stafford Place entrance doors. Ly will replace the door sweeps when he returns from vacation.

We've hired Aubrey Signs to replace the awning fabric over the delivery entrance. Aubrey will install a new awning at the lower level maintenance entrance. Both entrances are used by staff. The awnings are appreciated by staff, especially during inclement weather. Aubrey will also apply a privacy film to the windows in Patty Dybala's office.

### **Recognition of Past Contributions / Named Spaces**

I have been working with Mary Marzano, one of the children of John Hudetz, to recognize the financial contributions the family made in the 1980s for improvements to the Meeting Room. Although the room is no longer called the Hudetz Family Meeting Room, we have come to an agreement to hang a photograph of Mr. Hudetz along with biographical information about John & Gwen Hudetz. This framed piece will be similar to the information about Bob Walters that hangs in the lower level lobby vestibule. I hope to do something similar for Helen Engelbach so people know about this former library trustee whose name is on the benches outside of the Stafford Place entrance.

### **Concerts on the Commons**

This year's concerts kicked off on June 6. The Barefoot Hawaiian musicians and dancers entertained about 225 people.



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

- May 1, 2, 3 – Webinars: Google Analytics 101, 201, 102, 202
- May 4 – Volunteer luncheon at Honeymilk (with Ellen Bales, Sharon Goodman, Jackie Davis & Jerri Picha)
- May 4, 9 – Worked with Ellen Bales to evaluate a selection of books for potential consignment
- May 8, 29 – Management Team Meetings
- May 10 – Library On(line) Conference: MicDrop: Making a Lasting Impression in Your Community and the World
- May 17 – City of Warrenville Tourism and Arts Commission Meeting (Commission review of Sunday Music Matinee final report; introduce Concerts on the Commons lineup)
- May 18 – Auditors on site for preliminary field work
- May 18 – WPLD Library Tour for Winfield Library Staff In-service
- May 21 – Library Director's Meeting at North Aurora
- May 22 – Meeting with City Administrator re: IGA for Developer Contributions
- May 30 – Entre System Training (building access system)

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

- May 3 – Hosted Business Managers Meeting
- May 8, 29 – Management Team Meetings
- May 18 – Auditors on site for preliminary field work
- May 30 – Entre System Training (building access system)

# STATISTICAL SUMMARY

May 2018

	MAY 2018	MAY 2017	% change	+/-
<b>TOTAL CIRCULATION ***</b>	17,434	18,437	-5.4%	-1,003
Print	8,984	8,703	3.2%	281
NonPrint	7,065	8,523	-17.1%	-1,458
Equipment (mobile dev., in-house laptops, etc.)	74	53	39.6%	21
Downloadables	1,311	1,158	13.2%	153
<b>OVERDRIVE (eBooks &amp; eAudiobooks)</b>	731	769	-4.9%	-38
<b>ZINIO (eMagazines)</b>	36	60	-40.0%	-24
<b>Hoopla</b>	464	276	68.1%	188
<b>Tumblebooks</b>	80	53	50.9%	27
<b>ITEM REQUESTS PROCESSED</b>	274	277	-1.1%	-3
<b>INTERLIBRARY LOANS RECEIVED</b>	224	209	7.2%	15
<b>MATERIALS ADDED</b>	1,020	927	10.0%	93
<b>MATERIALS WITHDRAWN</b>	2,016	195	933.8%	1,821
<b>TOTAL COLLECTION SIZE*</b>	113,068	106,752	5.9%	6,316
<b>PROGRAMS</b>				
Number of Adult Programs	5	2	150.0%	3
Adult Program Attendance	92	66	39.4%	26
Number of Teen Programs	5	2	150.0%	3
Teen Program Attendance	642	403	59.3%	239
Number of Children's Programs	5	7	-28.6%	-2
Children's Program Attendance	1,029	1,054	-2.4%	-25
Book-A-Librarian	1	1	0.0%	0
Book-a-Librarian Attendance	1	1	0.0%	0
<b>RECIPROCAL BORROWER CIRCULATION</b>	1,292	1,373	-5.9%	-81
<b>RESIDENT CARDS ACTIVE</b>	5,836	6,017	-3.0%	-181
<b>RECIPROCAL BORROWER CARDS ACTIVE</b>	342	296	15.5%	46
<b>VISITOR COUNT **</b>	9,381	5,600	67.5%	3,781
<b>COMPUTER SESSIONS</b>	1,233	1,484	-16.9%	-251
<b>DATABASE USAGE</b>	225	252	-10.7%	-27
<b>WEBSITE VISITS</b>	53,069	16,943	213.2%	36,126
<b>UNIQUE WEBSITE VISITORS</b>	48,194	13,236	264.1%	34,958

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

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

Detailed statistical reports will be available at the Board Meeting

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

## **PUBLIC SERVICES REPORT**

**May 2018**

**Leila Heath**

### **InterLibrary Loan**

Item Requests Processed: 274 (277 LY); Materials Received: 224; Materials Lent: 58

### **Programming**

Adult:

Book Discussion 5/3: 6

Steven Frenzel: Star Wars 5/1: 19

Tea Etiquette 5/6: 22

DIY 5/8: 41

Afternoon at the Movies 5/22: 4

Book a Librarian (1): 1

Puzzles: 1

4500 piece: *The Magical Bookcase Part 1 of 4*

Teen:

Teen Writing Club 5/2: 3

May the Forth Be With You 5/4: 16

Nintendo 5/11: 4

Escape Room 5/18: 10

Youth:

Toddler Spring Fling 5/10: 43

### **Outreach / PR**

Youth:

ECDC PreK 5/23: 23

WYFS 5/23: 27

Johnson SR Presentations 5/24: 457

Bower SR Presentations 5/30: 479

Hubble SR Presentations 5/31: 517

Teen Volunteers: 7; Hours: 11

### **Weeding/Shelf Shifts**

Weeding:

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

### **Reference**

Prepared Science Kits for circulation. The Open House to debut the kits was held on 6/2. The most popular kits (based on holds) were the Ozobots, Engineering, Telescope, Mini Museum and Magnets.

Prepared materials for Summer Reading.

Conducted interviews for 2 Librarian Associate positions.

### **Meetings / Continuing Ed**

Management Meetings: Leila

AS Programming SIG 5/3: Jen, Sylvia

Skilled Workforce Begins with Childhood Development 5/4: Leila, Diana  
Tech Team 5/10: Diana, Jane, Nayeli, Lydia, Jen, Sylvia, Rebecca, Nora  
Science Kit Grant Presentation 5/16: Leila, Jen, Jane  
Parent Council 5/21: Diana

### **Digital Resources**

Beyond Dust Jackets Blog:

Views 5/1-31: 1886

Total views 2018: 9239; Total views FY: 17928

NextReads Newsletters:

Subscribers thru 5/31: 164

Newsletters sent 5/1-31: 710

Total newsletters sent 2018: 3238; Total newsletters sent FY: 6523

OverDrive eAudiobooks/eBooks:

New User accounts 5/1-31: 13

Checkouts 5/1-31: 731

Total checkouts 2018: 3748; Total checkouts FY: 8007

Zinio eMagazines:

User accounts thru 5/31: 206

Checkouts 5/1-31: 36

Total checkouts 2018: 204; Total checkouts FY: 580

Hoopla:

New User accounts 5/1-31: 22

Checkouts 5/1-31: 464

Total checkouts 2018: 2393; Total checkouts FY: 4531

# MEMBER SERVICES REPORT

## May 2018

Patty Dybala

Library Card Monthly Stats		
	May 2018	May 2017
# of new cards issued	53	75
# of renewed cards (expiring 5/2018)	23 (83 notices sent*) *email only effective 7/2017	34 (139 notices sent)
Warrenville Resident cards (active)	5,836	6,017
Reciprocal Borrower cards (active)	342	296

Miscellaneous Monthly Circulation Stats		
	May 2018	May 2017
Self-Checkout Station	6,090 items (37% of total circulation)	5,684 items (32% of total circulation)
Reciprocal Borrower Circulation	1,292	1,373
# of Outgoing Book Discussion ILL Requests	41 (13% of total item requests)	15 (5% of total item requests)
Mobile Device Circulation	47	35
Mobile Device In-house Circulation	27	18

### Professional Growth/Meetings/Outreach

5/1 Meeting w/ Sandy re: new Customer Service Specialist position- Patty  
 5/8; 5/29 Management Team Meeting- Patty  
 5/9 Circulation Round Table- Patty  
 5/25 Science Kit Meeting with Lou and Jane- Patty  
 5/30 Annual Review: Jaime Perpich- Patty

### Department Updates

- Kathy Strickland has accepted the position of Customer Service Specialist. Kathy is currently working as a Collection Support Specialist and will fully transition to a Customer Service Specialist on July 2.
- Kathy Strickland began training on circulation functions and procedures.
- Worked with staff to create checkout procedures for Science Kits.

### Homebound Delivery

None this month.

# MARKETING REPORT

## May 2018

Kathy Gaydos

### eNewsletter (Constant Contact)

	Sent	Open Rate	Click Rate
June 2018	662	38%	12%
Summer Edition 5/15	666	43%	38%
May 2018	658	34%	9%
NLW Special Edition 4/7	633	30%	15%
April 2018	631	34%	16%
March 2018	614	33%	10%
Feb. 20 Special Edition	603	40%	34%

### Social Media

#### Facebook

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May
Total Page Followers	748	752	771	777	786	791	805	811	828	849
Total Page Likes	772	778	786	793	799	804	817	822	834	853

#### Twitter

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May
Average Daily views	151	98	103	121	165	176	150	148	176	238
Average Engagement Rate	0.3%	0.3%	1.5%	0.5%	1.0%	0.6%	1.0%	0.4%	0.1%	7.0%

**Press Releases:** Science Kits grant; Summer Reading; Concerts on the Commons.

### Communico

Learned how to create/edit Shows and set up Channels for programs and services.  
(Kathy & Molly)

### Graphics Created

Royal Wedding and Father's Day pop-up displays for MSD; Science Kits logo creation and templates.

**Other tasks completed:** Science Kits Open House and circulating kits: photographed each kit and created information inserts and display signage; SciTech Museum raffle: secured upgraded membership, created display signage and slips; Circulating puzzles in YSD: created permanent banner signage; updated large acrylic holder with June events to be used at various events like Open House and Concerts.

### Meeting Attendance

Communico Broadcast tutorial 5/1, Kathy and Molly  
Management Team Meetings 5/8 and 5/29, Kathy



## TECHNICAL SERVICES REPORT

### May 2018

Lou Carlile

#### Collection statistics for the month:

\*1020 items were added. (623 books, 145 AV, 164 periodicals, 88 eBooks/eAudio, 0 equipment)

\*2016 items were deleted. (1633 books, 188 AV, 195 periodicals, 0 eBooks/eAudio, 0 equipment)

#### Meetings / Continuing Ed:

\*Management Meetings: (Lou)

\*Laconi meeting. *Cataloging non-traditional items.* : (Lou) (Alex)

#### Activities:

\*Finished catalog records for new collection: *science kits*.

\*145 withdrawn DVDs were donated to libraries in Illinois through the Rails Library giveaway webpage.

\*Kathy Strickland has transferred from Technical Services department to Member Services. Kathy will transition over to Member Services at the end of June. I am happy Kathy will still be working here, as she is a valued employee.

\*Meghan Reese has resigned from her position as a Collection Support Specialist. Meghan's last day was June 1. She has accepted a full time internship in her field of study. I am sure the whole library wishes her success in her future career plans.

\*Brandon Benitez and Imaan Ali have accepted the open Collection Support Specialist positions. Brandon will begin June 11 and Imaan will begin June 19.

\*Writing of the Technical Services employee yearly evaluations were completed. Sandy has approved the evaluations. Evaluation meetings between the department head and staff will begin in June.

1. Meetings, training, etc.
  - Management Team (2)
  - Performance Management System/90-day review process discussion w/Sandy
  - Technology Unconference at Indian Trails PL
  - SLUI Spring Meeting at St. Charles PL
  - Tech Team meeting – media conversion station procedure review, science kit intro by Jane & Jen
2. Completed annual self-evaluation.
3. Deployed 3<sup>rd</sup> of 3 Catalog PCs configured with Windows 10 v1709; updated the 2<sup>nd</sup> of 2 spare Catalog PCs.
4. Installed modified anti-virus client on servers and added recovery option to nightly backups.
5. Ordered new UniFi AC-EDU wifi access points (with speakers for announcements).
6. Installed and configured new 2TB storage device. Created separate storage areas for various nightly backups.
7. Changed Classic Catalog icon on Public PC Desktops to use Firefox instead of IE.
8. Continued working with WSUS17 server to push out Microsoft updates. Researched Windows Server 2016 and subsequent Core-only versions, System Center/Data Protection Manager (DPM) 2016, and SQL Server (2014, 2016) to determine the best installation & upgrade path. Determined that Server 2016 requires a pair of hosts to support Live Replication of virtual machines; ordered two new host servers from CFB to replace the originals from the 2012 server virtualization project. Determined that DPM 2016 requires a Server 2016 host in order to support Nested Virtualization; postponed further configuration of DPM18 server until the new host servers have been deployed (mid-July).
9. Worked with Peter to deploy ViewSonic widescreen monitors and install the appropriate software drivers on staff PCs in Tech, Youth and Adult work areas.
10. Responded to an unanticipated, extended power outage on May 24. Shut down all server and network hardware appropriately, worked with management team to monitor the power outage and communicate with staff, then worked with Peter to bring up and test all network, phone, server, PC and printing resources. Rebalanced loads on the various uninterruptible power supply (UPS) devices; ordered one replacement UPS and two external battery packs in order to increase the run time during power outages.
11. Authorized Peter to deploy Spiceworks for inventory of computing resources and testing a new help desk ticket system.

## **PRESIDENT'S REPORT**

### **Next Meetings or Events**

(As of Tuesday, June 12, 2018)

Wednesday, June 20 at 7 pm  
Regular Library Board of Trustees Meeting  
Library Meeting Room

Tuesday, July 3 – Library Closes Early at 5 pm for Parade  
Wednesday, July 4 – Library Closed

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

### **Community Activities**

#### **JULY 3 PARADE**

If you wish to participate, please meet us in lower level parking lot at 5 pm to decorate vehicle and prep for parade. We will move to the lineup at 5:30 pm. Wear red, white and blue. We will pass out candy and perhaps a few library items.

### **Future Agenda Items:**

#### **July**

- ~~o Discuss changing day of week for Board Meeting; change December meeting to 2<sup>nd</sup> Wednesday (from November 2017) to September~~
- o Appoint 2 trustees to audit Secretary's records for Annual Report
- o Adopt Tentative Budget & Appropriation Ordinance
- o Adopt Public Notice of B&A Hearing
- o Adopt Building & Maintenance (.02%) Levy Ordinance

#### **August**

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

