

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
JANUARY 13, 2016, 7:00 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:00 p.m.
2. **Roll call.** Members Present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene.

Also present: Director Rick Ashton, Public Relations Manager Melissa Doornbos, Residents Sara Pemberton, Marge Earl, Ed Pawlak.
3. **Public Comment Period.** President Greene invited public comment. There was none.
4. **Brainstorming Concerning the Future of the Library.** President Greene announced that the subject of the brainstorming session would be the future of the Library. As the Board begins its search for the Library's next Director, President Greene emphasized that the Board should develop some sense of organizational direction and priorities to guide the search. She reminded the Board that brainstorming rules would apply: All ideas are welcome, questions and comments are for clarification, not criticism or debate.

President Greene also announced that the meeting would adjourn no later than 8:00 p.m.

Director Ashton served as scribe for the brainstorming session.

Flip chart notes are attached to these Minutes.
5. **Board Member Comments and Requests for Information.** Board members reviewed the schedule of meetings in January.
6. **Adjournment.** President Greene adjourned the meeting at 7:57 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
TUESDAY, JANUARY 19, 2016, 7:00 P.M.
LIBRARY CHILDREN'S PROGRAM ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:00 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene.

Also present: Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Downers Grove Residents Sara Pemberton, Daniel Loftus, Consultant Dan Bradbury, Consultant Jobeth Bradbury.

3. **Public comment period.** President Greene invited public comment. There was none.
4. **Presentation by Bradbury Associates.** Jobeth Bradbury and Dan Bradbury led a detailed discussion with the Board on the process, timetable, and activities of the search for the next Director of the Library. This included information about specific tasks, meetings, deadlines, and issues, including questions of confidentiality under the Illinois Open Meetings Act and Illinois Freedom of Information Act. The consultants and the Board agreed to several modifications of the proposed schedule. The consultants agreed to submit a revised schedule and revised advertising copy for Board approval at the January 27 meeting.

It was moved by Eblen and seconded by Jaros THAT the strategy and plan, with minor modifications to the schedule, be approved. Approved unanimously by voice vote.

5. **Board Member comments and requests for information.** None.
6. **Adjournment.** President Greene adjourned the meeting at 8:30 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
JANUARY 20, 2016, 7:00 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:00 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene.

Also present: Library staff members Rick Ashton, Bonnie Reid, Sue O'Brien, Melissa Doornbos, Katelyn Vabalaitis; Village Council Liaison David Olsen; Friends of the Library President Joanne Hansen; Suburban Life reporter Dan Farnham; 8 other Downers Grove residents; Consultant Jobeth Bradbury, Consultant Dan Bradbury.

3. **Public comment.** President Greene announced that the purpose of the meeting was to receive public comment on the desired traits and skills of the next library director and on the strategic issues the new director should address.

President Greene then turned the meeting over to Bradbury Associates, who led the discussion. Comments included:

- Challenges of providing high level of service without increasing costs
- Challenges of working with community, other local governments, other organizations
- Strong points include size of Downers Grove, high level of community support, present positive position of library in the community
- Important that new director be out in the community and well known
- Difference from search 5 years ago is that the agenda of concrete, specific projects and issues has been completed and new challenges are not well-defined
- Relationship with schools is a strong point
- Ebb and flow of requirements of leadership and organizational growth is a consideration
- Library is perceived by some as a bargain and by others as very expensive
- Variety of housing stock could be attractive to new director
- Low turnout at this meeting indicates that people are generally well-satisfied with the library
- VODG major issues relate to municipal facilities, stormwater utility fees, and state budget and tax problems
- Illinois financial and political problems may make DGPL unattractive to candidates

- Renovation and improvement in the community makes the downtown location a plus
4. **Board Member comments and requests for information.** None.
 5. **Adjournment.** President Greene adjourned the meeting at 8:00 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JANUARY 27, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7: 39 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene.

Also present: Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Downers Grove Resident Violet Lalicon-Radwill.

3. **Welcome to visitors.** President Greene welcomed Ms. Radwill and thanked her for her interest in the work of the Library.
4. **Approval of Minutes.**
 - a. December 16, 2015, Regular Monthly Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the December 16, 2015 Regular Monthly Meeting be approved as distributed. Roll call: Ayes: Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: Earl.
 - b. January 13, 2016, Special Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the January 13, 2016, Special Meeting be approved as distributed. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
 - c. January 19, 2016, Special Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the January 19, 2016, Special Meeting be approved as distributed. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
 - d. January 20, 2016 Special Meeting. It was moved by Jaros and seconded by Eblen THAT the minutes of the January 20, 2016, Special Meeting be approved as distributed. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
5. **Financial Matters.**
 - a. December 2015 Financial Report. Ashton reported the year-end figures. He also directed the Board's attention to the monthly budget information for 2016, under development.

In addition, Ashton presented additional documents entitled Supplemental Financial Information. These included “Some Notes on Property Taxes and State Funds” and “2016 Fund Balance.”

- b. Approval of December 2015 Invoices. It was moved by Read and seconded by Jaros THAT December 2015 invoices totaling \$60,373.53 and December 2015 credit memos totaling \$877.04 be approved and December payrolls totaling \$207,608.78 be recognized. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
 - c. Approval of January 2016 Invoices. It was moved by Read and seconded by Jaros THAT January 2016 invoices totaling \$26,098.08 be approved. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
6. **Public Comment on Agenda items.** President Greene invited comment. There was none.
7. **Public comment on other Library business.** President Greene invited comment.
- Resident Violet Lalicon-Radwill addressed the Board. She stated that she was still willing to pay for a surveillance camera in the public computer area and requested that the Board express its opinion on her offer.
- President Greene requested that Library staff prepare and report an analysis of security needs and options for the public computer area of the Library building.
8. **Unfinished Business.**
- a. Approval of Revised Director Search Timetable. The Board reviewed the revised timetable received from Bradbury Associates after the Board Packet had been distributed.

It was moved by Jaros and seconded by Eblen THAT the revised timetable (attached) be approved. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
 - b. Approval of advertisement for Library Director. The Board reviewed the revised advertisement received from Bradbury Associates after the Board Packet had been distributed.

It was moved by Humphreys and seconded by Eblen THAT the revised advertisement (attached) be approved, with the proviso that the upper end of the hiring salary range be set at \$136,500. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: none.
 - c. Building projects. Report on lighting and acoustical panels progress. Approval of color selection. O’Brien and Reid presented the recommended fabric and color for the acoustical panels, selected in consultation with Product Architecture. It was

moved by Eblen and seconded by Humphreys THAT the recommended fabric and color be approved. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

In addition, Ashton reminded the Board of the project schedule. Advertising, pre-bid activities, and the formal bid opening will be completed February 15. Shales McNutt Construction will review the bids and make recommendations to the Board on awarding of contracts by February 19. Board approval of awarding of contracts can be accomplished on February 24. If all is satisfactory up to that point, successful bidders will receive notice to proceed on February 25, enabling them to order materials and submit necessary documentation. This step is expected to take until May 5. Actual construction will begin May 6 and conclude May 26.

After further discussion, it was moved by Jaros and seconded by Humphreys THAT the Board's motion passed on December 16, 2015, authorizing Shales McNutt Construction to take the projects out to bid, be amended to remove mention of the provision of window shades for Conference Room A. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

- d. Personnel Policy. Approval of Revised Policy, except Sections 3.1.3, 3.1.7, and 3.1.17. It was moved by Read and seconded by Eblen THAT the Revised Policy be approved. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

- e. Personnel Policy. Approval of Revised Policy, Sections 3.1.3, 3.1.7, and 3.1.17. The Board considered the two versions of the revised proposed policy as submitted by staff. In addition, the Board discussed the versions as proposed by Trustee Jaros. The Board commended Assistant Director for Support Services Sue O'Brien and thanked her for her editorial work in assembling the revised policy with many changes.

It was moved by Humphreys and seconded by Read THAT the proposed Version B of Policy Sections 3.1.3, 3.1.7, and 3.1.17 (attached) be approved. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none

9. New Business.

- a. Posting of Employee Compensation. Ashton reported on the detailed posting required by Illinois statute and referred the Board to the Library's web site for the information. He reported that information would be updated annually.

- 10. **Report of the Director.** Ashton presented his written report (attached). In addition, he reported that the Library had received a check for \$21,058.92, its share of the proceeds of the liquidation of the Joint Self Insurance Program fund balance from the Library

Insurance Management and Risk Control Combination (LIMRiCC). The funds have been deposited in the Library's operating fund as miscellaneous revenue.

11. Board Member comments and requests for information.

Trustee Earl requested an update on the staff's response to his earlier inquiry about the Library's practices and procedures for providing clean public restrooms. Ashton, O'Brien, and Reid discussed the challenges of clean restrooms in a busy public building. In addition to scheduled nightly cleaning, and several checks by assigned staff during open hours, the Library relies on other staff members and members of the public to report any observed problems. These receive a quick response. Earl requested that more attention and more effort be devoted to this.

Earl inquired about the Girls Who Code program. Reid explained that it is a national volunteer-based program in which women with skills in computer coding teach coding to middle school and high school girls. The Library's current 16-week session includes 15 participants selected from about 40 applicants. Earl asked if he might observe a class. Reid agreed to inquire with the instructor.

Earl inquired about the Library's practice regarding the blocking of accounts of patrons who have unpaid fines or fees. Reid explained that blocking occurs when a patron has accumulated more than \$20 in unpaid fines and fees.

Jaros inquired about a complaint in the Sound Off column of the Suburban Life newspaper. This complaint, recorded from an anonymous telephone call, stated that homeless people were occupying the Library's public computers to the exclusion of other persons. Ashton, Reid, and O'Brien responded that the Library does not inquire about the housing arrangements of people who come in. In the area with 24 public computers, there are usually a few machines available for use. When all machines are in use, time limits are imposed.

Jaros inquired about the Library's system for control of laptop computers and other electronic equipment made available for public use. O'Brien replied that the Library maintains detailed inventory records for laptop computers, tablets, and Media Lab equipment. The Library stores the items in staff-only areas and requires users to provide appropriate identification. For work-related equipment such as laptop computers and tablet devices issued to staff, controls are maintained to insure that these items are managed and returned to the Library as appropriate.

12. Adjournment. President Greene adjourned the meeting at 8:47 p.m.

**APPROVED SEARCH SCHEDULE TIMELINE
DOWNERS GROVE PUBLIC LIBRARY**

Activity	Target Date:
Consultants make first visit to Downers Grove; meet with Search Committee and staff; establish definitive work schedule and marketing plan	January 19 & 20 2016
Advertisement is approved by Search Committee	January 27 2016
Post ads, actively recruit candidate pool	Jan. 28- Mar. 27 2016
Applications Close	March 27 2016
All candidate documents sent to Search Committee	March 28 2016
All pre-screening interviews (by consultants) completed	March 31 2016
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists-2 hour meeting (consultants present in Downers Grove)	April 5 2016 7pm-9pm
Semi-final Interviews on Site or via Skype w/search committee- (consultants present in Downers Grove)	April 20 & 21 2016 5pm-9pm
Reference Reports to Board	May 2 2016
Final Interviews on Site (consultants present in Downers Grove) Board Interviews-May 5, 5pm-10pm	May 4 & 5 2016
Negotiations Completed	May 10 2016
New Director Start Date	TBD



Downers Grove (IL) Public Library – Library Director

Learn, grow and thrive as Library Director for the Downers Grove Public Library. The Board of Trustees seeks its next leader to build on the success of this superb Illinois library. The successful candidate must have excellent communication skills that inspire and motivate; experience as budget officer developing the annual budget proposal linked to Board policies and priorities; foster a team environment; and have the ability to create and implement a shared vision of stellar library services for the Downers Grove community. With a committed, customer focused staff, a newly renovated 67,000 square foot facility, an annual \$5.2 million operating budget, and significant support from an active Friends organization and Foundation, the Downers Grove Library serves 48,000 Village residents circulating 990,000 items in 2015 to 30,000 card holders. The Library is an independent library governed by a six-member appointed library Board with a permanent tax rate exclusively dedicated to public library services.

The Village of Downers Grove is a comfortable western Chicago suburb that combines residential suburban living balanced with economic growth. Located in the heart of DuPage County, Downers Grove is a family friendly and business friendly destination. Residents, small businesses and large corporations thrive in the small town “feel” of Downers Grove. With commuter rail service to Chicago and access to two major airports, the Village has 49 parks, two award winning public school districts and is home to the main campus of Midwestern University. Forbes Magazine named Downers Grove as the 8th friendliest town in the United States and Liveability.com selected it as one of the “Top 10 Best Cities for Kids.” Additional information on the Downers Grove Public Library and the Village of Downers Grove can be found at [Downers Grove Links](#).

Responsibilities and requirements. Minimum requirements include an MLS from an ALA-accredited program with a broad knowledge of the principles and practices of librarianship; eight years of public library experience in increasingly responsible positions with a minimum of four years at the management level. (Or equivalent background and experience that will enable the candidate to effectively perform the work required.) Essential skills include excellent administrative, financial planning, communication, and personnel management skills; ability to speak to diverse groups concerning library affairs; ability to handle critical incidents and resolve conflicts involving patrons, staff, materials, and facilities; ability to participate in meetings and conferences outside of normal working hours; ability to inspire and lead staff; initiative, awareness and vision in developing library services; and skill in building and maintaining effective relationships with the Library Board, staff and with community leaders. Successful experience reporting to a governing board, developing a strategic plan and experience in library technology are preferred. For the complete position description, please visit [Downers Grove Director](#).

Compensation: The starting salary range is \$115,000-\$134,500 dependent on qualifications with a competitive benefits package.

For further information, please visit [Bradbury Associates/Gossage Sager Associates](#). Apply via email with a meaningful cover letter and resume as Word or PDF attachments to [Dan Bradbury](#). This position will close March 27, 2016.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 27, 2016**

**AGENDA ITEM 8E
REVISED PERSONNEL POLICY, SECTIONS 3.1.3, 3.1.7, AND 3.1.17**

3.1.3 Equal Opportunity Employer

The Board has not reached agreement on the text of the first sentence of this section.

VERSION A

It is the policy of the Downers Grove Public Library to afford equal employment opportunities regardless of race, color, national origin, citizenship status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.

VERSION B

It is the policy of the Downers Grove Public Library to afford equal employment opportunities as required by applicable law.

3.1.7 Staff Obligations

The Board has not reached agreement on the text of the final sentence in the first paragraph of this section.

VERSION A

Library service will be given to all patrons regardless of race, color, national origin, citizenship status, sex, gender, pregnancy, religion, age, disability, marital status, sexual orientation, gender identity, military or veteran status, order of protection status, or any other category protected by applicable law.

VERSION B

Library service will be given to all patrons as required by applicable law.

3.1.17 Anti-Discrimination and Anti-Harassment

The Library Board has not reached agreement on the text of the first sentence of the second paragraph of this section.

VERSION A

A. Definition of Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by law.

VERSION B

A. Definition of Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law.

REQUESTED ACTION: Approval of Version A or Version B of each section.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 27, 2016**

**AGENDA ITEM 10
REPORT OF THE DIRECTOR**

- a. 2015 Circulation Statistics. 2015 showed a healthy increase over 2014. It was the third-highest DGPL circulation year out of the first 125 years.
- b. Top Circulating eBooks. The interconnected account with District 58 supported increased use of eBooks.
- c. Staff In Service Day, January 15, 2016. About 100 staff attended for a full day of development and training work. This included individual recognition for the eleven employees who had celebrated milestone work anniversaries in 2015, fire evacuation practice under the supervision of the Downers Grove Fire Department, small group discussions of the desired attributes and skills of the next Library Director, and a presentation by David Seleb, Director of the Oak Park Public Library, on OPPL's experience with the Community Conversations model developed by the Harwood Institute. Staff evaluations are being tabulated.
- d. 125th Anniversary Kickoff Events. The announcement of DGPL's 125th anniversary celebrations has prompted much positive community response. While this has often been a general affirmation of the Library, it has also included numerous comments evoking particular personal memories.
- e. Recent media coverage. Attached.

	DGPL Circulation - 3 year comparison		
	2015	2014	2013
Month	Total Circulation	Total Circulation	Total Circulation
January	80,325	77,991	80,087
February	73,463	74,445	71,939
March	84,090	83,743	82,916
April	64,746	76,184	77,111
May	81,607	73,155	75,229
June	95,691	83,639	89,502
July	97,084	92,735	100,281
August	89,399	82,432	88,877
September	80,881	76,939	76,977
October	84,001	78,427	79,101
November	81,721	76,598	77,662
December	77,974	73,746	69,509
	990,982	950,034	969,191

Circulation Statistics -- December

	DEC 15	%	DEC. 14	%	DEC. 13	%
Circulation Statistics						
Checkouts						
Selfchecks	43,996	78%	45,378	79%	36,037	63%
Staff desk	12,672	22%	12,096	21%	20,890	37%
Total checkouts	56,668		57,474		56,927	
Renewals						
Selfchecks	1,665		548		208	
Staff desk (incl. phone)	3,087		3,500		2,937	
Patron online renewals	9,760		6,892		4,646	
Total renewals	14,512		10,940		7,791	
Total item checkout and renewals	71,180		68,414		64,718	
Ebooks - Overdrive	3,640		3,752		3,097	
Ebooks - 3M	2,159		819		710	
Emagazines - Zinio	576		761		984	
Hoopla	419					
Total circulation	77,974		73,746		69,509	
Reference Questions - Information Desk	111		201			
Reserves Processed						
Received from ILL	7,526		6,686		5,615	
ILL sent	4,172		5,186		4,917	
OCLC requests processed	696		694		715	
Gate count						
North	24,770		23,331		20,685	
South	13,085		12,597		12,015	
Total	37,855		35,928		32,700	
Registrations						
New resident cards	132		136		117	
New fee cards	16		4		6	
Current borrowers	30,069		29,575		29,212	
Active fee cards	131		127		150	
REVENUE						
	Fines	Fees	Book Sales	Fee Cards	Meeting Room	Total
Cash	\$2,902.20	\$1,663.24	\$978.35	\$1,120.00	\$320.00	\$6,983.79
Online payments (ecommerce - beg. 12/27)	\$82.75					\$82.75
Credit cards at service desks	\$1,621.70	\$459.00	\$45.50	\$1,400.00	\$100.00	\$3,626.20
Credit cards at selfchecks	\$2,704.64	\$42.00				\$2,746.64
Totals	\$7,311.29	\$2,164.24	\$1,023.85	\$2,520.00	\$420.00	\$13,439.38



Rick Ashton <rashton@dglibrary.org>

Top Circulating Ebooks

4 messages

Nicole Wilhelms <nwilhelms@dglibrary.org>

Wed, Jan 13, 2016 at 3:07 PM

To: All Staff <staff@dglibrary.org>

Hello!

Looking back at 2015, here were our top performers!

eMediaLibrary

Title	Checkouts
The Girl on the Train: A Novel	357
All the Light We Cannot See: A Novel	236
Gray Mountain: A Novel	154
Big Little Lies	135
Gone Girl: A Novel	117
Leaving Time (with bonus novella Larger Than Life): A Novel	110
Dark Places: A Novel	104
Eyes on You: A Novel of Suspense	103
The Girl on the Train: A Novel (unabridged)	99
The Goldfinch: A Novel (Pulitzer Prize for Fiction)	99
The Rosie Project: Don Tillman Series, Book 1	98
Still Alice	97
The Nightingale	96
Unbroken: A World War II Story of Survival, Resilience, and Redemption	90
Go Set a Watchman: To Kill a Mockingbird Series, Book 2	89
Dead Wake: The Last Crossing of the Lusitania	87
The Husband's Secret	85
Defending Jacob: A Novel	82
Outlander: Outlander Series, Book 1	81

3M Cloud Library

Title	Checkouts
The Girl on the Train	107
The Julian Chapter: A Wonder Story	75
Wonder	70
365 Days of Wonder: Mr. Browne's Book of Precepts	64
Rump: The True Story of Rumpelstiltskin	62
All the Light We Cannot See	60

Big Nate	53
The Maze Runner (Maze Runner, Book One)	49
Big Nate and Friends	45
Out of My Mind	45
Dead Wake	44
Catching Fire (The Second Book of the Hunger Games)	43
Pluto: A Wonder Story	43
The Hunger Games	43
The Donut Chef	42
Big Little Lies	40
Big Nate Makes a Splash	40
The Unwanteds	40

Sharon Hrycewicz <shrycewicz@dglibrary.org>
 To: Nicole Wilhelms <nwilhelms@dglibrary.org>
 Cc: All Staff <staff@dglibrary.org>

Wed, Jan 13, 2016 at 3:12 PM

the Cloud Library has 12 of 18 titles that are Kid's Room titles! I think that is a huge tribute to our collaboration with District 58...

In case you weren't aware of it, District 58 has a Cloud Library account and this allows their students to borrow the ebooks on our account! It's so great to see this partnership working!!

sh

Sharon Hrycewicz

Children's Reference and Technology Coordinator

DG Library | 1050 Curtiss Street | Downers Grove, IL 60515

Office: 1.630.960.1200 | SHrycewicz@DGLibrary.org

My last name is pronounced *rice-wits*

[Quoted text hidden]

Nicole Wilhelms <nwilhelms@dglibrary.org>
 To: Sharon Hrycewicz <shrycewicz@dglibrary.org>
 Cc: All Staff <staff@dglibrary.org>

Wed, Jan 13, 2016 at 3:15 PM

Also here's Hoopla!

Title	Format	Circs
The Girl on the Train	movie	22
The Life-Changing Magic of Tidying Up	audiobook	17
Wilder Mind (Deluxe)	music	16
Stages (Deluxe Version)	music	14

A Goofy Movie	movie	13
Pitch Perfect 2 (Original Motion Picture Soundtrack)	music	12
NOW That's What I Call Music! Vol. 54	music	12
How To Talk To Anyone	audiobook	11
Star Wars: The Force Awakens (Original Motion Picture Soundtrack)	music	11
JEKYLL + HYDE	music	8
From Time To Time	movie	8
The Husband's Secret	audiobook	8
Survivor	movie	7
My Little Pony Equestria Girls: Rainbow Rocks	movie	7
Smoke + Mirrors	music	7
LEGO: The Adventures Of Clutch Powers	movie	7
The Sword In The Stone	movie	7
The Sting	movie	7
Blurryface	music	7
NPR Funniest Driveway Moments	audiobook	7

Nicole Wilhelms
 Adult & Teen Services Manager
 Downers Grove Public Library
 630-960-1200 ext. 244
 nwilhelms@dglibrary.org

What I'm Reading: **Consider the Lobster** by David Foster Wallace
The Big Short by Michael Lewis

[Quoted text hidden]

Debra Wischmeyer <dwischmeyer@dglibrary.org>

Wed, Jan 13, 2016 at 3:22 PM

To: Nicole Wilhelms <nwilhelms@dglibrary.org>

Cc: Sharon Hrycewicz <shrycewicz@dglibrary.org>, All Staff <staff@dglibrary.org>

I'm not surprised to see *Girl on the Train* at the top of these lists!

I'm with Sharon; it's so exciting to see all of the youth and teen books in our top circulating items in 3M! Our partnership with District 58 has been a wonderful success, and I'm happy we are able to help provide ebooks to all of our DG students and teachers.

[Quoted text hidden]

—
 Debra Wischmeyer
 Adult & Teen Services Librarian
 Downers Grove Public Library
 dwischmeyer@dglibrary.org
 630-960-1200 ext. 237

What I'm Reading:
Pretty Girls by Karin Slaughter
Gravity's Rainbow by Thomas Pynchon

**Homeless at library**

Recently the U.S. Department of Housing and Urban Development released a study that showed there was a decline in homelessness in the United States, with them pointing out that there was an 8.5 percent decrease in homelessness since 2010, but it doesn't seem very evident as of late if you wander around the Downers Grove train station area. I also found out that a lot of homeless people, and it's been evident, are able to access the Downers Grove Public Library, which I was under the impression that you have to be a resident with an ID and a utility bill in order to get a library card. They are constantly using the computers all day long, viewing inappropriate material, eating, drinking and having a good old time at the expense of other residents that use the computer for other purposes.

Downers Grove library offering girls' computer science course

DOWNERS GROVE – Girls in grades 6 to 12 who are interested in computer science can join the Girls Who Code Club at Downers Grove Public Library, 1050 Curtiss St.

The course will meet from 6:30 to 8:30 p.m. Wednesdays, Jan. 13 to June 2. Participants will learn programming fundamentals, website coding, and mobile app development. To register, call 630-960-1200 or visit www.dglibrary.org.

– Suburban Life Media



Downers Grove faces budget, preservation issues



ANNEMARIE MANNION/CHICAGO TRIBUNE
atic Grove, is constructed in Downers
n 48 apartments.

Leaders in both districts say they will use the test as a base line and will continue in 2016 to dig into the data to better learn what it means. District 58 plans to hold sessions with parents in January and February to discuss the results.

Hospital addition

Work will continue on a 96-room, three-story addition at Advocate Good Samaritan Hospital at Highland Avenue and 31st Street.

The \$91.8 million project will contain individual patient rooms. Citing a desire for privacy and comfort among today's health care consumers, hospital officials have said the addition will help it better meet the needs of patients.

Construction began in April and is expected to be complete by the end of 2016. The new tower will open in 2017. It will bring the number of patient rooms at the hospital to 284.

Library director search planned

The Downers Grove Public Library is planning a nationwide search to find a replacement for its

director, Rich Ashton, who is retiring in March.

The board has hired a Kansas City-based search firm, Bradbury Associates, to help them conduct the search. Public input about what patrons would like to have in a new director will be sought at a public meeting in January.

Bradbury Associates helped the library board hire Ashton, who is retiring after four years with the library. During Ashton's tenure, a \$2.4 million library renovation was completed.

Westmont Mariano's

A new Mariano's grocery store is expected to open in 2016 near 63rd Street and Cass Avenue. It is under construction on a 9.5-acre wooded lot purchased from the village of Westmont. The site was one of the last undeveloped parcels of land in the village.

Westmont officials signed off on a \$3 million incentive deal with a developer in 2013. The real estate company also will receive 50 percent of sales taxes generated by the new store.

Other incentives include help with site preparation, such as construction of an underground water detention area, road signals and wetland mitigation, according to village officials. The 71,300-square-foot grocery store will cost \$20 million.

Westmont flooding issues on agenda

Westmont will continue to move forward with projects in 2016 to prevent flooding in the village.

Over the summer, the village became the first community in the state to resurface a roadway using pervious concrete, which is designed to absorb and drain water into the ground. The \$1.4 million resurfacing took place on Cumnor Road between 59th and 61st streets.

Village officials said it could cost \$30 million to correct flooding problems throughout the suburb. In April, Westmont residents voted for a new half-percent sales tax to help pay for stormwater projects. The tax will generate up to \$1 million annually.

amannion@tribpub.com

Why the Post Office Makes America Great

OPINION

BY ZEYNEP
TUFEKCI

An assistant professor at the School of Information and Library Science at the University of North Carolina and a contributing opinion writer.

I WAS transported recently to a place that is as enchanting to me as any winter wonderland: my local post office.

In line, I thought fondly of the year I came to this country from Turkey as an adult and discovered the magic of reliable mail service. Dependable infrastructure is magical not simply because it works, but also because it allows innovation to thrive, including much of the Internet-based economy that has grown in the past decade. You can't have Amazon or eBay without a reliable way to get things to people's homes.

Of course, infrastructure is also boring, so we get used to it and forget what a gift it truly is. I never do, maybe because I discovered it so late.

My first year in the United States was full of surprises. I remember trying to figure out if the 24-ounce glass of ice water the waitress placed in front of me was a pitcher, to be shared by the whole table. But where was the spout? I had expected some of what I encountered — I had seen enough movies, and came to this country expecting big cars and big houses and wide open spaces. I got used to gigantic glasses.

But I didn't expect the post office.

The first time I needed to mail something, I trekked over to my campus's post office, looking for the line to get my envelope weighed. The staff was used to befuddled international students like me, I suppose, and one clerk took my envelope without fuss, said "first class letter," and took my change.

Then I discovered some vending machines outside the office. People came and bought stamps. "So many people must be into stamp collecting," I thought to myself. Was that another weird American quirk? Otherwise, why would people waste money buying stamps in advance, without having their letters weighed?

Something I take for granted now just didn't occur to me: There were standardized rates, and you could just slap a stamp on your letter, drop it in a mailbox, and it would go to its destination.

tion.

I then encountered a visa service that asked me to mail in my passport. My precious, precious passport. With a self-addressed, stamped envelope for its return. I laughed at the audacity of the request. Despite being a broke student, I booked a plane trip. I couldn't envision putting my passport in the mail. I've since learned that this is a common practice, and I've even done it once or twice myself. But it still does not come easy to me.

I noticed that Americans were a particularly patriotic bunch: So many of them had red flags on their mailboxes.

Mail was one of the more enchanting aspects of life in my new country.

Sometimes they would put those flags up. I presumed it was to celebrate national holidays I did not yet know about. But why did some people have their flags up while others did not? And why weren't they American flags anyway? As in Istanbul, where I grew up, I assumed patriotism had different interpretations and expressions.

The mystery was solved when I noticed a letter carrier emptying a mailbox. I was slightly unnerved: Was the mail being stolen? He then went over to another mailbox with the flag up, and emptied that box, too. I got my hint when he skipped the mailbox with the flag down.

Yes, I was told, in the United States, mail gets picked up from your house, six days a week, free of charge.

I told my friends in Turkey about all this. They shook their heads in disbelief, wondering how easily I had been recruited as a C.I.A. agent, saying implausibly flattering things about my new country. The United States in the world's imagination is a place of risk taking and ruthless competition, not one of reliable public services.

I bit my tongue and did not tell my already suspicious friends that the country was also dotted with libraries that provided books to all patrons free of charge. They wouldn't believe me, anyway since I hadn't believed it myself. My first time in a library in the United States was very brief: I walked in, looked around, and ran right back out in a panic, certain that I had accidentally used the wrong entrance. Surely, these open stacks full of books were reserved for staff only. I was used to libraries being rare, and their few books inaccessible. To this day, my heart races a bit in a library.

Over the years, I've come to appreciate the link between infrastructure, innovation — and even ruthless competition. Much of our modern economy thrives here because you can order things online and expect them to be delivered. There are major private delivery services, too, but the United States Postal Service is often better equipped to make it to certain destinations. In fact, Internet sellers, and even private carriers, often use U.S.P.S. as their delivery mechanism to addresses outside densely populated cities.

Almost every aspect of the most innovative parts of the United States, from cutting-edge medical research to its technology scene, thrives on publicly funded infrastructure. The post office is struggling these days, in some ways because of how much people rely on the web to do much of what they used to turn to the post office for. But the Internet is a testament to infrastructure, too: It exists partly because the National Science Foundation funded much of the research that makes it possible. Even some of the Internet's biggest companies, like Google, got a start from N.S.F.-funded research.

Infrastructure is often the least-appreciated part of what makes a country strong, and what makes innovation take flight. From my spot in line at the post office, I see a country that does both well; not a country that emphasizes one at the expense of the other.

LOOKING AHEAD AT 5 TOP DOWNERS GROVE STORIES

State budget, new facilities plan headline 2016

• 2016

Continued from page 2

4. New businesses coming to Ogden Avenue

During the Dec. 15 village council meeting, Downers Grove Economic Development Corporation president Michael Cassa talked about several business developments on Ogden Avenue, which he expects to be able to announce soon.

A real estate company is redeveloping the site of the former Marathon gas station at 1201 Ogden Ave., with one tenant secure and negotiations close with a national restaurant tenant.

The Downers Grove Market shopping area, on Ogden Avenue between Cumnor Road and Williams Street, will construct a building in an open lot that can hold three businesses.

Cassa said a national restaurant chain that the village has long been chasing is a possible tenant.

A company has also been looking at purchasing a 9-acre property at Ogden Avenue and Lacey Road, which Cassa said is the largest vacant commercial property in the village.

He said the site could be difficult to develop but would serve as a badly needed anchor for the central part of Ogden Avenue.

**2016
WATCH LIST****5. Fresh leadership coming to District 99, library**

District 99 superintendent Mark McDonald and Downers Grove Public Library director Rick Ashton are retiring this year.

McDonald's last day will be June 30, after which he will be replaced by Henry Thiele.

The district board hired Thiele in December, touting his background in implementing new technology.

The district will also need to replace Downers Grove North Principal Scott Kasik, who is retiring.

Ashton will retire March 31. The library has yet to name its next director but will hold a public forum on the topic at 7 p.m. Jan. 20.



Rick Ashton



Mark McDonald



Henry Thiele

Downers Grove gives its resolutions for New Year

SUBURBAN LIFE MEDIA

DOWNERS GROVE – The start of a new year is always a popular time to look back at the past year and identify things to do differently or better with resolutions.

The Downers Grove Suburban Life asked members of the community what they hoped to accomplish personally and professionally in 2016.



Rick Ashton

Downers Grove Public Library director Rick Ashton

"On March 31, 2016, I resolve to complete the final item on my Downers Grove Public Library To Do List: Check Out."



Kurt Bluder

Downers Grove Police Chief Kurt Bluder

"Eat less, eat better and work out more!"



Courtney Bruhl

Downers Grove resident Courtney Bruhl

"To not worry, just in general."

Downers Grove Public Library adult programs coordinator Melissa Doornbos

"To get back to church on Sundays."



Melissa Doornbos

Downers Grove North principal Scott Kasik

"In my last year in education, I want to make sure I take the time to be more mindful of all the wonderful moments that come with working with the students



Scott Kasik

and staff of North High School."

Downers Grove resident Karen Montague

"Accept things I can't change."



Karen Montague

Downers Grove resident Laila Montague

"Finish the Michael Vey book series."



Laila Montague

Downers Grove South principal Ed Schwartz

"I learned long ago that



Ed Schwartz

when you are working with kids, the goal is to model an honest attempt at becoming a better me today than I was yesterday. I will make that same resolution on Jan. 1."

Downers Grove resident Laura West

"My New Year's resolution is to use my new Fitbit on a regular basis."



Laura West

JANUARY 13, 2016 VOL. 8 ISSUE 7

DOWNERS GROVE • WOODRIDGE • WESTMONT • LISLE

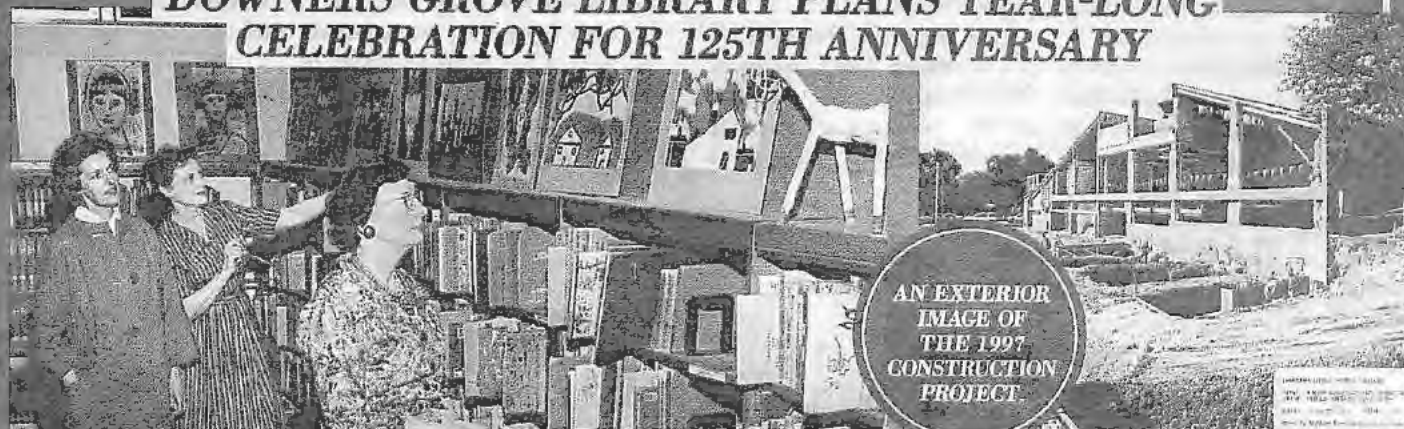
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HISTORY IN THE BOOKS

**DOWNERS GROVE LIBRARY PLANS YEAR-LONG
CELEBRATION FOR 125TH ANNIVERSARY**



AN EXTERIOR
IMAGE OF
THE 1997
CONSTRUCTION
PROJECT

A SCHOOL ART EXHIBIT ON DISPLAY
INSIDE THE LIBRARY IN THE LATE
1950s.
(SUBMITTED PHOTOS)

**SEE THE FULL STORY
ON PAGE 2**



EXTERIOR OF THE CARNEGIE
BUILDING IN MAY 1937.

COVER STORY » DOWNERS GROVE

Downers Grove Library plans year-long celebration for 125th anniversary

Celebration will also commemorate Ladies Library Association of 1891

For 125 years, the Downers Grove Public Library has provided residents with entertainment, information and inspiration.

To commemorate a mission that started with the Ladies Library Association in 1891, the library is planning a year-long celebration – complete with activities and events designed to honor their legacy.

"We're celebrating this milestone all year long, with a variety of historic portrayals, gallery displays, activities, musical performances, story times, trivia and even a birthday party in the fall," said Melissa Doornbos, public relations

manager for the library.

The initial small-reading room started by the Ladies Library Association was located above the Farmers and Merchants Bank at the intersection of Main and Curtis. It held almost 700 items. With financial help from the Carnegie Foundation, a new brick building was built in 1915 at the library's current location.

Including its most recent

interior renovation, that building has experienced renovation, reorganization and new construction. Despite all the change, the library said its mission remains the same – serving the Downers Grove community's informational, educational, inspirational and entertainment needs.

For a list of 125th anniversary events and activities, visit www.dglibrary.org/125th.



SUBMITTED PHOTO

Women from the Ladies Library Association in front of the Carnegie building in 1917.

COMMUNITY FORUM

✉ Send us your feedback at sweditor@buglenewspapers.com

WEDNESDAY, JANUARY 13, 2016 | BUGLENEWSPAPERS.COM

5

CALENDAR | FROM PAGE 5

begin at 7:30 p.m. with refreshments at 7:00 p.m. Registration is not required.

JANUARY 23

THE WRITING JOURNEY: GROUP MEETING. 12 to 4 p.m. at Woodridge Public Library, 3 Plaza Drive. Woodridge area aspiring authors and writers are invited to drop in to this monthly meeting of a local writer's group. The Journey is the year-round writing group associated with the Illinois :Naperville region of National Novel Writing Month. Founded in 2006 this group offers its members a lot

of flexibility and choices as to how writers can participate. No need to register, all are welcome. For more information visit writingjourney.org.

JANUARY 26

GREAT DECISIONS. 7 to 9 p.m. at Downers Grove Public Library, 1050 Curtiss St. Join the League of Women Voters in discussion on current foreign policy issues.

JANUARY 27

TAXES ARE EVERYONE'S BUSINESS. 7 to 8:30 p.m. at Woodridge Public Library, 3 Plaza Drive. Learn about changes for the 2015 returns including new rates

and expanded credits for children, education and retirement savings with local tax expert Judi Strauss.

JANUARY 28

ADULT COLORING MEETUP. 7 p.m. at Ballydoyle, 5157 Main St. Drop in for a drink and a relaxing night of coloring. Ages 21+.

JANUARY 29

FAMILY DANCE PARTY. 6:30 to 7 p.m. at Downers Grove Public Library, 1050 Curtiss St. If you love jamming in our storytimes then join an evening dance party and get your groove on with favorite storytime songs!

MEDITATION AND MINDFULNESS GROUP. 11 a.m. to 12:30 p.m. at Westmont Public Library, 428 N. Cass Ave. Join Michael Ribet, long-time meditator, for an engaging meditation series. Michael will demonstrate natural and effective techniques of meditation while providing useful directions for deepening and stabilizing our practices to gain inner bliss and peace. All skill levels welcome.

JANUARY 30

FAFSA WORKSHOP. 1 to 5 p.m. at Downers Grove Public Library, 1050 Curtiss St. Receive one-on-one assistance filling out

FAFSA forms from an Illinois Student Assistance Commission representative. Registered students will be contacted prior to their appointment with their individual check in time, and information on what documents to bring.

JANUARY 31

MEET BERTHA PALMER. 2 p.m. at Downers Grove Public Library, 1050 Curtiss St. Leslie Goddard portrays 1890s Chicago socialite, wife of real estate magnate Potter Palmer, and pace-setting arts patron. In conjunction with the library's 125th anniversary celebration.

CALENDAR UPCOMING EVENTS IN YOUR AREA

JANUARY 14

READ TO THE DOGS. 7 p.m. at Downers Grove Public Library, 1050 Curtiss St. Share a story with some good doggy listeners. Therapy dogs will be here to listen to children read stories to them. Reading to these dogs can improve children's reading and communication skills while also being fun! Call 630-960-1200 to schedule a 15-minute slot.

JANUARY 16

ADVENTURES IN BROADCASTING: WGN MEMORIES. 2 p.m. at Downers Grove Public Library, 1050 Curtiss St. Former TV and radio personality Gene Doretti shares stories from working in the biz. In conjunction with the library's 125th anniversary celebration.

SNOWMAN BUILDING CONTEST! 10:30 a.m. at Downers Grove Museum, 831 Maple Ave. With your team, bring your props and creativity as you compete for one of three prizes for "Best Traditional Snowman", "Most Creative Theme", and "Best Dressed Snowman"! Individuals can enter, or teams of up to 5 members. Individual fees are the same as the team

fee. Building starts at 10:30 a.m. and judging will begin at noon. Enjoy hot chocolate during the awards presentation! Weather permitting. Fee: Free.

JANUARY 17

ENGLISH CONVERSATION GROUP. 1 - 3 p.m. at Downers Grove Public Library, 1050 Curtiss St. Practice speaking English in a relaxed space. Offered monthly. Led by Literacy DuPage.

JANUARY 18

KARATE DEMONSTRATION. 2 p.m. at Downers Grove Public Library, 1050 Curtiss St. Illustrator Terri Murphy introduces you to the art of zentangle. After looking at patterns in nature, create a unique animal from checkerboards, spirals, weaves, and geometric shapes. For school-age children. Registration is required at www.dglibrary.org/events

JANUARY 19

TAXES ARE EVERYONE'S BUSINESS. 7 p.m. to 8:30 p.m. at Downers Grove Public Library, 1050 Curtiss St. Find out about the most recent tax law changes. Presented by Judi Strauss.

JANUARY 20

CANDY FLAVORED LIP GLOSS AND SCRUBS. 4 to 5:30 p.m. at Westmont Public Library, 428 N. Cass Ave. Look your best this winter with lip products you make yourself! Take home your own candy flavored lip gloss and scrub.

JANUARY 21

LEGO BUILD FOR FAMILIES. 7 - 8 p.m. at Downers Grove Public Library, 1050 Curtiss St. Build your own creations with Legos. The theme is imaginary creatures. Reserve your spot at www.dglibrary.org/events beginning Jan. 7.

JANUARY 22

ADVENTURES IN TRAVEL. 7 to 9 p.m. at Downers Grove Public Library, 1050 Curtiss St. Andy Orr traveled from South America to Antarctica, South Georgia Island, and finally to South Africa on a 100-year-old square-rigged sailing vessel. He'll show pictures that he took and discuss his experiences on this 6,000 mile, 52-day sailing trip across the Southern Atlantic Ocean. The presentation will

SEE CALENDAR | PAGE 15

View from Behind the Lens: Advanced Photography for Teens, a Guest Post by Lynette Pitrak

DECEMBER 17, 2015 BY HEATHER BOOTH

[LEAVE A COMMENT](#)

In the fall and winter of 2014, I had an amazing experience coordinating a filmmaking workshop for high school students called [View from the Director's Chair](#). To highlight a different aspect of our library's Media Lab this year, our IT Department Manager and I

created a similarly-structured workshop called View from Behind the Lens.

View from Behind the Lens began October 21st, and will continue through December 16th. We were lucky enough to hire Downers Grove-based photographer Mike Taylor, a professional photographer and college professor, as our instructor for this program series. Along with Mike, our library's IT Assistant Jason, myself, and eight teenagers in middle school and high school meet weekly to learn advanced photography skills!!



View from Behind the Lens Halloween Photo Shoot

We are now several weeks into this workshop, and have learned a lot about digital photography techniques!! The students in class are working with a combination of Canon and Nikon cameras (and everyone is VERY loyal to their chosen brand! :)). We have gone over the basic settings of the cameras, including f-stop, aperture, and white balance. Mike has also discussed various kinds of photography with the students, such as stop-action, motion-blur, infrared, and night

photography, and how to use the lenses and settings to achieve the desired effects. To put this instruction to work, the students have gone on in-class walking tours through Downers Grove. We have done daytime landscape shoots, portraiture, an architectural shoot, and a fun night shoot in the cemetery to celebrate Halloween!

In one week, we will be taking a field trip to the [Museum of Contemporary Photography](#) to take a docent-lead tour of a special photography exhibit. Because the museum is staffed by volunteers from Columbia College's photography program, the View from Behind the Lens students will have the opportunity to talk about what it is like to major in photography.

In the last weeks of class, students will learn how to edit their photographs with Lightroom and Photoshop. Then, they will have a month to shoot on their own, to prepare final photographs for a gallery show and [Meet the Artists](#) event on February 28, 2016!!!



View from Behind the Lens Portraiture Shoot

<http://www.teenlibrariantoolbox.com/2015/12/view-from-behind-the-lens-advanced-photography-for-teens-a-guest-post-by-lynette-pitrak/>

Lynette Pitrak is the Teen Services Coordinator at the Downers Grove Public Library in Downers Grove, Illinois.

NEWS BRIEF

Public library to celebrate 125th anniversary all year

DOWNERS GROVE – This year is a major milestone for the Downers Grove Public Library as it marks 125 years since its opening.

In 1891, the Ladies Library Association created the village's first library, a small reading room holding 700 items above the Farmers and Merchants Bank at Main and Curtiss streets.

A new brick library building was constructed in 1915 at the library's current site at 1050

Curtiss Street and has been renovated and expanded several times since then.

The library will host several programs related to area history throughout the year, including historic portrayals, gallery displays, activities, musical performances, story times and trivia.

The big celebration will be a birthday party hosted Oct. 16, with more details to come. For information, visit www.dglibrary.org/125th.

– Suburban Life Media

SuburbanLife

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
FEBRUARY 24, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene.
Also present: Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Kids Room Manager Allyson Renell, Public Relations Manager Melissa Doornbos, Downers Grove residents Ed Pawlak, Lauren Stull, Violet Lalicon-Radwill
3. **Welcome to visitors.** President Greene welcomed visitors and thanked them for their interest in the work of the Library.
4. **Approval of Minutes.**
 - a. January 27, 2016, Regular Monthly Meeting. It was moved by Jaros and seconded by Earl THAT the Minutes of the January 27 meeting be approved as circulated. Roll Call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. January 2016 Financial Report. Ashton reported on the figures.
 - b. Approval of January 2016 Invoices. It was moved by Read and seconded by Eblen THAT January 2016 invoices totaling \$104,848.96 and January 2016 credit memos totaling \$366.66 be approved and January payrolls totaling \$210,171.80 be recognized. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
6. **Public Comment on Agenda items.** President Greene invited comment. There was none.
7. **Public comment on other Library business.** President Greene invited comment. Ashton invited Allyson Renell, Kids Room Manager who joined the staff in October 2015, to introduce herself. Ms. Renell expressed her appreciation for the STEM-related

initiatives of the Library. She thanked the Board for the opportunity to work at the Library.

8. Unfinished Business.

- a. Building projects. Report and recommendation from Shales McNutt Construction regarding contract awards for lighting projects and acoustical panel project. Requested action: approval of recommended contract awards (attached).

Ashton reported that the competitive bids for these contracts had come in well below initial estimates. He explained the availability of funding in the Library budget.

It was moved by Jaros and seconded by Humphreys THAT the recommended contracts be awarded. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

- b. Proposed Purchasing Policy. Requested action: discussion.
The Board discussed the proposed Policy (attached). Jaros suggested several editorial changes which did not change the substance of the policy. After discussion, the Board directed staff to bring the proposed policy, including the suggested changes, before the Board for action at the March meeting.

- c. Report and recommendation from Library staff regarding proposed surveillance camera installation (attached). Requested action: Approval of recommendation.

The Board took action on two motions:

It was moved by Jaros and seconded by Eblen THAT the Board approve the staff recommendation (attached) not to spend Library funds for additional surveillance cameras. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.

It was moved by Read and seconded by Eblen THAT the Library take no further action on the proposed installation of surveillance cameras. Roll call: Ayes: Eblen, Humphreys, Read, Greene. Nays: Earl, Jaros. Abstentions: None.

9. Report of the Director. Ashton presented his written report (attached).

10. Board Member comments and requests for information.

Read reported that he and Ashton had attended an Illinois Library Association legislative luncheon on February 12. Although the dozen state legislators who were

present expressed positive support for libraries, they were unable to indicate what budget-related or other actions might soon be forthcoming from the legislature.

Humphreys expressed his support for the World Languages Collection initiative mentioned in Ashton's report. He considered this an important added feature for both residents and visitors to Downers Grove.

Earl inquired concerning any schedule changes or added meetings. This included the Friends of the Library meeting scheduled for February 25 and the calendar of activity for the Director search. Ashton reported that there have been no changes.

Earl also reported on his visit to the Girls Who Code program being held weekly at the Library. He expressed great appreciation for the Library's strategic initiative in hosting the program in collaboration with the Girls Who Code organization. He was glad also to see the involvement of a teacher from Community School District 58, assisting with the program for the purpose of her own learning. He endorsed the Library's identification of an important community need and response to it.

Humphreys commented on the connections between technical skills and involvement with the arts, especially in music. He indicated his support for the Library's broad activity in both areas.

Greene invited members of the Board to a farewell dinner for Ashton, to be held at a location to be determined on March 9 at 6:00 p.m.

11. New Business: Executive Session.

- a. Arrangements for executive management from April 1, 2016, until the appointment of the next Director. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

It was moved by Humphreys and seconded by Earl THAT the Board recess the public session and convene in executive session for the stated purpose. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.

- b. The Board met in executive session beginning at 8:38 p.m. for the stated purpose. Roll Call in executive session. Members Present: Earl, Eblen, Humphreys, Jaros, Read, Greene. Also present: Director Ashton, Assistant Director Reid, Assistant Director O'Brien.

Discussion in executive session: The Board discussed the proposal from Sue O'Brien and Bonnie Reid to serve as Co-Interim Directors of the Library from April 1, 2016 until the next Director begins work.

- c. Reconvening of a public session. President Greene adjourned the executive session and re-convened the Board in public session at 9:24 p.m.
- d. Approval of any motions resulting from discussion in executive session. It was moved by Eblen and seconded by Earl THAT the Board accept the proposal from Bonnie Reid and Sue O'Brien to serve as Co-Interim Directors from April 1, 2016 until the time the new Director begins work. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.

12. **Adjournment.** President Greene adjourned the meeting at 9:25 p.m.



shalesmcnutt CONSTRUCTION

February 18, 2016

Mr. Rick Ashton
Library Director
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, IL 60515

Re: Downers Grove Public Library
Lighting & Acoustic Panel Revisions
Recommendation of Award

Dear Mr. Ashton,

Shales McNutt Construction received bid proposals on behalf of the library on Monday, February 15, 2016, for the following bid packages:

BP 09 - Acoustic Panel/Drywall
BP 026- Electrical/Lighting Systems

We have had an opportunity to review with the apparent low bidders their respective scopes of work and adherence to the contract documents. It is our recommendation to award the contracts for this package to the apparent low bidders: Just Rite Acoustics and Ron Jones Electric respectively.

It is our intent, with board approval, to provide a Notice to Proceed to the contractors noted on Thursday, February 25, 2016 and proceed into the construction phase of the project.

We thank you in advance for your time and consideration in this matter.

Sincerely,

David M. Hempel
Project Manager
Shales McNutt Construction

CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING | DESIGN BUILD

425 Renner Drive
Elgin, Illinois 60123

P (847) 622 1214
F (847) 622 1224

shalesmcnutt.com



**Downers Grove Public Library
Lighting Acoustic Panel Revisions**

February 18, 2016

Trade Item	
Acoustic Panels/Drywall	\$44,000.00
Electrical/Lighting	\$22,915.00
Window Coverings	By Owner
Subtotal	\$66,915.00

SMC Field/Office Administration (4 week duration-part time)	\$16,000.00
General Requirements/Project Cleanup (5% of Project Costs)	\$3,346.00
Construction contingency (5%)	\$3,346.00
Performance and Payment Bonds	Included in above Trade Items
O & P/Insurance (4.5%)	\$3,882.00
Subtotal	\$93,489.00

Pre-Construction	\$5,500.00
Architectural/Engineers Fees	\$7,500.00
Subtotal	\$106,489.00

TOTAL PROJECT COST	\$106,489.00
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**Lighting Acoustic Panel Revisions
Summary of Award Recommendations**

Bid Package	Recommended Contractor	Recommendation Amount
09 - Acoustic Panels/Drywall	Just Rite Acoustics, Elk Grove Village	\$ 44,000.00
026- Electrical	Ron Jones Electric, South Elgin	\$ 22,915.00
	Total Bids	\$ 66,915.00

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 28, 2015**

**AGENDA ITEM 9A
PROPOSED PURCHASING POLICY**

REQUESTED ACTION: DISCUSSION

1.7 FINANCIAL POLICY

1.7.7 Purchasing.

1.7.7.1 Policy. The Downers Grove Public Library, in support of its mission of service to the public, purchases goods and services from local, national, and international suppliers. To conduct this purchasing legally, economically, fairly, and efficiently, the Library adopts the provisions of this policy.

1.7.7.2 Legal Framework. The following statutes govern the Downers Grove Public Library's purchasing:

Illinois Local Library Act 75 ILCS 5

State Officials and Employees Ethics Act 5 ILCS 430

Governmental Joint Purchasing Act 30 ILCS 525

Prevailing Wage Act 820 ILCS 130

Local Government Prompt Payment Act 50 ILCS 505

Local Government Professional Services Selection Act 50 ILCS 510

Public Contract Fraud Act 30 ILCS 545

Public Construction Bond Act 30 ILCS 550

1.7.7.3 Board Responsibility. Library Board approval of the annual budget serves as authorization for spending within the boundaries of the operational plan supported by the budget. After formal adoption, the budget may be modified only with Board approval. In addition, Board approval will be required for all purchases conducted through formal competitive bidding and for any other purchase exceeding \$20,000.

1.7.7.4 Capital Expenditures. All purchases or contracts for capital expenditures (buildings, construction work on buildings, major equipment) in excess of \$20,000 shall be awarded through a formal, advertised, public bidding process as required by law, to the lowest responsible bidder, and shall require Board approval.

1.7.7.5 Staff Responsibility. The Director will approve or oversee all purchases or contracts between \$5,000 and \$20,000. These purchases or contracts may be made without competitive bid requirements, but will, whenever possible, be based on at least three documented price quotes. Purchases up to \$5,000 may be made by designated staff members with attention to lowest possible cost and highest possible quality, performance, and service capability.

1.7.7.6 Professional Services. Contracts for professional services, such as architecture, construction management, consulting, or legal services, may be awarded based on a formal or informal Request for Proposal and interview process.

1.7.7.7 Sole Source Purchases. Purchases and contracts up to \$20,000 may be awarded by the Director without competitive process, where the Director has determined that there is only one feasible source for the goods or services in question. These include utilities, library materials, proprietary software systems such as mechanical controls and fire alarm systems, or the unique expertise of a vendor. Sole source purchases exceeding \$20,000 require Board approval.

1.7.7.8 Emergencies. In a bona fide emergency, such as a condition that threatens the safety of the public or staff or the integrity of the Library's building or other major property, the Director may make purchases over \$20,000 per vendor to restore stability to the situation. Whenever possible, the Director will confer with the Board President when making such a purchase of goods or services. The Director will document for Board information the circumstances surrounding the emergency and the response.

1.7.7.9 Credit Cards. Library staff members may use Library credit cards when the staff members are making on-line purchases with a vendor who only accepts credit cards for payment, when invoicing and payment by check are not feasible, or where out-of-pocket expenses such as those associated with attendance at a professional conference are involved. Staff members will submit detailed documentation of all credit card expenditures. Monthly, administrative staff will audit all credit card expenditures and report them to the Board.

1.7.7.10. Enforcement. The Director, under the policy oversight of the Board, is responsible for enforcement of this policy.

Surveillance Cameras in the Public Computer Area

Rationale: We have cameras at both entrances to help us identify and capture pictures of patrons who have caused repeated or serious problems in the library. We can easily distribute the photo of a problem patron to all staff, so everyone knows what he/she looks like. Therefore, we know we are talking about the same person if that person causes problems in multiple departments.

The entrance cameras also occasionally provide information for a police investigation. Following the bomb-scare evacuation of the building late last year, Downers Grove police were able to review video files to look for any persons known to have conflicts with the police. From this review, the police identified at least one individual, whom they later interviewed, but did not detain, at the Library.

We added cameras in the windowless spaces of Media Lab to protect staff and patrons from accusations of harassment, to monitor a group's use of the room to make sure the group is using it properly, and to prevent theft of library equipment.

Purpose of Cameras: Violet Lalicon-Radwill would like the Library to add cameras to the computer area to catch people who stole from other people. Other uses: If there was an altercation between patrons, it would be recorded. Staff might also have the means to monitor patrons' computer and internet activity..

Staff Impact: Looking through the camera's data is a very laborious, time-intensive task. In addition, explaining the reason(s) for the cameras and reassuring patrons would take time, too. We would anticipate numerous complaints from regular computer users that would need to be addressed.

Cost: When we added the two cameras to the Media Lab, the complete cost was \$1985.00. To cover the complete computer area, we would most likely need four additional cameras, in comparison to the Media Lab's two cameras, doubling the cost. Also, to handle the additional cameras, a higher capacity surveillance camera data system would have to be added, replacing our current system, at a cost of around \$2,000 (around \$6000.00 total).

Policy implications: Would people feel comfortable using the library's computers? Would they feel that their privacy was being respected if they knew we were monitoring/taping the area? Probably not. While people should not be entering sensitive information into our computers, our computers may be the only access to the Internet that they have. Would it discourage patrons from using the library's computers? If we say we are putting cameras in the computer area to catch thieves (and we have had only a single claim that a theft occurred in the area) then we should put cameras throughout the library, since theft could occur anywhere in the building.

Customer and public opinion: There would be a great deal of concern by computer users for their privacy. People would feel we were monitoring their Internet use. They could claim we are tracking their user ids and passwords, bank information, etc. If an account was breached, would they blame library staff? Would it make the library seem less welcoming/safe if it looked like we felt the need to put additional cameras in the open/public areas of the library? We're sure some people (who don't use the computers) would think cameras in the area would be a good idea, so we could make sure people don't access sexually explicit material on the computers.

Recommendation: Should we spend a fair amount of money for additional cameras when we've only had one recent alleged theft? We think not. We think the answer to the theft question is that as in any public building/area, patrons need to keep their valuables with them. It astonishes us when we see a plugged in laptop on a table with no one in sight!

Sue O'Brien
Dale Galiniak
February 9, 2016

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 24, 2016**

**AGENDA ITEM 9
REPORT OF THE DIRECTOR**

- a. Web Site changes. Library staff continue the effort to make the web site most effective for the public. The most recent step in this process has been the introduction of drop-down menus throughout the site. Many web site users find this design feature helpful in searching a site. Functioning of this feature on phones and other mobile devices has required some additional technical work, with details being resolved.
- b. Friends of the Library Gift. The Downers Grove Friends of the Library have agreed to make a \$6000 gift to the Library in 2016. This gift will provide \$2000 for sponsorship of the summer reading program, \$2000 for purchase of early childhood enrichment materials for the Kids Room, and \$2000 for part of the cost of purchase and installation of large-format monitors in Study Room 1 and Conference Room B. All three of these projects will enhance the Library's services to the community. Many thanks to the Friends.
- c. 3D Printer emissions concerns. Please see the attached memorandum. Library staff will monitor and respond to any developments in this area.
- d. World Language Collection. Please see the attached memorandum.
- e. Recent Library Statistics. Overall activity levels continue to increase.
- f. Recent Media Coverage. See attached.

DOWNERS GROVE PUBLIC LIBRARY

BOARD OF TRUSTEES

FEBRUARY 24, 2016

NOTES ON 3D PRINTER EMISSIONS

On February 3, 2016, the Blue Sky Innovation department of the Chicago Tribune posted on line an article, "3D printer study drills down on potentially harmful emissions," by Ally Marotti. The article can be found at

<http://www.chicagotribune.com/bluesky/originals/ct-3d-printer-emissions-health-risks-bsi-20160203-story.html>

The newspaper posting is based on a scientific journal article and interviews with several scientists, academics, and bureaucrats. It does not reach any particular conclusions, except to confirm that 3D printers emit various levels of ultrafine particles. Some of the individuals quoted in the newspaper suggest a degree of concern that exceeds the findings or conclusions of the journal article.

The journal article: Brent Stephens, Parham Azimi, Zeineb El Orch, Tiffanie Ramos, "Ultrafine particle emissions from desktop 3D printers," Atmospheric Environment, 79 (November 2013), 334-339. It can be found at

<http://www.sciencedirect.com/science/article/pii/S1352231013005086>

DGPL staff have read the portions of the article that are accessible to lay readers. From that reading, the following observations emerge:

1. The scientific study, a very limited, preliminary investigation, is much less definitive than the newspaper report. The authors acknowledge several methodological defects.
2. The study tested five 3D printers and 9 different printing materials in an unventilated office space of about 45 cubic meters (a medium-sized office similar to those occupied by DGPL Assistant Directors). It determined that all the printers tested emit varying levels of ultrafine particles, varying widely by the type of printing materials used. DGPL uses two of the tested materials in its 3D printers. About 90% of the use is of Polyactic Acid (PLA), a biodegradable corn-based plastic that prints at a lower temperature. About 10% is Acrylonitrile Butadiene Styrene (ABS), the plastic used in Lego blocks. When used on an industrial scale at high temperatures, these materials are typically handled in an industrial ventilation system.

3. Emission rates were described as follows: “For comparison, our estimate of the total UFP emission rate for a single PLA-based 3D printer...was similar to that reported during cooking with an electric frying pan.... The same 3D printer utilizing a higher temperature ABS feedstock had an emission rate estimate....similar to that reported during grilling food on gas or electric stoves at low power....but approximately an order of magnitude lower than gas or electric stoves operating at high power.... [numerical descriptions of levels omitted]. Regardless, the desktop 3d printers measured herein can all be classified as ‘high emitters’ with UFP emission rates greater than 10^{10} particles per min...” (337-338)

4. Conclusions: “These results suggest caution should be used when operating some commercially available 3D printers in unvented or inadequately filtered indoor environments. Additionally, more controlled experiments should be conducted to more fundamentally evaluate aerosol emissions from a wider range of desktop 3D printers and feedstocks.” (339)

Library staff have determined that Underwriters Laboratories has begun additional studies at Georgia Tech and Emory University. Presumably these will be larger and more rigorous than the study reported here. Staff will maintain awareness of further developments and respond appropriately. Meanwhile, it does not appear that there is any imminent threat to members of the staff or members of the public.



Rick Ashton <rashton@dglibrary.org>

Information about the new World Language Collection

1 message

Nicole Wilhelms <nwilhelms@dglibrary.org>

Tue, Feb 9, 2016 at 10:26 AM

To: All Staff <staff@dglibrary.org>

Dear Staff,

The Library was recently mentioned (copied below) in the Sound Off section of the Downers Grove Suburban Life Newspaper.

Entire text: "I am disgusted that my tax dollars are being used to stock Spanish-language books at the Downers Grove library. English is the language of America, and if you live here, learn it. If things are presented in a foreign language, it will only encourage them to never learn English. No foreign language books, just CDs to learn English."

So that we are all informed, here are the details about this new collection.

The World Language Collection includes materials in Spanish, Chinese, and Polish. This collection is a response to numerous requests at the Ask Us Desk from customers for materials written in other languages. The purpose of this collection is to provide materials being asked for by our customers and to support the curriculum at the local schools.

- Most of these requests are for materials in Spanish. Some of these requests are from students in District 99 schools who are taking Spanish and are required to read books in Spanish. 40% of students at Downers Grove South take Spanish and 39% of students at Downers Grove North take Spanish.
- We receive requests from college students seeking to practice their Spanish reading skills.
- We regularly receive requests from adult customers who are native Spanish speakers or fluent in Spanish as a second language.
- We have also received requests for materials in languages other than Spanish, specifically for items in Polish and Chinese. Having a collection of books in Polish and Chinese will allow the library to provide materials being asked for by customers.

The Children's Department has had a collection of materials in other languages, including Spanish, for years. Creating the collection for teens and adults simply means we are expanding our world language services to include teens and adults.

In 2016, we will spend \$5,250 to purchase titles in Spanish, Polish, and Chinese. This is 2.25% of our \$233,000 budget for adult and teen print books.

Thank you,
Nicole Wilhelms
Adult & Teen Services Manager
Downers Grove Public Library
630-960-1200 ext. 244
nwilhelms@dglibrary.org

What I'm Reading: **Consider the Lobster** by David Foster Wallace
Spark Joy by Marie Kondo

	JAN 16	%	JAN 15	%	JAN 14	%
Circulation						
Checkouts						
Selfchecks	49,146	77%	48,453	77%	40,968	64%
Staff desk	14,389	23%	14,705	23%	22,802	36%
Total checkouts	63,535		63,158		63,770	
Renewals						
Selfchecks	1,405		800		290	
Staff desk (incl. phone)	2,549		3,389		3,211	
Patron online renewals	10,322		7,235		5,128	
Total renewals	14,276		11,424		8,629	
Total item checkout and renew	77,811		74,582		72,399	
Ebooks-Overdrive	4,247		4,133		3,672	
Ebooks-3M	2,758		860		858	
Emagazines-Zinio	643		750		1,062	
Hoopla	525					
Total Circulation	85,984		80,325		77,991	
Reference Questions (Info Desk)	173		157			
Reserves Processed						
Received from ILL	7,923		6,809		7,746	
ILL sent	4,490		5,690		5,827	
OCLC requests processed	661		750		847	
Gate Count						
North	28,872		27,268		20,874	
South	14,148		13,016		11,636	
Total	43,020		40,284		32,510	
Registrations						
New resident library Cards	192		216		161	
New fee cards	8		9		16	

Current borrowers	31,129	29,586	29,220
Active fee cards	136	141	156

REVENUE:	Cash	Online Payment	Credit Cards at Desk	Credit Cards at Selfchecks	Total
4410 Sale of Materials	\$955.35		\$60.00		\$1,015.35
4502 Charges for Services	\$22,384.49		\$181.50		\$22,565.99
4509 Fees for Non-Residents	\$280.00		\$840.00		\$1,120.00
4571 Meeting Room	\$320.00		\$140.00		\$460.00
4581 Fines	\$2,602.59	\$1,059.30	\$1,578.85	\$2,792.76	\$8,033.50
4590 Cost Recovered for Svcs.	\$262.03	\$215.00	\$703.00	\$165.00	\$1,345.03
4820 Contributions, Operating	\$125.00				\$125.00
	\$26,929.46	\$1,274.30	\$3,503.35	\$2,957.76	\$34,664.87

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2015													
Teen Desk													
Reference	140	155	233	205	190	148	168	179	81	110	100	122	1,831
Readers' Advisory	11	7	10	12	6	14	22	16	7	6	5	9	125
Ask Us Desk													
Reference	4,287	3,966	4,710	4,416	4,039	4,813	5,015	4,665	4,056	4,645	4,328	4,036	52,976
Readers' Advisory	82	91	107	77	84	113	174	133	102	105	189 [1]	77	1,334
IM	22	8	24	19	19	13	15	12	22	15	17	11	197
Total	4,542	4,227	5,084	4,729	4,338	5,101	5,394	5,005	4,268	4,881	4,639	4,255	56,463
Teen Central Use													
Study	650	310	440	391	435	388	334	383	547	654	781	522	5,835
Gaming	114	81	141	157	164	264	351	406	205	120	138	111	2,252
Maker	8	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	-
Database Statistics													
Sessions	14,855	5,378	4,993	6,619	18,746	24,866	4,319	4,497	4,661	6,332	8,424	6,880	110,570
Searches	7,826	8,946	9,686	13,030	7,037	8,563	8,966	7,153	8,989	12,414	10,797	6,657	110,064
eMediaLibrary													
ebooks	3,297	3,053	3,192	2,777	3,002	3,181	3,441	3,174	3,007	2,831	2,772	2,817	36,544
eaudiobooks	836	718	834	719	758	771	950	957	982	943	843	823	10,134
Total	4,133	3,771	4,026	3,496	3,760	3,952	4,391	4,131	3,989	3,774	3,615	3,640	46,678
3M Cloud Library													
Zinio	750	656	797	633	667	568	595	720	693	541	493	576	7,689
Pamphlet File													
Added	0	0	8	7	0	0	12	6	0	5	4	0	42
Withdrawn	0	0	0	0	0	0	0	0	0	0	0	0	0
Hoopla													
TV & Movie				120	167	169	145	104	109	135	116	132	
Music CDs				113	137	93	109	70	71	78	71	105	
Audiobooks				40	66	67	79	92	69	117	93	101	
Books & Comics				n/a	n/a	51	52	41	35	54	50	81	

Total				273	370	380	385	307		284	384	330	419	3,132
Book Discussions														
Fiction	n/a	10	14	10	16	13	8	17	6	4	11	n/a		109
Nonfiction	n/a	6	7	14	10	7	n/a	5	3	6	5	n/a		63
Homebound														
Number of Patrons	12	13	11	10	10	11	13	15	14	19	15	15		158
Number of Items	96	87	82	82	73	78	84	65	50	90	71	52		910

• SOUND OFF

Continued from page 10

Congrats to library

Congratulations and happy 125th birthday to the Downers Grove Public Library, an institution that has served not just the community of Downers Grove but the western suburbs very well over these years, not just with programming for all ages [but also] with materials and the good service and great surroundings that all libraries should have. Other libraries in the area, particularly the Woodridge Public Library, should take note and try to play catch up with the Downers Grove library. ... Hopefully they will be around for another 125 years.

Books in Spanish

I am disgusted that my tax dollars are being used to stock Spanish-language books at the Downers Grove library. English is the language of America, and if you live here, learn it. If things are presented in a foreign language, it will only encourage them to never learn English. No foreign language books, just CDs to learn English.

Raises for some

Downers Grove library staff gets 3.5 percent raise in 2016. The Downers Grove village manager and village attorney get raises for 2015 and 2016. People on public pensions get a 3 percent cost-of-living raise every year, no matter what. Public employees get a raise every year under their contracts. Seniors on Social Security get no cost-of-living increase for 2016 but will get a raise in their property tax bill. Sounds fair to me.



SOUND OFF

SD • Wednesday, February 3, 2016 • mysuburbanlife.com • Suburban Life DGR



HEATHER CHARLES/CHICAGO TRIBUNE

A 1911 limited edition "The Picture of Dorian Gray" by Oscar Wilde was returned to the Chicago Public Library during a 2012 amnesty program, 78 years after it was taken out.

Got overdue books?

Chicago Public Library waiving late fees until Feb. 18; last amnesty brought in more than 101,000 items

BY NARA SCHOENBERG
Chicago Tribune

For the first time in more than three years, the Chicago Public Library is offering amnesty to those who owe book fines.

Through Feb. 18, you can return your overdue library materials and all late fees will be waived.

"What we learned in the last fine amnesty was sort of astonishing," said library Commissioner Brian Bannon.

"We welcomed home so many library materials; it was pretty extraordinary. But the part we hadn't anticipated was the number of patrons we welcomed back. During the last fine amnesty, which was three weeks, 40,000 library patrons re-upped their library card, which is sort of unprecedented for us."

The library wants more of those unreturned items and more opportunities to reconnect with patrons, Bannon said.

During the last amnesty

program, in 2012, the library reported receiving 101,301 overdue items, valued at approximately \$2 million, and waived \$641,820 worth of fines. The late materials ranged from items only a few weeks overdue to one book that had been due since 1934.

That last item was a limited edition of "The Picture of Dorian Gray" by Oscar Wilde, which had been overdue for 78 years.

The library caps late fees at \$10, but if a fine of 20 cents a day had been enforced, the "Dorian Gray" borrower would have accrued \$5,694 in late fees.

The amnesty program, titled "Welcome Home," will include humorous "Wanted" posters in libraries, and videos featuring local librarians making pleas for overdue materials.

"They've done these really funny videos in multiple languages; we have one in Spanish, one in Chinese," Bannon said.

The library will be releasing the videos one at a

time on social media.

The amnesty program is the first part of a larger public awareness campaign called "Home of the Curious," created by the Chicago Public Library's pro bono partner, advertising agency FCB Chicago, and sponsored by the Chicago Public Library Foundation.

"Welcome Home" will include banners outside library locations as well as on public transportation, the city's digital billboard network, the library's social media and various other places around the city.

Library employees say one of the best parts of the last amnesty program was the great stories of long-overdue books that came out of it. Bannon doubts the libraries will receive a book that's been overdue for more than 78 years, but he's not ruling it out.

"You never know what you'll get back," he says.

For more information, call 312-747-4050 or visit chipublib.org.

nschoenberg@tribpub.com

SOUND OFF

Spanish books OK

I don't see a problem with Spanish-language books at the Downers Grove Public Library. For one thing, it would give students from Downers Grove North and Downers Grove South who are studying Spanish an opportunity to read books beyond the standard school texts. I know a number of immigrants who, while fluent in English, never pass up an opportunity to read books and magazines in their native languages, including French, German, Greek, Italian, Polish and Spanish.

**Spread of Spanish**

Now that the Downers Grove library is stocking Spanish-language books, will all the signs and printed informational items be changed to bilingual? Also, will the library staff be required to take Spanish-language classes to better serve those that don't speak English?

**Teen photography on display
at Downers Grove Public Library**

DOWNERS GROVE – The Downers Grove Public Library, 1050 Curtiss St., is showcasing the photography of local teens through Feb. 29, with a reception from 2 to 3 p.m. Feb. 28. For information, call 630-960-1200 or visit www.dglibrary.org.

– Suburban Life Media

February 24, 2016

To the Library Board of Trustees:

We would like to propose that the Library Board name Bonnie Reid and Sue O'Brien as Co-Interim Directors to serve from April 1, 2016 until the time the new Director begins work.

We have each worked as an Assistant Director at the Downers Grove Public Library for the past 3.5 years. We have served as in-charge of the Library in Rick's absence, supervised Department Managers, solved problems, and maintained the building. We have experience responding to public comments and speaking at Library Board meetings. We have background knowledge of the Library's services, policies, procedures, and working with Department Managers. We would be able to keep the Library running smoothly between Directors.

During the interim period, we would continue with our regular duties, including supervising the Department Managers who already report to us, but we would also perform Library Director tasks such as:

We would jointly be responsible for

- Responding to media and public inquiries
- Preparing the Board agenda
- Participating in Board meetings
- Answering Board questions
- Beginning planning process for 2017 budget
- Writing articles for Discoveries

Sue would be responsible for

- Supervising the Executive Assistant
- Overseeing the Administrative Office
- Overseeing the lighting and sound panels construction projects
- Acting as designated FOIA officer

Bonnie would be responsible for

- Supervising the Public Relations Manager
- Acting as Open Meetings Act authority
- Coordinating Foundation business
- Overseeing budget matters such as nonresident Library card price
- Completing per capita spending

For performing these additional duties, we request an increase in salary of \$1,500 per month per person for the interim period. Neither of us intends to apply for the Library Director position. We would be happy to discuss this proposal further with the Library Board.

Sincerely,

Bonnie Reid and Sue O'Brien

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MARCH 23, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene. Member absent: Trustee Susan Eblen.

Also present: Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, IT Manager Dale Galiniak, Downers Grove Resident Ed Pawlak.
3. **Welcome to visitors.** President Greene welcomed visitors and thanked them for their interest in the work of the Library.
4. **Approval of Minutes.**
 - a. February 24, 2016, Regular Monthly Meeting, Including Executive Session. It was moved by Humphreys and seconded by Earl THAT the Minutes of the January 27 meeting be approved as circulated. Roll Call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. February 2016 Financial Report. Ashton reported on the figures.
 - b. Approval of March 2016 Invoices. It was moved by Jaros and seconded by Read THAT March 2016 invoices totaling \$97,111.46 and credit memos totaling \$35.45 be approved and February payrolls totaling \$213,508.54 be recognized. Roll call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
6. **Public Comment on Agenda items.** President Greene invited comment. There was none.
7. **Public comment on other Library business.** President Greene invited comment. There was none.
8. **Unfinished Business.**
 - a. Proposed Purchasing Policy. Requested action: approval.

Ashton presented the proposed policy, which included minor editorial changes from the document discussed by the Board at its February meeting.

It was moved by Jaros and seconded by Humphreys THAT the proposed policy be approved. Roll call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

9. New Business.

- a. Recent Customer Feedback. Requested action: receive report. Reid presented the report (attached), the result of analysis of customer feedback data collected from July 2015 through January 2016. She emphasized that the findings of the analysis were not surprising. The analysis gives Library staff an informational base for several elements of the service commitments the Library makes to its customers. Reid thanked IT Manager Dale Galiniak for assistance with the statistics and graphics. She also thanked Adult and Teen Services Librarians Mieko Fujiura-Landers and Janet Cole for the hands-on work of compilation and classification of the data.

It was moved by Jaros and seconded by Humphreys THAT the Board formally receive the report. Roll call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

- b. Appreciation for the Friends of the Library. Requested action: approve letter.

Greene presented the letter and personally thanked Joanne Hansen, Friends of the Library President, who was unable to be present. It was moved by Jaros and seconded by Humphreys THAT the proposed letter of appreciation (attached) be approved. Roll call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

10. Report of the Director. Ashton presented his written report (attached). He emphasized that the growth in public use, as reflected in the February 2016 statistical report, is a very positive sign that is not in line with national trends.

In addition, he presented an addendum to the report (attached), including the following items:

- i. Acoustical Panel Project Change order.
- ii. Tentative Tax Rates and Tax Extensions.
- iii. Public Library Association Presentation.

Noting that it was his final Board meeting as Director of the Downers Grove Public Library, Ashton thanked the Board for its support throughout his four and one half years in the position. He expressed his appreciation to the staff and the community for the professional and personal opportunity he had experienced. He wished the Library great future success.

Members of the Board expressed their thanks for his service. Humphreys said, “You are leaving the Library better than you found it.” Greene commented, “You made it look easy.”

11. Board Member comments and requests for information.

Earl reported that he had attended the Friends of the Library board meeting in February. He commended their support for the Library and their ongoing efforts to increase membership and support.

Greene reminded the Board about arrangements for the next phases of the Library Director search. About March 28, Board members will receive electronically from Bradbury Associates the candidate materials and evaluation tools. Dale Galiniak will be present to provide technical support for the Skype-based semifinalist interviews. Various Library meeting, conference, and program rooms have been reserved for use as needed. She is investigating the use of an off-site conference room for finalist interviews. Bradbury Associates will be present to assist with both the semifinalist and finalist interview processes.

12. Adjournment. President Greene adjourned the meeting at 8:06 p.m.

Analysis of “How Did We Do?” Forms

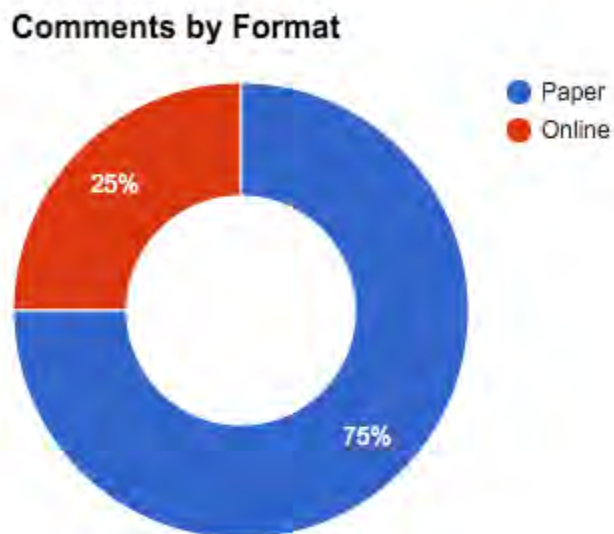
Summary:

From July 2015 through January 2016, we received 113 “How Did We Do?” comment forms from patrons via our website and in-person. We collected the data from these forms and analyzed the results in Google Spreadsheets in order to develop conclusions on how we are performing and locate areas of potential improvements.

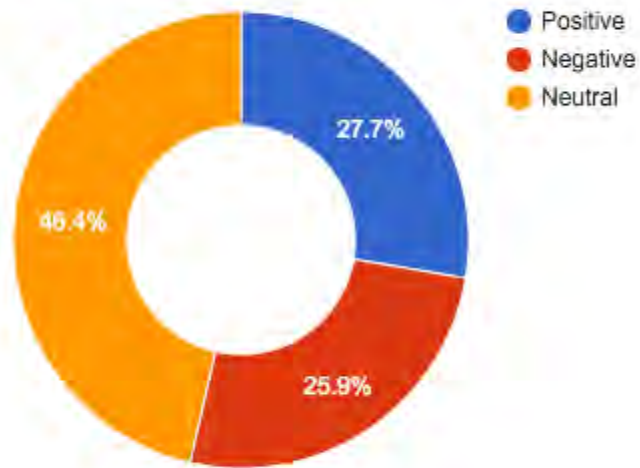
Top Findings:

- The top three areas patrons were most likely to comment on were our Building (36.28%), our Staff (30.09%) and our Catalog (9.73%)
- Comments were more likely to be Neutral suggestions (46.02%) than Positive (28.32%) or Negative (25.66%) comments
- Patrons were more than three times as likely to submit comments In Person (75.22%) than Online (24.78%)
- Patrons were overwhelmingly positive in comments about our staff’s performance (82.35%), making up almost one quarter (23.89%) of all submissions

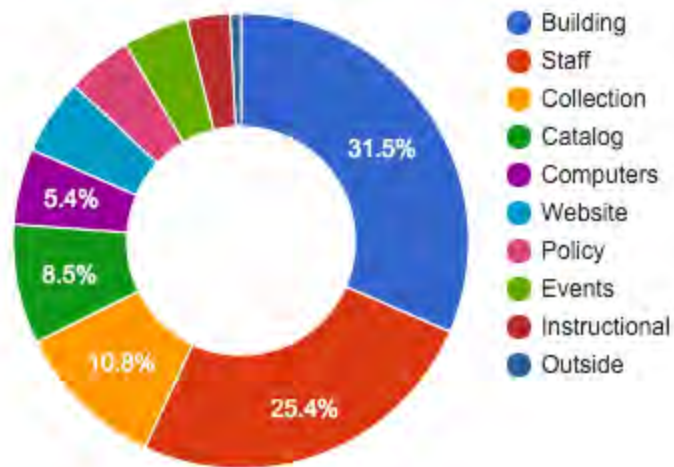
Charts:



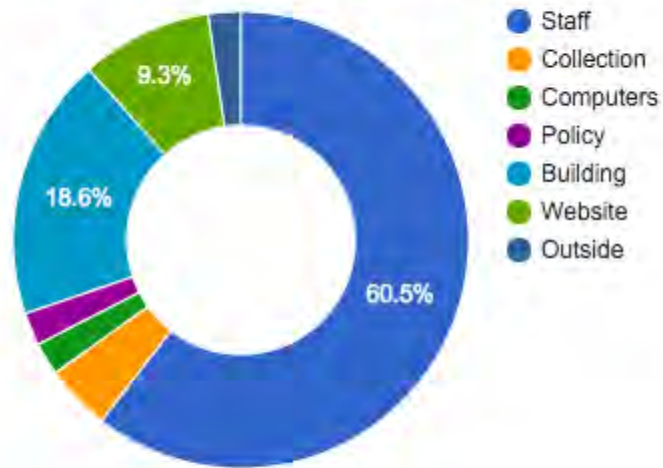
Comments by Tone



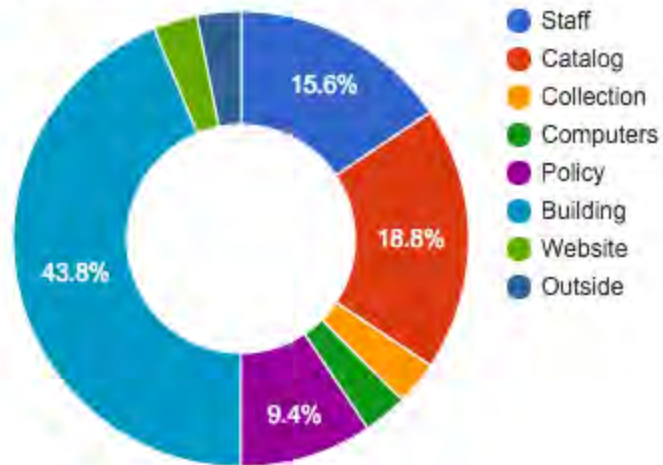
Comments by Subject



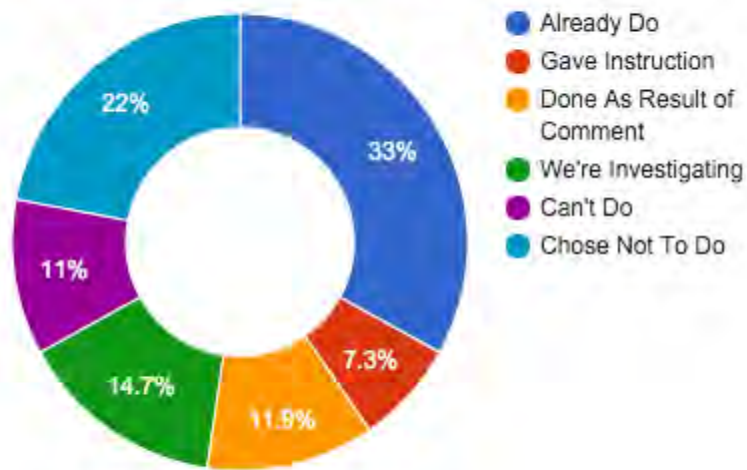
Positive Comments by Subject



Negative Comments by Subject



Comments by Current Implementation Status



Responses:

Overall, our ability to respond to patron's comments and requests was really good. 52.2% of our responses to patrons were positive, meaning that we either implemented the change as a result of the suggestion, already did what the patron was commenting on, or were able to give the patron instruction that solved their problem.

All patron requests were assessed based on their feasibility and positive impact on the library. 11% of the suggestions were not possible for the library to do because of limitations of vendors or things outside the library's control. We chose not to do 22% of the suggestions because we deemed them not necessary, would be potential problems, or would not improve library services.

Some specific actions the library took as a result of patrons' comments include:

Building: The building renovation is still on a lot of people's minds, though the comments have begun to trend towards specific issues or comments with the library's facility. A good percentage of these comments have been reasonable requests, such as asking for additional whiteboards for two Kid's Room study rooms, which we act on whenever in the best interest for the library.

Catalog: The Sirsi-Dynix catalog migration caused a number of issues for our patrons, due largely to SWAN and Sirsi issues and limitations that were outside the library's control. Staff

reported issues in a timely manner to SWAN and have continued to work with SWAN to have problems solved.

Staff: Patrons have been responding very well to staff customer service, thanks in no small part to the new Customer Service Values Statement. Patrons have been shown to take customer service very seriously, and we strive to maintain their high opinion of our staff. Follow-ups and reminders of our values helps maintain our high level of support.

Collection Development: Patrons have used the comment form to request collection materials. All relevant requests get forwarded to the appropriate staff member in charge of collection development for that type of resource.

Computers, Website & Technology: Patron input is highly valued in developing our technology strategy. Patron comments help us decide where to dedicate resources. We upgraded our wifi and bandwidth after requests for more stable and faster service. We added Drop Down menus on our website due to patron requests.

Method

To analyze the “How Did We Do?” comment forms, we examined the 113 submissions from July 2015 through January 2016 that were received written on the updated half-sheet “How Did We Do” form or sent via the “Feedback” link on the library’s website.

To organize the raw data, a spreadsheet was created to visualize certain aspects of the submissions (labelled Format, Submission, Tone, and Subject) and summarize the content. A link to the spreadsheet is available at the end of this document.

Definitions

Format distinguished between paper or online submission of the “How Did We Do?” form.

Submission indicated if the form was signed or unsigned. To be considered signed first and last name had to have been included at minimum. If it was anonymous, only included a first name, or if the signature was illegible, we marked the submission as unsigned.

Tone differentiated between positive, negative, or neutral submissions. This category was a touch more subjective. To determine tone, we paid attention to the language used and attempted to listen to the comment as a whole. If the submission used any language that expressed dissatisfaction, it was marked as negative. Submissions were labelled as neutral if it did not include any language that indicated satisfaction or dissatisfaction, which did end up being the majority of submissions.

Subject categorized the topic of the submission. The categories we included were: staff, catalog, collection, computers, policy, building, events, website, instructional, and outside. Some received tallies in multiple categories if we found fit (for example, the suggestion to “enforce no eating or drinking in computer area” was categorized under both building and policies). The following is a summary for each category:

- Staff: complimenting DGPL staff in general or specific people.
- Catalog: comments relating to Enterprise--how things are displayed, account features, placing holds, searching, etc.
- Collection: included acquisition of materials, material displays, organization of materials on shelves, and cataloging comments.
- Computers: included comments not only about public computers, but anything related to non-circulation related equipment: wi-fi issues, mobile app, 3D printer, etc.
- Policies: covered code of conduct and submissions relating to Circulation policies: holds, renewals, account changes, etc.
- Building: this category received the majority of comments. General comments about the renovation fell under this category, as did comments about the furniture, library equipment, signage, and study rooms.
- Events: category included any feedback about programs we’ve put on or suggestions about programming the library should do.

- Website: related to DGPL's online presence exclusive from the catalog.
- Instructional: Patrons asking for help in how to perform a library-related task, such as renewing a book. Note that all Instructional submissions are neutral since they were requesting assistance and not commenting on a library service.
- Outside: category included comments related to the exterior of the building. This was limited to one submission about parking.

Some submissions were too vague to categorize; there were a few that just said "library is great" or "library is wonderful." For these, we did not mark any categories.

We limited the comment section for each submission to one phrase. A few had multiple suggestions for some things the library already does. To save space in the limited comment section, we did not include suggestions for things we already do and focused on the other part of their submission.

In addition, we also logged responses given to patrons by staff. We assessed both the delivery format (Email, Phone Call, Print, In Person, No Response Indicated, No Contact Available/Anonymous) and the general nature of the response.

Categorizing the delivery format was fairly straightforward. We logged formats as they were indicated on the form by staff. Some forms did not have the correspondence attached or notes about a response, and those were categorized as "No Response Indicated." Forms that were submitted anonymously or where the patron did not provide a phone number, email, or address were categorized as "No Contact Available/Anonymous."

We also categorized the nature of the response:

- Already Do: When a comment was made about how wonderful a staff member or the library is (i.e. we already use customer service values that results in wonderful staff), and if the patrons is asking for or commenting on something the library already does.
- Gave Instruction or Book a Tech: When the patron had a problem that we responded with instructions on how to do it or suggested Book a Tech to the patron.
- Done as Result of Suggestion: When we did/changed something to do what the patron wanted us to do.
- We're Investigating: When we decided to investigate what was asked and it has not yet been decided what we might or might not do.
- Can't Do: When the patron asked for something we can't do because of vendor restrictions (SWAN, 3M, etc) or things not under our control (parking.)



**DOWNERS GROVE
PUBLIC LIBRARY**

1050 Curtiss Street
Downers Grove, IL 60515
(630) 960-1200
www.dglibrary.org

March 23, 2016

Friends of the Library of Downers Grove
c/o Ms. Joann J. Hansen
19 Seventeenth Street
Downers Grove, IL 60515

Dear Friends of the Library,

On behalf of the Board of Trustees of the Downers Grove Public Library, I am writing to thank you and to express the Board's sincere appreciation for the faithful, continuing support that you provide to the Library.

Your recent gift of \$6000, raised from your successful book sale and membership recruitment efforts, has enhanced the Library's services in a variety of ways. You have provided sponsorship of the ever-important Summer Reading Program, purchased early learning materials and equipment for the Kids Room, and purchased large-screen monitors for two conference and study rooms. These enhancements have strengthened the Library's services in especially important areas. We are most grateful.

In addition, the Library Board takes special note of the extraordinary service and commitment of your President, Joann (Joni) Hansen. For many years, Ms. Hansen's cheerful presence and enthusiasm have provided great encouragement and support to all of us. Her frequent presence at Board meetings reminds us of the valuable work you do. We extend our thanks.

With best wishes,

Wendee Greene
President
Board of Trustees

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 23, 2016**

AGENDA ITEM 10

REPORT OF THE DIRECTOR

- a. Food for Fines. The 2016 Food for Fines program will run from April 30 through May 8. In lieu of monetary payment for fines, Library borrowers may donate non-perishable food items. Each item will count as \$1.00 in payment of fines. Certain limits will apply, but the program will be quite flexible.

The donated food items will be given to the FISH Pantry, located in Downers Grove.

In 2015, the Food for Fines program collected 782 pounds of food, in lieu of \$584.25 in fine revenue foregone.

- b. Lynda.com. Recently a Library customer informed a staff member that the Library was saving him “about \$50 per month” in database subscription costs by making Lynda.com available to him without charge. This conversation resulted in some further investigation into the costs and benefits of this service, with the following findings:

Lynda.com is a popular on-line software training service. It offers unlimited access to a variety of courses at all levels, expert teachers, excellent support materials, and a very customer-friendly set of tools. In addition to many software courses, it includes courses on marketing, communications, and other business topics.

Individual subscriptions to Lynda.com range from \$19.99 to \$34.99 per month. In 2015, the Library paid \$464.42 per month for a license that offers virtually unlimited access to Downers Grove cardholders.

Customers can access the database from home, use a computer, tablet, or other mobile device, and create an account that allows tracking of progress and course completion certification. In 2015 there were 5,529 video viewings, or 295 hours of instructional time with an average log-in time of 19 minutes, and 26 courses completed.

- c. February Circulation Statistics. Growth in all service areas continues.
- d. Recent Media Coverage. Attached.
- e. Hail and Farewell. Working for the Downers Grove Public Library has been a great honor and a great pleasure. I am very grateful for the opportunity and the experience. Many thanks!

	A	B	C	D	E	F	G
1		FEB. 16	%	FEB 15	%	FEB 14	%
2	Circulation						
3	Checkouts						
4	Selfchecks	47,731	77%	43,626	77%	37,776	64%
5	Staff desk	14,662	23%	13,296	23%	21,626	36%
6	Total checkouts	62,393		56,922		59,402	
7							
8	Renewals						
9	Selfchecks	1,541		798		380	
10	Staff desk (incl. phone)	2,536		3,368		3,508	
11	Patron online renewals	9,906		6,663		6,161	
12	Total renewals	13,983		10,829		10,049	
13							
14	Total item checkout & renewals	76,376		67,751		69,451	
15	Ebooks - Overdrive	3,859		3,771		3,151	
16	Ebooks - 3M Cloud Library	2,509		1,285		946	
17	Emagazines - Zinio	727		656		897	
18	Hoopla	377					
19	Total Circulation	83,848		73,463		74,445	
20							
21	Reference Questions (Info Desk)	156		150			
22							
23	Reserves Processed						
24	Received from ILL	7,896		6,196		6,472	
25	ILL sent	4,799		5,047		5,100	
26	OCLC requests processed	927		976		898	
27							
28	Gate Count						
29	North	28,114		23,018		21,825	
30	South	14,647		11,745		12,328	
31	Total	42,761		34,763		34,153	
32							
33	Registrations						
34	New resident library cards	147		162		169	
35	New fee cards	14		18		6	
36							
37	Current borrowers	31,205		29,640		29,047	
38	Active fee cards	126		128		150	
39							
40	REVENUE:	Cash	Online	Credit Cards	Credit	Total	
41			Payment	at Desk	Cards at		
42					Selfchecks		
43	4410 Sale of Materials	\$870.15		\$59.50		\$929.65	
44	4502 Charges for Services	\$543.91		\$198.98		\$742.89	
45	4509 Fees for Non-Residents	\$560.00		\$1,680.00		\$2,240.00	
46	4571 Meeting Room	\$160.00		\$280.00		\$440.00	
47	4581 Fines	\$2,302.89	\$619.85	\$1,888.81	\$2,550.25	\$7,361.80	
48	4590 Cost Recovered for Svcs.	\$263.00	\$99.00	\$669.90	\$161.30	\$1,193.20	
49	4820 Contributions, Operating	\$6,287.00				\$6,287.00	
50		\$10,986.95	\$718.85	\$4,777.19	\$2,711.55	\$19,194.54	

DGPL Circulation - 3 year comparison			
	2016	2015	2014
Month	Total Circulation	Total Circulation	Total Circulation
January	85,984	80,325	77,991
February	83,848	73,463	74,445



American House will be in full bloom this Spring!

Open house, every Thursday in March and April, from 2:00 pm to 5:00 pm.



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Classifieds ▾ Submit News ▾ Select a Newspaper ▾

Home / Downers Grove / Downers Grove Library director recalls 42-year career ahead of March 31 retirement

Downers Grove Library director recalls 42-year career ahead of March 31 retirement

CHICAGO

51°

Weather from
OpenWeatherMap

mist
humidity: 87%
wind: 9mph E
H 59 • L 49

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Submit Your News!

We're always interested in hearing about news in our community. Let us know what's going on!

Calendar

March 2016



Submitted photo.



By Jonathan Samples | Bugle Staff
nweditor@buglenewspapers.com
@DownersGrvBugle

When Rick Ashton says farewell to the Downers Grove Public Library March 31, the long-time library administrator plans to travel and, of course, read plenty of books.

Ashton, 70, announced in November that he would retire from his position as library director at the end of March. With his last day approaching, it hardly comes as a surprise that a man who has dedicated more than four decades to public libraries has books on the brain.

"I have a few travel destinations in mind that my wife and I have been discussing, and I have lots of books I've been planning to read all these years," joked Ashton, who will also spend time with his grandchildren and volunteering at his Oak Park church.

Ashton began working in libraries in 1974, and he has seen a lot change during his 42 years on the job. Back then, coin operated copy machines were considered an innovation and computers were the size of a house, Ashton recalled. Even paperback books were quite rare in libraries.

"Libraries were functioning in the 1970s very much as they had been 50 years before," he said.

Since then, Ashton noted that everything from technology and the availability of information to the publishing industry as a whole has experienced rapid change. Even factors such as personal mobility, teaching methods and the way people spend their leisure time have affected the ways in which a library functions in a community.

"All of these things have changed dramatically in the past 40 years, as much as, or more, than in the previous 100 years," he added. "You could name almost any aspect of library activity, and it has been affected by all of these changes."

From 1985 to 2006, Ashton was the city librarian at the Denver Public Library, which recently named the formal meeting room in its Central Library the "Rick Ashton Legacy Room." He followed up that position with what he called an "encore performance" in Downers Grove.

Despite the ongoing evolution of publishing and library technology, Ashton said libraries have still maintained a high degree of continuity. When he was hired as library director in September 2011, Ashton had this in mind. He led the Downers Grove Library through a major building renovation and modernization effort, while also taking steps to preserve its historic connections to the community.

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

« Feb

Online Poll

Who is the most disappointing team in football?

- Bears
- Lions
- Eagles
- Ravens

vote

[View Results](#)

Poll total votes: 341

"A lot that we do looks very much like it did when the Downers Grove Public Library set up for business 125 years ago," Ashton said. "So, books on shelves, programs for children, reading recommendations from staff members, lending out books for specified periods with certain rules and expectations – those are all quite similar."

Balancing this continuity against ongoing changes to a library's form and function influenced the lengthy "to-do" list Ashton says he brought with him to Downers Grove. That list included technology upgrades, refreshing the library's collection, creating a strategic plan, and placing a strong emphasis and focus on service.

By far, the largest item on that list was a \$2.4 million building renovation that included additional study space, a cafe and enhanced displays.

"All of the things we have done have been well received by the community, and the library's numbers have gone up," Ashton said. "The number of items checked out, the number of people in through the door, the number of people attending programs, online activity; all of those use figures have continued to grow."

When the building renovation was completed in October 2014, the last item on the director's to-do list had been crossed off. It was at that time that Ashton felt it would be appropriate for the library board and a new director to form a subsequent list.

"And just as a footnote, I'm also 70 years old," he joked.

Despite taking a less active role in choosing his successor, the veteran library administrator does have a few observations about where he feels the library is headed. Ashton anticipates an increased effort by library staff to understand and better serve the community, ongoing technology upgrades, and infrastructure improvements to the building.

"The technology changes are constant, and we have finally learned that you can never sit still on those matters," he said. "If you think you're all caught up and take a rest – even for a year – the next thing you know, you're behind."

The library is currently in the beginning stages of hiring Ashton's successor. The library announced that assistant directors Sue O'Brien and Bonnie Reid would begin serving as co-interim library directors April 1.

Executive search firm Bradbury Associates is assisting the library, and Ashton said the firm is currently accepting applications and recruiting candidates. After conducting initial interviews of candidates, Bradbury will submit the information they have collected to the library board sometime in April. The interim period is expected to last 3 to 5 months, and Ashton said the plan is to begin interviewing finalists in May.

But while all that is going on, the then-former director will be curling up with a good book – first on his list, "SPQR: A History of Ancient Rome."

"My first catch up book is actually a Christmas gift that I haven't managed to focus on," Ashton said. "I got about 100 pages into it, and I've been distracted ever since. So, that's my No. 1."

Downers Grove Public Library diversifies collection with foreign language books

Published: Friday, March 11, 2016 12:00 p.m. CDT

[DOWNERS GROVE](#) – For those who have wanted to read the “A Song of Fire and Ice” series in Spanish or a cookbook in Chinese, the [Downers Grove Public Library](#) now has in-house materials.

The library, 1050 Curtiss St., has added a world language book section for teens and adults that includes books in Chinese, Polish and Spanish.

The library previously had books in multiple languages for children, but this is its first collection for older readers.

Library adult and teen services manager Nicole Wilhelms said the collection, which is located on the second floor, has a variety of fiction and nonfiction materials.

“We focused on trying to have more popular materials,” she said. “We also try to incorporate different materials for different levels of reading ability.”

Wilhelms said the collection is in response to patron requests.

Previously, patrons who wanted books written in a foreign language had to order them from other libraries and have them delivered to Downers Grove.

Now, “We don’t have to tell people we have to get these materials from other libraries,” she said. “They can get them here.”

Wilhelms said the library chose the languages based on census data of languages spoken in the area.

The largest collection is the Spanish-language books, with about 200 books. Besides native Spanish speakers, the library wants to provide books for high school students studying Spanish, which is the most common foreign language class taken.

While the Spanish-language books are the easiest to find, Wilhelms said the library has used special vendors and searched local book stores to find the Chinese and Polish materials.

She said the library does not have any plans to add more languages to the collection at this time, although it will remain receptive to patrons’ needs.

“We’re just going to monitor how these collections do,” she said.

Patrons who want books in other languages can still order them from other libraries.

Find a title

To see what world language books are available at the Downers Grove Public Library or other libraries in the area, visit catalog.swanlibraries.net.

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**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 23, 2016**

**AGENDA ITEM 10
REPORT OF THE DIRECTOR
ADDITIONAL ITEMS**

I. Acoustical Panel Project Change Order.

On March 22, Library staff discovered that a significant item had been omitted from the scope of the acoustical panel project. The east wall of the Quiet Study Room on the second floor was inadvertently left out.

Staff have requested that Shales McNutt Construction submit a proposed change order, including pricing. This proposal will allow the Library Board to consider the change on April 27, before work on the project begins. Early attention should minimize any premium.

The total approved cost of the lighting and acoustical projects is \$106,489.00. Of this amount, \$7,500 is for architectural fees, which have already been paid. This brings the cost to \$98,989.

Funds available for the project are as follows:

5315 Professional Services	\$ 14,000
5630 Contingency	\$ 20,000
5870 Capital Equipment	\$100,000
Total	\$134,000

Unless the pricing of the change order is extremely high, the Library has sufficient funds available to support its inclusion.

II. Tentative Tax Rates and Tax Extensions. The DuPage County Clerk has informed the Library of these figures. The one notable figure is the reduced rate and levy for the Bond and Interest fund, representing the final payment on the Library's 1997 General Obligation bonds.

III. Public Library Association Presentation. On April 8, at the Public Library Association conference in Denver, Teen Services Librarian Lynette Pitrak and IT Manager Dale Galiniak will present a report on View from the Director's Chair. This successful film-making training program for high school students was completed in 2015. As many libraries are interested in the development of media education and media production, this national conference session will showcase the Downers Grove Public Library's Media Lab work.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
APRIL 5, 2016, 7:00 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:00 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, and President Wendee Greene.

Also present: Dan Bradbury, Bradbury Associates; Jobeth Bradbury (via Skype), Bradbury Associates; and Assistant Director for Support Services Sue O'Brien.

3. **Welcome to visitors.** There were no visitors present.
4. **Public comment on agenda items.** There was none.
5. **Public comment of other library business.** There was none.

6. **Unfinished Business.**

- a. Review of candidates for the position of Director. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

It was moved by Humphreys and seconded by Eblen THAT the Board recess the public session and convene in executive session for the stated purpose. Roll call: Ayes: Eblen, Humphreys, Read, Earl, Jaros, Greene. Nays: None. Abstentions: None.

7. **Executive Session.** The Board met in executive session beginning at 7:05 p.m. for the stated purpose.
 - a. Roll call in executive session. Members present: Earl, Eblen, Humphreys, Jaros, Read, Greene. Also present: Dan Bradbury, Bradbury Associates and Jobeth Bradbury (via Skype), Bradbury Associates.
 - b. Discussion in executive session. The Board discussed the pool of candidates and chose eight candidates to interview as semifinalists on April 20 and 21.
8. **Reconvening of a public session.**
 - a. Reconvening. President Greene adjourned the executive session and re-convened the Board in public session at 8:20 p.m.

- b. Approval of any motions resulting from discussion in executive session. It was moved by Humphreys and seconded by Eblen THAT the Board invite the top eight candidates to interview as semifinalists on April 20 and 21. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.
9. **Board Member comments and requests for information.** The Board discussed the logistics of the interview process.
10. **Adjournment.** President Greene adjourned the meeting at 8:40 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
APRIL 20, 2016, 5:30 P.M.
CHILDREN'S PROGRAM ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 5:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Art Jaros, Trustee Thomas Read, and President Wendee Greene. Absent: Trustee Dave Humphreys.

Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates and Assistant Director for Public Services Bonnie Reid.

3. **Welcome to visitors.** There were no visitors present.
4. **Public comment on agenda items.** There was none.
5. **Public comment of other library business.** There was none.

6. **Unfinished Business.**

- a. Interview semifinalists for the position of Director. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

It was moved by Eblen and seconded by Jaros THAT the Board recess the public session and convene in executive session for the stated purpose. Roll call: Ayes: Eblen, Read, Earl, Jaros, Greene. Nays: None. Abstentions: None.

7. **Executive Session.** The Board met in executive session beginning at 5:34 p.m. for the stated purpose.
 - a. Roll call in executive session: Members present: Earl, Eblen, Jaros, Read, Greene. Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates. Humphreys arrived at 5:45 p.m.
 - b. Discussion in executive session. The Board interviewed semifinalists.
8. **Reconvening of a public session.**
 - a. Reconvening. President Greene adjourned the executive session and re-convened the Board in public session at 8:06 p.m.

- b. Approval of any motions resulting from discussion in executive session. There were none.
- 9. **Board Member comments and requests for information.** There were none.
- 10. **Adjournment.** President Greene adjourned the meeting at 8:06 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
APRIL 21, 2016, 5:00 P.M.
CHILDREN'S PROGRAM ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 5:00 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, and President Wendee Greene.

Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates and Assistant Director for Support Services Sue O'Brien.

3. **Welcome to visitors.** There were no visitors present.
4. **Public comment on agenda items.** There was none.
5. **Public comment of other library business.** There was none.

6. **Unfinished Business.**

- a. Interview semifinalists for the position of Director and choose finalists.
Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

It was moved by Eblen and seconded by Jaros THAT the Board recess the public session and convene in executive session for the stated purpose. Roll call: Ayes: Eblen, Humphreys, Read, Earl, Jaros, Greene. Nays: None. Abstentions: None.

7. **Executive Session.** The Board met in executive session beginning at 5:05 p.m. for the stated purpose.
 - a. Roll call in executive session: Members present: Earl, Eblen, Humphreys, Jaros, Read, Greene. Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates.
 - b. Discussion in executive session. The Board interviewed the remaining semifinalists and chose three finalists.
8. **Reconvening of a public session.**
 - a. Reconvening. President Greene adjourned the executive session and reconvened the Board in public session at 7:43 p.m.

- b. Approval of any motions resulting from discussion in executive session. It was moved by Humphreys and seconded by Eblen THAT the Board invite the top three semifinalists to interview as finalists on May 5, 2016. Roll call:
Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None.
Abstentions: None.

9. **Board Member comments and requests for information.**

Do we keep any materials from the search? It is recommended to keep the materials until we have an accepted offer.

There may be an executive session of the Downers Grove Public Library Board of Trustees on April 27, 2016 at 6:45 p.m.

10. **Adjournment.** President Greene adjourned the meeting at 7:50 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
APRIL 27, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene.

Also present: Interim Co-Director Sue O'Brien, Interim Co-Director Bonnie Reid, Public Relations Manager Melissa Doornbos, Friends of the Library President Joann Hansen, and resident Ed Pawlak. Humphreys arrived at 7:42.

3. **Welcome to visitors.** President Greene welcomed visitors and thanked them for their interest in the work of the Library.
4. **Approval of Minutes.**
 - a. Approval of Minutes, Regular Monthly Meeting, March 23, 2016. It was moved by Jaros and seconded by Earl THAT the Minutes of the March 23, 2016 Monthly Meeting be approved as drafted. Roll call: Ayes: Earl, Jaros, Read, Greene. Nays: none. Abstentions: Eblen.
 - b. Approval of Minutes, Special Meeting, Including Executive Session, April 5, 2016. It was moved by Read and seconded by Jaros THAT the Minutes of the April 5, 2016 Special Meeting, Including Executive Session be approved as drafted. Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
 - c. Approval of Minutes, Special Meeting, Including Executive Session, April 20, 2016. It was moved by Eblen and seconded by Earl THAT the Minutes of the April 20, 2016 Special Meeting, Including Executive Session be approved as drafted. Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
 - d. Approval of Minutes, Special Meeting, Including Executive Session, April 21, 2016. It was moved by Earl and seconded by Eblen THAT the Minutes of the April 21, 2016 Special Meeting, Including Executive Session be approved as drafted. Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
5. **Financial Matters.**
 - a. March Financial Report. Reid/O'Brien presented the report and responded to questions.

- b. Approval of April 2016 Invoices. It was moved by Read and seconded by Eblen THAT April operating invoices totaling \$127,311.95 and credit memos totaling \$2,741.59 be approved, and that March 2016 payrolls totaling \$215,523.92 be recognized. Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
6. **Public Comment on Agenda Items.** President Greene invited comments. There were none.
7. **Public Comment on Other Library Business.** President Greene invited comments. There were none.
8. **Unfinished Business.**
 - a. Change order from Shales McNutt. Requested action: approval.
O'Brien presented the change order for the addition of new acoustic panels for the Quiet Study Room to the upcoming construction project. Since the original project came in costing less than expected, there is money in the budget to pay for the addition. It was moved by Jaros and seconded by Earl THAT the change order for the addition of new acoustic panels for the Quiet Study Room be added to the project. Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
9. **New Business.**
 - a. Change authorized names on U.S. Bank safe deposit box. Requested action: approval.
Since Rick Ashton and Kathy Di Cola are no longer affiliated with the library, O'Brien asked that the Board approve removing their names as authorized signers for the safe deposit box at U.S. Bank and add Wendee Greene, Sue O'Brien, and Bonnie Reid as authorized signers until the new Director begins work. It was moved by Jaros and seconded by Eblen THAT Rick Ashton and Kathy DiCola be removed as authorized signers from the U.S. Bank safe deposit box and Wendee Greene, Sue O'Brien, and Bonnie Reid be added as authorized signers. Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
10. **Report of the Director.** O'Brien/Reid presented their report (attached).
11. **Trustee comments and requests for information.**
 - Earl asked about the process for applying for grants.
 - Humphreys saw an article in *The Patch* that the Library's View from the Director's Chair led one student to an internship in Berlin, and he is proud we are enabling students.
 - Jaros asked how often toys are cleaned in the Kids Room. Bonnie will check and report back.
 - Jaros asked why Kathleen DiCola's name was cc'd in the per capita grant letter from the Secretary of State.
12. **Adjournment.** President Greene adjourned the meeting at 7:50 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 27, 2016**

**REPORT OF THE INTERIM CO-DIRECTORS
AGENDA ITEM 10**

- a. Harry Potter week. The Library hosted Harry Potter week during Spring Break. All eight Harry Potter movies were shown on the big screen, and well-attended programs included Hidden Harry Potter, Harry Potter Trivia for Teens, and Defense Against the Dark Arts. The Platform 9 ¾ Photobooth was extremely popular, too.
- b. Per Capita Grant. The Library received a letter from the Secretary of State (attached) saying the Library's FY2016 Illinois Public Library Per Capita Grant will be \$37,935.84, a rate of \$0.77085 per resident which is a reduction due to state budget cuts. The letter also stated that payment of the funds may be significantly delayed due to the state budget impasse.
- c. PLA. Seven staff members attend the Public Library Association Conference in Denver, CO, in early April. Each attendee will write a report to share ideas he or she would like to try at the Downers Grove Library. Teen Librarian Lynette Pitrak and Information Technology Manager Dale Galiniak presented a well-received program at the conference, "View from the Director's Chair: Filmmaking for Teens."
- d. Book Genie article in ILA Reporter. Children's Services Librarian-Reference & Technology Coordinator Sharon Hrycewicz and Adult & Teen Services Manager Nicole Wilhelms published an article in the April 2016 issue of the *ILA* (Illinois Library Association) *Reporter*, entitled "Book Genie Grants Your Reading Wishes." (attached).
- e. Recent Library Statistics. March 2016 statistics attached.
- f. Recent Media Coverage. Attached.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

March 28, 2016

Dr. Rick Ashton, Director
Downers Grove Public Library
1050 Curtiss Street
Downers Grove, Illinois 60515-4606

Dear Dr. Ashton:

I am pleased to award the Downers Grove Public Library a FY2016 Illinois Public Library Per Capita Grant in the amount of \$37,935.84. Over \$9.4 million is being awarded this year to Illinois public libraries serving nearly 11.5 million patrons at a rate of \$0.77085 per resident, a reduction due to state budget cuts.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure that 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 state budget impasse, payment of 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, 2017. All expenditures must have concluded by that date.

Our public libraries are truly the cornerstones of our communities. In these hard economic times, 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 you and all Illinois public libraries provide.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE, Secretary of State
and State Librarian

cc: Kathleen DiCola, Board President
FY2016 Downers Grove Public Library Per Capita File

JW:isl

Book Genie Grants Your Reading Wishes

HOW BOOK GENIE CAME TO BE

In the fall of 2013, the Downers Grove Public Library embarked on the challenge of updating our library website. We were also working toward fulfilling a major strategy of our 2012–2014 Strategic Plan, “to maintain a focus on books and reading.” As a result, we transitioned from a lengthy online readers’ advisory form that saw minimal use to an interactive process that provides customers with instant suggestions. We developed Book Genie, a readers’ advisory quiz for kids, teens, and adults. You will find it at www.dglibrary.org/genie.

Launched in February 2014, Book Genie provides advice to readers in a flexible web format. Resembling an online quiz, it helps construct individualized reading recommendations. As the reader clicks through a series of book covers, Book Genie generates instant suggestions responding to the reader’s expressed interests and preferences. These suggestions link directly to the library’s catalog, providing what every good genie aspires to—immediate wish-fulfillment! Staff librarians choose all Book Genie books, and organize them in comprehensive categories, beginning with children, teens, and adults. Visitors who do not find something interesting among the Book Genie suggestions can fill out a form that librarians respond to via e-mail with further reading ideas.

RELEASING THE GENIE

To introduce this exciting new service, Book Genie was heavily publicized as part of the new website launch. In addition to social media, library staff actively promoted Book Genie at school visits, teacher in-service trainings, farmers’ markets, and in-house. On Book Genie’s first birthday, we did a library-wide, month-long promotional push. We purchased three custom Book Genie cardboard standees for display throughout the library, gave away mints branded with the Book Genie logo, and featured Book Genie on the library’s homepage, newsletter, and social media outlets.

Service desks also handed out evaluation forms asking a few simple questions about Book Genie. Survey responses ran the gamut from patrons responding that they had not heard of Book Genie to patrons who loved it and wanted to see more categories. These responses helped readers discover the new tool, informed future updates to Book Genie, and allowed staff to assess the impact of an interactive digital readers’ advisory service. We found that the majority of our customers enjoyed this fun approach. As one library user wrote, “It’s a great start to finding new books. Brings up suggestions I would never have seen!”

[continued on page 21]

“It’s a great start to finding new books.
Brings up suggestions I would never have seen!”



Fiction
Comics
Magazines



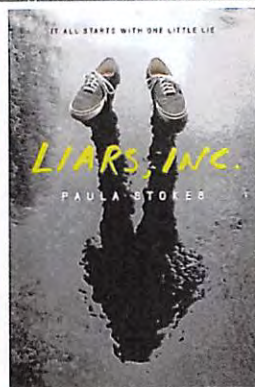
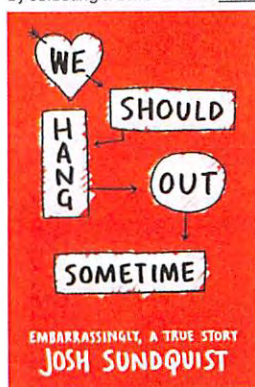


Home

Book Genie Grants Your Reading Wishes

Not sure what to read next? Book Genie can help! Start by telling Genie which type of book you want to read

by selecting a cover below. [Take me right to the recommendation form!](#)

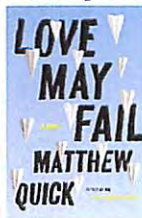


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Home > Book Genie

Based on your selections, try one of these!



Want more suggestions?

Your Name *

Your Email *

Preferred Age Range *

- ☐ Kids
- ☐ Teens
- ☐ Adult



© 2015 Downers Grove Public Library

IT'S NOT ALL MAGIC


Book Genie is a custom Drupal module developed by web developer Sean Fitzpatrick of Proof Studio, in conjunction with our digital librarian. Built using Drupal's taxonomy structure, genres and titles are organized in a hierarchical tree. The templates render each taxonomy term to display the associated cover image and title. To keep its content fresh, Book Genie categories and titles are updated at least three times a year. Children's titles are listed by genre and arranged by grade level, including picture books, easy chapter books, and chapter books. Children's staff select titles throughout the year. As new book carts come to the department, staff identify books that fit into nine Book Genie categories, keeping track in a Google doc. When the deadline for new titles looms, we look at the doc and decide what areas need attention and assign staff to fill in any holes. By making Book Genie an on-going assignment using a working document, staff have integrated Book Genie into their weekly workflow.

Teen and adult titles are delineated by fiction and nonfiction, breaking out into genres and subjects. Adult and Teen Services (ATS) staff spend three weeks compiling titles into a Google doc. We started by assigning a team of three to four staff to complete each Book Genie update, but recently we have included all ATS staff to assist in each update. Once titles are selected, PR and IT staff spend an additional two weeks updating the website with new selections.

EVALUATING BOOK GENIE

Now in its third year, Book Genie continues to be popular, with over 7,800 page views in 2015! Library staff utilize Google Analytics to understand how patrons are using Book Genie and to adapt to meet patron interests by reviewing category popularity. Before each Book Genie update, staff review which categories to remove and select ones to feature. Popular topics include historical fiction, book club favorites, memoirs and biographies, teen dystopian, kids fantasy, and librarian picks. Over the last two years, staff have adjusted the quiz structure and added more read-alike categories such as "If you liked NPR's *Serial*..." During Academy Awards season, we developed a spin-off called Movie Genie, and to support our "League of Super Heroes" summer reading club theme, a Super Genie option was offered. Both proved popular with customers.

Since its inception, Book Genie has granted over 3,500 book wishes. Not only does Book Genie provide instant book suggestions to patrons, but it also enhances a reading-focused strategic plan. Staff enjoy selecting titles and patrons are able to interact with an engaging book service.

May all your reading wishes be granted! 

"Since its inception, Book Genie has granted over 3,500 book wishes."

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	A	B	C	D	E	F	G
1	Circulation	MAR 16	%	MAR 15	%	MAR 14	%
2	Checkouts						
3	Selfchecks	51,908	77%	53,609	76%	43,903	64%
4	Staff desk	15,615	23%	16,676	24%	24,562	36%
5	Total checkouts	67,523		70,285		68,465	
6							
7	Renewals						
8	Selfchecks	1,802		661		429	
9	Staff desk (incl. phone)	2,877		2,525		4,213	
10	Patron self-renewals on website	11,123		4,410		4,990	
11	Patron self-renewals on BookMyne	63					
12	Total renewals	15,865		7,596		9,632	
13							
14	Total item checkout and renewals	83,388		77,881		78,097	
15	Ebooks - Overdrive	4,199		4,026		3,638	
16	Ebooks - 3M Cloud Library	2,169		1,386		1,039	
17	Emagazines - Zinio	629		797		969	
18	Hoopla	438					
19	Total Circulation	90,823		84,090		83,743	
20							
21	Reference Questions (Info Desk)	178		154			
22							
23	Reserves Processed						
24	Received from ILL	8,474		6,499		6,175	
25	ILL sent	4,708		5,841		5,856	
26	OCLC requests processed	971		986		899	
27							
28	Gate Count						
29	North	30,103		28,755		30,307	
30	South	16,128		15,023		14,527	
31	Total	46,231		43,778		44,834	
32							
33	Registrations						
34	New resident library cards	169		157		191	
35	New fee cards	13		6		10	
36							
37	Current borrowers	31,248		29,561		29,188	
38	Active fee cards	123		127		142	
39	Revenue:	Cash	Online	Credit Cards	Credit	Total	
40			Payment	at Desk	Cards at		
41					Selfchecks		
42	4410 Sale of Materials	\$905.25		\$73.00		\$978.25	
43	4502 Charges for Services	\$1,311.06		\$257.60		\$1,568.66	
44	4509 Fees for Non-Residents	\$560.00		\$1,400.00		\$1,960.00	
45	4571 Meeting Room	\$260.00		\$140.00		\$400.00	
46	4581 Fines	\$2,342.87	\$688.39	\$1,462.29	\$2,617.13	\$7,110.68	
47	4590 Cost Recovered for Svcs.	\$381.98	\$67.00	\$356.00	\$137.00	\$941.98	
48	4820 Contributions, Operating						
49		\$5,761.16	\$755.39	\$3,688.89	\$2,754.13	\$12,959.57	

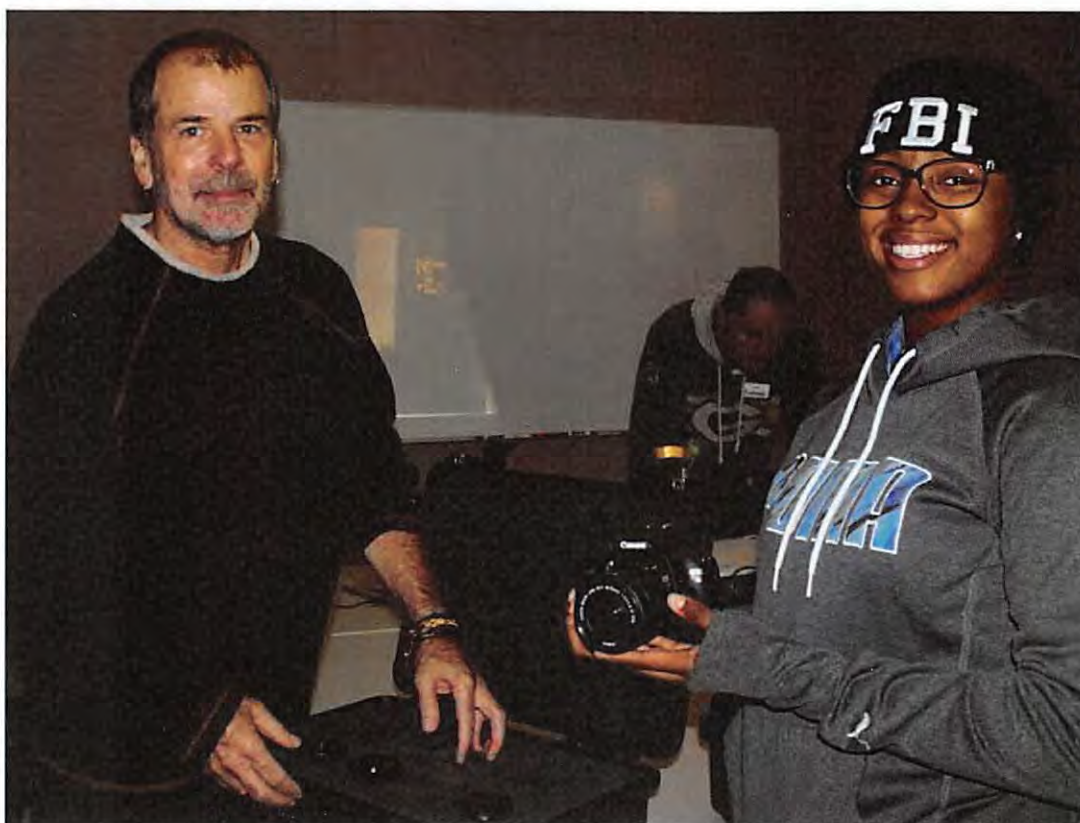
Teens Apply Skills Learned at Downers Grove Library

Library staff are hard at work planning the next round of technology curriculum.

Downers Grove, IL

Like Share 33

By MORGAN SEARLES (Patch Staff) - March 22, 2016 6:52 pm ET



*Submitted by
the [Downers
Grove Public
Library](#).*

After two
successful rounds
of hands-on
camera training,
Downers Grove
Public Library
Teen Services
Coordinator
Lynette Pitrak is
thrilled to see
teens putting

what they learned to use outside of the library.

DGPL received a \$5,000 Best Buy Foundation Community Grant in 2014,
and invited high schoolers to create their own documentary during an

eight-week training program, View From the Director's Chair. The curriculum was led by independent film producer Laura Zinger and took participants from the beginning pre-production stages all the way to a public film screening of their work at the Tivoli Theatre.

Structured after the View From the Director's Chair filmmaking course, a photography follow up was offered in 2015. Taught by College of DuPage photography professor Michael Taylor, View From Behind the Lens curriculum covered camera basics, lighting techniques, and the editing software Lightroom.

Now, after both programs have wrapped, teens are actively using what they learned.

More from Across Patch

- [About Portland: Students Want to Talk About the N-Word](#)
- [Philadelphia Derailment: 2 Victims Were Amtrak Workers Maintaining Tracks](#)
- [Abby Wambach Apologizes After DUI Arrest in Portland](#)

Lynette was approached by Amelia Cosmas, the parent of a student who needed professional headshots to apply for a college theater program. Amelia got quotes from businesses. "The photos needed for my daughter to apply would have cost \$175 or more." Lynette put them in touch with Niara Briggs, 18, who completed both the filmmaking and photography programs offered by the library. Niara used equipment loaned from DGPL, and her sharpened

skills, to take the headshots.

In addition to the cost benefit, both Amelia and her daughter were pleased with the finished products. "Niara did great work. She was flexible with scheduling, responsive, and sent the edited photos quickly." It was a win-win.

Jasmine Smith, 19, always knew she wanted to go into film, so applying for an entertainment-based internship in Berlin, Germany was a no brainer. Because of her previous participation in View From the Director's Chair, Jasmine knew just who to ask when she needed a letter of recommendation - film producer and curriculum instructor Laura Zinger. "I learned so much from Ms. Z. Most importantly that your content must captivate your audience."

Jasmine was accepted into the weeklong internship where she worked behind the scenes for the Berlinale Film Festival in Berlin. Odin's Eye Entertainment company was so impressed with her performance that she has been invited back to prepare for the Cannes Film Festival in May. Jasmine is also using her knowledge locally. "I've filmed weddings and birthday parties. I understand the equipment and the editing process better because of the library program. We covered a lot in a small amount of time."

These programs were planned to show teens how to use some of the equipment and software that is available through the library. Also, "We hoped to support participants' passion for the creative arts," Teen Services Coordinator Lynette explained. "But knowing they can use, and are using, these skills outside of the library setting is more than we

expected. I'm incredibly proud of them. And I'm proud of programs like this."

Library staff are hard at work planning the next round of technology curriculum. See dglibrary.org for information on services provided by the Downers Grove Public Library.

Image1 - Niara Briggs, 18, with View from Behind the Lens photography instructor Mike Taylor.

Image2 - Jasmine Smith, 19, in front of the Berlin wall during her internship at the Berlinale Film Festival.

Image3 - The headshot Sonja Kudulis, 18, submitted with her application.

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View from Behind the Lens: It's a Wrap! a guest post by Lynette Pitrak

MARCH 24, 2016 BY HEATHER BOOTH

[LEAVE A COMMENT](#)

Makerspace at your library

My previous post detailed the first half of [View from Behind the Lens](#), an eight-week advanced photography workshop for middle school and high school students. In the first few weeks of class, Downers Grove-based instructor Mike Taylor and I worked on teaching

the students camera basics, various types of photography shoots, and working with both natural and artificial lighting. We did some great walking tours through Downers Grove at all times of day, to capture full sunlight, dusk, and night scenes.



Midway through the program, we took an amazing field trip to the [Museum of Contemporary Photography](#) to take a docent-led tour. A graduate student in Columbia College's photography program showed the View from Behind the Lens students a special collection of work, and facilitated a discussion about choices in shot framing,

Photoshopping, and lighting. Then, the students had half an hour to explore the rest of the museum on their own. We finished the day with a fun stop to Chicago's beautiful Millennium Park, so the students could see some amazing outdoor sculptures by artists like Jaume Plensa, Magdalena Abakanowicz, and of course, Anish Kapoor, who is the artist behind [Cloud Gate](#) (aka The Bean).

For the last class sessions, we focused on photography editing using Adobe Lightroom software. The students had a great time playing with the filters, cropping, changing color photographs to black and white, and adjusting file sizes so that they were set to print most cleanly.

Students then had the opportunity to take the cameras home for one month, in order to shoot on their own. At any time, they were able to come to the library to access the Lightroom software to edit their photographs. After this month-long period, each student submitted two photographs to be hung in Downers Grove Public Library's art gallery. The beautiful show hung for the entire month of February, and attracted a lot of attention from library visitors!! The community was incredibly impressed by the professional and creative work done by these teens.

Over 15 million reads on [Wattpad](#), and a #1 fan fiction[READ A SAMPLE](#)

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- When It Comes To Talking Sex, Young Adult Books Can Be A Parent's Best Friend | NewsB2 on SVYALit Project Index



Finally, on the last day the show was displayed, we hosted a Meet the Artists event in the library's gallery. Around one hundred members of the community came to meet the teen photographers and talk to them about their work. Over half of the photographs sold too, many being the students' first sale ever! It was a truly wonderful experience, and so exciting

for Mike and I to see the students' talent and passion come to life during the final show.

Thank you for giving Downers Grove Public Library the opportunity to share this program with other librarians and educators, and please feel free to get in touch with questions at any time.

Lynette Pitrak is the Teen Services Coordinator at the Downers Grove Public Library in Downers Grove, Illinois.

FILED UNDER: GUEST POST, MAKERSPACE, PHOTOGRAPHY, PROGRAMMING

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Who Are We?

VHS to DVD Converter Available at the Downers Grove Library

Transfer your home movies from VHS tapes to DVD discs.

Downers Grove, IL

Like Share 130

By MORGAN SEARLES (Patch Staff) - March 28, 2016 2:36 pm ET



Downers Grove IL - The Downers Grove Public Library now has a VHS converter available for checkout, which can be used to convert home movies and other VHS tapes to DVDs.

To use the converter, library patrons need a burnable DVD disc and a TV to plug the device into, according to the library.

DGPL cardholders can check out the converter for up three weeks by searching "DVD recorder" in the catalog at dglibrary.org.

Call [\(630\) 960-1200](tel:(630)960-1200) or visit the computer help desk on the library's second floor for more information.

Friends of the Library Give Generous Donation

These funds have been used for large-screen monitors for two group study rooms and childhood enrichment materials.

Downers Grove, IL

Like Share 23

By MORGAN SEARLES (Patch Staff) - March 31, 2016 9:01 am ET



*Submitted by
the [Downers
Grove Public
Library](#).*

Downers Grove,
IL - The Downers
Grove Friends of
the Library
recently gave a
generous
donation of
\$6,000 to the
Downers Grove
Public Library.

These funds have been used for large-screen monitors for two group study rooms and childhood enrichment materials for the Kids Room.

Using the mounted monitor, personal laptops can now be connected for group viewing of presentations, websites, or photos. The baby tub is a new favorite of the library's youngest visitors, providing a compact space for babies to play. Replacement velcro blocks give the hands-on preschool play area a refreshed look and are already being put to use.

The remaining funds will be used for the library's 2016 Summer Reading Clubs. This includes prizes for participants, printed materials, school visit supplies, and support for the Sunday, May 22 kickoff party.

The Downers Grove Friends of the Library are members of the community whose active support has provided the library with funds for various events and services. Friends of the Library members encourage use of the library and instill a love of reading in others.

More from Across Patch

- [About Portland: Students Want to Talk About the N-Word](#)
- [Philadelphia Derailment: 2 Victims Were Amtrak Workers Maintaining Tracks](#)
- [Abby Wambach Apologizes After DUI Arrest in Portland](#)

The Friends of the Library membership contribution (tax deductible to the extent permitted by law) is a minimum of \$15. [To join, visit \[dglibrary.org/donate\]\(http://dglibrary.org/donate\)](#). Contact Joni Hansen [\(630\) 969-5477](tel:(630)969-5477) or Kevin Deany [\(630\) 515-0230](tel:(630)515-0230) for more information about the Downers Grove Friends of the Library.

Public Library Board lays out schedule for director search

SUBURBAN LIFE MEDIA

DOWNERS GROVE – The Downers Grove Public Library Board of Trustees will have several meetings in April and May in order to select the next director of the library.

The search firm Bradbury Associates presented the board a list of candidates to review during an April 5 special meeting.

The board will conduct interviews with semifinalists from 5 to 9 p.m. April 20 and 21 in the library's Kid's Program Room. Final interviews will take place from 5 to 10 p.m. May 4 and 5 at an off-site location to be determined.

The interviews are closed to the public, but there will be an opportunity for public comment after each interview session, as well as during the board's regular meeting at 7:30 p.m. April 27.

The board has not set the date it will hire the director or when the director

Write to us

We want to hear from you. Letters must be no more than 300 words. They must include your first and last name, town and a phone number for verification. We may edit them for clarity, accuracy and style. Email letters to letters@mysuburbanlife.com. The deadline is 4 p.m. Thursday for the following week's paper.

will start. During a January meeting, representatives with Bradbury Associates suggested the director could be hired by May 10.

The library's previous director, Rick Ashton, retired at the end of March. Assistant directors Sue O'Brien and Bonnie Reid are serving as co-interim library directors until the new director starts.



LATEST» 2016 New York Presidential Primary Results: Voters Get A Say
 (http://patch.com/illinois/downersgrove/s/fpe9v/2016-new-york-presidential-primary-results-voters-get-a-say)

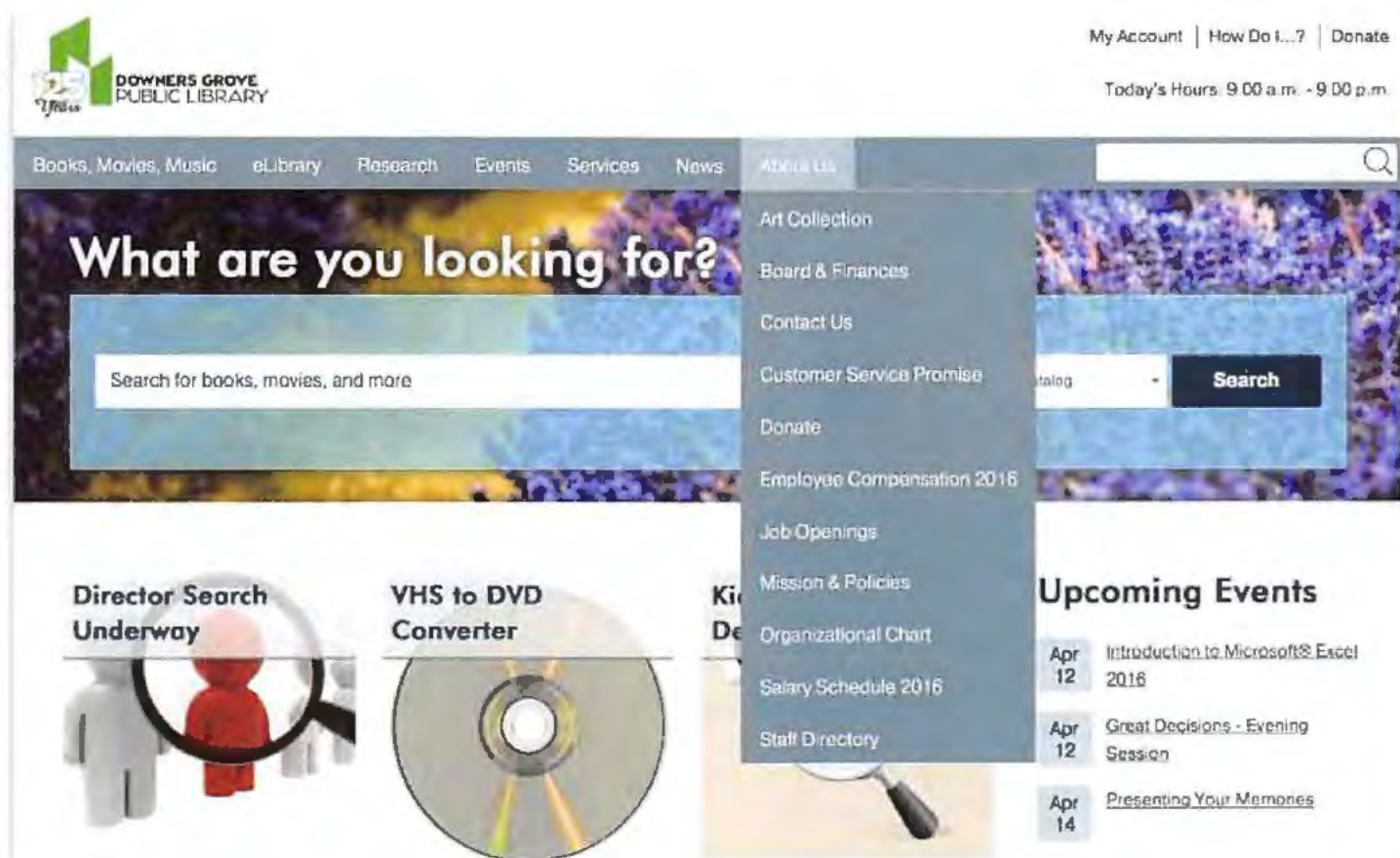
Downers Grove Library Seeks Feedback on Website Updates

Content has been slightly reorganized throughout the main menu.

Downers Grove, IL

Like Share 7

By MORGAN SEARLES (Patch Staff) - (http://patch.com/users/morgan-searles044f517cd38a6a1f24d3b0f7b3945ace85c81692fa18b9330e94570c77131e38) ©
 April 14, 2016 7:09 pm ET



Submitted by the Downers Grove Public Library.

Downers Grove, IL - You might have noticed that some things on [dglibrary.org](http://www.dglibrary.org/) (<http://www.dglibrary.org/>) have moved since your last visit to the Downers Grove Public Library's website.

Most recently, content has been slightly reorganized throughout the main menu.

An "About Us" section contains organizational information including current and past budgets, policies, job openings, and a staff directory. A Services tab quickly directs you to some of our most-requested amenities: wireless printing, tax resources, and how to book a room or get a library card.

Find content for children in the following places:

More from Across Patch

- 2016 New York Presidential Primary Results: Voters Get A Say (<http://patch.com/illinois/downers-grove/new-york-presidential-primary-results-voters-get-a-say>)

- Doris Roberts, of 'Everybody Loves Raymond,' Dies at 90 (<http://patch.com/illinois/downers-grove/doris-roberts-of-everybody-loves-raymond-dies-at-90>)

- One Michigan Eaglet Hatched, Another On the Way [Watch: Eagle Cam] (<http://patch.com/illinois/downers-grove/michigan-eaglet-hatched-another-on-the-way-watch-eagle-cam>)

- Kindle Fire, Propane Grill, Portable Chargers: Monday's Top Deals (<http://patch.com/illinois/downers-grove/kindle-fire-propane-grill-portable-chargers-mondays-top-deals>)

- [books for kids under Books](http://dglibrary.org/kidsbooks) (<http://dglibrary.org/kidsbooks>)
- [Movies](http://dglibrary.org/kidsbooks) (<http://dglibrary.org/kidsbooks>)
- [Music](http://dglibrary.org/kidsbooks) (<http://dglibrary.org/kidsbooks>)
- [homework resources for kids under Research](http://dglibrary.org/research/all?term=node_tid_depth=180) (http://dglibrary.org/research/all?term=node_tid_depth=180)
- [storytimes and programs for kids under Events](http://dglibrary.org/events?field_event_type_tid%5B%5D=154) (http://dglibrary.org/events?field_event_type_tid%5B%5D=154).

The library is in the process of testing the reorganization that was done to determine its usability.

Visit the website at www.dglibrary.org (<http://www.dglibrary.org/>) and send feedback on your experiences to webmaster@dglibrary.org (<mailto:webmaster@dglibrary.org>). Your input is helpful in directing future improvements.

0

More from Downers Grove Patch (/illinois/downersgrove)



BREAKING: 25 Best Illinois High Schools: U.S. News Rankings 2016

(<http://patch.com/illinois/downersgrove/s/fpf4m/25-best-illinois-high-schools-u-s-news-rankings-2016>)



All-You-Can-Eat McDonald's French Fries Will Test the Triumph of the Human Spirit

(<http://patch.com/illinois/downersgrove/all-you-can-eat-mcdonalds-french-fries-will-test-triumph-human-spirit>)

Downers Grove Runners Finish the Boston Marathon

(<http://patch.com/illinois/downersgrove/downers-grove-runners-finish-boston-marathon>)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
MAY 5, 2016, 5:00 P.M.
FIRST CONGREGATIONAL CHURCH
1047 CURTISS ST.
DOWNERS GROVE, IL 60515
ROOM 503**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 5:02 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, and President Wendee Greene. Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates.
3. **Welcome to visitors.** There were no visitors present.
4. **Public comment on agenda items.** There was none.
5. **Public comment of other library business.** There was none.
6. **Unfinished Business.**
 - a. Interview finalists for the position of Director and choose the new Director.
Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

It was moved by Eblen and seconded by Earl THAT the Board recess the public session and convene in executive session for the stated purpose. Roll call: Ayes: Eblen, Humphreys, Read, Earl, Jaros, Greene. Nays: None. Abstentions: None.
7. **Executive Session.** The Board met in executive session beginning at 5:20 p.m. for the stated purpose.
 - a. Roll call in executive session. Members present: Earl, Eblen, Humphreys, Jaros, Read, Greene. Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates.
 - b. Discussion in executive session. The Board interviewed the three finalists and chose the new Director.

8. Reconvening of a public session.

- a. Reconvening. President Greene adjourned the executive session and reconvened the Board in public session at 10:00 p.m.
- b. Approval of any motions resulting from discussion in executive session. There was unanimous agreement that Julie Milavec is an outstanding candidate for the position of Library Director. Dan Bradbury of Bradbury Associates was authorized to offer the position to Milavec at a salary within the advertised range and a benefits package comparable to full-time Downers Grove Public Library staff, contingent upon a satisfactory background investigation and an anticipated start date no later than July 22, 2016. The Board will consider the official appointment of the new Director at the next Board meeting.

9. Board Member comments and requests for information. There were none.

10. Adjournment. President Greene adjourned the meeting at 10:05 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MAY 25, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:32 p.m.
2. **Roll call.** Members present: Trustee Susan Eblen, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene. Absent: Trustee Ed Earl, Trustee David Humphreys.

Also present: Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Children's Services Manager Allyson Renell, PR Manager Melissa Doornbos, Library Director Appointee Julie Milavec, Friends of the Library President Joanne Hansen. DG Resident Ed Pawlak arrived after the meeting started.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. April 27, 2016, Regular Monthly Meeting. It was moved by Eblen and seconded by Jaros THAT the Minutes of the April 27, 2016 meeting be approved as circulated. Roll Call: Ayes: Eblen, Jaros, Read, Greene. Nays: None. Abstentions: None.
 - b. May 5, 2016 Special Meeting, Including Executive Session. It was moved by Read and seconded by Eblen THAT the Minutes of the May 5, 2016 meeting be approved as circulated. Roll Call: Ayes: Eblen, Jaros, Read, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. April 2016 Financial Report. O'Brien presented the report and responded to questions.
 - b. Approval of May 2016 Invoices. It was moved by Jaros and seconded by Eblen THAT May 2016 invoices totaling \$107,338.10 and credit memos totaling \$2,308.94 be approved and April payrolls totaling \$323,544.32 be recognized. Roll call: Ayes: Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
6. **Public Comment on Agenda items.** President Greene invited comment. There was none.
7. **Public comment on other Library business.** President Greene invited comment.

FOL President Joanne Hansen noted that she loves the Plainfield Library, where Julie Milavec is currently the Director.

8. New Business.

- a. Plans for the Summer Reading Clubs. Reid outlined the clubs and Children's Services staff members Allyson Renell and Sharon Hrycewicz performed the children's summer reading club skit performed in every classroom in every school in District 58 as well as DG Christian School, and St. Mary's and St. Joe's. schools. The Trustees enjoyed the fun skit. Trustees asked several questions, including how many books were read last year in the children's summer reading clubs and how many classrooms were visited this year; answers will be provided to the Board at the next meeting. A question was also asked about visiting Avery Coonley school; library staff did contact them, but the school's schedule did not allow for visits.
- b. Appointment of the new Library Director. It was moved by Eblen and seconded by Jaros THAT Julie Milavec be appointed Library Director. Roll call: Ayes: Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
- c. Approval of Bibliotheca + 3M Service and Maintenance/Extended Warranty proposal. O'Brien asked for Board approval for a maintenance/extended warranty contract with Bibliotheca + 3M, totaling \$27,492.00. It was moved by Jaros and seconded by Read THAT the Bibliotheca + 3M contract totaling \$27,492.00 be approved. Roll call: Ayes: Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.
- d. Family Restroom Plan. Reid outlined the plan to convert the boys room and the girls room in the Children's Department into family restrooms. It was moved by Jaros and seconded by Eblen THAT the family restrooms conversion be made. Roll call: Ayes: Eblen, Jaros, Read, Greene. Nays: none. Abstentions: none.

9. Report of the Interim Co-Directors. O'Brien and Reid presented their written report (attached).

10. Board Member Comments and Requests for Information.

- a. Response to Board member requests for information. Jaros thanked the staff for answering the toy cleaning question and will pass along the answer to the concerned citizen.

Read asked if the Foundation should be discussing any potential fundraisers, even as they wait for the new Director to start and when the Foundation Board should re-write the by-laws. Greene suggested the Foundation meet at 6:30 p.m. Wednesday June 22 to brainstorm fundraising ideas.

11. Adjournment. President Greene adjourned the meeting at 8:00 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 25, 2016**

**AGENDA ITEM 9
REPORT OF THE INTERIM CO-DIRECTORS**

- a. Children's lighting project. The Children's Lighting Project was completed May 17. The area is much brighter and more inviting with the new light fixtures.
- b. Acoustic panel and Conference Room A lighting projects. The acoustic panel project start date is being postponed until early July. The chosen fabric had a manufacturing defect, and rather than choosing a different fabric, we opted to wait for the fabric we had originally chosen to be manufactured again.
- c. Food for Fines. The Downers Grove Area FISH Pantry estimated that Downers Grove Library patrons donated 1,000 pounds of food in the Food for Fines program this year. We received a nice letter from FISH thanking the Library for holding the program.
- d. 125th Day Party. On May 4, the Library had a 125th day of the 125th year party. We had party hats, balloons, a Star Wars photo booth, and a pencil giveaway. Adult & Teen Services Librarian Fred LeBaron made an announcement commemorating the day on the 125th minute, of the 125th day, of the 125th year.
- e. Summer Reading Clubs Kick-off Party. On Sunday, May 22, the Library hosted a kick-off party for all of the summer reading clubs. There were balloons, temporary tattoos, snacks, giveaways, a music concert, and the opportunity to sign up for the clubs.
- f. Recent Media Coverage. Attached.

Downers Grove Area FISH Pantry
4340 Prince Street
Downers Grove, IL 60515
630-964-7776

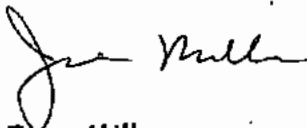
May 10, 2016

Dear Cheryl,

On behalf of all the volunteers within the FISH organization, I want to thank you and all connected with the Downers Grove Library for the enormous donation of food you gave to us. The Food for Fine program was a perfect win-win! We are currently assisting more than 260 families a month. Even though the names and faces may change throughout the year, the need for food does not. The approximate 1,000 pounds of food you gave us is huge; many of our neediest neighbors will definitely benefit. We very much appreciate your having thought of us.

Thank you again.

Sincerely,



June Miller
Corresponding Secretary

FISH is a nonprofit 501 (c) (3) organization. Neither goods nor services were provided in exchange for these donations.



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LATEST» Bluetooth Speaker, Kitchen Set, Kindles: Monday's Best Deals

(<http://patch.com/illinois/downersgrove/s/fq3ym/bluetooth-speaker-kitchen-set-kindles-mondays-best-deals>)

Downers Grove Public Library Selects Finalists for Director

The Board of Trustees will conduct interviews with three finalists May 5.

Downers Grove, IL

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By MORGAN SEARLES (Patch Staff) - (<http://patch.com/users/morgan-searles044f517cd38a6a1f24d3b0f7b3945ace85c81692fa18b9330e94570c77131e38>) ☺ April 29, 2016 1:46 pm ET

Submitted by the Downers Grove Public Library (<http://www.dglibrary.org>).

Downers Grove, IL - The Board of Trustees of the Downers Grove Public Library are entering the final stage in their search for the next library director.

With the help of Bradbury Associates, an executive search firm headquartered in Kansas City, MO, more than 30 qualified applicants were identified.

"We were excited about the quality of the candidates who applied," Board President Wendee Greene said. "We attribute the degree of their interest to the wonderful staff, the positive reputation of the library, and the overall appeal of the



More from Across Patch

- Bluetooth Speaker, Kitchen Set, Kindles: Monday's Best Deals (<http://patch.com/illinois/downers-grove/bluetooth-speaker-kitchen-set-kindles-mondays-best-deals>)
- When Should You Make Your Spouse Get Life Insurance? Patch Advisor (<http://patch.com/illinois/downers-grove/when-should-you-make-your-spouse-get-life-insurance-patch-advisor>)

Downers Grove community and its residents."

The Board of Trustees will conduct interviews with three finalists on Thursday, May 5 at 5:30 p.m. in Room 503 of the First Congregational Church (1047 Curtiss St., Downers Grove).

The meeting will include an opportunity for public comment, immediately followed by a closed executive session during which the three candidates will be interviewed.

Downers Grove Public Library board entering final stage in director search

Published: Tuesday, May 3, 2016 10:00 a.m. CDT

DOWNERS GROVE – The Board of Trustees of the Downers Grove Public Library will conduct interviews with three finalists for its director position at 5:30 p.m. May 5 at the First Congregational Church of Downers Grove, 1047 Curtiss St.

While the interviews will be in closed sessions, the meeting will start with a chance for public comment.

The board has not announced when it will make its choice, but the search firm Bradbury Associates said [at a previous meeting](#) that May 10 is a target hiring date.

The library's previous director, Rick Ashton, retired at the end of March.

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mySuburbanLife.com

Plainfield Library director to resign, join library staff at Downers Grove

Published: Thursday, May 12, 2016 6:27 p.m. CDT

PLAINFIELD — The Plainfield Public Library's longtime director, Julie Milavec, is leaving her role later this summer to join the staff at the Downers Grove Public Library.

In an emailed statement to library staff Thursday that was forwarded to The Herald-News, Milavec said her last day of work will be July 14. She will start Aug. 1 in Downers Grove.

"I served the Plainfield community, alongside many of you, for more than 15 years," she stated in the email. "It's been both challenging and rewarding, but the time has come for a change. I look forward to beginning a new chapter in my career."

Milavec announced her resignation to the Plainfield Library District Board earlier in the week, but had withheld her new employer's name pending the Downers Grove Library's own announcement to staff.

"Since I am not relocating, I will still see most of you, just in different roles and venues," Milavec said in the email. "Thank you all for your support of me and the Plainfield Library."

The Downers Grove Library Board of Trustees "identified more than 30 qualified applicants for the position, with the help of Bradbury Associates, an executive search firm headquartered in Kansas City," according to a Downers Grove Library news release.

"We are confident that her experience, energy, and passion for community engagement will usher in yet another era of excellence and excitement for the library patrons and staff, and for all the residents of Downers Grove," Downers Grove Library Board President Wendee Greene said in the news release.

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LATEST» FitBits, Hiking Boots, WiFi Extender: Monday's Best Deals (<http://patch.com/illinois/downersgrove/s/fqtjt/fitbits-hiking-boots-wifi-extender-mondays-best-deals>)

New Director Named at Downers Grove Public Library

Julie Milavec will begin her new position Aug. 1.

Downers Grove, IL

Like Share 63

By MORGAN SEARLES (Patch Staff) - (<http://patch.com/users/morgan-searles044f517cd38a6a1f24d3b0f7b3945ace85c81692fa18b9330e94570c77131e38>) □ May 12, 2016 3:23 pm ET

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Downers Grove, IL - The Downers Grove Public Library Board of Trustees has announced Julie Milavec will be the next director of the Downers Grove Public Library, beginning Aug. 1.





"We are confident that her experience, energy, and passion for community engagement will usher in yet another era of excellence and excitement for the library patrons and staff, and for all the residents of Downers Grove," said Board President Wendee Greene.

Julie Milavec has been the library director of the Plainfield Public Library since 2000.

When the DGPL job opening was posted, Milavec thought "the opportunity to lead the Downers Grove Public Library was too good to pass up - a dedicated Board, innovative staff, recent renovation, and strong history of 125 years of service."

More from Across Patch

- **FitBits, Hiking Boots, WiFi Extender: Monday's Best Deals**
(<http://patch.com/illinois/downersgrove/fitbits-hiking-boots-wifi-extender-mondays-best-deals>)
- **WATCH: Obama Speaks At Rutgers University, Takes Shots At Donald Trump**
(<http://patch.com/illinois/downersgrove/watch-obama-speaks-at-rutgers-university-takes-shots-at-donald-trump>)
- **Mass. General Performs First Penis Transplant in U.S.**
(<http://patch.com/illinois/downersgrove/mass-general-performs-first-penis-transplant-in-u-s>)
- **Balloon Warning Issued: Seriously, This is a Real Thing**
(<http://patch.com/illinois/downersgrove/balloon-warning-issued-seriously-this-is-a-real-thing>)

Milavec is looking forward to a new career challenge and can't wait to get started in Downers Grove, which she describes as a "fantastic community that values quality of life, including its library."

Sue O'Brien and Bonnie Reid will continue to serve as interim co-directors until July 31.

Submitted by the Downers Grove Public Library (<http://www.dglibrary.org>).

More from Downers Grove Patch (/illinois/downersgrove)



Glamorous Suburban Homes For Sale
(<http://patch.com/illinois/downersgrove/glamorous-suburban-homes-sale-36>)



DuPage County Memorial Day Ceremony Set For May 29
(<http://patch.com/illinois/downersgrove/dupage-county-memorial-day-ceremony-set-may-29>)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JUNE 22, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene.

Also present: Interim Co-Director Sue O'Brien, Interim Co-Director Bonnie Reid, Public Relations Manager Melissa Doornbos, Friends of the Library President Joann Hansen, and Ed Pawlak.

3. **Welcome to visitors.** President Greene welcomed visitors and thanked them for their interest in the work of the Library.
4. **Approval of Minutes.**
 - a. Approval of Minutes, Regular Monthly Meeting, May 25, 2016. It was moved by Read and seconded by Humphreys THAT the Minutes of the May 25, 2016 Monthly Meeting be approved as drafted. Roll call: Ayes: Eblen, Jaros, Read, Greene. Nays: none. Abstentions: Humphreys, Earl.
5. **Financial Matters.**
 - a. May Financial Report. Reid/O'Brien presented the report and responded to questions.
 - b. June Invoices. It was moved by Read and seconded by Eblen THAT operating invoices totaling \$159,759.39 and credit memos totaling \$81.14 be approved, and that May 2016 payrolls totaling \$210,490.52 be recognized. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
6. **Public Comment on Agenda Items.** President Greene invited comments. There were none.
7. **Public Comment on Other Library Business.** President Greene invited comments. Ed Pawlak suggested that the library staff use statistics to create a two-year plan as a basis for planning expenditures for future budgets.
8. **New Business**
 - a. Proposed Action on Illinois Non-Resident Library Card Program. It was moved by Jaros and seconded by Eblen THAT the Downers Grove Public Library participate in the Illinois Non-Resident Library Card Program using the General Mathematical Formula to determine the cost which will be \$271.00 per household per year,

beginning August 1, 2016. Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

- b. Proposed increase in daily fine for high value, high demand items. It was moved by Jaros and seconded by Earl THAT the daily fine for high value, high demand items be changed to \$5.00 per day. Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

9. **Report of the Interim Co-Directors** (attached). O'Brien/Reid presented the report.

10. **Trustee comments and requests for information.**

Doornbos will email a schedule of offsite library events to board members.

Earl asked for calendar invitations to be sent to interested board members. O'Brien will do so.

Humphreys spoke of the 7th annual Rotary Grove Fest. If a board member volunteers at the festival, a donation could be made to the Library Foundation.

Jaros asked how certain statistics were calculated, and Reid explained the calculation method.

Humphreys will not be at the July meeting.

11. **Adjournment.** President Greene adjourned the meeting at 8:03 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 22, 2016**

**AGENDA ITEM 9
REPORT OF THE INTERIM CO-DIRECTORS**

- a. Outreach Events Scheduled for the Summer. Library staff from all departments will be attending numerous outreach events this summer. Once each month, library staff will be at the Farmers Market, in the lobby of the Tivoli Theater at the Wednesday Morning Movie Series, in front of the Curtiss Street entrance during the Friday evening Car Show, and at the Tuesday night DG Park District Concert series. A staff member will also be present at State Rep Ron Sandack's Annual Senior Fair on June 21. Depending on the event, staff may sign patrons up for library cards and/or check out items using the new SWAN Mobile Circ app loaded on an iPad, hand out free books and small giveaways, and (at the Farmers Market) perform story time. These outreach events are great publicity for the library and allows patrons to see library staff outside the library and in the community.
- b. Update on Summer Reading Clubs. The summer reading clubs started on May 22 and are in full swing. Children's staff visited 221 classrooms this year to promote the summer reading club; Teen staff handed out materials at the middle schools and high schools. Patrons in all clubs have already started winning prizes, such as Tivoli/Ogden 6 ticket (all clubs), Peets (teens), and Every Day's a Sundae (childrens). There will be other prizes for each group as the summer progresses. We hope to break last year's figures in the Children's Department of 50,230 books read and 4,116 books read by adults.
- c. Girls Who Code Graduation. Girls Who Code ended on June 8 with a graduation ceremony, including a certificate for each girl and a presentation on the website created by each group of girls. It was a wonderful night for the students and their families. DGPL staffer Debra Wischmeyer oversaw the program and provided inspiring leadership. It was clear from the evening how much the students adored Debra. They even provided a cake with her picture on it for the graduation! She and others are currently working on next year's Girls Who Code, which will be a joint project with District 58 and allow us to run one session for 6th-8th graders at O'Neill Middle School and one session for 9th-12th graders in the Library's Training Room.
- d. Customers Service Meetings with Staff. Bonnie and Sue are meeting with department staff in June to once again discuss the Customer Service Policy. It is now one year since we began the process of defining our vision of customer service and the expectations we have for interactions with patrons. We will be having eight different staff meetings to answer any questions and talk about how we can do an even better job at customer service in the future.
- e. Recent Media Coverage. Attached.

Downers Grove library names Julie Milavec new director

SUBURBAN LIFE MEDIA

DOWNERS GROVE – The Downers Grove Public Library has chosen its new director to succeed Rick Ashton, who stepped down this spring.

Longtime Plainfield Public Library Director Julie Milavec will assume the director role at the Downers Grove Public Library on Aug. 1. Her last day at the Plainfield library is July 15.

"I served the Plainfield community, alongside many of you, for more than 15 years," Milavec said in an email forwarded to Shaw Media. "It's been both challenging and rewarding, but the time has come for a change. I look forward to



Julie
Milavec

beginning a new chapter in my career."

Sue O'Brien and Bonnie Reid will continue to serve as interim co-directors of the Downers Grove Public Library until July 31.

The Downers Grove Library Board of Trustees "identified more than 30 qualified applicants for the position, with the help of Bradbury Associates, an executive search firm headquartered in Kansas City," according to a Downers Grove Library news release.

"We are confident that her experience, energy and passion for community engagement will usher in yet another era of excellence and excitement for the library patrons and staff, and for all the residents of Downers Grove," Downers Grove Library Board President Wendee Greene said in the news release.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JULY 27, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene. Absent: Trustee David Humphreys.

Also present: Interim Co-Director/Assistant Director for Support Services Sue O'Brien, Interim Co-Director/Assistant Director for Public Services Bonnie Reid, Adult & Teen Services Manager Nicole Wilhelms, Library Director Appointee Julie Milavec, Friends of the Library President Joanne Hansen, Resident Ed Pawlak, Visitor Carol Johnston.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. June 22, 2016, Regular Monthly Meeting. It was moved by Jaros and seconded by Earl THAT the Minutes of the June 22, 2016 meeting be approved as circulated. Roll Call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. June 2016 Financial Report. O'Brien presented the report. Jaros inquired about the yearly expenditure figure in 5346 (data processing services) and 5481 (rentals); O'Brien and Reid explained that items in each line are paid for in large amounts at certain times of the year, so there is no concern at this time. Earl inquired about the revenue line 4590 (state, operational grants); O'Brien noted that the library received only \$37,935.84 instead of the \$60,000 shown in the 2016 budget revenue sheet.
 - b. Approval of July 2016 Invoices. It was moved by Read and seconded by Jaros THAT July 2016 invoices totaling \$123,533.90 and credit memos totaling \$49.34 be approved and June payrolls totaling \$207,170.47 be recognized. Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: None.
6. **Public Comment on Agenda items.** President Greene invited comment. There was none.
7. **Public comment on other Library business.** President Greene invited comment. There was none.

Greene welcomed Julie Milavec who will begin as Library Director Monday, August 1.

8. **New Business.**

- a. Proposed approval of Schwemm Family Foundation Grant. Reid outlined staff plans for a grant request to digitize *Downers Grove Reporter* issues dating 1895-1922. Earl said it was a great idea and asked why it would only cover newspapers through 1922. Reid explained that staff wish to start with items not under copyright. Greene asked if staff could continue digitizing newspapers after 1922; Wilhelms explained that the library could do this and just not make them available until they were out of copyright. It was moved by Jaros and seconded by Eblen THAT the Library Board approves staff pursuing the grant request for an amount not to exceed \$8,000 and approves accepting the grant money if successful.
Roll call: Ayes: Earl, Eblen, Jaros, Read, Greene. Nays: none. Abstentions: None.

- b. Introduction of Draft of Proposed 2017 Budget.
Greene led the Board in an orientation and refresher for the Budget.

Budget Revenue Sheet:

Jaros noted that the items in the packet did not include the property tax amount that included the debt service amount; this is because the bond will be paid in January 2017 with taxes collected in 2016.

Budget Expenditure Sheet:

Read inquired about how the figures in the 2017 proposed column were arrived at. O'Brien explained that non-personnel lines reflected budget amounts requested by Managers and personnel lines reflected current personnel and a 2.5% raise.

Operating Fund Balance sheet:

Greene explained the sheet, noting a new line "Savings for Infrastructure/Machinery" to show savings made each year for anticipated building costs outlined in the box on the sheet (roof replacement, compressors, microform machine). Eblen asked if the library is overdue on any of these? O'Brien said that the warranty on the roof has expired and she was told it might be 3-5 years before the library needs a new roof. Jaros asked if the Board would be fully funding these outlays in 2017; Greene explained that each year the Board would set aside some money so that by the time it was needed, there would be money for the replacement. Jaros noted that the ending balance needs to have enough money to fund the first half of the budget year, until the June taxes are received. Earl likes how this will tie in to the Strategic Plan and can reflect not just add-ons in the budget but also deletions. He thinks this is a smart way to present this to the public. Jaros questioned that the figure in the 2017 proposed column for Expenses since it doesn't match up with figures on the Budget Expenditure sheet. O'Brien and Reid will correct.

Extra Services and Materials Requested sheet:

Greene explained that Managers requested additional items which are listed on this sheet. Earl asked that O'Brien consult Village staff about piggybacking on the system or vendor before buying a new telephone system. Earl inquired about the amount for substitute personnel during Girls Who Code; Wilhelms explained that

another staff member must work the Ask Us Desk while a staff member is attending Girls Who Code. Jaros asked what the \$46,000 budgeted in the 2016 budget for 5770 Capital equipment, less than \$20,000 was spent on; O'Brien explained it is for computer replacement or new equipment.

Health Insurance Changes sheet:

O'Brien outlined the changes in health insurance coverage anticipated due to staffing changes and choices made by staff for their health insurance needs in 2017.

Requests for August 10 Budget meeting:

Earl asked that there be two additional columns added to the Budget Expenditure sheet: one column that shows a column that includes 2.5% raises for staff and no additional items from the extra services and materials sheet, and one column that shows no raise for staff and includes the additional items. Greene asked for a table that shows the impact to the taxpayer, including the current as well as proposed levy and tax rate amounts.

9. **Report of the Interim Co-Directors.** O'Brien and Reid presented their written report (attached). O'Brien noted that all fabric panels are installed except for the stairway which will be done next week and inserts which are fraying and will be replaced. The lighting in Conference Room A was installed, but there is a problem with the dimmer switch which will be fixed. O'Brien also passed out updated sheets for the Policy Manual and a "Save the Date" notice for the Super Retreat for village boards on September 14, 2016.

10. **Board Member Comments and Requests for Information.**

Jaros has had two grandchildren born recently!

Earl suggested staff reach out to the Village which recently hired an IT Manager to discuss possible collaboration since the library is in the process of hiring an IT Manager.

Earl was at the Farmers Market on July 23 and thanks the staff for being out in the heat to promote the library. He heard over 20 kudos from community members about the library. One person asked about fundraising activities but declined to volunteer their services.

Greene reminded members that at the September Foundation Board meeting, they should be ready to brainstorm names of candidates for the Foundation Board and ideas for fundraising.

11. **Adjournment.** President Greene adjourned the meeting at 8:29 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 27, 2016**

**AGENDA ITEM 9
REPORT OF THE INTERIM CO-DIRECTORS**

- a. Sharon Hrycewicz wins the Davis Cup from Illinois Library Association. Children's Services Manager Allyson Renell reports: "I'm very pleased to let you know that our very own Sharon Hrycewicz is this year's recipient of the Davis Cup from ILA! The Davis Cup is given every year to a person who has made an outstanding contribution in library service to young people. Sara nominated Sharon for the award based on her work with the library's STEM room. Sharon will be presented with the award at the ILA conference in October."
- b. Update on family restrooms. The temporary "Family Restroom" signs were posted, and the Children's Services staff reports the family restrooms are working as expected. There have not been any comments or complaints. The permanent signs have been ordered.
- c. Update on lighting and acoustical panels construction projects. The projects are expected to be finished by July 28. The south entrance and the stairway to the second floor needed to be closed for two days each for safety reasons due to a lift or scaffolding being present. Blinds have been ordered for Conference Room A to block out the late afternoon western sun.
- d. IT Manager search. IT Manager Dale Galiniak resigned, effective July 22, to accept a new job at Ernst & Young. The IT Manager job has been posted. Interviews are expected to be conducted in late August. Assistant IT Manager Paul Regis will be the interim manager for the department until a new manager is hired.
- e. Illinois Per Capita Grant. The Fiscal Year 2016 grant check has been received in the amount of \$37,935.84.
- f. Recent Media Coverage. Attached.

AB5125917

LESLIE GEISSLER MUNGER
COMPTROLLER - STATE OF ILLINOIS

DOWNERS GROVE PUBLIC LIBRARY

1050 CURTISS STREET
DOWNERS GROVE IL 60515-4806

Vendor Number ***** B

Agency * SECRETARY OF STATE
Warrant Number AB5125917
Warrant Amount \$37,935.84
Warrant Date 06-21-2016
Voucher Number PV350800008899

Payment Description: FY2016 PUBLIC LIBRARY PER CAPITA GRANT
FORMULA GRANT PER 75 ILCS 10/8
100% PAYMENT

Invoice Number	Inv. Date	Customer ID	Billing Account Number	Net Amount
				37935.84

Payment of interest may be available if the State fails to comply with the Illinois Prompt Payment Act. (30 ILCS 540/1)
* For questions, contact: SECRETARY OF STATE 217-782-3127

AB5125917
REFER TO THIS NUMBER

DRAWN BY LESLIE GEISSLER MUNGER
FOR THE TREASURER OF THE STATE OF ILLINOIS COMPTROLLER 70-2186
711

PAY THIS AMOUNT: *Thirty-Seven Thousand Nine Hundred Thirty-Five* *****84/100

\$*****37935.84

VOID AFTER TWELVE MONTHS

DATE ISSUED: 06-21-2016

TO THE ORDER OF:

DOWNERS GROVE PUBLIC LIBRARY

AB5125917

1050 CURTISS STREET
DOWNERS GROVE IL 60515-4606

COUNTERSIGNED AND REGISTERED

Michael Frerichs
Michael Frerichs, Treasurer, State of Illinois

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Leslie Geissler Munger
Leslie Geissler Munger, Comptroller, State of Illinois



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Downers Grove students graduate library's Girls Who Code program

Published: Monday, June 20, 2016 10:00 a.m. CDT

DOWNERS GROVE – The Downers Grove Public Library recently announced the graduation of students who completed the new Girls Who Code program, according to a news release from the library.

The club members will present final projects and share experiences they had throughout the 20-week coding club during a ceremony at 6:30 p.m. June 8 at the library.

The 16 participating girls met weekly from January to May and received instruction from local software developer Elizabeth Patterman.

For more information or to reserve a seat, visit dglibrary.org.

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Downers Grove Library schedules several construction projects in July

Posted on July 8, 2016 by Staff

The Downers Grove Public Library is asking patrons to pardon a little extra dust and some noise due to various construction projects scheduled to be completed later this month.

Construction is scheduled to take place July 5-26, and some areas will be unavailable to the public while work is being completed. The library said staff will help patrons get any items they are looking for but can't access.

Among the scheduled work, lighting fixtures will be installed in Conference Room A to improve visibility and fabric acoustical panels will be replaced throughout the building.

Recently, the library completed a construction project in the Kids Room, adding new lighting fixtures to the high-ceilinged areas that house study tables, iPads, comic books and kids fiction books.

Downers Grove librarians give summer reading recommendations

SUBURBAN LIFE MEDIA

DOWNERS GROVE – For many, summer is the perfect opportunity to catch up on – or double down on – a big stack of books.

For residents looking for recommendations on what to read over the next few months, Downers Grove Suburban Life asked librarians at the Downers Grove Public Library what they were recommending and reading this year.

Here are their answers:



Photos provided

Lynette Pitrak

Title: Teen Services Librarian
(lpitrak@dglibrary.org, dglibrary.org/books/lynette-p)

Favorite genres: Young Adult, Magical Realism, Art History, Artist Biographies, Yoga, Meditation

Recommendations: “All American Boys” by Jason Reynolds & Brandon Kiely. This co-written novel is timely and thought-provoking. It will definitely encourage discussion among those who read it.

“Summer Days & Summer Nights: Twelve Love Stories” by Stephanie Perkins. This compilation of 12 stories about summer romance, each written by a different young adult author, is funny, engaging and light. It’s the perfect read to capture the magic of summer love!

“The Boys in the Boat (Young Readers Adaptation): The True Story of an American Team’s Epic Journey to Win Gold at the 1936 Olympics” by Daniel James Brown. This story of courage and determination during the 1936 Olympics will inspire teens. And it’s perfect timing with the 2016 Summer Olympics approaching.

“Six of Crows” by Leigh Bardugo. This dark fantasy is set in a world of greed, betrayal and magic. Six teens from a slum in Ketterdam are hired to outsmart elite special forces guarding an impenetrable prison and the most dangerous inmate in the world.



Joy Matteson

Title: Adult Services Librarian
(jmatteson@dglibrary.org, dglibrary.org/books/joy-m)

Favorite genres: Historical Fiction, Food Memoirs, Spiritual Devotional

Recommendations: “Modern Lovers” by Emma Straub. A contemporary drama about a group of close friends

who used to be in a band together in college, but now have responsibilities to raise the next generation of their families. I loved the fascinating characters whose inner lives are not what they seem to be. A leisurely paced beach read for those who love JoJo Moyes or Maria Semple.

“The Nest” by Cynthia D’Aprix Sweeney. I recently enjoyed this story of a group of adult siblings who are eagerly waiting for their joint trust fund to come to full maturity when the youngest sibling turns 40. If you love unique and fascinatingly flawed characters set in contemporary Manhattan, this is the book for you. For lovers of Liane Moriarty or Anna Quindlen.

“Everyone Brave is Forgiven” by Chris Cleave. A devastatingly beautiful book in the same vein as “All The Light We Cannot See.” Set in WWII London, I couldn’t put down the story of three young people who find their lives torn apart by war, and struggle to develop inner resilience to survive and love again. For readers who enjoy beautiful prose and a haunting historical setting, Chris Cleave is a literary favorite.

See LIBRARIANS, page 22

• LIBRARIANS

Continued from page 5

Allyson Renell

Title: Kids Room (arenell@dglibrary.org, dglibrary.org/books/kids-room)

Favorite genres: The best new kids books out there!

Recommendations: "Don't Throw it to Mo" by David Adler. A very clever book for beginning readers with a delightful twist. The text might use a controlled vocabulary, but it doesn't take from the storyline.

"Pugs of the Frozen North" by Phillip Reeve & Sarah McIntyre. Cool down with this silly adventure story for second- through fourth-graders. Shen and Sika enter a dog-sled race to the top of the world using 66 Pugs instead of your typical sled dogs.

"Sunny Side Up" by Jennifer Holm. A summer graphic novel perfect for those in fourth and fifth grade. Sunny finds herself shipped off to Florida to visit her Grandpa instead of going to



Photo provided

Disney World on her summer break.

For audiobook recommendations and all available for digital download or physical checkout, visit dglibrary.org/eLibrary.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 24, 2016, 8:00 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 8:18 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, PR Manager Melissa Doornbos, Circulation Clerk Sharon Downer, Friends of the Library President Joanne Hansen, Resident Ed Pawlak, Resident Marge Earl, Resident Jonathan Graber, Resident Genee Murphy, and Resident Laurel Bowen.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 27, 2016 Regular Monthly Meeting. It was moved by Jaros and seconded by Eblen THAT the Minutes of the July 27, 2016 Regular Monthly Meeting be approved as amended. Earl requested that the minutes be amended to show that the resident Earl spoke to at the Farmer's Market who asked about fundraising activities didn't decline to leave her name, but declined to volunteer her services. Roll call: Ayes: Earl, Eblen Jaros, Read, Greene. Nays: None. Abstentions: Humphreys.
5. **Financial Matters.**
 - a. July 2016 Financial Report. Milavec presented the report. Jaros suggested it would be useful for the Board to have a list of items that are paid annually, along with their budget lines and month paid, so the Board could better follow the expenditures reports.
 - b. Approval of August 2016 Invoices. It was moved by Read and seconded by Jaros THAT August 2016 invoices totaling \$151,956.19 and July payrolls totaling \$207,381.64 be recognized. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: None.
6. **Public Comment on Agenda items.** President Greene invited comment. There was none.

7. **Public comment on other Library business.** President Greene invited comment. Resident Ed Pawlak said since circulation has gone up 5% and property values have gone up 5%, these facts should be factored into the budget. He also said he would like to continue to see any funds not spent at the end of the budget year be put into the reserve fund.
8. **New Business.**
 - a. Liability Insurance Renewal. It was moved by Jaros and seconded by Humphreys TO renew with CNA, for one-year package liability, workers' compensation and umbrella policies, effective October 1, 2016, at a total premium of \$37,635.00. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: None.
 - b. Strategic Plan Process Expectations. Milavec invited comments from Trustees on the desired process and deliverables for Strategic Planning. In addition to including values and broad goals in the new strategic plan, the Board would also like to see a specific, measurable action plan that ties back to the strategic plan. Milavec plans to have the strategic plan in place by the March 2017 Library Board meeting. By the end of 2017, Milavec plans to have a strategic plan, facilities sustainability plan, and a long range budget in place.
 - c. Meeting Packet Reports and Statistics. Milavec requested Trustee feedback on Board packet reports and statistics. As suggested by Milavec, Board members would like very brief reports from department managers included in the Board packet. The statistics report is in the process of being tweaked. Milavec offered Board members a choice between an electronic version of the Board packet or a hard copy of the Board packet. Jaros suggested Board members email Milavec with any further suggestions.
9. **Report of the Director.** Milavec presented her written report (attached). Milavec reminded Trustees of the upcoming Super Retreat on September 14 and 125th Birthday Bash on October 16. She also reported that Teen Services Coordinator Lynette Pitrak had a visit from Niara Briggs, a participant in both the View from the Director's Chair and View from Behind the Lens programs. Niara is now a Downers Grove South graduate and will be attending DePaul University. She has been in touch with Jasmine Smith, another View from the Director's Chair student who graduated from Downers Grove North last year. Jasmine had an internship with a production house that took her to the Cannes and Berlinale Film Festivals. She started her own film production company. Jasmine and Niara are working on a project together, creating a documentary about a chef who hired them to tell his story. These two hardworking young ladies started their friendship and partnership at one of our Teen workshops.
10. **Board Member Comments and Requests for Information.** Eblen cancelled the Downers Grove Library Foundation Board meeting in September. It will be rescheduled, date and time to be determined.

Earl asked Milavec to speak about her answer to Laurel Bowen's questions about the Adult Coloring Meetup, and Milavec spoke about the purpose of this program in particular and library programs in general.

Humphreys shared information about his visits to libraries on his trip to South Africa.

As Read's Library Board term is expiring, Greene thanked him for his many years of service as a trustee; a successor has been identified.

The Board thanked O'Brien and Reid for their outstanding work as interim co-directors.

11. **Adjournment.** President Greene adjourned the meeting at 8:55 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
AUGUST 24, 2016**

AGENDA ITEM 9

Report of the Director

a. Circulation Statistics

Circulation for 2016 is on track to reach 1 million! Ebook circulation from June and July saw significant decreases. Students from District 58 can check out library ebooks directly on their school-issued iPads – but the iPads were returned to the District this summer. September statistics are expected to jump when the students are issued their iPads for the school year.

b. IT Manager search

Applications have closed for the position. Dave Kenny, IT Manager of the Village of Downers Grove, met with Library IT staff to review the technical skills and qualifications needed to perform the job duties. He will be conducting pre-screening telephone interviews with selected candidates to confirm their technical qualifications. Any candidates not meeting the technical qualifications will not continue to in-person interviews with Assistant Director for Support Services Sue O'Brien and me.

c. Super Retreat – September 14, 2016

The Super Retreat, your opportunity to learn more about the plans and goals of the other government entities in Downers Grove, is scheduled for 6:30pm to 9:45pm at the Downers Grove South Cafetorium. Each entity will make a brief presentation, including an overview, Top Priorities and Key Issues. I will focus on the upcoming planning at the Library: Strategic Planning, Facilities Sustainability and Long Range Budget. Each entity will have a display table of information and staff available to answer questions in an open networking session following the presentations. The meeting will be posted by the Village and all participating units of government, according to the Open Meetings Act. Trustees are strongly encouraged to attend.

d. Requests for Information and Suggestions

An unnamed resident emailed an article from the New York Times online edition about a group of London bookstores that have banned cell phone use and blocked Wi-Fi with the suggestion that the Library do the same. I responded with information about 21st century library services, our Library Environment policy and an offer for staff to help identify quiet locations for reading and study. Included in your meeting packet is the response to resident Laurel Bowen's questions and request for information about the Adult Coloring Meetup program series, hosted by Ballydoyle.

e. Training for Illinois Library Trustees

See attached.

f. Recent media coverage

See attached.

RAILS and United for Libraries Present: Training for Illinois Library Trustees

Short Takes for Trustees

Series of 10 short videos (8-10 minutes each):

- ♦ What it Means to be a Trustee
- ♦ Board Meetings
- ♦ Board Ethics
- ♦ Library Advocacy
- ♦ Library Policies
- ♦ Strategic Planning
- ♦ Working with Friends
- ♦ Evaluating the Library Director
- ♦ Board Self-Evaluation
- ♦ Succession Planning and New Board Orientation

Trustee Academy

Series of 30 – 60 minute online courses:

- ♦ Trustee Competencies
- ♦ Trustee Basics, Part 1
- ♦ Trustee Basics, Part 2
- ♦ Working Effectively with Your Library Director
- ♦ The Library's Budget
- ♦ Advocating for Your Library
- ♦ Evaluating the Library Director
- ♦ Working Effectively with Your Trustees

All videos/online courses are offered without cost to system member library staff and trustees.

RAILS members: log into the RAILS website and visit www.railslibraries.info/ce/trustees. To create a website (L2) account, visit www.railslibraries.info/L2help/account.

Questions? Contact Joe Filapek, RAILS Consulting and Continuing Education Manager, at joseph.filapek@railslibraries.info.

Suburban Life

YOUR NEW DOWNERS GROVE REPORTER

The interior of the Carnegie building, which was built in 1915 at the corner of Forest Street and Curtiss Avenue with financial help from the Carnegie Foundation, continues to house the Downers Grove Public Library. The total cost of the project at the time was \$11,250.

Photo provided



HISTORY BOOKS

Downers Grove Public Library
celebrates 125th birthday

PAGE 3

Downers Grove library celebrates long history

Special 125th birthday party in October part of monthly events

SUBURBAN LIFE MEDIA

DOWNERS GROVE – For 125 years, the Downers Grove Public Library has been loaning books and providing knowledge to the residents of the village, and it will be celebrating that long history throughout 2016.

The library is planning a mix of activities for those of all ages, culminating in a special 125th birthday party Oct. 16. Here are some of the offerings during the next few months – and beyond. For more about the celebrations, visit dglibrary.org/125th.

American Beauty

Time and date: 2 to 3:30 p.m. July 31

Audience: Adults

Details: A presentation on the history of the beauty industry and the cultural meanings of American beauty ideals.



Photo provided

See **LIBRARY**, page 4

The Mouse Cafe on the first floor of the Downers Grove Public Library was one of the areas that underwent renovations in 2014.

3

NEWS

SD • Wednesday, July 20, 2016 • mysuburbanlife.com • Suburban Life

• LIBRARY

Continued from page 3

Magic: The Last 125 Years

Time and date: 7 to 8:30 p.m. Sept. 15

Audience: Adults

Details: Magician Tony Noice presents a history of magic for all to enjoy.

Downers Grove Streets From A-Z

Time and date: 2 to 3:30 p.m. Oct. 9

Audience: Adults

Details: Find out the history of streets across the village in a presentation from the Downers Grove Historical Society.

125th Birthday Party

Time and date: 1 to 4 p.m. Oct. 16

Audience: All

Details: A celebration of the library's birthday with games, music, snacks and prizes throughout the building.

Little Schoolhouse on the Prairie, Circa 1912

Time and date: 7 to 8:30 p.m. Nov. 9

Audience: All

Details: An actress brings the experience of school in the early 1900s to attendees.

Historic Fashion 1910 to 1930

Time and date: 11 a.m. to noon Nov. 17

Audience: All

Details: A presentation on fashion styles from the era of the early library.

Downers Grove Public Library history

A brief timeline of the Downers Grove Public Library's history, provided by the library:

■ **1891:** The Ladies Library Association begins a small reading room above the Farmers and Merchants Bank on the northeast corner of Main and Curtiss streets. It eventually holds more than 600 volumes.

■ **1911:** A small building on Main and Curtiss is constructed following a successful referendum for a tax-supported library.

■ **1915:** A new building on the corner of Curtiss Street and Forest Avenue is constructed with financial help from the Carnegie Foundation to the tune of \$11,250.

■ **1956:** A new expansion is built to accommodate growing usage.

■ **1977:** A 1975 referendum leads to the razing of the old library building, with a new 40,000-square-foot building taking its place.

■ **1999:** The new, reconstructed and updated library opens in February 1999 after an \$8.2 million referendum in 1996 funded work on the structure.



ABOVE: The AV and computer help desk on the second floor of the Downers Grove Public Library underwent renovations in 2015. **LEFT:** The Carnegie building, pictured in 1937, housed the Downers Grove Public Library until it was razed to construct a new facility in 1977.

Photos provided

■ **2014:** Construction is completed on a \$2.4 million renovation as part of the library's strategic plan.

■ **2015:** The AV and computer help desk on the second floor of the library undergo renovations.

New Downers Grove Public Library executive director eager to learn about community

Published: Monday, July 25, 2016 1:30 p.m. CDT

DOWNERS GROVE – As the Downers Grove Public Library enters its 125th year in the community, it will do so under the leadership of a new executive director.

The library's former director Rick Ashton retired in March, kicking off a monthslong search that led to the selection of his successor, Julie Milavec, director of the Plainfield Public Library since 2000.

Although she doesn't begin her time in Downers Grove until Aug. 1, she spoke with Suburban Life reporter Nathan Lurz about her hopes and plans for the library.

Lurz: I know you have a good deal of experience in the library world – what should people in Downers Grove know about you and what you've done?

Milavec: I've been a library director for more than 20 years. I was born an Army brat, but I was raised in the Chicago suburbs. Most of my family is in the Chicagoland area, so I'm very familiar with the entire area, which really helps me understand the different communities and the differences between them.

Downers Grove is a great community, it's got wonderful history. It's a fantastic place to work and live and raise children, and the library is a big part of that.

Lurz: What drew you to the job?

Milavec: In Plainfield, I feel like I had taken it as far as I could at this time, so I was looking for a new challenge and to be a little more cutting-edge in services and really start to explore the differences of libraries in the 21st century and how we can continue to evolve and be meaningful to our community.

Now is a great time to come in and be able to help the board and staff and community through a new strategic planning process.

Lurz: What direction do you see the library taking?

Milavec: Libraries in this day and age are more about access and instruction, instead of just checking out an item and getting a physical book. ... We're in a new knowledge economy where people are constantly collaborating and creating and sharing new information, and that's really a key new role for libraries.

We've got digital media ... those are the things that are going to position libraries and continue the tradition of public libraries to be a point of access and an educational resource to people of all ages.

Lurz: Are there any areas you specifically see as a strength or weakness in the Downers Grove library?

Milavec: (Laughs) I haven't even gotten that far yet. I still need to go in and talk to people and see

where the community wants the library to go.

Lurz: What kind of leader do you see yourself as?

Milavec: I am a very collaborative leader, and I like to put together a team and lead a team where everybody has the opportunity to contribute according to their own strengths and interests. [A time] where everybody has an opportunity to try something new ... every experience is a learning experience.

I'm really excited to learn who my team is and what challenges they'd like to take on and helping them meet their own personal goals in their careers.

Lurz: Last question I think is a pretty simple one – what do you like reading or what are you reading right now?

Milavec: One thing that people tease me about is that there is no music on my phone and mp3 player, it's all audiobooks. I'm an audiobook addict. I always have a book on. ... I think it's the greatest thing for me personally to be able to read no matter what I'm doing. Digital services that allow us to have access to books at any time and anywhere are just amazing.

I went back and started reading the Jack Reacher series. I had never picked it up, but I think I'm on book four or five – I don't even pay attention to what number it is, I just look at the next title and get it (laughs). I'm also reading [an Alexander] Hamilton biography that the musical is based on.

Lurz: Any final thoughts?

Milavec: I'm really excited to get in and spend some time learning about Downers Grove and about the library in particular. It's just an exciting opportunity and I'm just excited to be coming.

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New Director Julie Milavec Joins DGPL Staff

Milavec will create and carry out a plan for 21st century library services, replenishing capital funds and maintaining the building.

By Morgan Searles (Patch Staff) - August 11, 2016 5:34 pm ET



DOWNERS GROVE, IL — After a national search, the Downers Grove Public Library Board of Trustees recently announced the appointment of Julie M. Milavec as library director.

As director, Milavec is responsible for creating and carrying out a plan that provides 21st century library services, replenishes capital funds, and maintains the physical building.

“My first responsibility will be creating this plan. I’ll help the Board of Trustees, residents, and staff determine what their vision is. And then I will help make this vision a reality,” she says.

Julie is excited to get the process started.

“There will be opportunities for input. We will have lots of conversations. Talking, learning, asking questions. I can’t wait to meet everyone!”

Libraries have always been a part of Julie’s life. Inspired by her father’s and grandfather’s long, successful library careers, she started volunteering in libraries as soon as she was able to shelves books. She went on to receive her Master of Library Science degree from Florida State University and has worked in many towns since then, including Lemont, Plainfield, West Chicago, and Worth.

At each stop she’s immersed herself in that community, and found that the library is one of the greatest things about it.

She goes on to explain, “Everyone is welcome at a library, and we literally have something for everyone.”

One of her goals in Downers Grove is to help each and every resident be more aware of this: “We have something for you.” You’re invited to welcome Julie to Downers Grove at the library’s 125th birthday party on Sunday, October 16.

She’ll be in the lobby from 1 - 4:30 p.m. excited to meet you. You can also swing by the first floor Administration Office anytime or send an email to Jmilavec@dglibrary.org to say hello.

Submitted by the Downers Grove Public Library.

DOWNERS GROVE ■ WESTMONT

Suburban Life

FALL 2016

MAGAZINE



A literary life

Julie Milavec follows family footsteps to the front door of the Downers Grove Public Library **PAGE 7**



Celebrity Dance marks decade in Downers Grove

PAGE 14

Editor's Note

Imagine all of the stories about your community – the shops, restaurants and your neighbors – beautifully presented in a magazine worthy of a sunny morning with a cup of coffee.

Now you have it.

Suburban Life Magazine presents its Downers Grove/Westmont edition, filled with everything you need to know about the people, places and events happening in your hometown.

Every season, you'll get a magazine focused on you, with an expanded local calendar of events, community artisans, and stories about outstanding volunteers and interesting city businesses.

In this fall edition, we get ready for school with the help of local educators and pediatricians, explore school days gone by at the Downers Grove Museum and celebrate 125 years with the Downers Grove Public Library.

We get to know the newest library director, Julie Milavec, local running enthusiasts. Downers Grove business owners Ken and Nell Posmer, and learn a few steps from the team at Celebrity Dance Studio.

We honor anti-bullying advocate Mary Ellen Young, one of our 2016 Women of Distinction honorees. And we're showcasing Fannie Moy of Westmont as our featured artist of the month.

Speaking of art, it's nearly time for the Downers Grove Fine Arts Festival, a great local summer event, and the Westmont-based Progressive Village Performance Network is gearing up for its next production. We preview them both and get you ready to end the summer in style, right here, in your hometown!

Thanks for reading–



Sherri Dauskurdas
Editor



on the COVER

The Downers Grove Public Library welcomed its new director, Julie Milavec, to town this month, and continues its 125th anniversary celebration through the fall. Read more on page 7.

Photo by Aldo Risolvo
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Suburban Life

Suburban Life Magazine
Published by Shaw Media

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Suburban Life Magazine is available by subscription for \$24 a year. If you would like each month's edition mailed to your home, send payment information and address to Suburban Life Magazine, 7717 S. Route 31, Crystal Lake, IL 60014 or via email at subscriptions@shawmedia.com.

Racking up memories

Library marks 125 years with nostalgic programs and celebratory events

By SHONDA DUDLICEK | Photos by ALDO RISOLVO



In 1891, the Ladies Library Association opened a small reading room above the Farmers Market and Merchants Bank on the northeast corner of Main and Curtiss in Downers Grove. By 1895, the library held about 700 volumes.

Fast-forward 125 years to 2016, and the Downers Grove Public Library, at 1050 Curtiss St., now holds 321,709 total items in its collection, which includes books, CDs, DVDs, e-readers, e-magazines, video games and more.

Melissa Doornbos has been public relations manager of the Downers Grove Public Library since 2010 and says that she's seen many changes in her six years.

"We've introduced Blu-Ray, videogames, e-books and e-magazines and even so many more items and equipment. You can use a laptop and bring it around the library instead of looking up information on our database on our computers. We have cameras to check out; we provide training on how to use them. Since 2015 we've added VHS-to-DVD recorders that you can check out and take home and convert your tapes to DVD. More music equipment, like software, for your computer. You can also check out a keyboard or guitar. That might be expensive for one person to buy, but when you can check it out at the library – and lots of people can do this – it's a great value."

She added that adult fiction and nonfiction books in Chinese, Polish and Spanish were introduced earlier this year as part of the new World Languages Collection.

"We added more study rooms and Downers Grove Grade School District 58 and Community High School District 99 have tutors here and host events here. They all need workspaces," Doornbos says.

Back in 2012, a strategic plan included a \$2.4 million renovation plan for more study spaces, upgraded technology, improved Wi-Fi, enhanced displays of items and a cafe space. Construction was completed two years later.

This, of course, was not the first round of renovations for the 67,738-square-foot library.

It began in 1911, following a successful referendum for a tax-supported library, when a small building on the southwest corner of Main and Curtiss became the library's second home. Circulation had jumped to 1,520 by November 1912 – nearly doubling the collection housed in the reading room above the bank.



-Continued on page 8



Save the Date!

DOWNERS GROVE LIBRARY 125TH ANNIVERSARY PARTY

Sunday, Oct. 16

1 to 5 p.m. (during normal library hours)

-Continued from page 7

Three years later, in 1915, money from the Carnegie Foundation helped construct a new brick building on the corner of Forest and Curtiss. The new library cost \$11,250.

In 1956, a wrap-around addition expanded the Carnegie Building from 1915. This was done to accommodate a booming local population and, again, usage grew.

Nearly 20 years later, a 1975 referendum called for the old library building to be razed and the collection was moved to temporary housing just east of the library. In fall 1977, a new 40,000-square foot building opened. In 1983, the second floor was redesigned and the reference department moved upstairs.

In 1996, Downers Grove residents approved an \$8.2 million referendum to reconstruct and update the library with an addition. The new 67,738 square-foot building opened in February 1999.

Marking 125 years is a milestone, and the library has been celebrating since January

with a variety of historic portrayals, gallery displays, activities, musical performances, story times, trivia and it will host a birthday party in the fall. The party will take place from 1 to 5 p.m. Sunday, Oct. 16 (during normal library hours).

Residents also have shared their memories of the library in the bimonthly newsletter. And the library has added historical photos on its Facebook page, facebook.com/DGLibrary.

"We're celebrating the library being part of the community for 125 years," Doornbos says. "So, we're taking a history-related approach. We're looking at what was popular in music, activities, food and historical events."

► Visit dglibrary.org/125 for upcoming 125th anniversary-related events.



Get to know Julie Milavec

Downers Grove Public Library Director

By SHONDA DUDLICEK | Photos by ALDO RISOLVO

Julie Milavec is a third generation librarian, and the newest member of the Downers Grove community, taking the helm as Downers Grove Public Library director. Suburban Life Magazine writer Shonda Dudlicek took a few minutes to chat with Milavec about the job, her experience as director for the Plainfield Public Library, and her hopes for the future.

SHONDA DUDLICEK: How does it feel to take over a library in the midst of its 125th year?

JULIE MILAVEC: The Downers Grove Library has a long history of service to this community. This anniversary year is the perfect time to celebrate that history and plan for the library's future. I'm eager to begin talking to residents about their needs and to the board and staff about how the library can best meet those needs.

DUDLICEK: What have you learned as director of the Plainfield Public Library?

MILAVEC: The way people access information changed significantly during my tenure there. Public libraries had to evolve to keep pace. In 2000, cellphones were not common. Now they have more power than home computers from that time. How libraries provide access to information and recreational reading material shifted from focusing on physical to encompassing a variety of virtual access points. It's paramount for libraries to keep up with technology and the way people access and use information.

DUDLICEK: Many of us have fond memories of the visiting the library as children. What notable memories do you have?

MILAVEC: My father was the director of the Joliet Public Library when I was growing up, so I have lots of memories of the library! I was always asking my dad to bring me something new, one of those kids who checked out stacks and stacks of books at a time. One vivid memory is testing the very

first computer catalog for the library. To prove it would be easy for kids to use, my dad had my brother and I come in and try it, without any instructions. We were about 9 and 10 at the time. We loved it – and the skeptical staff was sold!

DUDLICEK: Why did you decide on a career in library science?

MILAVEC: Did I mention my dad? Also, my grandfather was the director of the Illinois State Library in the 1970s. Public libraries were a logical choice for me. I wanted a career that would help people and give back to the community. I believe in public libraries for providing education, information, entertainment, inspiration and opportunity.

DUDLICEK: What is your favorite genre to read?

MILAVEC: Depends on what I am doing. I like light romances and historical fiction at the end of a long day. On the non-fiction side, I tend to pick up biographies and humor. I prefer mysteries and suspense while walking the dog or gardening – and yes, I am an audiobook fan!

DUDLICEK: Do you have a favorite book?

MILAVEC: I have a favorite book for just about any occasion – they depend on mood and genre. Overall, my favorite book usually winds up being the one I am reading now! At the moment, I've got the Hamilton biography that inspired the musical – it's fascinating!

DUDLICEK: What was your favorite book as a child?

MILAVEC: I was a voracious reader as a child. I rarely re-read anything, but was constantly moving on to the next topic or genre. L.M. Montgomery was one of the few exceptions – I re-read her series, "Anne of Green Gables," and the lesser-known "Emily" trilogy several times.

DUDLICEK: What was your favorite book as a young adult?

MILAVEC: "A Wrinkle in Time" by Madeleine L'Engle got me started in the science fiction and fantasy genres.

DUDLICEK: What is the library's place in the community and how should it serve the public?

MILAVEC: By definition, it provides access to knowledge, information and works of the imagination for all, regardless of age, beliefs, ability to pay, etc. But exactly what that means is as individual as the community served. A rural library may be one of the few places available to residents for free Internet access while suburban libraries may focus more on things like downloadable materials, helping people learn to use the latest gadgets or demonstrating useful apps. Engaging residents and understanding their needs is the most important thing a library can do to ensure its services are responsive to those needs. That's exactly what the Downers Grove Public Library will be doing while creating a new strategic plan to guide us into the next 125 years.

DUDLICEK: What plans do you have to help lead the Downers Grove Public Library into the next 125 years?

MILAVEC: First and foremost, I want to get out and meet people, talk to them about the community and their thoughts on issues and needs in the community as a whole and the library specifically. The better the board, staff and I understand what our residents value and need, the better we can ensure that the library is responding with services that fit the community.

DUDLICEK: If someone tells you they don't have a library card, what is your response?

MILAVEC: That they should get one to make the most of their investment in their community! There really is something for everyone. You don't even have to physically go to the library anymore to be an avid library user. From access to databases that require subscriptions to books and magazines that can be downloaded instantly, public libraries give a great return on investment – if you use them.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING FOR CONSIDERATION OF 2017 BUDGET
AUGUST 24, 2016, 6:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 6:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, PR Manager Melissa Doornbos, Friends of the Library President Joanne Hansen, Resident Sharon Downer, Resident Jonathan Graber, Resident David Rose, Resident Ed Pawlak, Resident Laurel Bowen, Resident Marge Earl, Resident Genene Murphy.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Public Comment.** President Greene invited comment. Resident Ed Pawlak inquired about expanded services in the budget and President Greene noted that the staff had identified areas which will be discussed during the budget consideration tonight.
5. **Presentation and Discussion of Proposed 2017 Budget and Levy.** Milavec presented a draft of fund balance, expenditure, revenue and tax impact information. Discussion ensued, including the importance of a reserve fund for capital replacements, the impact on the taxpayer of the four scenarios presented, the costs for personnel and materials in the budget, using the elimination of the bond payment as a way to fund a capital replacement plan without taxpayers seeing an increase, and the three areas in which savings may accrue (contingency, capital replacements and fund balance).

Milavec noted that a long range facilities plan and long range budget plan would allow the public to understand the need for a reserve fund for capital replacements. She also noted that 2017 will be the year to develop and begin implementation of the next Strategic Plan, and the budgets for 2018 and forward will reflect the priorities set in that Strategic Plan.

Milavec will speak with Jaros and Earl to discuss specific questions they have about the budget and funding. She will also prepare the final budget proposal for the September 28 Board Meeting.

6. **Adjournment.** President Greene adjourned the meeting at 8:07 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 4A

MINUTES OF SUPER RETREAT

**VILLAGE OF DOWNERS GROVE, COMMUNITY SCHOOL DISTRICT 99,
DOWNERS GROVE SCHOOL DISTRICT 58, DOWNERS GROVE BOARD OF PARK
COMMISSIONERS, DOWNERS GROVE TOWNSHIP, YORK TOWNSHIP, DOWNERS
GROVE SANITARY DISTRICT BOARD OF TRUSTEES, DOWNERS GROVE PUBLIC
LIBRARY BOARD OF TRUSTEES AND DOWNERS GROVE ECONOMIC
DEVELOPMENT CORPORATION**

DOWNERS GROVE, ILLINOIS

SEPTEMBER 14, 2016

Mayor Martin Tully welcomed everyone to the Super Retreat at 7:05 p.m. at Downers Grove South High Cafetorium, 1436 Norfolk Street, Downers Grove.

Officials Present:

Village of Downers Grove: Mayor Martin Tully; Commissioners Bill White, Bill Waldack, Marge Earl, Nicole Walus, Dave Fieldman, Enza Petrarca, Doug Kozlowski, Don Wilson, April Holden

Community School District 99: Julia Beckman, Michael Davenport, Donald Renner, Nancy Kupka, Deborah Boyle, Terry Pavesich, Dr. Hank Thiele, Mark Staehlin, Gina Ziccardi, Jill Browning

Downers Grove School District 58: Christopher Heppner, Elizabeth Sigale, John Miller, Dr. Keri Cremanscoli, David Bein, Megan Hewitt

Downers Grove Board of Park Commissioners: Matt Cushing, Tom Salaba, Cathy Mahoney, Bob Gelwicks, Bill McAdam, Geoff Penman

Downers Grove Township: Kathleen Abbate, Christina West, Frank Wurster, Mark Thoman, Laura Hois

York Township: Michael Mariani, Pam Sarno

Downers Grove Sanitary District Board of Trustees: Amy Kovacevic, Nick Menninga, Alyssa Cherwak

Downers Grove Public Library Board of Trustees: Ed Earl, Wendee Greene, Susan Eblen, Dave Humphreys, Julie Milavec, Sue O'Brien

Downers Grove Economic Development Corporation: Michael Cassa, Lisa Wentzell

Mayor Tully welcomed everyone to the retreat. He thanked District 99 for hosting this event. He said the last retreat was 15 years ago and although much has changed, the need for taxing bodies to collaborate, communicate and cooperate has not changed. We are here to learn about each organization's mission, vision, goals, objectives and strategic plans in order to identify opportunities for future collaboration and cooperation. He hopes this will generate momentum to carry it into the future.

Mayor Tully then reviewed the agenda and the order of presentations.

Community School District 99

Dr. Hank Thiele, Superintendent, introduced school board members in attendance.

Dr. Thiele said District 99 serves over 80,000 students and has 686 staff members. Top priorities include a caring and challenging environment to develop lifelong learners. Key issues include funding, new standardized testing mandates and modernizing facilities.

Downers Grove Park District

Bill McAdam, Executive Director, introduced board members in attendance.

Mr. McAdam reviewed the mission, vision, culture and core values of the Park District. He touched on the key programs and events. Key issues include addressing changing recreational trends in terms of recreation space, maintenance of infrastructure, growing the non-tax base revenue; growing and sustaining partnerships and sponsorships; managing open space, engaging with the community and management of invasive species.

Downers Grove Township

Christina West, Deputy Supervisor, introduced township officials in attendance.

Ms. West said Downers Grove Township was established in 1832 and covers 52 sq. miles. Ms. West outlined all of the municipalities in the township. She reviewed the functions of the Supervisor's Office, the Township Assessor's Office and the Township Highway Department. Top priorities in the Supervisor's Office include Ride DuPage, prevention and life skills education, senior referral information and services, maintaining a balanced budget with no debt as well as general assistance. Top priorities in the Assessor's Office include educating property owners as to the property assessment and exemption process. Top priorities in the Highway Department include tree removal, electronic recycling, road maintenance, brush pick-up, snow removal and storm sewer maintenance. Key issues are to work with municipalities to help fund Ride DuPage; increase the Township presence within schools; inform, assist and educate on assessments; and maintain roads.

York Township

Mike Mariani, Deputy Supervisor, introduced township officials in attendance.

Mr. Mariani said Township government is the oldest form of government in the country. There are three mandates: General assistance to the indigent; assessment of property for taxes; and maintenance of roads and bridges. Additionally, there are programs for senior citizens.

Mr. Mariani reviewed York Township's top priorities: General assistance, emergency assistance, back to school fairs, holiday programs, Salvation Army, Low Income Home Energy Assistance Program, food pantry, senior nutrition, senior transportation program, and senior center. Key issues include resource development in terms of nurturing existing partnerships, continuing to development relationships to expand and enhance programs and services, and raising funds and community awareness.

Downers Grove Public Library

Julie Milavec, Director, introduced Library board members in attendance.

Ms. Milavec said the library's mission to serve people to help them learn, grow and thrive. She provided an overview of the funding for and usage of the library. She described the makeup of the Library Board and explained that the board is an autonomous body and sets its own budget and levy. Top priorities include strategic planning, a facilities sustainability plan and a long range financial plan. Key issues are to align services with community needs, to budget with minimizing taxpayer impact in mind and to create a sustainable library infrastructure and service model.

Downers Grove Sanitary District

Nick Menninga, General Manager, introduced Trustees in attendance.

Mr. Menninga said the sanitary sewerage utility includes 250 miles of collection sewers and an 11-million gallon per day treatment plant. The service area extends beyond Downers Grove. The District owns the wastewater treatment plant and sewers. Top priorities include customer service, infrastructure integrity, environmental protection, stream ecology, discharge quality, cost control, energy, partnering, transparency, web presence and the annual open house. Key issues include regulatory pressure such as nutrients, wet weather operations and stream health; and an aging infrastructure. The sewers date to 1906 and the plant to 1954.

Downers Grove Economic Development Corporation (EDC)

Michael Cassa, President and CEO

Mr. Cassa said the EDC is a public/private partnership founded in 2006. He reviewed the mission statement and objectives of the EDC. Top priorities include implementation of the strategic plan, implementation of the 2016 Economic Development Plan to enhance the sales tax

base and redevelopment of catalyst commercial centers. Key issues include older, obsolete commercial centers; sites with lot depth, visibility and access issues; regional competition for business projects; and impact of the internet.

Downers Grove Grade School District 58

David Bein, Assistant Superintendent for Business, introduced school board members in attendance.

Mr. Bein said District 58 is composed of 11 neighborhood elementary schools, two middle schools, 5,000 students, 640 full and part-time employees, and has an annual budget of \$65.0 million. District 58 shares services, partners and engages with the Park District and District 99. Top priorities include student learning; student well-being/social emotional learning; technology for teaching and learning; and facilities, finance, operations and maintenance. Key issues are anticipating and preparing for state funding uncertainty; continuing improvements in curriculum, instruction and technology; challenging and inspiring students; and maintaining and improving facilities to support 21st century learning.

Village of Downers Grove

Martin Tully, Mayor, introduced Council and staff members.

Mayor Tully said the Village was founded in 1832 and incorporated in 1873. The Village has 49,000 residents and 3,500 businesses in 14.75 square miles. The Village Council consists of a Mayor and six Commissioners. Over 300 services are provided with a staff of 325 employees. The Mayor said the Village has a AAA bond rating and discussed various national awards. He said our relationships with other governmental bodies make these awards possible. Priorities include a facility sustainability plan; review downtown zoning, update the Comprehensive Plan, review the stormwater utility, enhance the sales tax base, emergency dispatch consolidation, review the sign ordinance, partnerships to address human services issues, review the zoning map, historic preservation, food truck ordinance and the super retreat. Key issues include facilities, rising personnel costs/public service pension costs, state funding threats and the stormwater utility.

Question and Answer Period

Mayor Tully spoke about barriers to collaboration. He also explained three referenda on the November ballot regarding how to pay for the Village's stormwater management system.

Bill Waldack spoke about the issue of homelessness and the opportunity to jointly address this matter.

Marge Earl asked about mosquitoes and mosquito spraying.

Dave Fieldman spoke about mosquito abatement programs conducted by various governmental bodies. The cost is \$10,000 for each spray. Bundling services may actually drive the cost up due to the monopoly on companies that provide this service.

Donald Renner noted that some students do not have internet access and there may be an opportunity to cooperate with the Village to lower Comcast costs.

Julie Milavec said the Library may be able to partner with District 99. She spoke of their program to loan out Wifi Hotspots.

Mark Thoman noted that all governmental units have IT departments. He suggested looking to consolidate hardware and personnel to reduce costs.

Bill McAdam spoke of working with the Boy Scouts to combat mosquitoes through the use of bat houses.

Mayor Tully thanked everyone for attending this retreat and expressed his hope that this was valuable. He thanked District 99 for coordinating this effort. He asked for feedback as to how to keep this going.

There being no further discussion, the meeting was adjourned at 8:56 p.m.

April K. Holden
Village Clerk
Village of Downers Grove

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
SEPTEMBER 28, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: None.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, PR Manager Melissa Doornbos, Children's Services Manager Allyson Renell, Friends of the Library President Joanne Hansen, Illinois State Representative David Olsen.
3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Oath of Office.** Executive Assistant and Notary Public Katelyn Vabalaitis administered the oath of office to newly appointed Trustee Jonathan Graber (attached).
5. **Approval of Minutes.**
 - a. August 24, 2016 Special Meeting. It was moved by Jaros and seconded by Humphreys THAT the Minutes of the August 24, 2016 Special Meeting be approved as circulated. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Greene. Nays: None. Abstentions: Graber.
 - b. August 24, 2016 Regular Monthly Meeting. It was moved by Eblen and seconded by Jaros THAT the Minutes of the August 24, 2016 Regular Monthly Meeting be approved as circulated. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Greene. Nays: None. Abstentions: Graber.
6. **Financial Matters.**
 - a. August 2016 Financial Report. Milavec presented the report. Jaros inquired as to when the first line item on the revenue report will change to reflect property taxes recently received. Milavec responded that this change will be reflected on the next report.

- b. Approval of September 2016 Invoices. It was moved by Jaros and seconded by Earl THAT the payment of September 2016 invoices totaling \$151,351.11, the acceptance of September 2016 credit memos totaling \$706.95, and the ratification of August payrolls totaling \$215,068.52 be approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
7. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
8. **Public Comment on Other Library Business.** President Greene invited comment. There was none.
9. **New Business.**
 - a. Library Cash Flow Proposal. Milavec presented the proposal created by library and Village staff. The library's need for reserve funds for cash flow was brought to the attention of the Mayor and Village Manager after the Super Retreat. To assist the library, the Village proposes to fund the cash flow to the library at no interest until the first tax payment arrives mid-year. This would remove the need for reserve funds for cash flow. Milavec spoke to the library's attorney, who will assist in drawing up an intergovernmental agreement with the Village of Downers Grove. The Board agreed to move forward with an intergovernmental agreement to protect the library and Village. The operating fund balance could then be used to begin a Special Reserve Fund for capital building and equipment replacement needs. Once an intergovernmental agreement is approved, the Board can decide the amount of the initial transfer to a Special Reserve Fund. By statute, a spending plan for a Special Reserve Fund must be approved within two years after it's established.

It was moved by Earl and seconded by Jaros TO move forward with the cash flow proposal compiled by library and Village of Downers Grove staff. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- b. Budget and Levy. It was moved by Jaros and seconded by Earl THAT the 2017 Tax Levy of \$5,032,046.77 be approved.

The Board discussed proposed changes in specific budget lines as well as anticipated expenses. Milavec discussed a placeholder in the Professional Services budget line to prepare for a facilities sustainability plan. President Greene thanked Julie, Sue, and Bonnie for explaining the purpose of each budget line and including details of each proposed change. Several Board members were concerned about the proposed reductions in the Unemployment Compensation and Contingency lines.

It was moved by Graber and seconded by Humphreys TO amend the 2017 Operating Budget to provide \$5,000 back to the Contingency line and \$7,000 back to the Unemployment Compensation line, bringing the total 2017 Operating Budget to \$5,314,144.50. Roll call: Ayes: Earl, Graber, Humphreys, Jaros, Greene. Nays: Eblen. Abstentions: None.

To reflect the 2017 Operating Budget change, it was moved by Jaros and seconded by Graber THAT the 2017 Tax Levy be amended to \$5,043,514.51 and approved. Roll call: Ayes: Earl, Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

10. Report of the Library Director. Milavec presented her written report (attached).

Milavec announced the library was awarded the Schwemm Family Grant in the amount of \$3,430 to be used for digitization of our Downers Grove Reporter newspaper collection. President Greene thanked all staff who worked on the grant proposal. Humphreys commented that he knows the Schwemm family and is thrilled about the grant. Milavec also reported that Circulation Manager Melanie Mertz is retiring on December 16, 2016 and staff will move forward with finding a new head of Circulation. Between the staffing change and upcoming holidays, the timeline of the strategic plan has been delayed a bit. The community engagement portion of the planning process will be completed after the holidays. She also commented on the great media coverage we have received lately, along with numerous positive comments about staff. The most recent comment was received earlier in the day about Computer Help Desk Associate Andrew Pawlak. A patron was so grateful for his assistance with her computer problems and questions that she promptly made a \$50 donation to the library. Milavec pointed out that this is one of many examples of how we are making good on our customer service promise.

11. Board Member Comments and Requests for Information.

Eblen announced a Downers Grove Library Foundation meeting on October 26, 2016 at 6:30 p.m. All trustees should attend. She intends to invite all officers as well. Prior to the meeting, Eblen would like to know who wants to remain on the Foundation Board and who has interest and/or knowledge in running fundraisers. She would also like everyone to look over the bylaws (to be emailed out by library administration) and let her know of any suggestions or changes to be made. Please respond by October 12.

Jaros inquired about Milavec's lunch with new library attorney Dennis Walsh of Klein, Thorpe, and Jenkins. He brought up a previous Board conversation about increasing the library's use of the Village of Downers Grove's attorney when possible. Based on previous conversations with Village Attorney Enza Petrarca, the consensus was that the library would go to Klein, Thorpe, and Jenkins with library-specific questions and would go to the Village's attorney with general legal questions.

Eblen received a note about the Downers Grove Historical Society and Museum hosting a golf tournament. The Downers Grove Public Library Foundation was offered a free sponsorship if it could provide a prize basket. Eblen is going to agree to participate. She also received a request from staff for a mural in the Kid's Room, which will be discussed at the next Foundation meeting.

Earl attended a flea market and garage sale event at Hummer Park and the surrounding neighborhood in September. Members of 3-4 households commented on the library's good customer service and two mentioned issues with parking around the library. Earl said we should continue to work with the Village on the topic of parking and make it a part of our strategic plan.

Graber commented that he is happy to be a part of the Board and is looking forward to working with a great group of people.

Humphreys reminded everyone that the Park District's Harvest Fest is on Saturday, October 1 in Fishel Park. There will be a lot of fun activities for kids and families, including multiple musical performances.

Milavec reminded the Board that the library's 125th Birthday Party is on October 16. There will be speeches by Mayor Tully, Board President Greene, and Director Milavec as well as birthday cake and party games.

Greene asked about giving Downers Grove Public Library t-shirts to the new Board members.

Earl commented that until a library liaison has been chosen by the Village Council, Village Commissioner Marge Earl would be happy to promote any library news at Council meetings.

12. **Adjournment.** President Greene adjourned the meeting at 9:34 p.m.

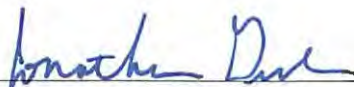


**DOWNERS GROVE
PUBLIC LIBRARY**

1050 Curtiss Street
Downers Grove, IL 60515
(630) 960-1200
www.dglibrary.org

**OATH OF OFFICE
DOWNERS GROVE PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES**

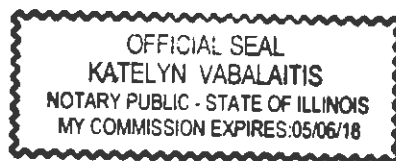
I, Jonathan Graber, having been appointed to the office of Library
Trustee of the Downers Grove Public Library, in the Village of
Downers Grove in the County of DuPage aforesaid, do solemnly swear
that I will support the Constitution of the United States, and the
Constitution of the State of Illinois, and that I will faithfully discharge
the duties of the office of Library Trustee according to the best of my
ability.

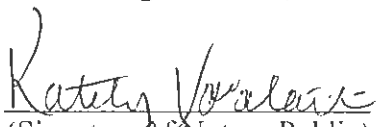


Jonathan Graber
Library Trustee

State of Illinois
County of DuPage

Signed and sworn (or affirmed) to before me on September 28, 2016
(date) by Jonathan Graber (name/s of person/s making statement).




(Signature of Notary Public)

(Seal)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 28, 2016**

AGENDA ITEM 10

Report of the Director

a. Retirement announcement

Circulation Department Manager Melanie Mertz has announced her intent to retire. Her last day of work will be December 16, 2016. Melanie has been a calm and confident leader to the Circulation Department through challenging times and will be sorely missed. Retirement celebration plans are underway. The job ad will be posted by the time of the Board meeting.

b. IT Manager appointment and departmental staffing

Paul Regis was appointed to the position of IT Manager. As the former IT Assistant Manager, the transition has been seamless, but leaves an opening in the department. His first task was to address departmental staffing. The IT Assistant Manager position will not be filled. Instead, he reworked the Technology Assistant job description and the non-supervisory duties of the IT Assistant Manager into Technology Assistant I & II job descriptions. Technology Assistant Jason Peters was promoted to the Technology Assistant II role. The Technology Assistant I position has been posted internally.

c. Trustee orientation

Board President Wendee Greene and I met with new Trustee Jonathan Graber for an orientation. With the potential of adding a new Trustee every year, a formal orientation process is needed. A Library Trustee's primary duty is to provide library service to the residents of Downers Grove. The orientation provides an overview of public libraries in general, in Illinois and in Downers Grove as well as Trustee roles and responsibilities.

d. Strategic Planning timeline

As I have begun working on the timeline for the Strategic Plan, I realize that the previously discussed target for Board approval of a final Strategic Plan of March 2017 is not realistic. May or June 2017 would allow for the work in preparation for the public engagement to be completed and those open sessions to be held beginning in mid-January, avoiding the holiday period.

e. Strategic Planning process and definitions

See attached.

f. Recent media coverage

See attached.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 28, 2016**

AGENDA ITEM 10E

Strategic Planning process

- I. Perform internal review and gather documentation
Management team reviews prior Strategic Planning documentation and results, disseminates findings to Board and staff.
- II. Perform external review and gather documentation
Management team gathers strategic plans and components (definitions/Mission/Vision/Values/Core Services/Action Plans etc) from Downers Grove government entities, partner organizations, libraries, etc., disseminates findings to Board and staff.
- III. Create Values statement
Board and staff groups review reports from I & II, reviews Mission and Vision, then complete guided Values exercise. Management team uses the results to craft Values Statement for Board approval.
- IV. Create Purpose statement
Board and staff groups review reports from I & II, then complete guided Purpose exercise. Management team uses the results to craft Purpose Statement for Board approval.
- V. Identify Core Services
Board and staff groups review reports from I & II, then complete guided Core Services exercise. Management team uses the results to craft Core Services Statement for Board approval.
- VI. Gather information on community issues
Staff Strategic Planning Committee (SPC) conduct interview-based inquiry process with community stakeholders. Library Director conduct group-based inquiry process for general public input. SPC compiles results, categorizes responses and prioritizes by frequency of response, disseminating findings to Board and staff.
- VII. Identify Strategic Focus areas
Board and staff groups review reports from VI then complete guided Strategic Focus exercise. Management team uses the results to craft Strategic Focus for Board approval.
- VIII. Create Action Plan
Staff brainstorms and prioritizes current and possible programs, services and partnerships that align with Values, Purpose, and Core Services and respond to Strategic Focus areas. Management team shapes results into Action Plan with outcome measures and timeline for Board approval.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 28, 2016**

AGENDA ITEM 10E

DEFINITIONS FOR DELIVERABLES IN STRATEGIC PLANNING PROCESS

Definition of Public Library

From THE PUBLIC LIBRARY SERVICE by International Federation of Library Associations and Institutions (IFLA) and United Nations Educational, Scientific and Cultural Organization (UNESCO):

A public library is an organization established, supported and funded by the community, either through local, regional or national government or through some other form of community organization. It provides access to knowledge, information and works of the imagination through a range of resources and services and is equally available to all members of the community regardless of race, nationality, age, gender, religion, language, disability, economic and employment status and educational attainment.

Vision

An aspirational description of what an organization would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future courses of action. It is a statement of what the Library strives to be.

Mission

A written declaration of an organization's core purpose and focus that normally remains unchanged over time. Properly crafted mission statements (1) serve as filters to separate what is important from what is not, (2) clearly state what will be delivered and how, and (3) communicate a sense of intended direction to the entire organization. It is a statement of how we will work toward achieving the vision.

A mission is different from a vision in that the former is the cause and the latter is the effect; a mission is something to be accomplished whereas a vision is something to be pursued for that accomplishment.

Values

Important and lasting beliefs or ideals shared by the members of a culture about what is good or bad and desirable or undesirable. Values have major influence on a person's behavior and attitude and serve as broad guidelines in all situations. They inform the way in which the organization delivers service. It is a statement of who we are.

Purpose

A statement about an organization, what influences it, its service philosophy, and plan for the future. Purpose and mission statements are often used interchangeably. It is a statement of why we exist.

Core Services

A list or description of services to which library users are entitled, including those in the purpose of the organization. It is a statement of what we do, what our main activities are.

Strategic Focus

A statement of the areas to be addressed to achieve the overall aim. It is a statement of the community impact we want to have – how we will apply core services, in keeping with our values and purpose, to meet community needs.

Action Plan

A document that lists what steps must be taken in order to achieve a specific goal. The purpose of an action plan is to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and determine what resources are required. It is a list of the activities to be undertaken, with measurable outcomes and a timetable, that address Strategic Focus.

Downers Grove librarian receives 2016 Davis Cup

Posted on September 1, 2016 by Staff

A well-known children's librarian at the Downers Grove Public Library was recently awarded the 2016 Davis Cup Award by the Illinois Library Association Youth Services Forum.

Sharon Hrycewicz will be presented the annual Davis Cup Award at ILA's annual conference on Oct. 18. The award, which honors Marion Davis and her service to children at the Des Plaines Public Library, recognizes individuals who have made outstanding contributions in library services for kids.

Hrycewicz has done just that. As reference and technology coordinator at the Downers Grove Public Library for 20 years, Hrycewicz was an early adopter of computer and online technologies. Her important work in this area continues.

Former children's services manager Sara Pemberton nominated Hrycewicz based on her ability to "share her enthusiasm for learning about and experimenting with new technologies."

"Her enthusiasm is infectious," Pemberton said.

At a time when new devices are being introduced, apps are updated daily and coding knowledge is becoming the norm, Hrycewicz's enthusiasm has been essential at the library. "There's not always time for all staff to learn every new thing when it comes out," Hrycewicz said. "So, I take the time, I learn it, and I hope it shows others that, if I can do it, they can too."

Hrycewicz may not be science-minded, but she enjoys the challenge of figuring out various gadgets. More importantly, she aims to see lightbulbs go off in the minds of young library visitors.

"I set a girl up with Bee-Bots, explained the goal, and let her try," Hrycewicz said. "Shortly after, I heard her yell 'I did it', and I realized she might not have had that opportunity for success if I hadn't introduced her to that tool. That's really cool, really special."

Hrycewicz is most proud of her involvement in the library's partnership with Downers Grove Grade School District 58. Hrycewicz and her team regularly visit local schools with these gadgets in hand.

"We let the kids, teachers and parents learn these new skills in a fun, informal way," she said. "It's perfect for the public library."

After 20 years at Downers Grove Public Library, Hrycewicz said she still enjoys coming to work each day.

"My first storytime kids are in college now," she said. "It's very satisfying to see how they've grown and who they've become. Their families are a part of my life. It's great. It's all great."

Hrycewicz will also be recognized during the Oct. 19 Youth Services Author Breakfast.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
OCTOBER 26, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call.** Members present: Trustee Susan Eblen, Trustee Jonathan Graber, Trustee David Humphreys, Trustee Art Jaros, President Wendee Greene. Absent: Trustee Ed Earl.

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Doornbos, Resident Ed Pawlak.

3. **Welcome to visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. September 14, 2016 Super Retreat Meeting. Greene requested a change to the Minutes under the Officials Present section that the spelling of her name be changed from "Grene" to "Greene". It was moved by Humphreys and seconded by Eblen THAT the Minutes of the September 14, 2016 Super Retreat Meeting, including the requested change, be approved. Roll call: Ayes: Eblen, Humphreys, Greene. Nays: None. Abstentions: Graber, Jaros.
 - b. September 28, 2016 Regular Monthly Meeting. Jaros requested a change to the Minutes under Section 6B: update verbiage to reflect approval of "payment" of invoices, "acceptance" of credit memos, and "ratification" of payroll. It was moved by Jaros and seconded by Eblen THAT the Minutes of the September 28, 2016 Regular Monthly Meeting, including the requested changes, be approved. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. September 2016 Financial Report. Milavec presented the report and distributed an annual invoice list. Katelyn Vabalaitis passed out an updated September 2016 payroll report. Milavec answered Board questions regarding vendors and revenue line specifics.

- b. Approval of October 2016 Invoices. It was moved by Jaros and seconded by Graber THAT the payment of October 2016 invoices totaling \$125,312.15, the acceptance of October 2016 credit memos totaling \$171.68, and the ratification of September payrolls totaling \$320,641.99 be approved. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- 6. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
- 7. **Public Comment on Other Library Business.** President Greene invited comment. There was none.
- 8. **New Business.**
 - a. 2017 Budget Revision. Milavec presented the revised 2017 Operating Budget. It was moved by Humphreys and seconded by Eblen THAT the 2017 modified budget be approved as presented. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - b. 2017 Wage and Salary Schedule. Milavec presented the proposed 2017 schedule (attached), noting that it's the same as last year with the addition of two new position titles. It was moved by Jaros and seconded by Humphreys THAT the 2017 Wage and Salary Schedule be approved as published. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - c. 2017 Employee Benefit Premium Plan. Milavec presented the premium plan (attached), noting that there will be no increase in benefits costs for 2017. It was moved by Jaros and seconded by Eblen THAT the 2017 Employee Benefit Premium Plan be approved as published. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - d. 2017 Board Meeting Schedule. (Attached) Jaros requested the December 20, 2017 meeting date be moved to December 13, 2017 to accommodate Board member holiday schedules. It was moved by Jaros and seconded by Graber THAT the 2017 Board Meeting Schedule be approved as published, including the requested change. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
 - e. 2017 Holiday Closings Schedule. (Attached) Greene corrected the Sunday, September 3, 2017 holiday as being the day before Labor Day, rather than the printed day before Memorial Day. It was moved by Jaros and seconded by Graber THAT the 2017 Holiday Closings Schedule be approved with the stated correction. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- f. Intergovernmental Agreement Draft. Milavec presented the first draft of the IGA that was created by the library's attorney. Board member discussion centered around payment logistics and conceptual problems including missing termination provisions. The following changes were requested by the Board to be sent back to the library's attorney:

- i. In Section 4, change working to say that the Library will levy, beginning in 2017, to meet its operating expenses.
- ii. In Section 6, strike "necessary" and after "expenses and liabilities", insert "approved by the Downers Grove Public Library Board of Trustees and payroll as approved by Library administration."
- iii. Add Term and Termination provisions.

9. **Report of the Library Director**. Milavec presented her written report (attached). Milavec called on Melissa Doornbos to recap the library's 125th Birthday Celebration. She spoke about the impressive gate count of 1,628 for the day as well as the numerous positive comments received. Patrons enjoyed having events around every corner and the library had many past staff members and trustees in attendance. Graber commented that his kids had a great time and also left with books to read.

Milavec discussed the strategic planning timeline that was distributed and mentioned that it was an ambitious schedule that needs to be pushed back a bit to account for upcoming holidays and Board member schedules. Board members will receive a revised version of the timeline. Milavec reported that the Strategic Planning Committee was set today and includes 12 staff members. There will be an all-staff flip chart activity during Staff In Service Day on January 20, 2017 followed by public focus groups held beginning in January. The focus group questions will also be available on paper and online for all to participate.

Milavec also touched on the Special Reserve Fund Resolution, stating that passage of the resolution will not occur until the Intergovernmental Agreement has been passed. The goal is to have both documents passed by the end of fiscal year 2017.

It was noted that library statistics continue to rise.

10. **Board Member Comments and Requests for Information**. There were none.

11. **Adjournment**. President Greene adjourned the meeting at 8:19 p.m.

**Downers Grove Public Library
2017 Wage and Salary Schedule**

		Hourly Minimum	Hourly Maximum	Annual Minimum	Annual Maximum
1	Shelver Tech Services Clerk	10.20	15.30	19,890	29,835
2	Library Clerk Custodian Library Monitor	12.00	18.00	23,400	35,100
3	Computer Help Desk Associate	13.50	20.25	26,325	39,487
4	Library Assistant Technology Assistant 1 Administrative Assistant Circulation Supervisor ILL Coordinator Lead Custodian	16.00	24.00	31,200	46,800
5	Executive Assistant Staff Artist Assistant Manager Technology Assistant 2	20.00	30.00	39,000	58,500
6	Librarian Trainer	23.59	35.38	46,000	69,000
7	Manager	31.79	47.69	62,000	93,000
8	Assistant Director	35.90	53.85	70,000	105,000
9	Director	Set by Board of Library Trustees			

DOWNERS GROVE PUBLIC LIBRARY MONTHLY HEALTH, DENTAL & VISION PREMIUMS 2017			
PPO HIGH DEDUCTIBLE \$1,500	EMPLOYEE	DGPL	TOTAL
Employee Only w/Screening	\$16.89	\$550.00	\$566.89
Employee Only w/o Screening	\$66.89	\$550.00	\$616.89
Employee & Spouse w/2 Screenings	\$158.83	\$1,145.00	\$1,303.83
Employee & Spouse w/1 Screening	\$208.83	\$1,145.00	\$1,353.83
Employee & Spouse w/0 Screening	\$258.83	\$1,145.00	\$1,403.83
Employee & Children w/Screening	\$45.46	\$1,145.00	\$1,190.46
Employee & Children w/o Screening	\$95.46	\$1,145.00	\$1,240.46
Family w/2 Screenings	\$254.03	\$1,560.00	\$1,814.03
Family w/1 Screening	\$304.03	\$1,560.00	\$1,864.03
Family w/0 Screening	\$354.03	\$1,560.00	\$1,914.03
VEBA PLAN \$2,500	EMPLOYEE	DGPL	TOTAL
Employee Only w/Screening	\$60.39	\$550.00	\$610.39
Employee Only w/o Screening	\$110.39	\$550.00	\$660.39
Employee & Spouse w/2 Screenings	\$260.35	\$1,145.00	\$1,405.35
Employee & Spouse w/1 Screening	\$310.35	\$1,145.00	\$1,455.35
Employee & Spouse w/0 Screening	\$360.35	\$1,145.00	\$1,505.35
Employee & Children w/Screening	\$137.28	\$1,145.00	\$1,282.28
Employee & Children w/o Screening	\$187.28	\$1,145.00	\$1,332.28
Family w/2 Screenings	\$399.12	\$1,560.00	\$1,959.12
Family w/1 Screening	\$449.12	\$1,560.00	\$2,009.12
Family w/0 Screening	\$499.12	\$1,560.00	\$2,059.12
DELTA DENTAL	EMPLOYEE	DGPL	TOTAL
Employee Only	\$0.00	\$44.95	\$44.95
Family	\$13.21	\$130.00	\$143.21
VISION	EMPLOYEE	DGPL	TOTAL
Employee Only	\$0.00	\$3.47	\$3.47
Family	\$0.00	\$8.86	\$8.86

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8D

2017 BOARD MEETING SCHEDULE

Fourth Wednesday of each month, except third Wednesday in November and December.
Additional meeting in September for work session on 2017 Budget.

January 25
February 22
March 22
April 26
May 24
June 28
July 26
August 23
September 13
September 27
October 25
November 15
December 13

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8E

2017 SCHEDULE OF HOLIDAYS AND CLOSINGS

PAID HOLIDAYS

*Sunday, January 1, New Year's Day
Monday, May 29, Memorial Day
Tuesday, July 4, Independence Day
Monday, September 4, Labor Day
Thursday, November 23, Thanksgiving
*Sunday, December 24, Christmas Eve
*Monday, December 25, Christmas

*Full-time staff receive an alternate paid day off. Part-time staff may be rescheduled to make up time lost because of closings.

OTHER CLOSINGS

Friday, January 20, Staff In-Service Day (paid work day)
Sunday, April 16, Easter (not paid)
Sunday, May 28, Sunday before Memorial Day (not paid)
Friday, June 23, 7:00 p.m. Rotary Grove Fest (not paid)
Saturday, June 24, 1:00 p.m. Rotary Grove Fest (not paid)
Sunday, June 25, Rotary Grove Fest (not paid)
Sunday, September 3, Sunday before Labor Day (not paid)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 9

REPORT OF THE DIRECTOR

a. 125th Birthday Celebration

The 125th birthday celebration was a huge success. Gate count for the day was 1,628, well over double the average Sunday attendance in October. Kudos to the staff for their hard work in making the day a fun, family-friendly event for all of our Downers Grove residents!

b. Special Reserve Fund Resolution

A draft of the Resolution Establishing a Special Reserve Fund is included in your packet. This Resolution will be an action item on a future agenda, following approval of the Intergovernmental Agreement.

c. Strategic Planning Timeline

See attached.

d. Trustee Orientation Summary

See attached.

e. Recent media coverage

See attached.

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016

AGENDA ITEM 8D

<u>Activity</u>	<u>Deliverable</u>	<u>Responsibility</u>	<u>Start Date</u>	<u>Completion</u>
Gather documentation (2012-2014 and January-February 2015 work) and disseminate to Department Managers	Packet for Managers	Administration	10/1/2016	10/15/2016
Management team evaluates 2012-2014 and January-February 2015 work, discuss process and deliverables, review key stakeholders list and Strategic Planning Committee appointments	Report to Board & Staff	Managers	10/26/2016	11/2/2016
Gather documentation (Strategic Plan samples, purpose/values/mission, local issues) and disseminate to Department Managers	Packet for Board & Staff	Administration	10/1/2016	10/15/2016
Appoint staff Strategic Planning Committee (SPC)		Administration	10/26/2016	10/26/2016
Discuss and reach consensus on key stakeholders interview process and deliverables, review key stakeholders list	Preliminary List of Key Stakeholders for Interview	Director & SPC	10/15/2016	11/1/2016
Review/train SPC members on interview techniques, review and assign key stakeholders list	Final List of Key Stakeholders for Interview & Interviewers	Director & SPC	11/1/2016	11/15/2016
Conduct interview-based inquiry process - each SPC member conducts interviews and reports back	Compiled Notes document	Director & SPC	11/15/2016	12/31/2016
Set and advertising group-based inquiry events	PR pieces	PR Dept	12/1/2016	2/7/2017
Conduct group-based inquiry process - facilitator conducts and reports back	Flip charts/stars	Director	1/15/2017	2/7/2017
SPC reviews interview and group-based results for trends and themes	Summary Results document	Director & SPC	2/8/2017	2/28/2017
Board participates in Values and Purpose statement exercises	Flip charts/stars for each	Director & Board	12/21/2016	12/21/2016
Staff participates in Values, Purpose, Core Services and Strategic Focus statement exercises	Flip charts/stars for each	All Staff	1/16/2017	1/16/2017
Management team reviews results of Values, Purpose Core Services and Strategic Focus statement exercises for trends and themes to create draft statements	Draft Values, Purpose Core Services and Strategic Focus statements for Board approval	Managers	1/17/2017	2/15/2017

DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016

AGENDA ITEM 8D

<u>Activity</u>	<u>Deliverable</u>	<u>Responsibility</u>	<u>Start Date</u>	<u>Completion</u>
Board participates in Strategic Focus statement exercises	Flip charts/stars for each	Director & Board	1/25/2017	1/25/2017
Board approves, or provides direction for changes to, Values, Purpose Core Services and Strategic Focus Statements	Values, Purpose Core Services and Strategic Focus statements	Board	2/22/2017	3/22/2017
Management team reviews directions for changes to Values, Purpose Core Services and Strategic Focus statements	Draft Values, Purpose Core Services and Strategic Focus statements for Board approval	Managers	2/23/2017	3/15/2017
Determine criteria and metrics for program/service evaluation	Guidelines for Evaluation	Managers	3/15/2017	3/31/2017
Evaluate existing programs/services according to Strategic Focus and Core Services statements, identifying hard costs and estimating soft costs for each program/service.	Priority List	Department Staff	3/22/2017	4/15/2017
Brainstorm prioritize and recommend programs/services to address Strategic Focus areas, including outcome measures	Priority List	Department Staff	3/22/2017	4/15/2017
Use Priority Lists to create Action Items and Timeline, including outcome measures for each Action Item	Action Items and Timeline	Managers	4/16/2017	5/15/2017
Strategic Plan is compiled and disseminated to Board - Values, Purpose, Core Services and Strategic Focus statements, Action Items and Timeline, with background documentation	Strategic Plan	Managers	5/16/2017	5/18/2017
Board approves, or provides direction for changes to, Strategic Plan	Strategic Plan	Board	5/24/2017	6/28/2017
Management team reviews directions for changes to Action Items and Timeline	Strategic Plan	Managers	5/25/2017	6/21/2017
Strategic Plan is compiled and disseminated - Values, Purpose, Core Services and Strategic Focus statements, Action Items and Timeline, with background documentation	Strategic Plan	Staff	5/25/2017	6/29/2017

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 26, 2016**

AGENDA ITEM 8E

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
ORIENTATION SUMMARY**

With more than 125 years of library service to the community of Downers Grove, the Downers Grove Public Library is well-established. The purpose and role of the Board of Library Trustees is supporting and maintaining facility and services of this public library. The Board, as whole, bases its work in community needs and demand for library service, using community feedback and use statistics to drive decision-making. It adopts policies and plans for library operations that are responsive to community needs and service demand. It sets goals for library service based on needs and use, seeking funding to achieve those goals. It authorizes budgets and payment of bills to provide for those services. Trustees make an effort to maintain awareness of library issues and legislation. They act as library advocates. The Board as a whole hires the library administrator and empowers that administrator as chief executive officer for the library to ensure that its policies and plans are enacted and goals achieved.

Materials provided:

- *Serving Our Public 3.0: Standards for Illinois Public Libraries*
- *Trustee Facts File* (also available for check out at the library)
- *Financial Manual for Illinois Public Libraries*
- *Illinois Library Laws and Rules*
- Bylaws, Policies and Guidelines Manual
- Strategic, Facilities Sustainability and Long Range Financial Plans¹

Serving Our Public 3.0: Standards for Illinois Public Libraries includes Core and Supplemental standards for all aspects of public library service. Guiding principles of libraries can be found in its appendices, such as the Library Bill of Rights and Freedom to Read Statement. Some of these documents are included in the Bylaws and policies of the Downers Grove Public Library.

REQUIRED Open Meetings Act (OMA) Public Body Member Training²

1. Go to <http://foia.ilattorneygeneral.net/>
2. Register as an Open Meetings Act (OMA) Public Body Member.
3. Complete required OMA training.
4. Download or print Certificate of Completion.
5. Provide Library Director with copy of Certificate of Completion.

¹ Currently under development.

² This is required within 90 days of joining a public body subject to the Open Meetings Act.

For general Trustee training:

1. Go to <http://librarylearning.info>
2. Create an account.
3. Use that account to sign into <https://www.railslibraries.info/>
4. Navigate to Services >> Continuing Education >> Trustee Training to view in-person training opportunities. Scroll down to “Always Available” section and click on Trustee Academy for links and login information for online training, consisting of a series of 8 short videos.

Useful web sites for Illinois Library Trustees:

- American Library Association (ALA) <http://www.ala.org/>
- United for Libraries (Association of Trustees, Friends, Advocates and Foundations, a division of ALA) <http://www.ala.org/united/>
- Illinois Library Association (ILA) <https://www.ila.org/>
- Reaching Across Illinois Library System (RAILS) <https://www.railslibraries.info/>
- Open Meetings Act/Freedom of Information Act <http://foia.ilattorneygeneral.net/>

Downers Grove library celebrates 125th birthday with party Oct. 16

By NATHAN LURZ

nlurz@shawmedia.com

DOWNERS GROVE – The Downers Grove Public Library is eager to celebrate its 125-year history with the community with a birthday party Oct. 16.

The library was originally founded in 1891 by the Ladies Library Association as a small reading room on the corner of Main and Curtiss streets.

While the library isn't exactly sure when it was formally founded as a brick-and-mortar location – the fact may have been lost, despite library researchers – Downers Grove Library public relations manager Melissa Doornbos said the date was selected to commemorate the 2014 renovation party.

"It's going to be a very typical birthday party, minus a pinata," she said. "Everybody's welcome. Sunday is actually our busiest day of the week ... so it's a good way to reach a larger amount of people, with normal library services going on for those people who want to grab an item or work on something."

If you go

- **WHAT:** Downers Grove Public Library's 125th birthday party
- **WHEN:** 1 to 4:30 p.m. Oct. 16
- **WHERE:** Downers Grove Public Library, 1050 Curtiss St.
- **COST:** Free
- **INFO:** dglibrary.org/125th

The free, all-ages party is filled with games, crafts, music and food from 1 to 4:30 p.m., including Mario Kart, scavenger hunts, a birthday card signing and more. Most activities run through the entire party, although several have limited availability, including balloon animals from 1:30 to 3:30 p.m., face painting from 2:30 to 4:30 p.m., speeches at 1:15 p.m. and music by the Legacy Girls 2 to 3 p.m.

"It's a party – it should be a very informal, fun afternoon," Doornbos said. "People should feel free to bring friends, family, neighbors – though it definitely may not be the best day to get a ton of work done at the library."

Downers Grove Friends of the Library annual book sale returns Oct. 21 to 23

By NATHAN LURZ
nlurz@shawmedia.com

DOWNERS GROVE – Book lovers of books of all kinds will be able to find something to enjoy at the annual Downers Grove Friends of the Library book sale fundraiser.

The event, titled “Cooks, Crooks and Other Books Sale,” is running from Oct. 21 through 23 at the Downers Grove Public Library, 1050 Curtiss St. The sale is the nonprofit group’s lone annual fundraiser in an ongoing effort to provide auxiliary resources to the local library.

“All the money we raise is used for the library,” Downers Grove Friends of the Library President Joni Hansen said. “We try to provide the library with the things they don’t have in their budget.”

For years, Hansen said, the sale featured only travel books and cookbooks to align with the Friends’ monthly travel education programs and to leverage the popularity of cookbooks, but in recent years it has grown to encompass books of all genres, from biographies to science fiction to gardening.

Last year, funds raised at the sale

If you go

- **WHAT:** Downers Grove Friends of the Library book sale
- **WHEN:** Oct. 21 to 23
- **WHERE:** Downers Grove Public Library meeting room, 1050 Curtiss St.
- **INFO:** dglibrary.org/event-types/friends-library

went toward new televisions in the library’s study rooms, furniture and toys for the children’s department and prizes for the library’s annual summer reading program. The 2015 sale raised about \$7,000.

This year’s sale will be at the library’s meeting room, and it will include a variety of hard and soft-back books as well as DVDs and Blu-Ray movies. All available items were donated by the community through mid-October.

To learn more about the annual event and other information about the Downers Grove Friends of the Library, visit dglibrary.org/event-types/friends-library.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
NOVEMBER 16, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

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

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Doornbos, Friends of the Library President Joann Hansen, Resident Genene Murphy, Resident Ed Pawlak.

3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library. Milavec announced that residents Genene Murphy and Ed Pawlak have both agreed to join the Downers Grove Public Library Foundation Board.
4. **Approval of Minutes.**
 - a. October 26, 2016 Regular Monthly Meeting. Humphreys noted a spelling correction in Section 4b, where "montly" should be changed to "monthly" in the heading. It was moved by Jaros and seconded by Eblen THAT the Minutes of the October 26, 2016 Regular Monthly Meeting, including the correction, be approved as circulated. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. October 2016 Financial Report. Milavec presented the report and responded to questions regarding collection of property tax money and the definitions of specific revenue lines.
 - b. Approval of November 2016 Invoices. It was moved by Jaros and seconded by Eblen THAT the payment of November 2016 invoices totaling \$67,613.35 and the ratification of October payrolls totaling \$216,987.66 be approved. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Greene invited comment. There was none.
7. **Public Comment on Other Library Business.** President Greene invited comment. There was none.

8. **New Business.**

- a. Officer Elections. Greene opened up the floor for President nominations. Eblen nominated Wendee Greene for President and Humphreys seconded the nomination. It was moved by Humphreys and seconded by Eblen THAT the nominations for President be closed. By voice vote, with Greene abstaining, the Board elected Greene as President for a two-year term.

Greene opened up the floor for Secretary nominations.

Graber nominated David Humphreys for Secretary and Jaros seconded the nomination. It was moved by Eblen and seconded by Greene THAT the nominations for Secretary be closed. By voice vote, with Humphreys abstaining, the Board elected Humphreys as Secretary for a two-year term.

- b. Cleaning Services Contract. O'Brien presented the library staff recommendation. It was moved by Humphreys and seconded by Eblen THAT library staff be authorized to sign a 3-year contract with ServiceMaster Clean at a cost of \$5,545.00 per month. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.
- c. 2017 Illinois Public Library Per Capita Grant Application Requirements. Milavec led the Board in a discussion regarding the impact of the EDGE Assessment on the library. There was also discussion on the library's ability to meet the needs of the community, integrate new technologies, and ways to increase resource sharing. Milavec will move forward with the completion of the 2017 Illinois Per Capita Grant application.
- d. General Leave of Absence Policy. Milavec talked through the proposed changes to the policy (attached). Staff are suggesting three paragraphs be added to the end of Section 3.3.5.2 as clarification on paid versus unpaid leave. The following changes were requested by the Board:
 - Paragraph 1, line 4 – fix spacing typo
 - Paragraph 1, line 5 – fix spacing typo
 - Paragraph 3 – information is redundant, remove paragraph
 - Paragraph 4, line 1 – Revise the first sentence to the following, "Failure to return from a leave of absence at the time agreed upon will be regarded as a voluntary resignation, unless otherwise agreed to in writing by the Director."

It was moved by Jaros and seconded by Eblen THAT the proposed additions to library policy 3.3.5.2, including Board changes, be approved. Roll call: Ayes: Eblen, Graber, Humphreys, Jaros, Greene. Nays: None. Abstentions: None.

- e. Intergovernmental Agreement Draft. Milavec presented the second draft of the Intergovernmental Agreement between the library and Village (attached). The following changes were requested by the Board:

- Page 2, first WHEREAS, sentence 1 – remove “s” from “recognizes” and add “s” to “interest”
- Page 2, fifth WHEREAS – change “Park District” to “Library”
- Section 2, sentence 1 – begin sentence with “In 2017,”
- Section 4 – add a period after “ad valorem tax revenues” and remove “but” to end sentence. Begin next sentence with new phrase, “The Library Board, for years beginning in 2017,”
- Section 6, last sentence – rearrange sentence structure to read, “The Library shall reimburse from the collections for the next installment of real estate taxes the amounts disbursed for the Library Fund.”
- Section 9, sentence 2 – After “Unless otherwise terminated,” add in the phrase “by mutual agreement,”

The Board decided that these changes should be submitted to the library’s lawyer and a third draft be submitted for Board review before any vote should occur. Milavec will send all changes to the lawyer tomorrow.

9. **Report of the Library Director.** Milavec presented her written report (attached). Milavec announced that as of yesterday, staff completed the final round of interviews for the Circulation Manager position. The two final candidates each met with the management team, a group of circulation department staff, and ended with the administrative team. All three interview groups agreed on the best candidate for the job. Administration is now in the negotiation phase and is hoping for an early January 2017 start date.

Milavec has begun one-on-one meetings with each staff member and is happy to report that they are going very well. She thanked the Board for moving back the strategic plan timeline, which has been very helpful in allowing her time to complete these staff meetings. The February and March Board meetings will focus on trustee input for the strategic plan. Community focus groups will be held in February, and the specific dates are outlined in the attached written report.

It was noted that library statistics are well on track for the year and are producing amazing results.

10. **Board Member comments and requests for information.**

Humphreys noted that he will not be in attendance at the December meeting.

11. **Adjournment.** President Greene adjourned the meeting at 8:35 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 16, 2016**

AGENDA ITEM 8D

GENERAL LEAVE OF ABSENCE POLICY

The General Leave of Absence is most commonly used by part time staff who do not qualify for Family Medical Leave Act leave of absence for illness or medical needs. The proposed language clarifies use of paid time off during this type of leave.

Proposed addition to existing policy is **bold**:

3.3.5.2 Leaves of Absence

3) General Leave of Absence

Occasionally, for personal or other reasons, an employee may need to apply for an unpaid general leave of absence when he or she does not qualify for a leave under another of the Library's policies. To qualify for this leave, the employee must have been employed by the Library for one year prior to the request for the leave and have worked at least 600 hours the previous 12 months. Under these circumstances, an employee may qualify for a leave of absence. This leave of absence is typically granted for a maximum of up to 30 calendar days.

The employee must apply in writing for this leave of absence and submit his or her request to the Director. The employee's request should include the reason for the leave, the date on which he or she wishes the leave to begin, the date on which the employee will return to active employment with the Library, and any documentation supporting his or her need for leave. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library will make every effort to reinstate the employee to his or her previous position, there are no guarantees.

The employee must use any accrued paid vacation hours as part of the leave. The balance of the leave time will be unpaid.

Failure to return from a leave of absence at the time agreed upon is normally regarded as a voluntary resignation. Requests for an extension of a general leave of absence should be submitted in writing to the Director prior to the agreed upon return date.

If the general leave of absence is due to the illness of an employee or an employee's family member, earned sick leave must be used, followed by earned vacation time. The balance of the leave will be unpaid. If the general leave of absence request is not due to illness, all earned vacation time must be used and the balance of the leave will be unpaid.

An employee may choose to use advanced sick and vacation time during the general leave of absence. If the employee leaves the library before earning the sick and vacation time advanced, the employee must repay the library for the unearned sick and vacation time.

The employee does not earn sick and vacation time during the unpaid part of a general leave of absence.

**AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE AND THE
BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE
IN REGARD TO THE CREATION OF A SPECIAL RESERVE FUND**

This Intergovernmental Agreement ("Agreement"), is entered into this ____ day of _____, 2016, by and between the VILLAGE OF DOWNERS GROVE, Illinois, an Illinois Municipal Corporation (hereinafter referred to as the "Village"), and the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE, an Illinois Public Library (hereinafter referred to as the "Library Board"). The Village and the Library Board are hereinafter sometimes individually referred to as "Party" and collectively referred to as the "Parties."

W I T N E S S E T H

WHEREAS, the Village is an Illinois municipal corporation operating pursuant to the Illinois Municipal Code; and

WHEREAS, the Downers Grove Public Library ("Library") is an Illinois public library operating pursuant to the Illinois Local Library Act (75 ILCS 5/1-0.1, *et seq.*); and

WHEREAS, pursuant to 75 ILCS 5/4-10 of the Illinois Local Library Act, the Library Board provides an annual statement of financial requirements of the Downers Grove Public Library for each fiscal year for inclusion in the budget of the Village, and a statement of the amount of money which, in the judgment of the Library Board, will be necessary for the Village to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code; and

WHEREAS, the Library Board currently has a sufficient Operating Fund balance on deposit for cash flow purposes to meet all of its necessary expenses and liabilities, which cash flow need was created by the prior change of the fiscal year of the Village from May 1 to January 1; and

WHEREAS, the Library Board and the Village Board of Trustees recognizes that it is in the best interest of both Parties and the benefit of the taxpayers residing within the boundaries of the Village of Downers Grove for the Library Board to reduce its Operating Fund balance by transferring a portion of the Operating Fund balance to a Special Reserve Fund to address the Library's capital needs and certain emergency expenditures; and

WHEREAS, the Village Board of Trustees agrees that it will use its General Fund balance to cover any Library temporary cash flow deficit and to eliminate any negative balances or shortages in the Library's Operating Fund; and

WHEREAS, the Village and the Library Board have determined and find that it is in the overall best interests of the Village, the Library Board, their residents, taxpayers and the public, to facilitate this Agreement regarding the Library Board's annual tax levy needs and its Operating Fund; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services, and to exercise, combine or transfer any power or function, in any manner not prohibited by law; and

WHEREAS, the Village and the Park District are public agencies as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Library Board and the Village are authorized to enter into this Agreement pursuant to the intergovernmental cooperation powers provided by Section 10(a) of Article VII of the Constitution of the State of Illinois of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements contained herein, the Village and the Library Board agree as follows:

SECTION 1: The Library Board agrees to establish a Special Reserve Fund for use for any or all of the purposes authorized by 75 ILCS 5/5-8 or for emergency expenditures for the repair of the Library District's existing buildings or equipment.

SECTION 2: The Library Board agrees to direct that One Million Four Hundred Thousand Dollars (\$1,400,000.00) of the unexpended balances of the Library's Operating Fund be transferred to the Special Reserve Fund thereby lowering its Operating Fund balance by that amount.

SECTION 3: The Library Board shall, within two (2) years from the effective date of the Ordinance and/or Resolution establishing the Special Reserve Fund, develop a plan as described in 75 ILCS 5/5-8 to guide the expenditure of monies held in the Special Reserve Fund.

SECTION 4: The Library Board shall levy in 2017, in a manner that eliminates the need to adopt a levy that contributes to the Special Reserve Fund from the proceeds annually received from 2017 ad valorem tax revenues but will continue to levy to meet its other operating expenses.

SECTION 5: The Library Board may keep in the Library's Operating Fund operating cash balance year to year for emergency purposes, as provided in the Library's Finance Policy.

SECTION 6: Upon any shortage or cash flow deficits in the Library's Operating Fund, the Village shall disburse the amount from its General Fund balance to meet all of the Library's expenses and liabilities approved by the Downers Grove Public Library Board of Trustees and the payroll as approved by Library administration. The disbursement shall be made to the Library Board's Treasurer in a timely manner and without interest. The Library shall reimburse the amounts disbursed from the collections for the next installment of real estate taxes for the Library Fund.

SECTION 7: This Agreement shall be executed simultaneously in two (2) counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same Agreement.

SECTION 8: This Agreement contains the entire understanding between the Parties and supersedes any prior understanding or written or oral agreements between them respecting the subject matter herein. There are no representations, agreements, arrangements or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.

SECTION 9: This Agreement shall be effective as of the date it is executed by authorized officials of Village and the Library Board, as approved by the corporate authorities of the Parties. Unless otherwise terminated, this Agreement shall remain in effect perpetually until either Party notifies the other Party in writing that this Agreement shall be terminated on a date not less than two full tax years after the effective date of the service of the notice to terminate this Agreement.

IN WITNESS WHEREOF, each Party, pursuant to authority granted by the adoption of a Resolution by its governing Board, has caused this Agreement to be executed by its President and attested by its Clerk or Secretary.

VILLAGE OF DOWNERS GROVE

BOARD OF LIBRARY TRUSTEES OF THE
VILLAGE OF DOWNERS GROVE

By: _____
Village President

By: _____
President

ATTEST:

ATTEST:

BY: _____
Village Clerk

BY: _____
Secretary

DATED: _____

DATED: _____

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 16, 2016**

AGENDA ITEM 9

REPORT OF THE DIRECTOR

a. Strategic Planning timeline

The updated Strategic Planning timeline provides for Trustee input in February and March of 2017, with final plan approval in June or July, depending on the number of drafts needed prior to Board approval. The Strategic Plan Outreach Committee of staff will begin key stakeholder interviews in January. Staff input will be the focus of In-Service Day on January 20. Community focus groups are scheduled for:

- Thursday, February 9, 7:00 p.m.
- Saturday, February 11, 10:00 a.m.
- Tuesday, February 21, 7:00 p.m.
- Thursday, February 23, 10:00 a.m.
- Friday, February 24, 2:00 p.m.
- Sunday, February 26, 2:00 p.m.

This will allow the management team to draft the final plan, including actions and metrics, in March, April and May, prior to Summer Reading. Overall, the shift is a positive one for the process timing.

See attached.

b. One-on-one meetings with staff

I met with all management team and Administration staff individually and attended departmental staff meetings of each department. I have begun my final push to meet individually with each Library staff member with whom I have not yet met. In each meeting, I'd like to learn a little bit about each staff member and their background, what they do at the Library, what they like about their job and if there anything they would change if they could.

c. My first 90 days

It's hard to believe it's just over 90 days since I started at Downers Grove Library! Every day, I am discovering more about our community, our fabulous staff and the good work that they do. Since I arrived, I have completed the budget process with the Board, oriented a new Trustee, hired an IT Manager, presented at the Super Retreat, created and started a process for Strategic Planning and will likely have a job offer pending for Circulation Manager by Board meeting day. I am getting to know my fellow administrators in the other government entities, which will foster stronger partnerships in the future. I'm getting involved with Chamber630 and the Downtown Business Association. I'll be attending my first Rotary meeting just before the Board meeting. It's been a whirlwind start, but a good one. Trustee feedback is appreciated any time!

d. Recent media coverage

See attached.

Library celebrates 125 years



Photo provided

Families in the community visit the Downers Grove Public Library on Oct. 16 for its 125th birthday party. Cake, games and more helped celebrate the century and a quarter of service and books. For more on the celebrations, read previous coverage at mysuburbanlife.com/downersgrove.

7

NEWS & OPINIONS

SD • Edition of November 2-8, 2016 • mysuburbanlife.com • Suburban Life

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
DECEMBER 21, 2016, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

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

Also present: Director Julie Milavec, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Doornbos, Resident Ed Pawlak.
3. **Welcome to Visitors.** President Greene welcomed the visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. November 16, 2016 Regular Monthly Meeting. It was moved by Eblen and seconded by Jaros THAT the Minutes of the November 16, 2016 Regular Monthly Meeting be approved as circulated. Roll call: Ayes: Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: Earl.
5. **Financial Matters.**
 - a. November 2016 Financial Report. Milavec presented the report. Updated invoice and credit memo lists were distributed to Board members. Milavec noted that as of November 30, 2016, the library's revenue is over 100% fulfilled and has exceeded the estimate for the year.
 - b. December 2016 Invoices. It was moved by Jaros and seconded by Eblen THAT the payment of December 2016 invoices totaling \$118,985.52, the acceptance of December 2016 credit memos totaling \$1,144.11, and the ratification of November payrolls totaling \$219,380.92 be approved. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Greene invited comment. Resident Ed Pawlak wished the Board a Merry Christmas.
7. **Public Comment on Other Library Business.** President Greene invited comment. There was none.

8. Unfinished Business.

- a. Intergovernmental Agreement Between the Village and Library Regarding Creation of a Special Reserve Fund. Milavec presented the third draft of the Intergovernmental Agreement (attached). The following changes were requested by the Board:
 - Page 3, Section 1 – change “Library District’s” to “Library’s” and remove the “s” from “existing buildings”
 - Page 3, Section 5 – add “an” between “Library’s Operating Fund” and “operating cash balance”

It was moved by Jaros and seconded by Eblen THAT the proposed Intergovernmental Agreement draft with requested changes be adopted and submitted to the Village Attorney. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.

Milavec will provide a clean, updated copy of the Intergovernmental Agreement for signing at the next meeting.

9. New Business.

- a. Local Government Travel Expense Control Act Ordinance. Milavec explained that due to the Local Government Travel Expense Control Act, effective January 1, 2017, the Village’s home rule only applies to the library’s levy. Because of this change, the Board needs to adopt an ordinance to oversee staff reimbursement of travel expenses (attached). This based on the current policies and procedures of the library.

Milaved presented the proposed ordinance and the Board requested the following changes:

- Page 4, Section D.4. – In the first sentence, replace the word “mileage” with “distance”
- Page 4, Section D.4. – Add “However,” to the beginning of sentence two
- On the Payment Request Form, add a line for “Date(s) and reason for travel”

It was moved by Eblen and seconded by Graber THAT the Local Government Travel Expense Control Act Ordinance, with revisions, be approved. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.

President Greene appointed Trustee Jaros as Secretary Pro Tem to sign the ordinance.

- b. Resolution of Appreciation for Staff Milestone Anniversaries in 2016. It was moved by Eblen and seconded by Jaros THAT the Resolution of Appreciation for Staff Milestone Anniversaries be approved and signed. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.

- c. Resolution of Appreciation for Melanie Mertz. It was moved by Jaros and seconded by Graber THAT the Resolution of Appreciation for Melanie Mertz be approved and signed. Roll call: Ayes: Earl, Eblen, Graber, Jaros, Greene. Nays: None. Abstentions: None.

10. **Report of the Library Director.** Milavec presented her written report (attached). Milavec noted that the 2017 Illinois Per Capita Grant will be submitted tomorrow. She also shared with the Board that the library's very own Children's Librarian Erin Linsenmeyer was on the cover of today's Suburban Life in a picture from Gingerbread Storytime. Milavec said that this fall, the Children's Department met with over 2,000 students during outreach programs, and the majority of the outreach was done by Miss Erin.

11. **Board Member comments and requests for information.**

Jaros asked how Milavec's jury duty went last week.

Eblen announced the next Foundation Board meeting will be at 6:30 p.m. on January 25, 2017, prior to the Library Board meeting.

Milavec announced that any Director who wishes to resign from the Foundation Board can do so at the January meeting. New Directors will also be voted on to the Board and the February meeting date will be set. Officers will be elected at the February meeting.

12. **Adjournment.** President Greene adjourned the meeting at 8:00 p.m.

**AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE AND THE
BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE
IN REGARD TO THE CREATION OF A SPECIAL RESERVE FUND**

This Intergovernmental Agreement ("Agreement"), is entered into this ____ day of _____, 2016, by and between the VILLAGE OF DOWNERS GROVE, Illinois, an Illinois Municipal Corporation (hereinafter referred to as the "Village"), and the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF DOWNERS GROVE, an Illinois Public Library (hereinafter referred to as the "Library Board"). The Village and the Library Board are hereinafter sometimes individually referred to as "Party" and collectively referred to as the "Parties."

W I T N E S S E T H

WHEREAS, the Village is an Illinois municipal corporation operating pursuant to the Illinois Municipal Code; and

WHEREAS, the Downers Grove Public Library ("Library") is an Illinois public library operating pursuant to the Illinois Local Library Act (75 ILCS 5/1-0.1, *et seq.*); and

WHEREAS, pursuant to 75 ILCS 5/4-10 of the Illinois Local Library Act, the Library Board provides an annual statement of financial requirements of the Downers Grove Public Library for each fiscal year for inclusion in the budget of the Village, and a statement of the amount of money which, in the judgment of the Library Board, will be necessary for the Village to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code; and

WHEREAS, the Library Board currently has a sufficient Operating Fund balance on deposit for cash flow purposes to meet all of its necessary expenses and liabilities, which cash flow need was created by the prior change of the fiscal year of the Village from May 1 to January 1; and

WHEREAS, the Library Board and the Village Board of Trustees recognize that it is in the best interests of both Parties and the benefit of the taxpayers residing within the boundaries of the Village of Downers Grove for the Library Board to reduce its Operating Fund balance by transferring a portion of the Operating Fund balance to a Special Reserve Fund to address the Library's capital needs and certain emergency expenditures; and

WHEREAS, the Village Board of Trustees agrees that it will use its General Fund balance to cover any Library temporary cash flow deficit and to eliminate any negative balances or shortages in the Library's Operating Fund; and

WHEREAS, the Village and the Library Board have determined and find that it is in the overall best interests of the Village, the Library Board, their residents, taxpayers and the public, to facilitate this Agreement regarding the Library Board's annual tax levy needs and its Operating Fund; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services, and to exercise, combine or transfer any power or function, in any manner not prohibited by law; and

WHEREAS, the Village and the Public Library are public agencies as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Library Board and the Village are authorized to enter into this Agreement pursuant to the intergovernmental cooperation powers provided by Section 10(a) of Article VII of the Constitution of the State of Illinois of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements contained herein, the Village and the Library Board agree as follows:

SECTION 1: The Library Board agrees to establish a Special Reserve Fund for use for any or all of the purposes authorized by 75 ILCS 5/5-8 or for emergency expenditures for the repair of the Library District's existing buildings or equipment.

SECTION 2: The Library Board agrees to direct that One Million Four Hundred Thousand Dollars (\$1,400,000.00) of the unexpended balances of the Library's Operating Fund be transferred to the Special Reserve Fund in 2017 thereby lowering its Operating Fund balance by that amount.

SECTION 3: The Library Board shall, within two (2) years from the effective date of the Ordinance and/or Resolution establishing the Special Reserve Fund, develop a plan as described in 75 ILCS 5/5-8 to guide the expenditure of monies held in the Special Reserve Fund.

SECTION 4: The Library Board shall levy in 2017, in a manner that eliminates the need to adopt a levy that contributes to the Special Reserve Fund from the proceeds annually received from 2017 ad valorem tax revenues. The Library Board, beginning in 2017, will continue to levy to meet its other operating expenses.

SECTION 5: The Library Board may keep in the Library's Operating Fund operating cash balance year to year for emergency purposes, as provided in the Library's Finance Policy.

SECTION 6: Upon any shortage or cash flow deficits in the Library's Operating Fund, the Village shall disburse the amount from its General Fund balance to meet all of the Library's expenses and liabilities approved by the Downers Grove Public Library Board of Trustees and the payroll as approved by Library administration. The disbursement shall be made to the Library Board's Treasurer in a timely manner and without interest. The Library shall reimburse from the collections for the next installment of real estate taxes the amounts disbursed for the Library Fund.

SECTION 7: This Agreement shall be executed simultaneously in two (2) counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same Agreement.

SECTION 8: This Agreement contains the entire understanding between the Parties and supersedes any prior understanding or written or oral agreements between them respecting the subject matter herein. There are no representations, agreements, arrangements or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.

SECTION 9: This Agreement shall be effective as of the date it is executed by authorized officials of Village and the Library Board, as approved by the corporate authorities of the Parties. Unless otherwise terminated by mutual agreement, this Agreement shall remain in effect perpetually until either Party notifies the other Party in writing that this Agreement shall be terminated on a date not less than two full tax years after the effective date of the service of the notice to terminate this Agreement.

IN WITNESS WHEREOF, each Party, pursuant to authority granted by the adoption of a Resolution by its governing Board, has caused this Agreement to be executed by its President and attested by its Clerk or Secretary.

VILLAGE OF DOWNERS GROVE

BOARD OF LIBRARY TRUSTEES OF THE
VILLAGE OF DOWNERS GROVE

By: _____
Village President

By: _____
President

ATTEST:

ATTEST:

BY: _____
Village Clerk

BY: _____
Secretary

DATED: _____

DATED: _____

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 21, 2016**

AGENDA ITEM 9A

LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT RESOLUTION

The Local Government Travel Expense Control Act, effective January 1, 2017, requires all non-home rule units of local government, including local libraries and library districts, to regulate travel expenses at the board level. According to Library attorney Dennis Walsh, for this purpose, the Downers Grove Public Library is considered a non-home rule unit of local government. The board must adopt a resolution or ordinance that, at a minimum, contains for following provisions:

1. Allowed reimbursable activities (e.g., conference attendance, travel for business meetings, etc.);
2. The maximum amount that the unit of local government will reimburse for travel, meal and lodging expenses; and
3. A standardized form for documenting travel, meal or lodging expenses, as well as “the nature of the official business” for which reimbursement is sought.

Travel, meal or lodging expenses may not be approved unless the minimum documentation requirements have been met.

After January 1, 2017, no unit of local government can reimburse any board member, employee or officer for entertainment expenses such as tickets for sporting events or other amusement unless such entertainment expenses are “ancillary to the purpose of the program or event” (e.g., as part of a convention).

The attached resolution is based on the current policies and procedures. It defines acceptable standards and procedures for reimbursement of expenses, as well as the maximum reimbursement amount for travel, meals, and lodging.

STATE OF ILLINOIS)
) SS.
COUNTY OF DUPAGE)

SECRETARY'S CERTIFICATE

I, _____, the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING A TRAVEL
REIMBURSEMENT POLICY IN ACCORDANCE WITH THE
LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

adopted by the Board of Library Trustees of the Village of Downers Grove at a regular meeting of said Board on the _____ day of _____, 2016, and that said Ordinance was duly approved by the President and Board of Library Trustees of the Village of Downers Grove on the same date.

I do further certify that said Ordinance is entrusted to my care and custody, that the same is duly spread upon the records of said meeting and that I am the custodian of all records of the Downers Grove Public Library, including the journal of proceedings, ordinances or resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Downers Grove Public Library, DuPage County, Illinois, this _____ day of _____, 2016.

Secretary, Board of Library Trustees
of the Village of Downers Grove

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING A TRAVEL
REIMBURSEMENT POLICY IN ACCORDANCE WITH THE
LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

WHEREAS, the Downers Grove Public Library is a non-home rule unit of local government; and

WHEREAS, Illinois law (Public Act 099-0604) requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal and lodging expenses of officers and employees.

NOW, THEREFORE, Be It Ordained by the Board of Library Trustees of the Village of Downers Grove, DuPage County, Illinois as follows:

Section 1: The Board of Library Trustees establishes the following policy governing reimbursement of all travel, meal and lodging expenses:

**Policy Governing Reimbursement of Employee
and Officer Travel, Meal and Lodging Expenses**

A. Purpose.

The Board of Library Trustees will reimburse employee's and official's pre-approved travel, meal, and lodging expenses incurred on behalf of the Downers Grove Public Library ("Library"). Employees and trustees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and trustees of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses will be reimbursed for employees and trustees of the Library only for purposes of official business conducted on behalf of the Library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or trustee's official duties.

Trustee Professional Meetings, Workshops, Training, and Memberships

Library trustees are encouraged to participate in professional organizations and to attend workshops, conferences, and other activities related to their responsibilities.

Reimbursement will be made for reasonable expenses related to these activities. Membership dues for the American Library Association and the Illinois Library Association will be paid for all trustees.

Staff Professional Meetings, Workshops, Training, and Memberships

Employees are encouraged to participate in professional organizations and to attend workshops, conferences, and other training sessions that foster professional growth, improve job performance, or develop special skills related to librarianship and the employee's duties. In order to receive reimbursement, attendance at such activities must be approved in advance by the department manager.

Staff is eligible for reimbursement for attendance at the following types of programs:

Training programs required as a condition of employment; meetings and programs sponsored by state or local professional organizations; conferences and programs of national professional organizations; and meetings that are related to a particular job skill.

Memberships in the American Library Association and the Illinois Library Association will be paid by the Library for the Director and the Assistant Directors.

Full-time employees who serve on committees of the American Library Association or the Illinois Library Association will be reimbursed for their association annual membership dues during the term of their appointment.

D. Categories of Expenses.

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. **Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or trustee's residence. When attending a training event or other off-site official business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or trustee's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or trustee will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive. Tolls will be reimbursed.
3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or trustees traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
4. **Public Transportation** – In the case of local training or official business where an employee or trustee chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the Library to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Staff members of the same gender traveling together are expected to share accommodations when possible in order to minimize lodging costs. Staff may be reimbursed up to half of the allowable room cost if they choose not to share a room and no additional cost is incurred due to their choice. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Library Board of Trustees. Hotel and motel room reimbursement is generally limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, unless preapproved by the Library Director, if the cost of staying at an official conference hotel would be justified by the savings of other costs of travel such as transportation costs.
7. **Meals** - Meal reimbursement, excluding expenses for alcoholic beverages, is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Library Board of Trustees and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per day allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Payment Request Form and paid by the traveler.
9. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.
10. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.

11. **Entertainment Expenses** - No employee, officer or trustee of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

E. Approval of Expenses.

1. **Expenses for Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.
2. **Expenses for Officials or Employees Other than Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Library Board of Trustees) in excess of the approved rates set forth in this Ordinance must be approved in advance in an open meeting by a majority roll-call vote of the Library Board of Trustees.
3. **Other Expenses.** All other expenses that do not fall within paragraphs E.1 or E.2 are subject to the Library Director's approval.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Library Director on a Payment Request Form attached hereto and incorporated herein as Exhibit A:

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Section are public records subject to disclosure under the Freedom of Information Act.

Section 2: The above “Whereas” recitals are incorporated into and made a part of this Ordinance.

Section 3: That all Ordinances and parts of Ordinances in conflict or inconsistent with any of the provisions of this Ordinance are hereby repealed. This Ordinance shall be in full force and effect from and after its adoption and publication as required by law.

ADOPTED this ____ day of _____, 2016, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

President, Board of Library Trustees
of the Village of Downers Grove

Secretary, Board of Library Trustees
of the Village of Downers Grove

Payment Request Form

Payment by (attach receipts to this form):

Date: _____

☐ Invoice

☐ Library Credit Card. Employee name on card: _____

☐ Store account at: _____

☐ Reimbursement

☐ Payment in advance

Payable to: _____

Street Address: _____

City, State, Zip Code: _____

Item	Budget Account #	Amount

Total Payment: _____

Date(s) and reason for travel

Comments: _____

Purchased by: _____ Department: _____ Job Title: _____

Approved by (Dept. Head initials): _____

Approved by Admin.: _____

For Admin. Use Only

Paid by: _____

☐ Petty Cash Reimbursement Date: _____

☐ Warrant Number: _____

**A RESOLUTION OF APPRECIATION FOR THE SERVICE OF
STAFF MEMBERS WHO HAVE CELEBRATED MILESTONE
SERVICE ANNIVERSARIES IN 2016**

WHEREAS, Eleven members of the Downers Grove Public Library Staff have celebrated milestone service anniversaries in 2016, totaling more than 165 years, as follows:

5 years:

Andrew Field, Children's Services
Thea Milder, Children's Services
Traci Skocik, Children's Services

10 years:

Kelly Pocci, Children's Services
Paul Regis, Information Technology

15 years:

Cheryl Pawlak, Circulation

20 years:

Janet Cole, Adult & Teen Services
Vernice Papacek, Circulation
Irene Strods, Circulation

25 years:

Barbara Powell, Technical Services

30 years:

Karen Neal, Adult & Teen Services

AND WHEREAS, the committed services of these staff members has contributed significantly to the Library's high level of performance and high reputation in the community,

AND WHEREAS, 2016 has provided many new challenges and opportunities for service in the Downers Grove Public Library's 125th anniversary year,

THEREFORE BE IT NOW RESOLVED, that the Board of Trustees recognized with great appreciation the dedication and perseverance of these staff members and thanks them for their outstanding work.

UNANIMOUSLY APPROVED, DECEMBER 21, 2016

**Board of Trustees
Downers Grove Public Library**

Wendee Greene, President

David Humphreys, Secretary

Edward Earl, Trustee

Susan Eblen, Trustee

Jonathan Graber, Trustee

Arthur Jaros, Trustee

December 21, 2016

A RESOLUTION OF APPRECIATION FOR MELANIE MERTZ

WHEREAS, Melanie Mertz has served the people of Downers Grove as a member of the staff of the Downers Grove Public Library since June 16, 2003,

AND WHEREAS, Melanie Mertz has provided leadership to the Downers Grove Public Library as Manager of Circulation Services since December 25, 2011,

AND WHEREAS, these thirteen years of outstanding service have encompassed a period of tremendous growth and transformation in Library services, staffing, and facilities,

AND WHEREAS, Melanie Mertz has trained, encouraged, and led Circulation supervisors, clerks, and shelvers in the development and delivery of exemplary Library customer service,

AND WHEREAS, Melanie Mertz has led the implementation of the automated sorter, self-checks, and RFID services at the library,

AND WHEREAS, Melanie Mertz has inspired staff with her supportive and enthusiastic encouragement to provide the best library service to the people of Downers Grove,

AND WHEREAS, Melanie Mertz will retire on December 16, 2016,

THEREFORE BE IT RESOLVED, that the Downers Grove Public Library Board of Trustees extends its heartfelt gratitude and appreciation for Melanie Mertz and her service to the community and wishes her a long and happy retirement.

UNANIMOUSLY APPROVED,

Wendee Greene, President

Susan Eblen, Trustee

David Humphreys, Secretary

Jonathan Graber, Trustee

Edward Earl, Trustee

Arthur Jaros, Trustee

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 21, 2016**

AGENDA ITEM 10

REPORT OF THE DIRECTOR

a. One-on-one meetings with staff

I met with all staff individually! Completed December 8, I have compiled notes to share with the management team about what I learned. Overall, the staff reports a high level of satisfaction with the Library as an organization and as a workplace. I look forward to engaging in Strategic Planning in 2017 to create a shared vision for the Library's future.

b. 2017 Changes

I'm making two changes, one in your Board packets and one in voting at Board meetings for 2017. Beginning in January, the departmental managers will include brief summaries of their department's activities in the prior month. Second, the Board will voice vote as the usual method of voting, per *Robert's Rules of Order*. Ordinances and resolutions will require a roll call vote recorded as part of the legal document. This Board may also choose to use roll call for all financial matters.

c. Telephone System RFP

Assistant Director for Support Services Sue O'Brien sent Village IT Manager Dave Kenny information about the telephone system replacement needed by the Library. In further discussion with him, it was determined that the Village will be upgrading their current phone system with their current vendor, not going through an RFP process. The Library will move forward with an RFP process in 2017.

d. Bookology Fair

Despite the snowy conditions on Sunday, December 4, the Bookology Fair drew about 250 residents. They met the 2017 Bookologists, talked about books and received free copies of recommended reads. This year's fair included more kids and teen titles among the recommendations and giveaways.

e. Science Fair Expo

The Science Fair Expo featured high school science students who came to coach grade school kids in preparing for District 58's science fair. Divided up by grades (1st - 4th graders and 5th - 8th graders) and times, kids were matched with high school students to talk to about science. Science experiment books were available to look through and check out. About 145 people attended - and another is scheduled in January.

f. Illinois Library Association Upcoming Events

The Illinois Library Association (ILA) has two events in February which Trustees should consider attending. ILA's 2017 Legislative Meet-Up for this area will be the West Suburban

Library Legislative Lunch on Friday, February 17 at the Chicago Marriott Oak Brook. ILA's Library Trustee Forum's annual workshop will be held on Saturday, February 18, also at the Chicago Marriott Oak Brook.

See attached.

g. 2017 Illinois Public Library Per Capita Grant Application

See attached.

h. Recent media coverage

See attached.

2017

Legislative Meet-Ups

This year our regional advocacy efforts expand with seven legislative events providing an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your Facebook page or to invite them to visit your library!

Find out which event will host your legislators and register at www.ila.org/events/legislative-meet-ups.

If your library isn't covered by one of these events, contact ila@ila.org for talking points to create your own legislative meet-up!

Monday, February 6, 2017

Chicago Library Legislative Lunch
Maggiano's Little Italy Banquet Hall
111 W. Grand Ave.
Chicago, IL 60654
Price: \$40

NEW

11:30 A.M.	check in and doors open
12:00 NOON	lunch is served
1:00 P.M.	program begins
2:30 P.M.	program concludes

Monday, February 20, 2017

Presidents' Day Library Legislative Breakfast
Arboretum Club
401 Half Day Rd.
Buffalo Grove, IL 60089
Price: \$25

7:45 A.M.	doors open and breakfast is available
8:30 A.M.	program begins
10:30 A.M.	program concludes

Friday, March 3, 2017

Central Illinois Library Legislative Lunch
Bloomington-Normal Marriott Hotel
201 Broadway Ave.
Normal, IL 61761
Price: \$40

11:30 A.M.	check in and doors open
12:00 NOON	buffet lunch is available
1:00 P.M.	program begins
2:30 P.M.	program concludes

Monday, February 13, 2017

West Suburban Library Legislative Lunch
Chicago Marriott Oak Brook
1401 W. 22nd St.
Oak Brook, IL 60523
Price: \$40

11:30 A.M.	check in and doors open
12:00 NOON	buffet lunch is available
1:00 P.M.	program begins
2:30 P.M.	program concludes

Monday, February 27, 2017

Southern Illinois Library Legislative Lunch
Holiday Inn
222 Potomac Blvd.
Mt. Vernon, IL 62864
Price: \$40

NEW

11:30 A.M.	check in and doors open
12:00 NOON	buffet lunch is available
1:00 P.M.	program begins
2:30 P.M.	program concludes

Tuesday, February 14, 2017

South Suburban Library Legislative Breakfast
Tinley Park Public Library
7851 Timber Dr.
Tinley Park, IL 60477
Price: \$25

7:45 A.M.	doors open and breakfast is available
8:30 A.M.	program begins
10:30 A.M.	program concludes

Friday, March 3, 2017

Metro East Library Legislative Breakfast
Sunset Hills Country Club
2525 Illinois 157
Edwardsville, IL 62025
Price: \$25

7:45 A.M.	doors open, photos with legislators, and breakfast is available
8:30 A.M.	program begins
10:30 A.M.	program concludes

Name: _____
Institution: _____
Address: _____
Phone: _____
City: _____
State: _____ Zip: _____
E-mail: _____

Payment Information:

Registration Amount: _____

Please Select Event Location:

- ☐ Chicago ☐ Oak Brook ☐ Tinley Park
☐ Buffalo Grove ☐ Mt. Vernon
☐ Edwardsville ☐ Normal

Method of Payment:

- ☐ Check ☐ Credit Card ☐ Bill me

Credit Card #: _____

Exp. Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

For group registrations or questions about registration, e-mail: tina@ila.org

The registration fee includes handouts, meal expenses for registrant and legislators, room rental, speakers' expenses, and administrative expenses for organizing the event and processing payments.

Deadline for registration is February 1. Cancellations must be received in writing before February 1. E-mail cancellations to tina@ila.org. Cancellations received before February 1 will receive a 50% refund. No refunds will be given for cancellations received after February 1. Confirmations and additional information will be sent prior to the events. Send this registration form and payment to Illinois Library Association, 33 W. Grand Ave., Suite 401, Chicago, IL 60654; phone: 312-644-1896, fax: 312-644-1899.

Register online at ila.org/LM



Library Trustee Forum

Illinois Library Association

Illinois Library Trustee Forum Workshop • Saturday, February 18, 2017
Chicago Marriott Oak Brook • 1401 West 22nd St., Oak Brook

Register at ila.org/TrusteeWorkshop

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and coffee breaks.

ILA Member: \$135 • Non-Member: \$160

Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

Agenda

8:00 – 9:00 A.M. Continental Breakfast and Networking

9:00 – 9:15 A.M. Welcome and Introductions

9:15 A.M. – NOON Stop Censorship in Its Stacks

Kristin Pekoll, assistant director of ALA's Office for Intellectual Freedom, has a special soft spot for the former West Bend Library trustees who stood with her during their well-publicized book challenge in 2009. If it wasn't for her amazing library board, Kristin would not be visiting the 2017 ILA Trustee Forum with her passion for the freedom to read. Her former trustees have mentored and encouraged her as a librarian and intellectual freedom advocate. Armed with personal experience with book challenges and professional resources gained at OIF, she has designed an interactive session that will prepare and strengthen trustees for their vital role in honoring this core value of America's libraries.

This session is divided into three sections, applicable to both new and lifelong trustees:

1. Intellectual Freedom 101
2. Rising Issues and Nuances
3. Protecting & Promoting Intellectual Freedom Through Library Collaboration

A 15-minute break will be held at 10:30

NOON – 1:00 P.M. Lunch and Forum Business Meeting

1:15 – 2:15 P.M. Derek Blaida, ILA Legislative Consultant

Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.

2:15 – 2:30 P.M. Break

2:30 – 3:30 P.M. Legal Q&A

Roger Ritzman, Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.
Roger will answer your questions about library legal issues.

Hotel Information

Chicago Marriott Oak Brook

Single/Double Rate: \$99, plus tax, per night

Please call 800-228-9290 or 630-573-8555 to make your reservation.

Reservations must be made by Friday, January 20, to receive the workshop rate.

Cancellations must be received in writing before February 10. Please e-mail your cancellation request to tina@ila.org. Cancellations received before February 10 will receive a refund and are subject to a \$15 processing fee. No refunds will be given for cancellations received after February 10.

5. **Standards Chapter Review:** As per the requirements, the library administration and board of trustees must review Chapter 6, "Access," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. (75ILCS 10/8.1,1)*. Provide a short narrative describing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

The Downers Grove Public Library Board of Trustees and management team reviewed Chapter 6 "Access" on November 16, 2016. It was noted that the Library's fax number does not appear in the telephone directory and the Library no longer uses a designated text telephone number (Standard 16). The consensus was that the standard is outdated. Telephone directory listings and text telephone lines were cut due to lack of use and availability of new technologies to access the information or provide access to residents. ADA accessibility software for public PCs is currently under review by staff for possible purchase. Updating accessibility providers contact information, to provide service for program and meeting attendees requesting accommodations, are underway (Standard 14). Access is supported by collection in three additional languages (Standard 6). Renewals were increased to 2 per item (Standard 10). No changes were made as a result of the review.

6. **Trustees:** Describe how the library meets the needs of the community as a provider of educational programs and training opportunities. Include a description of how the library can integrate new technologies and include one activity that fosters increased resource sharing.

The Downers Grove Public Library meets the needs of its community as a provider of educational programs and training opportunities for all ages. Educational programs range from infant storytimes to community-led genealogy club to Small Business Administration programs for local businesses. Educational and training programs are constantly refreshed to include the latest hardware and software available at the Library, such as Girls Who Code, View from the Sound Booth and Microsoft 2016 classes. As a statewide model for partnership with local school districts, our resource-sharing reach is extended through a cooperative collection of electronic materials available to every student in Downers Grove School District 58. The Library was recently awarded a Schwemm Family Foundation grant to begin its first digitization project, in cooperation with the Downers Grove Historical Society, supporting increased resource sharing of historical documents.

- 7. Technology:** Having completed the EDGE Assessment, describe the impact that the EDGE Assessment has had on the library, and include at least one example of how the library has used, or plans to use the information gleaned from the assessment.

The impact of the EDGE Assessment on the Downers Grove Public Library includes circulating collections, technology infrastructure and training opportunities. The Library circulates Media Lab and technology equipment such as DSLR cameras, VHS to DVD converters, and Wi-Fi hot spots. The Library's wireless network was upgraded to meet its community's increasing demand for bandwidth. Continuing education opportunities evolve with technology as equipment and software are added to the Library's services.

- 8. Education and Training:** Describe current or potential collaborative efforts that have benefited, or will benefit local library patrons and patrons in neighboring communities.

As a statewide model for partnership with local school districts, the Downers Grove Public Library regularly collaborates with them to integrate technology into their curriculum. For example, when learning about robots, the students from the local school district's multi-needs class toured and tried out the Library's own robot - the automated materials handler! The Girls Who Code program, in collaboration with both the K-8 and high school districts, supports STEM learning for girls. Book discussion groups are regularly held at middle schools. The Big Read program, held in cooperation with surrounding libraries, concluded with a visit from best-selling author Elizabeth Strout, benefiting patrons throughout the area.

9. **Outreach:** Provide a brief description of the library's current or planned involvement with services available through the Illinois State Library Talking Book and Braille Service (TBBS). For more information about the services offered by TBBS, please visit <http://www.ilbph.org/>

The Downers Grove Public Library connects patrons to the Illinois State Library Talking Book and Braille Service by offering information about and referral to the Talking Book Center. Through the Library's Home Delivery Service, the Library augments the TBBS services received directly by qualifying patrons with home visits and local resources. The Library maintains a small collection of Braille materials, in addition to robust collections of electronic materials.

10. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.

The Downers Grove Public Library plans to use the entire amount of any Per Capita grant for the purchase of books, audiovisual materials, and electronic resources for public use.

DG Public Library Now Offering Mobile Wifi Kits for 2-Week Checkouts

Cardholders can put a hold on the devices on the library's website.

By [Anicka Slachta \(Patch Staff\)](#) - December 6, 2016 10:52 am ET

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Downers Grove Public Library cardholders won't have to stay within the library's parameters for free Wifi access anymore — it's now offering [wireless hotspot kits](#) available for up to a two-week checkout.

The library announced Monday that patrons can put a hold on a Sprint mobile hotspot on DGPL's [website](#). The device provides 4G/LTE internet speeds and will work in most locations across the Chicagoland area. Also included in the kit is a micro USB cable, power adapter and instructions.

The public library [offers a large range of equipment for in-library use](#), including an assortment of professional cameras and lenses, audio recorders, photography lights, microphones, a keyboard, a DJ controller and an electric guitar, among other devices.

[Available for take-home use](#) is the mobile hotspot, a VHS-to-DVD converter, a Roku device and a Canon Rebel T5 camera kit.

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Photo courtesy of DGPL

<http://patch.com/illinois/downersgrove/dg-public-library-now-offering-mobile-wifi-kits-2-week-checkouts>

Downers Grove Public Library

Statistics for October 2016 (FY Jan-Dec)

Gate Count	Oct-15	Oct-16	YTD Totals		YTD Increase (Decrease)	
	43,367	44,754	430,840	461,438	30,598	7.1%

Circulation	Oct-15	Oct-16	YTD Totals		YTD Increase (Decrease)	
Adult	45,149	43,980	434,330	478,508		
Children	31,900	31,088	312,320	330,842		
Download	6,952	7,413	64,723	72,231		
Self renewal		0 *	19,914			
Total	84,001	82,481	831,287	881,581	50,294	6.1%

* As of May 2015, numbers for self-renewals are included in the Adult and Children's Circulation figures

Circulation - By Item

	Books		Audio and Video		Misc.	
Adult	24,332	55.3%	17,542	39.9%	2,106	4.8%
Children	24,204	77.9%	5,936	19.1%	948	3.0%
Total	48,536	64.7%	23,478	31.3%	3,054	4.1%

Reference Questions

	Oct-15	Oct-16	YTD Increase (Decrease)	
Adult	6,061	5,260		
Children	1,667	1,488		
Total	7,728	6,748	-2,171	-2.7%

Community Use of Meeting, Conference & Study Room (YTD no. of meetings, not attendance)

	Oct-15	Oct-16	YTD Increase (Decrease)	
	1,007	1,148	2,302	29.4%

Library Programs Offered

	Oct-15	Oct-16
Adult	19	25
Teen	4	10
Children's	33	63
Total	56	98

Library Program Attendance

	Oct-15	Oct-16	YTD Increase (Decrease)	
Adult	309	1,517		
Teen	30	255		
Children's	3,285	3,501		
Total	3,624	5,273	2,966	8.9%

Computer User Sessions (Patron use for Internet, word processing, etc.)

	Oct-15	Oct-16	YTD Increase (Decrease)	
Adult	4,613	4,623		
Children	1,251	997		
Total	5,864	5,620	-42,623	-42.9%

Computer Hours Used (Patron use for Internet, word processing, etc.)

	Oct-15	Oct-16	YTD Increase (Decrease)	
Adult	5,098	5,072		
Children	590	471		
Total	5,688	5,543	-6,194	-10.6%

Database Usage

	Oct-15	Oct-16	YTD Increase (Decrease)	
Searches	12,414	12,502	25,754	27.8%

Web Pageviews

	Oct-15	Oct-16	YTD Increase (Decrease)	
	54,830	52,966	-56,161	-9.4%

Book Collection - Volumes Owne

	Oct-15	Oct-16		
Adult	146,617	137,712	Increase (Decrease)	
Children	83,188	81,859		
Total	229,805	219,571		
			-10,234	-4.5%

Audio and Video Collection - Volumes Owne

	Oct-15	Oct-16		
Adult	35,180	35,932	Increase (Decrease)	
Children	10,737	10,619		
Total	45,917	46,551		
			634	1.4%

Collection - All Item

	Books		Audio and Video		Misc.		Tota
Adult	137,712	74.9%	35,932	19.5%	10,336	5.6%	183,980
Children	81,859	85.7%	10,619	11.1%	3,093	3.2%	95,571
Total	219,571	78.5%	46,551	16.7%	13,429	4.8%	279,551