

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
APRIL 25, 2018, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
 - a. March 2018 Financial Report
 - b. April 2018 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. 2018 Capital Project Bid Specifications – Product Architecture+ Design
Requested Action: Approval
 - b. General Policy
Requested Action: Approval
 - c. Rotary GroveFest Safe Location
Requested Action: Approval
9. Unfinished Business
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MARCH 21, 2018, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, President Jonathan Graber. Absent: Trustee Ed Earl, Trustee Kim Stapleton.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Facilities Manager Ian Knorr, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Treasurer Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. February 28, 2018 Regular Monthly Meeting. Graber noted a spelling error on the word “adjournment”. It was moved by Eblen and seconded by Humphreys THAT the minutes of the February 28, 2018 Regular Monthly Meeting be approved as corrected. Motion passed by voice vote.
 - b. February 28, 2018 Committee of the Whole Meeting. Graber noted a spelling error on the word “adjournment”. It was moved by Eblen and seconded by Humphreys THAT the minutes of the February 28, 2018 Committee of the Whole Meeting be approved as corrected. Motion passed by voice vote.
5. **Financial Matters.**
 - a. February 2018 Financial Report. Milavec presented the report. The final numbers for 2017 will be adjusted one more time. There was a final determination on an IMRF payment for a former employee. The Village will make this adjustment to the library’s 2017 budget. The February expenditure report looks a little different, as it shows a March date. This is because the late February meeting caused the February checks to be dated March 1, 2018, forcing them to appear on the March report. The expenditure report received at the Board’s next meeting will be back on track. Milavec noted an invoice for Elgin Clock Repair, explaining that the grandfather clock in the Administration office was repaired and is finally working.

- b. March 2018 Invoices. It was moved by Humphreys and seconded by Eblen THAT the payment of March 2018 invoices totaling \$123,559.50 and the ratification of February 2018 payrolls totaling \$206,809.84 be approved. Roll call: Ayes: Eblen, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

- a. Construction Management Contract – Shales McNutt Construction. Milavec reviewed the proposed contract. It uses the AIA standard form of contract, including the contract for subcontractors with a rider, as well as a certificate of insurance. It has been vetted by the library's attorney and breaks down payment into three lump sums.

It was moved by Eblen and seconded by Gigani THAT the Construction Management Contract with Shales McNutt Construction and its addenda be approved as presented. Roll call: Ayes: Eblen, Gigani, Humphreys, Graber. Nays: None. Abstentions: None.

- b. Strategic Plan – Action Plan Update. Milavec presented the revised action plan, highlighting updated dates as well as adding job titles rather than specific employee names to each item. The Board will receive a full Strategic Plan progress update over the summer.

It was moved by Humphreys and seconded by Gigani THAT the updated Action Plan be approved as presented. Motion passed by voice vote.

9. **Unfinished Business.**

- a. Bylaws – Third Reading. Milavec reviewed the current draft, which includes changes proposed at the previous two meetings. It was moved by Eblen and seconded by Gigani THAT the Bylaws be approved as presented. Motion passed by voice vote.

10. **Library Director's Report.** Milavec presented the report (attached). Facilities Manager Ian Knorr has found a way to work with ComEd on their rebate program for energy efficient lighting. He will be meeting with a ComEd representative on April 6 to look at what the library can do to maximize the incentives, bring down the overall cost of the 2018 project, and hopefully add in some additional lighting upgrades. Library-wide performance evaluations are underway with a revamped evaluation form. Statements of Economic Interest need to be filed by the Board online. The library received a \$300 grant from the Girls Who Code organization in support of our program. Kudos to Teen Services Coordinator Lynette Pitrak, who manages the program and applies for the grant

each year. We have five staff at the Public Library Association conference this week in Philadelphia. The Technical Services Department will undergo a name change to Access Services. An Access Services Manager position has been posted, which will allow Assistant Director Jen Fredericks to hand over the cataloging work she is still doing to a new manager and focus on the role of Assistant Director.

11. Trustee Comments and Requests for Information. There was none.

12. Adjournment. It was moved by Humphreys and seconded by Eblen THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 8:05 p.m.

DOWNERS GROVE LIBRARY 3/31/2018

| | Library fund | | Building & Equip Replacement Fund | |
|--------------------|--------------|----------|---|-----------|
| CASH & INVESTMENTS | \$ | 30,326 | \$ | 1,402,683 |
| FUND BALANCE | | (35,865) | \$ | 1,402,683 |

Revenue by Object Report

Village of Downers Grove
3/1/2018 through 3/31/2018

Grand Totals

| <u>Object/Title</u> | <u>Adjusted Estimate</u> | <u>Revenues</u> | <u>Year-to-date Revenues</u> | <u>Balance</u> | <u>Prct Rcvd</u> |
|---|------------------------------|-----------------|----------------------------------|----------------|----------------------|
| 4101 Current Property Taxes | 5,182,314.00 | 0.00 | 0.00 | 5,182,314.00 | 0.00 |
| 4109 Prior Year Property Taxes | 100.00 | 0.00 | 3.25 | 96.75 | 3.25 |
| 4313 Personal Property Replacement Tax | 60,000.00 | 5,757.61 | 12,255.03 | 47,744.97 | 20.43 |
| 4410 Sales of Materials | 10,000.00 | 1,129.60 | 2,961.48 | 7,038.52 | 29.61 |
| 4502 Charges For Services | 15,000.00 | 2,024.91 | 18,067.26 | -3,067.26 | 120.45 |
| 4509 Fees For Non-Residents | 16,000.00 | 1,943.50 | 5,168.50 | 10,831.50 | 32.30 |
| 4571 Rental Fees | 4,500.00 | 400.00 | 1,070.00 | 3,430.00 | 23.78 |
| 4581 Fines | 42,000.00 | 3,513.51 | 9,805.60 | 32,194.40 | 23.35 |
| 4590 Cost Recovered For Services | 15,000.00 | 715.93 | 2,272.96 | 12,727.04 | 15.15 |
| 4610 Federal, Operational Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4620 State, Operational Grants | 36,910.00 | 0.00 | 0.00 | 36,910.00 | 0.00 |
| 4711 Investment Income | 2,000.00 | 0.30 | 3.32 | 1,996.68 | 0.17 |
| 4712 Investment Income - Property Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4820 Contributions, Operating | 5,000.00 | 940.00 | 1,130.09 | 3,869.91 | 22.60 |
| 4988 Bond Issue Proceeds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4997 Prior Period Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Totals | 5,388,824.00 | 16,425.36 | 52,737.49 | 5,336,086.51 | 0.98 |

glExpObj
04/17/2018 4:30PM
Periods: 3 through 3

Expenditures by Object Report

Page: 4

Village of Downers Grove
3/1/2018 through 3/31/2018

Grand Totals

| <u>Object/Title</u> | <u>Adjusted Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date Expenditures</u> | <u>Year-to-date Encumbrances</u> | <u>Balance</u> | <u>Prct Used</u> |
|------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|------------------|
| 5870 Capital Equipment | 660,000.00 | 5,109.00 | 5,109.00 | 0.00 | 654,891.00 | 0.7 |
| Grand Totals | 660,000.00 | 5,109.00 | 5,109.00 | 0.00 | 654,891.00 | 0.7 |

Page: 4

Expenditure by Object Report

Village of Downers Grove

3/1/2018 through 3/31/2018

Grand Totals

| Object/Title | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Used |
|---|---------------------------|-------------------|------------------------------|------------------------------|---------------------|--------------|
| 5101 Salaries, Exempt | 1,328,658.00 | 105,583.42 | 364,155.29 | 0.00 | 964,502.71 | 27.41 |
| 5111 Salaries, Non-Exempt | 342,852.00 | 14,945.71 | 50,639.51 | 0.00 | 292,212.49 | 14.77 |
| 5119 Part-Time Employee Wages | 1,241,170.00 | 85,824.26 | 301,695.08 | 0.00 | 939,474.92 | 24.31 |
| 5131 IMRF Pension Contributions | 257,339.00 | 18,065.42 | 61,915.83 | 0.00 | 195,423.17 | 24.06 |
| 5133 Medicare Contributions | 41,935.00 | 2,957.03 | 10,221.12 | 0.00 | 31,713.88 | 24.37 |
| 5134 Social Security Contributions | 179,315.00 | 12,643.48 | 43,703.32 | 0.00 | 135,611.68 | 24.37 |
| 5190 Life Insurance | 1,044.00 | 0.00 | 200.60 | 0.00 | 843.40 | 19.21 |
| 5191 Health Insurance | 360,420.00 | 12,380.00 | 68,292.50 | 0.00 | 292,127.50 | 18.95 |
| 5195 Optical Insurance | 2,492.00 | 81.16 | 445.35 | 0.00 | 2,046.65 | 17.87 |
| 5197 Dental Insurance | 38,808.00 | 1,114.76 | 6,276.08 | 0.00 | 32,531.92 | 16.17 |
| 5210 Supplies | 87,200.00 | 2,142.54 | 10,156.84 | 0.00 | 77,043.16 | 11.65 |
| 5251 Maintenance Supplies | 18,000.00 | 28.97 | 2,178.20 | 0.00 | 15,821.80 | 12.10 |
| 5280 Small Tools & Equipment | 34,600.00 | 843.79 | 4,518.66 | 0.00 | 30,081.34 | 13.06 |
| 5302 Dues And Memberships | 7,500.00 | 465.00 | 1,585.00 | 0.00 | 5,915.00 | 21.13 |
| 5303 Seminars, Conferences & Meetings | 34,250.00 | 1,713.05 | 5,306.46 | 0.00 | 28,943.54 | 15.49 |
| 5308 Recognition Program-Staff | 5,000.00 | 39.46 | 910.47 | 0.00 | 4,089.53 | 18.21 |
| 5315 Professional Services | 60,000.00 | 1,238.07 | 5,033.60 | 0.00 | 54,966.40 | 8.39 |
| 5322 Personnel Recruitment | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 5323 Special Legal | 6,000.00 | 0.00 | 687.00 | 0.00 | 5,313.00 | 11.45 |
| 5346 Data Processing Services | 105,000.00 | 2,890.00 | 56,546.63 | 0.00 | 48,453.37 | 53.85 |
| 5380 Printing Services | 18,700.00 | 0.00 | 2,906.00 | 0.00 | 15,794.00 | 15.54 |
| 5391 Telephone | 20,000.00 | 0.00 | 4,654.03 | 0.00 | 15,345.97 | 23.27 |
| 5392 Postage | 25,500.00 | 0.00 | 6,612.50 | 0.00 | 18,887.50 | 25.93 |
| 5407 Advertising And Public Relations | 20,375.00 | 323.68 | 1,401.12 | 0.00 | 18,973.88 | 6.88 |
| 5420 Insurance - Other Policies | 43,000.00 | 0.00 | 39,007.00 | 0.00 | 3,993.00 | 90.71 |
| 5430 Building Maintenance Services | 90,000.00 | 350.00 | 13,751.50 | 0.00 | 76,248.50 | 15.28 |
| 5450 Cleaning Services | 80,000.00 | 0.00 | 19,510.00 | 0.00 | 60,490.00 | 24.39 |
| 5461 Utilities | 25,000.00 | 500.49 | 4,986.25 | 0.00 | 20,013.75 | 19.95 |
| 5470 Other Equipment Repair And Maintenance | 11,500.00 | 328.11 | 2,749.13 | 0.00 | 8,750.87 | 23.91 |
| 5481 Rentals | 20,500.00 | 3,223.07 | 5,019.21 | 0.00 | 15,480.79 | 24.48 |
| 5620 Recoverables | 4,000.00 | 89.50 | 757.80 | 0.00 | 3,242.20 | 18.95 |
| 5630 Contingency | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 5690 Unemployment Compensation | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 5770 Capital Equipment | 60,000.00 | 8,193.35 | 9,747.15 | 0.00 | 50,252.85 | 16.25 |
| 5851 Electronic Resources | 223,000.00 | 2,220.08 | 29,614.18 | 0.00 | 193,385.82 | 13.28 |
| 5852 Print Materials | 345,000.00 | 5,793.12 | 53,664.30 | 0.00 | 291,335.70 | 15.55 |
| 5853 Audiovisual Materials | 148,500.00 | 3,586.11 | 24,357.41 | 0.00 | 124,142.59 | 16.40 |
| 5870 Capital Equipment | 65,000.00 | 0.00 | 0.00 | 0.00 | 65,000.00 | 0.00 |
| 5880 Intangible Assets (Software) | 43,000.00 | 920.93 | 5,844.35 | 0.00 | 37,155.65 | 13.59 |
| 5910 Transfer For Capital Projects | 350,000.00 | 0.00 | 0.00 | 0.00 | 350,000.00 | 0.00 |
| Grand Totals | 5,766,658.00 | 288,484.56 | 1,219,049.47 | 0.00 | 4,547,608.53 | 21.14 |

Invoice Edit Listing
Village of Downers Grove
Invoice Edit List

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|---|---------------------------|---------------|-------------------------------------|--------------|
| 000265 ALL AMERICAN PAPER CO | 2 | 1,116.36 | 0.00 | 1,116.36 |
| 018213 AMAZON CAPITAL SERVICES, INC. | 4 | 806.97 | 0.00 | 806.97 |
| 000322 AMAZON.COM | 1 | 858.70 | 0.00 | 858.70 |
| 013594 AMERICAN TECHNOLOGY SOLUTIONS | 1 | 318.75 | 0.00 | 318.75 |
| 000425 ANDERSON ELEVATOR CO | 2 | 1,955.00 | 0.00 | 1,955.00 |
| 000428 ANDERSON'S BOOKS, INC | 1 | 16.00 | 0.00 | 16.00 |
| 017992 ARTHUR J GALLAGHER RISK MGMT | 1 | 623.00 | 0.00 | 623.00 |
| 000403 AT&T | 1 | 652.96 | 0.00 | 652.96 |
| 000672 BAKER & TAYLOR - L0217582 | 87 | 30,676.71 | 0.00 | 30,676.71 |
| 018424 BATTLEFIELD BALLADEERS | 1 | 350.00 | 0.00 | 350.00 |
| 016893 BIBLIOTHECA, LLC | 4 | 4,734.68 | 0.00 | 4,734.68 |
| 017633 BONAREK, KAREN | 1 | 99.46 | 0.00 | 99.46 |
| 001223 CASE LOTS INC | 1 | 119.40 | 0.00 | 119.40 |
| 008705 CASH - LIBRARY | 1 | 130.36 | 0.00 | 130.36 |
| 014684 CAVENDISH SQUARE PUBLISHING | 1 | 177.93 | 0.00 | 177.93 |
| 008323 CENGAGE LEARNING | 18 | 1,133.70 | 0.00 | 1,133.70 |
| 001277 CENTER POINT PUBLISHING | 3 | 568.65 | 0.00 | 568.65 |
| 002319 CHAMBER630 | 1 | 28.50 | 0.00 | 28.50 |
| 012050 CHERYL PAWLAK | 1 | 31.12 | 0.00 | 31.12 |
| 001553 COMCAST CABLE | 1 | 274.18 | 0.00 | 274.18 |
| 016094 DE LAGE LANDEN FINANCIAL SVC, INC. | 1 | 898.07 | 0.00 | 898.07 |
| 002056 DEMCO INC | 1 | 359.89 | 0.00 | 359.89 |

Invoice Edit Listing
Village of Downers Grove
Invoice Edit List

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|---|---------------------------|---------------|-------------------------------------|--------------|
| 002359 DOWNERS GROVE SANITARY DIST. | 2 | 179.49 | 0.00 | 179.49 |
| 002539 EBSCO SUBSCRIPTION SERVICES | 4 | 2,831.09 | 0.00 | 2,831.09 |
| 018173 EHLERS AND ASSOCIATES, INC. | 1 | 15,000.00 | 0.00 | 15,000.00 |
| 005572 FIA CARD SERVICES, N.A. | 11 | 8,080.89 | 0.00 | 8,080.89 |
| 002811 FILM IDEAS, INC | 1 | 131.35 | 0.00 | 131.35 |
| 012447 FISCHER, MELISSA | 1 | 37.08 | 0.00 | 37.08 |
| 018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC. | 1 | 360.00 | 0.00 | 360.00 |
| 013544 GOOGLE, INC. | 1 | 641.66 | 0.00 | 641.66 |
| 003188 GRAHAM CRACKERS COMICS, LTD. | 2 | 837.95 | 0.00 | 837.95 |
| 008770 GRAINGER | 10 | 1,911.93 | 0.00 | 1,911.93 |
| 003249 GREY HOUSE PUBLISHING | 1 | 2,495.00 | 0.00 | 2,495.00 |
| 018411 HAYES MECHANICAL, LLC | 2 | 14,080.00 | 0.00 | 14,080.00 |
| 007622 HRYCEWICZ, SHARON | 2 | 260.17 | 0.00 | 260.17 |
| 003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY | 1 | 152.00 | 0.00 | 152.00 |
| 003613 ILLINOIS LIBRARY ASSOCIATION | 1 | 300.00 | 0.00 | 300.00 |
| 018332 ILLINOIS LIGHTING, INC. | 3 | 589.50 | 0.00 | 589.50 |
| 009880 IMAGE SYSTEMS & | 2 | 1,258.69 | 0.00 | 1,258.69 |
| 014493 INFOGROUP LIBRARY DIVISION | 1 | 12,470.00 | 0.00 | 12,470.00 |
| 003696 INLAND MECHANICAL SERVICE CORP | 2 | 4,112.50 | 0.00 | 4,112.50 |
| 012834 IPROMOTEU | 2 | 3,521.68 | 0.00 | 3,521.68 |
| 002133 JAKOSZ, DIANE | 1 | 37.55 | 0.00 | 37.55 |
| 018466 KARA HAYWARD | 1 | 72.00 | 0.00 | 72.00 |
| 010490 KELLY POCCI | 1 | 36.84 | 0.00 | 36.84 |

Invoice Edit Listing
Village of Downers Grove
Invoice Edit List

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|---|---------------------------|---------------|-------------------------------------|--------------|
| 018426 KEWANEE PUBLIC LIBRARY DIST. | 1 | 9.99 | 0.00 | 9.99 |
| 017676 KLENK, AMANDA | 2 | 433.83 | 0.00 | 433.83 |
| 004814 KNICKERBOCKER ROOFING & PAVING | 1 | 1,725.00 | 0.00 | 1,725.00 |
| 005056 LEXISNEXIS MATTHEW BENDER | 1 | 133.00 | 0.00 | 133.00 |
| 015812 LINSENMEYER, ERIN | 1 | 166.04 | 0.00 | 166.04 |
| 005158 LORE NORBERG | 1 | 38.64 | 0.00 | 38.64 |
| 005333 MANUFACTURERS NEWS INC | 1 | 222.90 | 0.00 | 222.90 |
| 014465 MATKOWSKI, ELIZABETH | 1 | 391.30 | 0.00 | 391.30 |
| 005866 MIDWEST TAPE | 38 | 14,325.25 | 0.00 | 14,325.25 |
| 017442 MILAVEC, JULIE | 1 | 72.70 | 0.00 | 72.70 |
| 017279 NADINE LYNN JOHNSTONE | 1 | 400.00 | 0.00 | 400.00 |
| 014990 NAPERVILLE PUBLIC LIBRARY | 1 | 17.00 | 0.00 | 17.00 |
| 004625 NEAL, KAREN | 1 | 44.91 | 0.00 | 44.91 |
| 006161 NICOR GAS | 1 | 1,127.21 | 0.00 | 1,127.21 |
| 012499 OVERDRIVE, INC. | 2 | 4,586.38 | 0.00 | 4,586.38 |
| 006640 POLONIA BOOKSTORE INC | 2 | 324.14 | 0.00 | 324.14 |
| 006698 PRINT SMART | 5 | 2,879.10 | 0.00 | 2,879.10 |
| 006716 PROQUEST LLC | 2 | 10,143.00 | 0.00 | 10,143.00 |
| 006859 R.H. DONNELLEY | 1 | 15.19 | 0.00 | 15.19 |
| 006897 RANDOM HOUSE, INC | 5 | 446.24 | 0.00 | 446.24 |
| 014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM | 2 | 4,470.28 | 0.00 | 4,470.28 |
| 006942 RECORD INFORMATION SERVICES IN | 1 | 1,328.00 | 0.00 | 1,328.00 |
| 006944 RECORDED BOOKS, LLC | 2 | 399.38 | 0.00 | 399.38 |

Invoice Edit Listing
Village of Downers Grove
Invoice Edit List

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|--|---------------------------|---------------|-------------------------------------|--------------|
| 016364 RENELL, ALLYSON JANET | 1 | 42.88 | 0.00 | 42.88 |
| 016519 RIDDLE, KIRA | 1 | 81.31 | 0.00 | 81.31 |
| 009802 ROSEN PUBLISHING GROUP INC, THE | 1 | 1,795.00 | 0.00 | 1,795.00 |
| 018425 SARAH MARIE POTTER | 1 | 250.00 | 0.00 | 250.00 |
| 007517 SCHOLASTIC LIBRARY PUBLISHING | 1 | 511.50 | 0.00 | 511.50 |
| 007604 SERVICEMASTER COMMERCIAL CLEAN | 2 | 5,840.71 | 0.00 | 5,840.71 |
| 007612 SHANES OFFICE SUPPLY CO | 9 | 1,738.71 | 0.00 | 1,738.71 |
| 007657 SHOWCASES | 1 | 23.84 | 0.00 | 23.84 |
| 013611 SKOCIK, TRACI | 2 | 56.02 | 0.00 | 56.02 |
| 018271 SOUNDS GOOD, INC. | 1 | 90.00 | 0.00 | 90.00 |
| 012698 SWAN | 1 | 13,305.75 | 0.00 | 13,305.75 |
| 008223 THE NEW YORK TIMES | 1 | 1,053.00 | 0.00 | 1,053.00 |
| 018122 TRAK-1 TECHNOLOGY, INC. | 1 | 355.64 | 0.00 | 355.64 |
| 016841 TSAI FONG BOOKS, INC. | 1 | 159.97 | 0.00 | 159.97 |
| 011517 UNIQUE MANAGEMENT SERVICES, IN | 1 | 71.60 | 0.00 | 71.60 |
| 009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC | 2 | 1,331.39 | 0.00 | 1,331.39 |
| Grand Total: | 290 | 185,734.56 | 0.00 | 185,734.56 |

INVOICES OF NOTE

For Library Board Meeting on April 25, 2018

| 2018 Budget | | |
|-------------|---|-------------|
| 018424 | Battlefield Balladeers (adult program) | \$350.00 |
| 018173 | Ehlers and Associates, Inc. (financial management plan) | \$15,000.00 |
| 018411 | Hayes Mechanical, LLC (15T compressor replacement, qtrly maint) | \$14,080.00 |
| 014493 | Infogroup Library Division (database renewal) | \$12,470.00 |
| 004814 | Knickerbocker Roofing & Paving (inspection and repairs) | \$1,725.00 |
| 017279 | Nadine Lynn Johnstone (storytelling workshop) | \$400.00 |
| 006716 | ProQuest, LLC (database renewals) | \$10,143.00 |
| 014549 | Reaching Across Illinois, Library System (datebase renewal) | \$4,470.28 |
| 006942 | Record Information Services Inc (database renewal) | \$1,328.00 |
| 009802 | Rosen Publishing Group, Inc. (datebase renewal) | \$1,795.00 |
| 012698 | SWAN (quarterly fees) | \$13,305.75 |

Invoice Edit Listing
Village of Downers Grove
Invoices Edit List
Capital Replacement Fund

Vendor Totals

| Vendor | Number of Invoices | Amount | Retained/Withheld Amount | Total |
|---------------------|---------------------------|---------------|-------------------------------------|--------------|
| 014548 PRODUCT, LLC | 2 | 18,166.05 | 0.00 | 18,166.05 |
| Grand Total: | 2 | 18,166.05 | 0.00 | 18,166.05 |

INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For Library Board Meeting on April 25, 2018

2018 Budget

| | | |
|--------|--|-------------|
| 014548 | Product, LLC (design development, construction docs) | \$18,166.05 |
|--------|--|-------------|

Credit Memo Edit Listing

Village of Downers Grove

Vendor Totals

| Vendor | Number of Memos | Amount |
|---------------------|-----------------|--------|
| 008770 GRAINGER | 2 | 342.80 |
| Grand Total: | 2 | 342.80 |

Library Credit Card Details for the April 25, 2018 Board Meeting

Julie Milavec

| | | | | |
|-----|------------------------------------|--|--------------|------------------|
| 971 | 5210 Supplies | Book: Becoming a Powerhouse Librarian | \$ | 32.00 |
| 971 | 5303 Seminars, Mtgs, & Conferences | Village Admin Lunch, DG Economic Development | \$ | 87.79 |
| | | | Total | \$ 119.79 |

Katelyn Vabalaitis

| | | | | |
|-----|------------------------|-------------------------|--------------|--------------------|
| 971 | 5210 Supplies | Office supplies, toner | \$ | 1,067.72 |
| 972 | 5210 Supplies | Snacks for teen program | \$ | 16.98 |
| 971 | 5308 Staff Recognition | Staff event supplies | \$ | 46.19 |
| | | | Total | \$ 1,130.89 |

Elizabeth Matkwoski

| | | | | |
|-----|------------------------------------|---|--------------|--------------------|
| 971 | 5308 Staff Recognition | Retirement party | \$ | 208.58 |
| 972 | 5210 Supplies | Food and supplies for programs | \$ | 163.90 |
| 972 | 5303 Seminars, Mtgs, & Conferences | PLA meals, accommodations, and expenses | \$ | 1,251.50 |
| 972 | 5315 Professional Services | Master locks for Escape Rooms | \$ | 76.23 |
| 973 | 5303 Seminars Mtgs, & Conferences | PLA meals | \$ | 143.90 |
| | | | Total | \$ 1,844.11 |

Sharon Hrycewicz

| | | | | |
|-----|------------------------------------|---|--------------|------------------|
| 973 | 5303 Seminars, Mtgs, & Conferences | PLA meals, accommodations, and expenses | \$ | 974.09 |
| | | | Total | \$ 974.09 |

Allyson Renell

Total \$ -

Traci Skocik

| | | | | |
|-----|-------------------|------------------|--------------|--------------------|
| 973 | 5210 Supplies | Program supplies | \$ | 890.92 |
| 973 | 5853 AV Materials | Wii controllers | \$ | 134.75 |
| | | | Total | \$ 1,025.67 |

Christine Lees

| | | | | |
|-----|-----------------------------------|--|--------------|------------------|
| 971 | 5308 Staff Recognition | Candy bar buffet | \$ | 101.85 |
| 971 | 5303 Seminar, Mtgs, & Conferences | Popcorn for St. Charles Library SWAN migration | \$ | 220.59 |
| 974 | 5210 Supplies | Supplies | \$ | 149.85 |
| 974 | 5303 Seminar, Mtgs, & Conferences | Reaching Forward Conference | \$ | 300.00 |
| 974 | 5280 Small Tools & Equipment | Keyboard, stand up desk riser | \$ | 202.67 |
| | | | Total | \$ 974.96 |

Paul Regis

| | | | | |
|-----|-------------------------------------|--|--------------|------------------|
| 972 | 5210 Supplies | Fandango | \$ | 90.00 |
| 975 | 5470 Other Equipment Repair & Maint | Credit card testing, UPS return label | \$ | 23.42 |
| 975 | 5210 Supplies | Office supplies | \$ | 33.60 |
| 975 | 5880 Intangible Assets | Pantheon Systems, iOS App - Simple Booth Event | \$ | 830.55 |
| | | | Total | \$ 977.57 |

Melody Danley

| | | | | |
|-----|---------------|--------------------------------|-----------|---------------|
| 976 | 5210 Supplies | Storyblocks membership renewal | \$ | 149.00 |
| | | Total | \$ | 149.00 |

Melissa Fischer

| | | | | |
|-----|---------------|---------------------------------|-----------|--------------|
| 976 | 5210 Supplies | Google storage, office supplies | \$ | 74.99 |
| | | Total | \$ | 74.99 |

Jen Fredericks

| | | | | |
|-----|------------------------|--------------------------------|-----------|---------------|
| 972 | 5852 Printed Materials | Adult collection | \$ | 72.95 |
| 972 | 5853 AV Materials | Adult collection | \$ | 48.85 |
| 977 | 5210 Supplies | Labels, office supplies, water | \$ | 109.93 |
| | | Total | \$ | 231.73 |

Ian Knorr

| | | | | |
|-----|------------------------------------|--|-----------|-----------------|
| 978 | 5210 Supplies | Corkboard | \$ | 16.45 |
| 978 | 5280 Small Tools & Equipment | Clocks | \$ | 435.55 |
| 978 | 5303 Seminars, Mtgs, & Conferences | Train tickets to downtown seminar | \$ | 33.00 |
| 978 | 5430 Building Maintenance Services | Soil, hanger strap | \$ | 93.09 |
| | | Total | \$ | 578.09 |
| | | Library Credit Card April 2018 Totals | \$ | 8,080.89 |

PAYROLLS FOR MARCH 2018

| | |
|---------------------------|--------------|
| MARCH 2 | \$103,013.60 |
| MARCH 16 | \$102,154.31 |
| MARCH 30 | \$104,199.08 |
| TOTAL MARCH 2018 PAYROLLS | \$309,366.99 |

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 25, 2018**

AGENDA ITEM 9A

2018 Capital Project Bid Specifications

Product Architecture + Design will present the bid specification package at the Board meeting, including fixtures and finishes. The bid package will include all necessary fixture specifications and contractor qualifications to meet the requirements of the ComEd Energy Efficiency Program. The project as budgeted includes:

- Renovation of two family restrooms in the Kids Room
- Renovation of two staff restrooms
- Renovation of Staff Lounge, including creation of a Mothers Room / Comfort Room
- Upgraded lighting in second floor public areas (areas not completed in 2014)
- Upgraded lighting in Training Room and STEM Room
- New lighting for two art works

This project addresses Action Items in Strategic Plan 2017-2020:

Strategic Focus: Evolve with our changing community

Goal: We maintain an accessible and welcoming building

Objective: To provide equipment and furnishings that support the library's goals and activities

Action Item: Complete updating restrooms (December 2018)

Action Item: Upgrade lighting in public areas (December 2020)

The Capital Replacement Fund budget includes \$660,000 for this project, \$60,000 for professional services (architect and construction manager) and \$600,000 for construction, equipment, furnishings, and fixtures. The Board is not obligated to continue with the project until and unless they accept a bid and execute a contract.

Additional information on this may be disseminated as an addendum to this packet prior to the Board meeting. Bid alternates may be used to price potential cost-savings changes, such as using flat panel LEDs in the STEM Room instead of the octagon light fixture.

I recommend that the Board approve releasing the project for bid.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 25, 2018**

AGENDA ITEM 9B

General Policy

This new policy section is a part of an Action Item in Strategic Plan 2017-2020:

Strategic Focus: Excel in delivering service and managing resources

Goal: We remove barriers to service

Objective: To adjust policies and procedures to improve access to services

Action Item: Update Policy Manual (December 2018)

It covers library-wide policies and general operations. The policy incorporates the former Mission and Vision section with the One Page Strategic Plan, the Public section, portions of the Circulation section, and a number of new sections¹. The new policy sections are:

- Standards
- Strategic Planning
- Hours of Operation
- Freedom of Information
- Records Retention
- Designation of Space for Special Uses
- Illinois Concealed Carry Act Prohibited Area
- Smoke Free Illinois Act
- Photography and Videography
- Grounds
- Friends of the Downers Grove Library and Downers Grove Public Library Foundation

Key changes to current policy are:

- Simplification of Code of Conduct with statement reserving the right for staff to interpret and enforce the policy and new sections on Unattended Children, Unattended Items, and Enforcement.
- Increase in age for unattended children from 6 to 8
- Simplified Americans With Disabilities Act section

The General Policy was reviewed by the management team and is recommended for approval as presented.

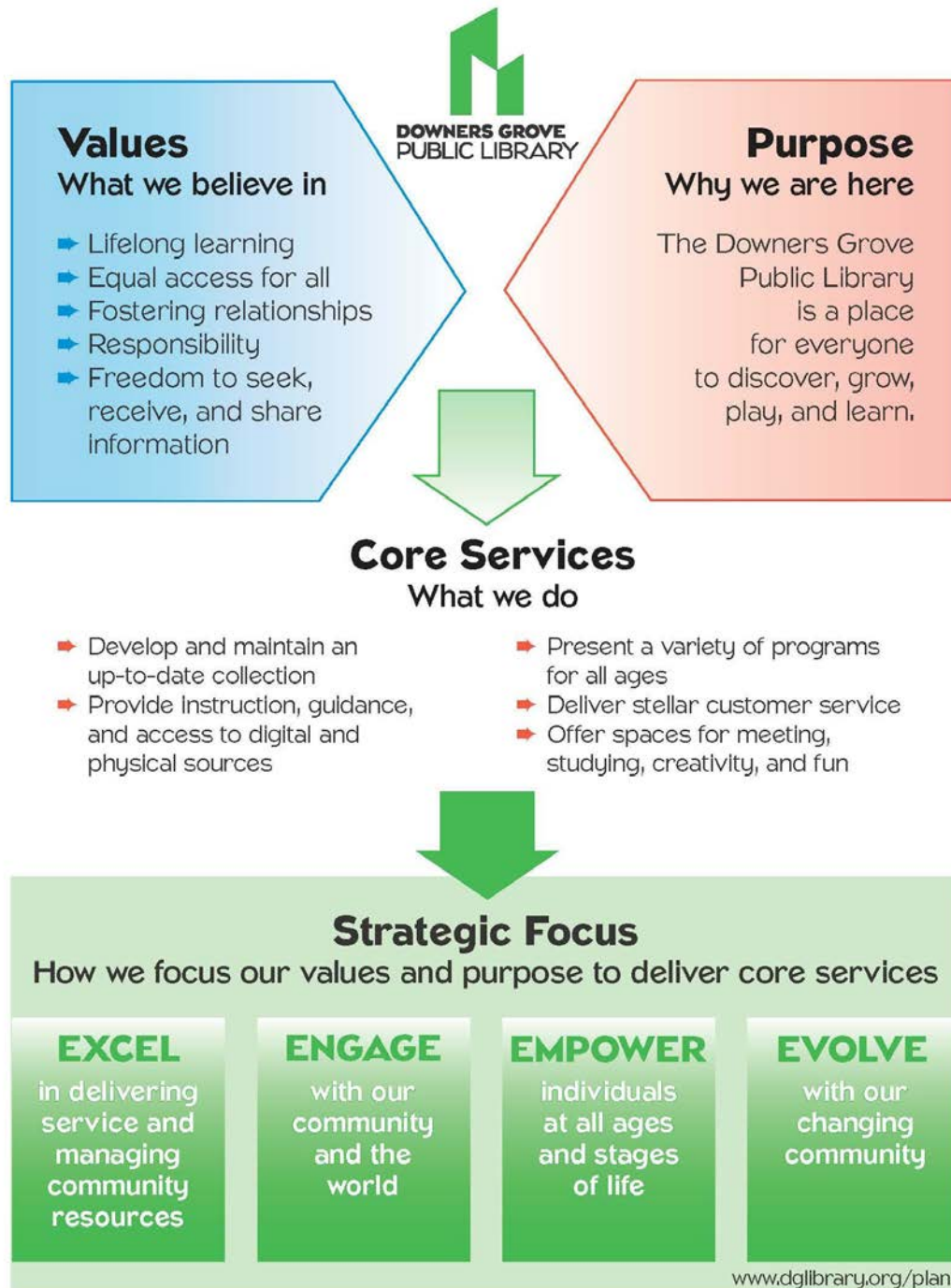
¹ A statement will be posted on the library website with the Policy Manual during the update process, indicating that in the case of any redundancy or inconsistency during in the Policy Manual, the most recently approved policy on any topic will be in force.

AGENDA ITEM 9B

2 General Policy

The General Policy addresses general operations and use of the building and grounds of the Downers Grove Public Library.

2.1 Values, Purpose, Core Services, and Strategic Focus



2.2 Standards of Library Service

The current standards of public library service as adopted by the Illinois Library Association are the criteria the Downers Grove Public Library (Library) will strive to meet in providing service. The Library provides service in accordance with the American Library Association's Library Bill of Rights and Statements and Policies on Access.

2.3 Strategic Planning

The Board of Library Trustees of the Village of Downers Grove (Board), with input from the Library Director, staff, and community, develops a Strategic Plan to establish the course library services should take in the next three to five years. No less than annually, the Board reviews Library staff reports on progress toward Plan goals.

2.4 Hours of Operation

The Downers Grove Public Library maintains consistent, posted hours of service, during which all services of the Downers Grove Public Library are available. Those hours are:

| | |
|-----------|-----------------|
| Monday | 9:00am – 9:00pm |
| Tuesday | 9:00am – 9:00pm |
| Wednesday | 9:00am – 9:00pm |
| Thursday | 9:00am – 9:00pm |
| Friday | 9:00am – 9:00pm |
| Saturday | 9:00am – 5:00pm |
| Sunday | 1:00pm – 5:00pm |

The library closes for holidays and staff training as approved annually by the Board of Library Trustees. It also may close for special circumstances or due to an emergency.

Select services are also available electronically 24/7.

2.5 Emergency Closings

When a general emergency situation exists or is impending (e.g., snowstorm, flood or adverse temperature conditions, electrical failure, improper air ventilation, etc.) that jeopardizes the safety, health, and welfare of the public and staff, an emergency closing of the Library may be authorized. The Library Director or In Charge person (IC) will assess the situation and determine if an emergency closing is necessary. The Library Director or designee will notify the Board of an emergency closing as soon as practicable following the decision to close.

2.6 Freedom of Information

The Downers Grove Public Library conforms to the Freedom of Information Act (5 ILCS 140/). Procedures and forms are available on the Library's website.

2.7 Records Retention

The Downers Grove Public Library retains records in accordance with directives from the Local Records Unit, Records Management Section of the Illinois State Archives.

2.8 Confidentiality of Library Records

Personally identifiable information about library users must be kept confidential in accordance with the Illinois Records Confidentiality Act (75 ILCS 70/1-2). Confidential library records (records pertaining to an individual patron's use of library materials or resources) may not be released or made available in any format to a federal agent, state, or local law enforcement officer, or any other person unless a court order in proper form has been entered by a court of competent jurisdiction. At the same time, staff must cooperate with federal, state, and local law enforcement agencies when they are acting within the scope of a lawfully issued court order.

2.8.1 Court Orders

A court order may take the form of either a subpoena or a search warrant. A subpoena allows a period of time in which to respond to or contest the court's order. A search warrant can be executed immediately by law enforcement officials.

2.8.2 Designated Contact Person

The Library Director will handle all requests to search library records pursuant to a Court Order. In the absence of the Director, the Assistant Director will act in place of the Director. In the absence of either the Director or Assistant Director, the staff member designated as Person In Charge of the library will handle the request.

2.8.3 Responsibilities of Designated Contact Person

The Designated Contact Person is responsible for following established library procedures for responding to requests for confidential library records. If the Library Director is not present, the Designated Contact Person is responsible for notifying him or her as soon as possible that a request for confidential library records was made.

2.8.4 Disclosure of a Court Order

A search warrant may contain a "gag order." This means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. No library staff member will disclose the receipt of the warrant or any information about the records sought to anyone, including the patron whose records are the subject of the search, except the Library Director and/or the library's attorney.

2.9 Code of Conduct

The Board of Library Trustees of the Downers Grove Public Library seeks to provide and ensure a welcoming environment, including quiet areas for study and work, which is conducive to the appropriate use of the facilities and services.

We expect our customers to treat all people and property with respect. This includes, but is not limited to:

- Engaging in conversation and behaviors in a manner that does not: disturb, offend, or harass others; threaten the safety of others; damage property, or threaten to damage property.
- Using library items, furnishings, equipment, and facilities only for their intended function, in a manner that does not interfere with others' use and does not damage property or threaten to damage property.
- Attending to personal belongings. The library is not responsible for loss or damage to unattended personal belongings.
- Wearing proper attire which conforms to the standard of the community for public places, including shoes and shirts, at all times.
- Following all library policies, including but not limited to policies on:
 - Unattended Children
 - Designation of Space for Special Uses
 - Public Internet Use
 - Unattended Items

Examples of conduct and actions that are not permitted anywhere on the library's property include but are not limited to:

- Smoking, including smokeless tobacco, herbal products, and e-cigarettes, anywhere in the library or within 15 feet of the library.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Eating meals or drinking beverages from containers without lids, except in areas designated for this use.
- Prolonged or habitual sleeping.
- Loud talking, loud telephone use, or loud use of listening devices
- Use of sporting equipment in the library facility.
- Disrupting others' use of library facilities or services due to personal hygiene or excessive body odor.
- Any other activity that disturbs other members of the public or interferes with staff members' performance of their duties.

No policy can address all potential circumstances. The library reserves the right to address issues on a case-by-case basis and to require anyone violating the Code of Conduct to leave library property. Serious or repeated misconduct may lead to further suspension from the library, legal action and/or criminal prosecution. Those wishing to appeal suspensions may do so by writing to the Board of Library Trustees at the library's address.

2.9.1 Illegal and Prohibited Activity

The library does not allow any activity prohibited by federal, state, or local law, or by library policy. Illegal or prohibited activities include, but are not limited to:

- Assaulting, fighting, or threatening another person

- Carrying firearms or other dangerous weapons
- Possessing, using, distributing, or being under the influence of alcohol, illegal drugs, or other controlled substances
- Smoking or using tobacco or tobacco-substitute products such as e-cigarettes, including preparing cigarettes or e-cigarettes
- Theft, damage, or destruction of library property or the property of another person
- Harassment of another person, including sexual harassment. Sexual harassment includes the viewing of sexually explicit material on a library computer, personal computer, or other device.
- Entering the library building or remaining on library property during a period when the person is banned from the library.

2.9.2 Disruptive Activity

The library does not allow any activity that disrupts or interferes with the use of library service by members of the public or the effective delivery of service by members of the staff. Disruptive activities include, but are not limited to, the following:

- Panhandling, leafleting, soliciting funds, proselytizing, circulating petitions
- Using profane, obscene, or abusive language toward any person, including racial, ethnic, or sexual epithets
- Sleeping, eating in other than designated areas, littering
- Personal hygiene that prompts complaints, damages furniture, or threatens public health
- Failing to supervise children, including leaving a child under the age of eight years unattended

2.9.3 Unattended Children

The library is a public place; therefore, children's safety cannot be guaranteed. The conduct, safety, and supervision of children while on library premises are the responsibility of parents, guardians, and caregivers. Parents, legal guardians, and/or caregivers are responsible for their children while their children are in the library, regardless of whether the parent, legal guardian, and/or caregiver is in the library. A child is considered mature enough to use the library unattended if:

1. the parent, legal guardian, and/or caregiver determines that the child is mature enough;
2. the child is at least eight years old;
3. the child is able to communicate to staff their full name, parent, legal guardian and/or caregiver's name and phone number upon request; and
4. the child follows the Code of Conduct.

Children who do not meet all four criteria must be supervised when in the library by a responsible caregiver who does meet all the criteria and has the ability to supervise the behavior. When the safety of a child is in doubt, library staff may contact local law enforcement and/or other authorities to ensure the safety and well-being of the child. Children under the age of 14 left unattended at closing time may be deemed at risk. If a

parent, legal guardian, and/or caregiver cannot be contacted or located within 15 minutes of closing, the Downers Grove Police Department will be contacted.

2.9.4 Unattended Items

Customers may not leave personal belongings unattended nor leave personal belongings in the library when they leave the building. The library is not responsible for any loss of customer's personal belongings, through theft or otherwise. Large items that obstruct walkways or interfere with others' use of library items, furnishings, equipment, and facilities are prohibited.

2.9.5 Enforcement

The library reserves the right to determine whether any person is in violation of its policies and to require that person to leave the library. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a period determined by library staff, and/or appropriate legal action. The library reserves the right to inspect all backpacks, bags, briefcases, and purses when library staff believe someone is in possession of stolen library property or weapons. Video surveillance is enabled in certain locations throughout the building and grounds.

2.10 Designation of Space for Special Uses

The library designates space within the building for special uses, including for quiet areas, for programs, and for use of specific groups or individuals. Such designations may be temporary, as in the case of programs in the STEM Room, or permanent, as in the case of the Quiet Room. This includes use of specific tables, seating, areas, or rooms. Regardless of whether such special uses are posted, customers are expected to comply with staff requests regarding designation of space.

2.10.1 Quiet Study Room

In addition to the library's posted code of conduct, talking, making noise of any kind, and/or use of any equipment that makes noise is not permitted in the Quiet Study Room.

2.10.2 STEM Room

The STEM Room is regularly used for registered and drop-in programs. Other materials and equipment housed in the STEM Room may be unavailable during these times.

2.10.3 Teen Central

Teen Central is reserved for use by teens after 3:30 p.m. on days local schools are in session and all day when local schools are not in session. Teen Central is regularly used for registered and drop-in programs.

2.11 Illinois Concealed Carry Act Prohibited Area

Under the Illinois Concealed Carry Act's section on Prohibited areas (430 ILCS 66/65), the carrying of any weapon, concealed or partially concealed, in the library building or on library property is prohibited.

2.12 Smoke Free Illinois Act

Under the Smoke Free Illinois Act (410 ILCS 82/15), smoking is prohibited in public places, as well as within 15 feet of any entrances, exits, windows that open, or ventilation intakes of any building.

2.13 Photography and Videography

2.13.1 By Community Members

Photographs or videos may be taken in the public areas of the library to the extent that doing so does not disturb others' use of the library. Equipment may not block walkways or create a hazard. Photographers must respect others' wishes to not be photographed and/or filmed. If a child or children might be in a picture or video, the photographer must obtain permission from the parent, legal guardian, or caregiver before taking the picture or video. Taking photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is prohibited.

2.13.2 By library Staff and Its Affiliates and Partners

Attendance at Downers Grove Public Library programs and events constitutes consent to be photographed and/or filmed for use in print and/or electronic publicity for the Downers Grove Public Library. Names or personal identifying information will not be used without permission of the subject, parent, legal guardian, or caregiver. Participants may opt out by informing the library staff coordinating the program or event.

2.14 Grounds

2.14.1 Unattended Items

Personal belongings may not be left unattended on library grounds. The library is not responsible for any loss of personal belongings, through theft or otherwise. Unattended personal belongings will be removed.

2.14.2 Unattended Animals

Unattended animals are prohibited. Animals on library grounds must be under the direct physical control of the owner/caretaker at all times.

2.15 Friends of the Downers Grove Library and Downers Grove Public Library Foundation

2.15.1 Independent Organizations

The Friends of the Downers Grove Public Library (Friends) and Downers Grove Public Library Foundation (Foundation) are independent organizations, each with their own boards, goals, and purposes. Neither the Friends nor Foundation as organizations, nor any member or participant therein, may assume any liability, take action, or authorize any act on behalf of the Downers Grove Public Library.

2.15.2 Liaisons

The Friends and Foundation organizations are comprised solely of volunteers. The Library Director appoints a library staff member to serve as a Liaison to the Friends, to facilitate communication and coordination of activities between the Friends and library. The Library Director serves on the Foundation Board of Directors in an ex-

officio role, as set forth in the Foundation's Bylaws, to facilitate communication and coordination of activities between the Foundation and library.

2.15.3 Monetary Gifts

Monetary gifts from the Friends or Foundation become solely the funds of the library. Such funds are expended for the purpose specified by Friends or Foundation when the monetary gift was made.

2.15.4 Donation of Works of Art

The Board may accept donations of works of art from the Foundation. The Library Director or designee will determine, in consultation with the Board, the suitability of the proposed donation. Works of art donated to the library become solely the property of the library and subject to its policies and guidelines for deaccession and disposal. The Board of Library Trustees reserves the right to refuse the donation of any work of art.

2.15.5 Solicitation of Money, Sale of Products, and Hosting Events

Both the Friends and Foundation may host events, solicit money, and/or sell products on the library premises. This may include use of the library premises outside of hours of operation, with prior approval by the Board of Library Trustees. The Board of Library Trustees reserves the right not to participate in the activities or events of the Friends or Foundation.

2.16 Americans with Disabilities Act

The Downers Grove Public Library complies with the Americans with Disabilities Act of 1990, as amended (ADA) and offers alternative reasonable compliance to meet its requirements. The library provides equal access to persons with disabilities, including those individuals who use service animals.

2.16.1 Service Animals

Service animals are permitted in any area of the library where members of the public are permitted to go. Trainers are also permitted to accompany service animals in training in the library. Library staff may only ask an individual who accesses the library with a service animal the following two questions: (1) whether the animal is a service animal and (2) what work or task the service animal has been trained to perform.

2.16.2 Accommodations

Any person needing an accommodation for a disability in order to access the library's services, programs, or activities under the Americans with Disabilities Act should contact the Assistant Director or any member of the library staff. Any person needing an accommodation for a disability in order to attend a meeting at the library should contact the Assistant Director by telephone at (630) 960-1200 ext. 4299, by email at adacompliance@dglibrary.org or in writing, not less than five (5) working days prior to the meeting.

2.16.3 Grievances

Any person who believes that the library has discriminated against that person because of the person's disability may file a written complaint with the Assistant Director, who acts

as the library's ADA Compliance Officer, within 60 days of the alleged occurrence of discrimination. The complaint should provide information about the alleged discrimination, including the date, location, persons involved, and other particulars, as well as the name, address, and telephone number of the person filing the claim and the complaining person's proposed resolution of the matter. Grievances are reviewed by the Assistant Director. A response is made to the library user within ten working days of the date of original submission of the grievance. The response can be over the phone, followed by a response in writing confirming the telephone discussion, or directly in writing (other formats provided as needed). If issue is not resolved, the individual can request that the concern be presented to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
APRIL 25, 2018, 7:30 PM
LIBRARY MEETING ROOM**

AGENDA ITEMS 9C

Rotary GroveFest Safe Location

The Rotary Club of Downers Grove GroveFest Committee has requested that the Library again approve allowing use of the library building as an extreme weather emergency shelter for Rotary GroveFest.

The Rotary Club of Downers Grove will provide a Certificate of Insurance to the Library, naming the Downers Grove Public Library as an additional insured.

In the Emergency Action Plan for Rotary GroveFest 2018, the Library would again be included in the "Safe Locations" section used to designate emergency weather shelters. The shelter area in the Library will be the Library Meeting Room. If restrooms are needed, Rotary GroveFest volunteers will be assigned to control access to the rest of the building.

Library staff will meet with Rotary GroveFest Stage Manager/Library Trustee Dave Humphreys and Rotary GroveFest volunteer/Library Trustee Ed Earl prior to the Fest dates to review procedures and provide keys to the building.

In the event evacuation to safe locations is announced to Fest participants, Rotary GroveFest Stage Manager/Library Trustee Dave Humphreys or Rotary GroveFest volunteer/Library Trustee Ed Earl will unlock the Forest Street entrance doors and Meeting Room doors. The individual unlocking the doors will also be responsible for securing the building after "ALL CLEAR" is announced.

When securing the building during Rotary GroveFest, Thursday June 21 through Sunday June 24, the Security Monitors will lock the sliding doors between the Lobby and Forest Street vestibule.

There are no scheduled activities in the Library's Meeting Room during the Rotary GroveFest dates.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 25, 2018**

AGENDA ITEM 10

Librarian's Report

ComEd Incentives and Lighting Projects

Facilities Manager Ian Knorr and I will meet with ComEd Energy Efficiency Program Engineer Steve Wallon and Program Outreach Representative Heather Winter on April 27 to receive the ComEd Facility Assessment report detailing the rebates and incentives available through the Energy Efficiency program for which the library is eligible.

Illinois Public Library Per Capita Grant Award Letter and Payment

The 2017 Illinois Public Library Per Capita Grant payment for \$38,210.94 was received this month, at \$0.77644 per capita. The 2018 Illinois Public Library Per Capita Grant Award Letter was received shortly thereafter. The 2018 grants are being awarded at the full \$1.25 per capita cited in the statute, for the first time since 2015, for a 2018 award of \$61,516.25. However, the letter indicates "due to the continued payment backlog, these funds may be significantly delayed."

Access Services Manager Search

Applications were due April 16. Of the 19 applicants, we contacted six applicants for first interview. One withdrew her application due to recent changes in her current position. Assistant Director Jen Fredericks and I will interview the five candidates on April 23 and 24. We are scheduled to conduct second interviews with finalists on May 2. Second interviews for management team members are conducted in 3 parts: with the Director and Assistant Director, with the management team, and with the departmental staff. This allows each group to meet and give feedback on the finalists.

Public Relations Manager Search

Public Relations Manager Melissa Fischer's last day with the library will be Sunday, May 6 at an outreach event. The job ad and updated job description for the Public Relations Manager position is posted on the library website and RAILS Job Board. Melissa has also shared the job ad and information with many of her community contacts, asking them to disseminate it freely, in an effort to widen our candidate pool. Applications close May 4.

New Members Join SWAN Catalog Consortium May 1

On May 1, 19 new libraries are scheduled to go live with the SWAN Consortium. Formerly members of the disbanding MAGIC and LINC consortia, the 19 libraries are:

- Batavia Public Library District

- Bensenville Community Public Library District
- Bensenville Elementary School District #2
- Bloomingdale Public Library
- Carol Stream Public Library
- Geneva Public Library District
- Glen Ellyn Public Library
- Itasca Community Library
- Kaneville Public Library District
- Messenger Public Library of North Aurora
- National University of Health Sciences
- Oak Brook Public Library
- Saint Charles Public Library District
- Sugar Grove Public Library District
- Theosophical Society in America
- Town and Country Public Library District
- Villa Park Public Library
- West Chicago Public Library District
- Wood Dale Public Library District

On Monday April 30 and May 1, during the data migration, some SWAN functions will not be available. For example, staff will be unable to look up library card numbers for patrons during the migration.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

April 13, 2018

Ms. Julie Milavec
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, Illinois 60515-4606

Dear Ms. Milavec:

I am pleased to award the Downers Grove Public Library a FY2018 Illinois Public Library Per Capita Grant in the amount of \$61,516.25. Over \$15.4 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to the continued payment backlog, these funds may be significantly delayed. As in previous years, the library may use these funds until the end of the following fiscal year; in this case, until June 30, 2019.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White
Secretary of State
State Librarian

cc: Wendee Greene, Board President
Downers Grove Public Library Per Capita File

JW:isl

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 25, 2018**

DEPARTMENT REPORTS – MARCH 2018

Administration – Jen Fredericks

- Reviewed the recently given Employee Evaluations with Department Managers to receive feedback on areas that need to be changed and to target items specific to job positions.
- Continued to add content to the Person In Charge Manual, nearly three-quarters finished.
- Assembled members to serve on our newly created Innovation Team; our kick-off meeting was on April 17.
- Attended two Customer Service webinars: 1) Detect, Diffuse, and Delight Difficult patrons, hosted by Kathy Pape, Executive Director of the Conneaut Public Library, Conneaut, OH; and 2) Dealing With Potentially Dangerous Patrons, hosted by Pat Wagner, owner of Pattern Research, Inc., a training, research and consulting business.
- Attended demo with Director, Julie Milavec, on PITS: Patron Incident Tracking Software. All management staff have access to tutorial and test software to try out.

Adult & Teen Services – Lizzie Matkowski

- Lizzie, Amanda, and Kira attended the Public Library Association Conference in Philadelphia from March 21-24. We will be sharing takeaways with the rest of the department.
- ATS staff hosted a book discussion, a program on college planning, a genealogy program, a program with Fair Game on tabletop gaming, proctored a practice SAT exam, and led a teen program making blankets for donations.
- Karen B, Lynette, Amanda, Karen N, Misty, and Nancy worked on Summer Reading planning.
- Karen Rodde retired after almost 30 years at the Downers Grove Public Library. Staff celebrated on March 19.

Children's Services – Allyson Renell

- Erin Linsenmeyer, Outreach Coordinator, attended two school education nights: Henry Puffer Elementary's Math Night and Highland Elementary's Geography Night. She brought library information and activities for the families who attended.
- The Kids Room celebrated District 58's spring break March 23-27 with 'Staycation' theme. We presented a variety of programs including a video game tournament, a mother/daughter spa day, and a Harry Potter book club. Programs were well attended and we were glad to be a destination for many families during the break!

- Two staff members, Erin Linsenmeyer and Sharon Hrycewicz, attended the Public Library Association's conference in Philadelphia March 21-24. They braved quite the snowstorm to attend and brought back lots of interesting ideas and materials for the library.
- Department Manager Allyson Renell hosted the Managers of Children's and Teen Services (M-CATS) meeting at DGPL on March 9. M-CATS is a networking collaborative of youth services managers who meet together to discuss issues and trends in youth and teen librarianship.

Circulation Services – Christine Lees

- In accordance with our Strategic Plan goal of removing barriers to service, we removed the security gates at both entrances to the library. The visual difference as well as improved accessibility is amazing! Due to the gate removal, which also acted as our people counter, the Maintenance staff installed a new people counter system. This new system should provide more accurate patron counts as the device is mounted on the ceiling and the field scope is much more accurate. Patrons, especially those maneuvering strollers, love the new, wider entrance space.
- Christine Lees reached out to Village staff to arrange a meeting for exploring a “Rack at the Track” to connect commuters with reading materials at the Metra station on Main Street. The “Rack at the Track” is a Strategic Plan objective that will hopefully come to fruition.
- The Service Excellence Team asked for, and received, \$500 from the Friends of the Library to fund Employee Recognition staff events to honor our colleagues who have provided outstanding service during the month. Thank you to our wonderful Friends of the Library!
- SWAN will begin to encrypt the PIN numbers used in patron library accounts on April 16. Due to this change, we have purchased two numeric keypads for patrons to enter their own PINs at registration instead of receiving auto-generated PINs. We are thankful for this added layer of patron account security.

Information Technology – Paul Regis

- IT Manager Paul Regis met with representatives from Illinois Century Network (ICN) and AT&T to discuss options moving forward in regards to the library's T1 lines. ICN will discontinue support for the T1 lines in July of 2018, and AT&T has been handling the last-mile connectivity for a bit now. The library uses these dedicated, lower bandwidth lines for SWAN-related data. AT&T has a faster fiber system in place that we can easily connect to at a lower cost than what we are currently paying. Site surveys were scheduled.
- The new Computer Help Desk Supervisor and Assistant IT Manager positions were filled by Lauren Cantore Gonzalez and Max Mogavero, respectively. They started in the middle of the month and hit the ground running. Lauren was previously a Computer Help Desk Associate and Max was the former Technology Assistant I.

Public Relations – Melissa Fischer

- Staff Artist Melody Danley was on vacation for two weeks in April. She and Communications Coordinator Cris Niels worked hard before she left to complete the May/June issue of Discoveries, as well as other promotional pieces needed by staff. All Summer Reading Club content was at the printer in record time - so we're ready for summer!
- I have accepted a new job as Marketing Manager at the DuPage Foundation. My last day at DGPL will be Friday, May 4. I have enjoyed the past 8 years here, but I am excited for a new adventure! Staff have created a great community relations foundation that is already in place, so the new PR Manager can decide the appropriate path to take to expand that. There are many community members, businesses, organizations, and government officials and entities that the library would benefit by working more extensively with. I'm excited to watch the library's progression from the sidelines!
- Julie will supervise most PR department responsibilities in my absence, but the PR update will be on hiatus until my successor is hired. Other responsibilities of mine have been divided amongst appropriate staff. Thanks to them!

Technical Services – Jen Fredericks

Inventory and Cataloging

- For ATS collection: added 1625 print items and 563 AV items; discarded 3132 print items and 1349 AV items.
- For Kids Room collection: added 624 print items and 145 AV items; discarded 544 print items and 109 AV items.
- Claimed 8 magazines that did not arrive when expected.
- Originally cataloged 15 items.

Reclassification and Repairs

- Repaired 1575 ATS and Kids Room books and audiovisual items.
- Reclassified 661 general adult and ATS and Kids Room items.
- We finished reclassifying the J biography collection and J parenting collections.
- Added five additional DSLR cameras to the collection: two circulating; three for in-house use.

We have received about a dozen applications for the Access Services manager position, formerly Technical Services manager (still deciding on department title).

Facilities Services – Ian Knorr

- Ian had a meeting at Trane in Willowbrook to go over their new Building Automation System and how it would benefit the Downers Grove Library, cost effectiveness, and ease of end use.

- Ian met with Sue and MaryJo from the Green Grovers Gardening Club. The Green Grovers provided us with their plans and blueprints for the Pollinator Garden that will be at the Curtiss Street entrance. They have an install date of May 3.
- Ian had the kick-off meeting with Hayes Mechanical and met with Service Manager Dan Olah and Technician Mike Dobbs.
- Ian posted an RFQ for the elevator maintenance contract.
- Ian obtained quotes for the compressor replacement on the 90 Trane Intellipak unit.

Circulation

| | Mar 2017 | Mar 2018 | YTD Totals | | | |
|----------|----------|----------|------------|---------|--------|-------|
| Adult | 49,707 | 57,684 | 140,637 | 165,807 | | |
| Teen | 1,585 | 2,055 | 4,151 | 5,891 | | |
| Children | 37,059 | 44,848 | 96,036 | 121,878 | | |
| Download | 8,485 | 7,250 | 24,696 | 22,110 | | |
| Total | 96,836 | 111,837 | 265,520 | 315,686 | 50,166 | 18.9% |

Circulation - By Item

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|--------|--------------|--------|--------------|-------|---------|
| Adult | 31,795 | 55.12% | 7,044 | 12.21% | 16,159 | 28.01% | 2,686 | 4.66% | 57,684 |
| Teen | 1,892 | 92.07% | 97 | 4.72% | 47 | 2.29% | 19 | 0.92% | 2,055 |
| Children | 34,655 | 77.27% | 1,652 | 3.68% | 7,151 | 15.94% | 1,390 | 3.10% | 44,848 |
| Total | 68,342 | 65.34% | 8,793 | 8.41% | 23,357 | 22.33% | 4,095 | 3.92% | 104,587 |

Collection - All Items

| | <u>Books</u> | | <u>Audio</u> | | <u>Video</u> | | <u>Misc.</u> | | Total |
|----------|--------------|--------|--------------|-------|--------------|-------|--------------|-------|---------|
| Adult | 122,923 | 75.62% | 15,879 | 9.77% | 14,759 | 9.08% | 8,982 | 5.53% | 162,543 |
| Children | 74,555 | 84.83% | 2,949 | 3.36% | 7,705 | 8.77% | 2,680 | 3.05% | 87,889 |
| Total | 197,478 | 78.85% | 18,828 | 7.52% | 22,464 | 8.97% | 11,662 | 4.66% | 250,432 |

Book Collection

| | Mar 2017 | Mar 2018 | | | | |
|----------|----------|----------|------------|---------|----------------|-------|
| Adult | 133,040 | 122,923 | | | | |
| Children | 78,530 | 74,555 | YTD Totals | | YTD Difference | |
| Total | 211,570 | 197,478 | 211,570 | 197,478 | -14,092 | -6.7% |

Audio Collection

| | Mar 2017 | Mar 2018 | | | | |
|----------|----------|----------|------------|--------|----------------|-------|
| Adult | 16,988 | 15,879 | | | | |
| Children | 3,047 | 2,949 | YTD Totals | | YTD Difference | |
| Total | 20,035 | 18,828 | 20,035 | 18,828 | -1,207 | -6.0% |

Video Collection

| | Mar 2017 | Mar 2018 | | | | |
|----------|----------|----------|------------|--------|----------------|--------|
| Adult | 17,774 | 14,759 | | | | |
| Children | 7,782 | 7,705 | YTD Totals | | YTD Difference | |
| Total | 25,556 | 22,464 | 25,556 | 22,464 | -3,092 | -12.1% |

Miscellaneous Collection

| | Mar 2017 | Mar 2018 | | | | |
|----------|----------|----------|------------|--------|----------------|------|
| Adult | 8,772 | 8,982 | | | | |
| Children | 2,845 | 2,680 | YTD Totals | | YTD Difference | |
| Total | 11,617 | 11,662 | 11,617 | 11,662 | 45 | 0.4% |

Statistics for March 2018 (FY Jan-Dec)

Rooms & Spaces

| | Mar 2017 | Mar 2018 | | | | |
|--|----------|----------|-------|-------|------|-------|
| Community Use of Rooms | 1121 | 1,128 | | | | |
| <i>Meeting, Conference, Study Rooms</i> | | | | | | |
| Community Use of Spaces | 180 | 237 | | | | |
| <i>Media Lab, STEM Room, Teen Gaming</i> | | | | | | |
| Rooms and Spaces Total | 1,301 | 1,365 | 3,856 | 3,607 | -249 | -6.5% |

Programs Offered

| | Mar 2017 | Mar 2018 | | | | |
|---------------------------|----------|----------|-----|-----|----|------|
| Library Programs Offered | | | | | | |
| Adult | 24 | 15 | | | | |
| Teen | 10 | 10 | | | | |
| Children | 64 | 68 | | | | |
| Outreach Programs Offered | | | | | | |
| Adult | 5 | 9 | | | | |
| Teen | 4 | 3 | | | | |
| Children | 8 | 15 | | | | |
| Passive Programs Offered | | | | | | |
| Adult | 5 | 0 | | | | |
| Teen | 0 | 0 | | | | |
| Children | 4 | 9 | | | | |
| Programs Offered Total | 124 | 129 | 339 | 365 | 26 | 7.7% |

Program Attendance

| | Mar 2017 | Mar 2018 | | | | |
|-----------------------------|----------|----------|--------|-------|--------|--------|
| Library Program Attendance | | | | | | |
| Adult | 367 | 163 | | | | |
| Teen | 134 | 181 | | | | |
| Children | 1,940 | 2,088 | | | | |
| Outreach Program Attendance | | | | | | |
| Adult | 97 | 187 | | | | |
| Teen | 134 | 20 | | | | |
| Children | 346 | 426 | | | | |
| Passive Program Attendance | | | | | | |
| Adult | 564 | 0 | | | | |
| Teen | 0 | 0 | | | | |
| Children | 153 | 226 | | | | |
| Program Attendance Total | 3,735 | 3,291 | 10,945 | 9,161 | -1,784 | -16.3% |

Statistics for March 2018 (FY Jan-Dec)

Gate Count

| | Mar 2017 | Mar 2018 | YTD Totals | | YTD Difference | |
|--|----------|----------|------------|---------|----------------|--------|
| | 47,363 | 43,043 | 133,217 | 119,628 | -13,589 | -10.2% |

Reference Questions

| | Mar 2017 | Mar 2018 | YTD Totals | | YTD Difference | |
|----------------------|----------|----------|------------|----|----------------|-------|
| One on One Tutorials | 24 | 26 | 69 | 82 | 13 | 18.8% |

Computer User Sessions

| | Mar 2017 | Mar 2018 | | | | |
|-------------------|----------|----------|------------|--------|----------------|-------|
| Adult | 4,404 | 4,241 | | | | |
| Children | 1,542 | 1,282 | YTD Totals | | YTD Difference | |
| Total | 5,946 | 5,523 | 16,305 | 14,965 | -1,340 | -8.2% |
| Wireless Sessions | 2,760 | 2,516 | 7,491 | 7,646 | | |