

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MAY 23, 2018, 7:30 P.M.  
LIBRARY MEETING ROOM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Approval of Minutes
5. Financial Matters
  - a. April 2018 Financial Report
  - b. May 2018 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
  - a. Summer Reading Presentation
  - b. Collection Management PolicyRequested Action: None  
Requested Action: Approval
9. Unfinished Business
  - a. 2018 Capital Project Bid Specifications – Product Architecture+ Design  
Requested Action: Approval
  - b. Employee Benefit Premium Plan  
Requested Action: Approval
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

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

**DRAFT MINUTES**

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

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Public Relations Manager Melissa Fischer, Friends of the Library President Joni Hansen, Dan Pohrte of Product Architecture + Design, Tiffany Nash of Product Architecture + Design.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
  - a. March 21, 2018 Regular Monthly Meeting. It was moved by Humphreys and seconded by Stapleton THAT the Minutes of the March 21, 2018 Regular Monthly Meeting be approved as submitted. Motion passed by voice vote.
5. **Financial Matters.**
  - a. March 2018 Financial Report. Milavec presented the report, noting that the March Expenditure Report included in the Board's packet reflects the correct grand total for the month, but the individual budget line totals are incorrect. This is due to the February invoices having a check date of March 1, which threw the reporting off track. An updated Invoice Edit List was distributed because the Village made an adjustment to an invoice total after the Board packet was compiled. Milavec noted a new financial report included in the packet titled *Capital Replacement Fund Expenditure Report*. This will be included each month to reflect invoices for the 2018 building project.
  - b. April 2018 Invoices. It was moved by Humphreys and seconded by Earl THAT the payment of April 2018 operating invoices totaling \$185,794.56, the payment of April 2018 capital replacement invoices totaling \$18,166.05, the acceptance of April 2018 credit memos totaling \$342.80, and the ratification of March 2018 payrolls totaling

\$309,366.99 be approved. Roll call: Ayes: Earl, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

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

7. **Public Comment on Other Library Business.** President Graber invited comment. Friends of the Library President Joni Hansen appreciates that Assistant Director Jen Fredericks will be attending the Friends of the Library Board meetings.

8. **New Business.**

- a. 2018 Capital Project Bid Specifications – Product Architecture + Design. Dan Pohrte and Tiffany Nash of Product Architecture + Design presented the plans for the 2018 building project, noting design, fixture, and furniture details. Trustee Earl expressed concern about the cost of the project, specifically the amount allocated for staff lounge upgrades. Discussion ensued among trustees regarding the need for upgrades to the staff lounge and what portions of the proposed plan were necessary. Milavec stressed the importance of a wellness room for staff use and noted that the total number of staff has significantly increased since the current lounge was designed 20 years ago.

Dan and Tiffany outlined the new lighting plan for the nonfiction stacks, second floor seating area, Training Lab, and STEM Room. Milavec noted that the cost estimates do not include any ComEd rebates or the possible Timkin Foundation grant.

After reviewing a breakdown of project costs, the Board decided to table the vote to take the project out to bid until next meeting. Before the May meeting, staff will have a better idea of available ComEd rebates and trustees will have more time to review the details of the proposed project.

- b. General Policy. Milavec presented a new General Policy, which covers library-wide general operations. It was moved by Earl and seconded by Gigani THAT the General Policy be approved as presented. Motion passed by voice vote.
- c. Rotary GroveFest Safe Location. It was moved by Earl and seconded by Stapleton THAT the library act as a safe location during the Rotary GroveFest. Motion passed by voice vote.

9. **Unfinished Business.** There was none.

10. **Library Director's Report.** Milavec presented the report (attached). Melissa Fischer's last day as Public Relations Manager is Sunday, May 6. It has been wonderful to have her and we are working on the job ad to begin hiring her replacement. Final interviews for

Access Services Manager will take place on May 2. It is Administrative Professionals Day and we thank Katelyn Vabalaitis and her office counterpart, Sophia Vaughn, for their hard work.

**11. Trustee Comments and Requests for Information.**

Trustee Humphreys wishes Melissa well and says that she leaves big shoes to fill.

**12. Adjournment.** It was moved by Humphreys and seconded by Gigani THAT the Regular Meeting of the Board of Trustees be adjourned. Motion passed by voice vote. President Graber adjourned the meeting at 9:20 p.m.



DOWNERS GROVE LIBRARY      4/30/2018

		Building & Equip Replacement Library fund	Fund
CASH & INVESTMENTS	\$ (366,040)	\$	1,384,517
FUND BALANCE	(470,472)	\$	1,384,517

Revenue by Object Report  
  
Village of Downers Grove  
4/1/2018 through 4/30/2018

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,182,314.00	0.00	0.00	5,182,314.00	0.00
4109 Prior Year Property Taxes	100.00	0.00	3.25	96.75	3.25
4313 Personal Property Replacement Tax	60,000.00	11,830.75	24,085.78	35,914.22	40.14
4410 Sales of Materials	10,000.00	846.18	3,807.66	6,192.34	38.08
4502 Charges For Services	15,000.00	1,690.30	19,757.56	-4,757.56	131.72
4509 Fees For Non-Residents	16,000.00	1,032.00	6,200.50	9,799.50	38.75
4571 Rental Fees	4,500.00	680.00	1,750.00	2,750.00	38.89
4581 Fines	42,000.00	2,695.82	12,501.42	29,498.58	29.77
4590 Cost Recovered For Services	15,000.00	1,124.37	3,397.33	11,602.67	22.65
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	0.00	36,910.00	0.00
4711 Investment Income	2,000.00	8.28	11.60	1,988.40	0.58
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	360.00	1,490.09	3,509.91	29.80
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,388,824.00	20,267.70	73,005.19	5,315,818.81	1.35

glExpObj  
04/27/2018 12:55PM  
Periods: 4 through 4

**Expenditures by Object Report**

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Village of Downers Grove  
4/1/2018 through 4/30/2018

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**Grand Totals**

<u>Object/Title</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
5870 Capital Equipment	660,000.00	18,166.05	23,275.05	0.00	636,724.95	3.5
<b>Grand Totals</b>	660,000.00	18,166.05	23,275.05	0.00	636,724.95	3.5

glExpObj  
04/27/2018 12:53PM  
Periods: 4 through 4

## Expenditures by Object Report

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Village of Downers Grove  
4/1/2018 through 4/30/2018

**Grand Totals**

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
5101 Salaries, Exempt	1,328,658.00	107,083.42	471,238.71	0.00	857,419.29	35.4
5111 Salaries, Non-Exempt	342,852.00	15,070.37	65,709.88	0.00	277,142.12	19.1
5119 Part-Time Employee Wages	1,241,170.00	82,856.95	384,552.03	0.00	856,617.97	30.9
5131 IMRF Pension Contributions	257,339.00	17,878.30	79,794.13	0.00	177,544.87	31.0
5133 Medicare Contributions	41,935.00	2,913.30	13,134.42	0.00	28,800.58	31.3
5134 Social Security Contributions	179,315.00	12,456.77	56,160.09	0.00	123,154.91	31.3
5190 Life Insurance	1,044.00	71.40	272.00	0.00	772.00	26.0
5191 Health Insurance	360,420.00	24,165.00	92,457.50	0.00	267,962.50	25.6
5195 Optical Insurance	2,492.00	156.94	602.29	0.00	1,889.71	24.1
5197 Dental Insurance	38,808.00	2,209.48	8,485.56	0.00	30,322.44	21.8
5210 Supplies	87,200.00	10,413.73	20,570.57	0.00	66,629.43	23.5
5251 Maintenance Supplies	18,000.00	3,532.58	5,710.78	0.00	12,289.22	31.7
5280 Small Tools & Equipment	34,600.00	1,191.84	5,710.50	0.00	28,889.50	16.5
5302 Dues And Memberships	7,500.00	692.00	2,277.00	0.00	5,223.00	30.3
5303 Seminars, Conferences & Meetings	34,250.00	4,416.44	9,722.90	0.00	24,527.10	28.3
5308 Recognition Program-Staff	5,000.00	2,068.35	2,978.82	0.00	2,021.18	59.5
5315 Professional Services	60,000.00	16,491.87	21,525.47	0.00	38,474.53	35.8
5322 Personnel Recruitment	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5323 Special Legal	6,000.00	0.00	687.00	0.00	5,313.00	11.4
5346 Data Processing Services	105,000.00	13,305.75	69,852.38	0.00	35,147.62	66.5
5380 Printing Services	18,700.00	0.00	2,906.00	0.00	15,794.00	15.5
5391 Telephone	20,000.00	2,425.72	7,079.75	0.00	12,920.25	35.4
5392 Postage	25,500.00	0.00	6,612.50	0.00	18,887.50	25.9
5407 Advertising And Public Relations	20,375.00	2,825.35	4,226.47	0.00	16,148.53	20.7
5420 Insurance - Other Policies	43,000.00	623.00	39,630.00	0.00	3,370.00	92.1
5430 Building Maintenance Services	90,000.00	19,550.59	33,302.09	0.00	56,697.91	37.0
5450 Cleaning Services	80,000.00	5,545.00	25,055.00	0.00	54,945.00	31.3
5461 Utilities	25,000.00	1,306.70	6,292.95	0.00	18,707.05	25.1
5470 Other Equipment Repair And Maintenance	11,500.00	3,089.30	5,838.43	0.00	5,661.57	50.7
5481 Rentals	20,500.00	898.07	5,917.28	0.00	14,582.72	28.8

## Expenditures by Object Report

Village of Downers Grove  
4/1/2018 through 4/30/2018

**Grand Totals** [Continued]

<b>Object/Title</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Prct Used</b>
5620 Recoverables	4,000.00	170.59	928.39	0.00	3,071.61	23.2
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5770 Capital Equipment	60,000.00	1,528.68	11,275.83	0.00	48,724.17	18.7
5851 Electronic Resources	223,000.00	41,412.15	71,026.33	0.00	151,973.67	31.8
5852 Print Materials	345,000.00	34,325.37	87,989.67	0.00	257,010.33	25.5
5853 Audiovisual Materials	148,500.00	13,892.72	38,250.13	0.00	110,249.87	25.7
5870 Capital Equipment	65,000.00	0.00	0.00	0.00	65,000.00	0.0
5880 Intangible Assets (Software)	43,000.00	5,917.49	11,761.84	0.00	31,238.16	27.3
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
<b>Grand Totals</b>	<b>5,766,658.00</b>	<b>450,485.22</b>	<b>1,669,534.69</b>	<b>0.00</b>	<b>4,097,123.31</b>	<b>28.9</b>

**Invoice Edit Listing**  
**Village of Downers Grove**  
**May 23, 2018**  
**Capital Replacement**

***Vendor Totals***

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
014548 PRODUCT, LLC	1	11,186.52	0.00	11,186.52
<b>Grand Total:</b>	1	11,186.52	0.00	11,186.52

INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For Library Board Meeting on May 23, 2018

2018 Budget

014548	Product, LLC (design development, construction docs)	\$11,186.52
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**Invoice Edit Listing**  
**Village of Downers Grove**  
**May 23, 2018**

**Vendor Totals**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
000265 ALL AMERICAN PAPER CO	1	535.00	0.00	535.00
000322 AMAZON.COM	1	547.84	0.00	547.84
000425 ANDERSON ELEVATOR CO	1	2,160.00	0.00	2,160.00
000428 ANDERSON'S BOOKS, INC	1	71.98	0.00	71.98
000403 AT&T	2	1,000.98	0.00	1,000.98
000672 BAKER & TAYLOR - L0217582	66	18,057.51	0.00	18,057.51
016893 BIBLIOTHECA, LLC	2	860.89	0.00	860.89
017633 BONAREK, KAREN	1	56.00	0.00	56.00
018469 BRIAN MICHALSKI	1	175.00	0.00	175.00
001223 CASE LOTS INC	1	119.40	0.00	119.40
008323 CENGAGE LEARNING	9	651.48	0.00	651.48
001277 CENTER POINT PUBLISHING	2	250.47	0.00	250.47
002319 CHAMBER630	1	45.00	0.00	45.00
013235 CHILDREN'S PLUS, INC.	1	90.83	0.00	90.83
001553 COMCAST CABLE	1	277.05	0.00	277.05
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002056 DEMCO INC	2	1,133.18	0.00	1,133.18
002539 EBSCO SUBSCRIPTION SERVICES	1	10.57	0.00	10.57
018350 EDGAR GABRIEL, INC.	1	30.00	0.00	30.00
013570 FEUILLAN, SANDRA	1	37.10	0.00	37.10
005572 FIA CARD SERVICES, N.A.	11	7,882.92	0.00	7,882.92
009775 FINDAWAY WORLD, LLC	1	31.49	0.00	31.49



**Invoice Edit Listing**  
**Village of Downers Grove**  
**May 23, 2018**

<b>Vendor</b>	<b>Number of Invoices</b>	<b>Amount</b>	<b>Retained/Withheld Amount</b>	<b>Total</b>
009163 GARDEN CLUB OF DOWNERS GROVE	1	100.00	0.00	100.00
013544 GOOGLE, INC.	1	641.66	0.00	641.66
003188 GRAHAM CRACKERS COMICS, LTD.	2	492.99	0.00	492.99
008770 GRAINGER	9	616.77	0.00	616.77
009102 HAGG PRESS INC	1	2,911.00	0.00	2,911.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	152.00	0.00	152.00
018332 ILLINOIS LIGHTING, INC.	1	3,780.00	0.00	3,780.00
018506 J. P. COOKE CO.	1	71.40	0.00	71.40
004812 KLEIN, THORPE AND JENKINS, LTD	1	1,784.00	0.00	1,784.00
004814 KNICKERBOCKER ROOFING & PAVING	1	975.00	0.00	975.00
004928 LAKESHORE LEARNING MATERIALS	2	389.69	0.00	389.69
005056 LEXISNEXIS MATTHEW BENDER	1	133.00	0.00	133.00
015812 LINSENMEYER, ERIN	1	66.48	0.00	66.48
005134 LIVE OAK MEDIA	1	847.66	0.00	847.66
018484 MALWAREBYTES	1	1,399.00	0.00	1,399.00
008206 MANAGEMENT ASSOCIATION	1	1,620.00	0.00	1,620.00
010916 MARY THOMAS	1	22.21	0.00	22.21
005613 MEDLIN COMMUNICATIONS, INC	1	703.11	0.00	703.11
005866 MIDWEST TAPE	29	10,081.36	0.00	10,081.36
006161 NICOR GAS	1	1,837.40	0.00	1,837.40
012499 OVERDRIVE, INC.	3	10,396.54	0.00	10,396.54
018491 PEOPLEFACTS, LLC	1	29.28	0.00	29.28
011454 PITRAK, LYNETTE	1	22.95	0.00	22.95

**Invoice Edit Listing**  
**Village of Downers Grove**  
**May 23, 2018**

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006640 POLONIA BOOKSTORE INC	1	16.00	0.00	16.00
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	1,232.50	0.00	1,232.50
006698 PRINT SMART	1	67.90	0.00	67.90
006859 R.H. DONNELLEY	1	13.20	0.00	13.20
016325 RADIKO LLC	1	480.00	0.00	480.00
006897 RANDOM HOUSE, INC	2	1,638.75	0.00	1,638.75
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	25.00	0.00	25.00
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,821.89	0.00	5,821.89
007612 SHANES OFFICE SUPPLY CO	7	1,939.38	0.00	1,939.38
014414 SHAW SUBURBAN MEDIA	1	25.00	0.00	25.00
007657 SHOWCASES	1	23.84	0.00	23.84
013611 SKOCIK, TRACI	3	45.00	0.00	45.00
013929 SOLARWINDS WORLDWIDE, LLC	1	1,815.00	0.00	1,815.00
018508 SUE FARLEY	1	58.00	0.00	58.00
012698 SWAN	1	405.35	0.00	405.35
012100 SWANK MOTION PICTURES, INC.	1	1,798.00	0.00	1,798.00
014744 TEAM ONE REPAIR, INC.	1	478.80	0.00	478.80
008391 TODAY'S BUSINESS SOLUTIONS	1	93.44	0.00	93.44
016841 TSAI FONG BOOKS, INC.	1	61.20	0.00	61.20
011517 UNIQUE MANAGEMENT SERVICES, IN	1	98.45	0.00	98.45
015110 VABALAITIS, KATELYN	1	40.00	0.00	40.00
018472 VAUGHN, SOPHIA	1	100.60	0.00	100.60
018510 WHEATON PUBLIC LIBRARY	1	69.77	0.00	69.77
<b>Grand Total:</b>	205	90,343.33	0.00	90,343.33

## INVOICES OF NOTE

For Library Board Meeting on May 23, 2018

2018 Budget		
000425	Anderson Elevator Co (monthly maintenance, 18 month contract buyout)	\$2,160.00
018484	Malwarebytes (PC protection license renewal)	\$1,399.00
008206	Management Association (2018-2019 membership dues)	\$1,620.00
012499	Overdrive, Inc. (eBooks, database renewal)	\$10,396.54
018354	Prairie Technology Solutions, Group LLC (upgrade database backup solution)	\$1,232.50
013929	Solarwinds Worldwide, LLC (web help license renewal)	\$1,815.00
012100	Swank Motion Pictures, Inc. (movie site license)	\$1,798.00

**Credit Memo Edit Listing**  
Village of Downers Grove  
May 23, 2018

***Vendor Totals***

<b>Vendor</b>	<b>Number of Memos</b>	<b>Amount</b>
008770 GRAINGER	2	279.00
<b>Grand Total:</b>	2	279.00

## Library Credit Card Details for the May 23, 2018 Board Meeting

### Julie Milavec

971	5303 Seminars, Mtgs, & Conferences	training seminar, development luncheon	\$	105.00
			<b>Total</b>	<b>\$ 105.00</b>

### Katelyn Vabalaitis

971	5210 Supplies	office supplies, toner	\$	216.89
971	5302 Dues & Membership	ILA Membership renewal - Dave Humphreys	\$	75.00
978	5430 Building Maintenance Services	soil, maintenance supplies	\$	66.69
			<b>Total</b>	<b>\$ 358.58</b>

### Elizabeth Matkwoski

972	5210 Supplies	program supplies	\$	124.25
972	5303 Seminars Mtgs, & Conferences	Outreach program	\$	12.61
			<b>Total</b>	<b>\$ 136.86</b>

### Sharon Hrycewicz

972	5210 Supplies	cake for Girls Who Code	\$	35.99
973	5210 Supplies	program supplies	\$	375.66
973	5280 Small Tools & Equipment	containers	\$	56.96
973	5853 AV Materials	sewing machines	\$	700.00
			<b>Total</b>	<b>\$ 1,168.61</b>

### Allyson Renell

973	5210 Supplies	program supplies	\$	664.07
973	5280 Small Tools & Equipment	puppets	\$	21.95
973	5852 Printed Materials	shoelace books	\$	27.86
973	5853 AV Materials	DVD	\$	24.96
973	5303 Seminars, Mtgs, & Conferences	ALA development conference	\$	450.00
			<b>Total</b>	<b>\$ 1,188.84</b>

### Traci Skocik

973	5210 Supplies	program supplies	\$	1,100.06
973	5210 Supplies	program supplies - returned	\$	(47.15)
973	5280 Small Tools & Equipment	puppets	\$	81.54
973	5303 Seminars & Meetings	parking - C2E2	\$	23.00
			<b>Total</b>	<b>\$ 1,157.45</b>

### Christine Lees

971	5210 Supplies	book rack	\$	107.47
974	5210 Supplies	office supplies	\$	156.01
974	5280 Small Tools & Equipment	keyboard	\$	17.98
			<b>Total</b>	<b>\$ 281.46</b>

Paul Regis				
975	5770 Capital Equipment	adjustable footrest	\$	90.93
975	5280 Small Tools & Equipment	supplies - remotes, keyboards, flash drives	\$	594.13
975	5880 Intangible Assets	Pantheon Systems	\$	100.00
			<b>Total</b>	<b>\$ 785.06</b>
Melody Danley				
			<b>Total</b>	<b>\$ -</b>
Melissa Fischer				
976	5210 Supplies	Google storage, office supplies	\$	153.33
971	5308 Staff Recognition	National Library's Worker's Day food	\$	25.97
			<b>Total</b>	<b>\$ 179.30</b>
Jen Fredericks				
971	5303 Seminars, Mtgs, & Conferences	Staff meeting - "Working With Homeless Patrons"	\$	105.00
971	5308 Recognition Program-Staff	cards	\$	22.09
972	5853 AV Materials	Adult collection	\$	104.00
977	5210 Supplies	labels, office supplies, water	\$	443.10
977	5303 Seminars, Mtgs, & Conferences	Staff meeting - "Working With Homeless Patrons"	\$	15.00
			<b>Total</b>	<b>\$ 689.19</b>
Ian Knorr				
971	5302 Dues & Membership	Amazon Prime membership	\$	99.00
978	5470 Other Equipment Repair & Maint	touchless flush valve, picnic table parts	\$	424.61
978	5280 Small Tools & Equipment	No Smoking signs	\$	38.18
978	5430 Building Maintenance Services	picnic tables	\$	1,270.78
			<b>Total</b>	<b>\$ 1,832.57</b>
			<b>Library Credit Card May 2018 Totals</b>	<b>\$ 7,882.92</b>

PAYROLLS FOR APRIL 2018

APRIL 13	\$101,647.38
APRIL 27	\$103,363.36
TOTAL APRIL 2018 PAYROLLS	\$205,010.74

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MAY 23, 2018**

**AGENDA ITEM 8A**

**Summer Reading Presentation**

Children's Services Manager Allyson Renell will present information about the 2018 Summer Reading Club. This year's theme, "Reading Takes You Everywhere," is travel based. She will share the changes and highlights for this year's club.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MAY 23, 2018**

**AGENDA ITEM 8B**

**Collection Management Policy**

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

Strategic Focus: Excel in delivering service and managing resources

Goal: We remove barriers to service

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

Action Item: Update Policy Manual (December 2018)

The Collection Management Policy covers selection, deselection, maintenance, and reconsideration of materials for collections, and donations from the public. The policy incorporates the former Collection Development Policy, section 4 of the Policy Manual<sup>1</sup>.

The new policy sections include:

- Purpose
- Responsibility
- Scope
- Donations

Key changes to current policy are:

- Streamlining the Mission in Relations to Collections and Position Concerning Development and Use of Collections into Purpose, Scope, and Responsibility sections
- Incorporation of appendices on Selection Criteria for Specific Collections and Discarding Materials into the Collection Maintenance section
- Merging sections on Works of Art and Gifts into a complete section on Donations
- Simplification of the process for reconsideration of materials

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

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<sup>1</sup> A statement on the library website with the Policy Manual during the update process clarifies that, in the case of any redundancy or inconsistency in the Policy Manual, the most recently approved policy on any topic will be in force. Dates of approval are included on each policy section as posted.

## **4 Collection Management**

The Collection Management Policy addresses the selection, deselection, maintenance, and reconsideration of items for collections as well as gifts and donations from the public to the library and its collections.

### **4.1 Purpose**

The library embodies the democratic ideals of freedom to read and access to information and is committed to the democratic principles expressed in the American Library Association's Library Bill of Rights and Statements and Policies on Access. To this end, the library has the responsibility to provide materials representing a wide range of ideas and opinions, including controversial, unpopular, and unorthodox viewpoints and expression. The library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Inclusion of a title in the collection does not imply endorsement of the ideas presented in the material, nor does the absence of a title from the collection imply disapproval.

Privacy and confidentiality are key tenets. While customers are free to reject titles of which they do not approve for themselves and their own children, they cannot restrict the freedom of others to choose what to read, hear, or view. Parents, legal guardians, and/or caregivers who are concerned about the content of library materials must assume individual responsibility to restrict or deny access to particular materials or subjects for their children only.

The library is committed to resource sharing at local, state, and national levels as demonstrated by membership and participation in Reaching Across Illinois Library System (RAILS) and Suburban Wide Area Network (SWAN), ILLINET, and WorldShare Interlibrary Loan. Membership in consortia demonstrates the library's commitment to providing access to materials beyond the scope of local collections for its customers. The library recognizes and respects intellectual property rights, and follows existing copyright laws.

### **4.2 Responsibility**

The Library Board of Trustees charges staff with the responsibility for selecting library materials. Under the general supervision of the Library Director, staff in the public service departments select materials and maintain collections. Any library materials selected within the general guidelines or intent of this policy are held to be approved by the Library Board.

### **4.3 Scope**

The Downers Grove Public Library collects and provides access to a wide range of materials which meet the informational, educational, and recreational needs of every member of the community, allowing the library to fulfill its mission: The Downers Grove Public Library is a place for everyone to discover, grow, play, and learn. The library

strives to provide materials in an array of formats, both current and emergent, which will be of interest and value to its customers.

#### **4.4 Selection of Materials**

The Downers Grove Public Library staff selects material to fulfill the library's Strategic Plan goal: We cultivate dynamic and diverse collections. Selection is curation at its core. Selection criteria are informed by community interests and aspirations; national and international news and events; publishing and social trends; professional reviews and journals; and staff professional expertise. Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The library does not collect textbooks, academic, or technical materials unless they are considered useful to a general audience.

##### **4.4.1 General Criteria**

Library staff uses professional judgment and expertise to make selection decisions, which include choosing titles, identifying quantities for purchase, and selecting locations for materials. Highest selection priority is given to those materials having the broadest appeal. Multiple criteria may be used to evaluate and select items for the collection.

Selected items are not required to meet all these criteria, which may include:

- Authenticity of information
- Authority of author
- Currency of material
- Curriculum support
- Diversity of subjects, ideas, and opinions
- Literary quality
- Local interest
- Physical features and format
- Popularity
- Price and availability
- Readability and style
- Response to Public Interest

##### **4.4.2 Selection Criteria for Specific Collections**

The library may use special selection criteria for specific collections. Such collections are designated by format, age of intended audience, or area of interest. Examples of specific collections include: foreign language, literacy, parenting, periodicals, puzzles, kits, and video games.

###### **I. Art Work**

The Library acquires works of art for installation in its building and on its grounds. These works enhance spaces and enrich the intellectual, cultural, and aesthetic experience of Library visitors. The Library Board of Trustees may commission an artist to create a work or purchase existing works of art. The Board may employ a qualified adviser such as an art critic, art professor, art dealer, museum professional, or practicing artist to assist this process. The Board will base its decision-making on specific criteria such as professional training of the artist, exhibition history, gallery representation, publications, critical opinion, physical

durability, and cost. Funding for purchase of art work may be included in the budget of a major capital project or secured from the Downers Grove Public Library Foundation, Friends of the Downers Grove Public Library, or other donors. The library will provide appropriate installation and maintenance for works placed on display. The library will not guarantee the permanent retention or display of any work of art. The library may remove, sell, or otherwise dispose of any work for any reason.

## **II. Local History**

The library maintains a local history collection that includes materials in a variety of formats on the Village of Downers Grove and DuPage County history.

## **III. Local Government Documents**

The library maintains a collection of current documents provided by various Downers Grove and DuPage County governmental bodies, including departments of the Village of Downers Grove, the Downers Grove Park District, and the Downers Grove School Districts.

### **4.5 Collection Maintenance**

The library cannot be a permanent depository of all materials that have been acquired. Library staff regularly reviews the collection for retention, repair, replacement, or withdrawal from the collection according to the same guidelines used for selection.

#### **4.5.1 Weeding Criteria**

Factors that are considered in discarding materials include:

- Deteriorated appearance
- Inaccurate or dated information
- Lack of use
- Unneeded duplication of titles or subjects once in heavy demand

#### **4.5.2 Disposal of Materials Withdrawn from Collection**

Materials that are withdrawn from the collection may be requested by other local tax-supported agencies that will use them for the public good or used as giveaways for library outreach programs such as Rack at the Tracks. Downers Grove public school districts are given first priority and other public libraries are given second priority for requesting materials. Materials that are not requested by other tax-supported agencies may be offered for sale to the public on the library premises at a nominal cost, donated to other nonprofit entities, or recycled.

### **4.6 Donations**

The Downers Grove Public Library accepts donations of many kinds, including bequests, endowments, memorials, in-kind donations, and materials. Trustees, staff, and/or volunteers may not make any promise to a donor, expect any favoritism from a donor, nor agree to any donor-directed changes in the values, policies, services, collections, or programs of the library as a result of a donation or contribution, nor should any vendor be chosen based on a stated or implied contribution to the library. Donors are responsible for contacting a professional advisor in questions of gift valuation and deductibility. The library reserves the right to terminate an existing donation agreement should conditions arise during the life of the agreement which

would result in it conflicting with the best interest of the library. All donated products, materials, and services must meet the standards used by the library in the purchase of similar materials. All donations are subject to the library selection and deselection criteria. The Downers Grove Public Library reserves the right to accept or reject any donation, in-kind donation, endowment, memorial, or bequest.

#### **4.6.1 Library Material Donations**

Donated books and audiovisual items become the sole property of the library and are accepted without obligation as to the final disposition. The library does not accept textbooks, encyclopedias, or magazines, including National Geographic. Material that staff considers damaged or unsuitable for circulation or sale may be declined. Donors are responsible for transporting materials to the library and large donations of materials must be arranged in advance.

#### **4.6.2 Honor & Memorial Books**

Parties providing monetary donations for Honor & Memorial Books may recommend a subject area or format. Library staff responsible for selecting the material will attempt to honor the donor's wishes if the recommendations are consistent with this Collection Management Policy.

#### **4.6.3 Monetary Donations**

Monetary donations are most useful to the library in unrestricted form. Any restrictions or conditions attached to such gifts must apply to the values and purpose of the library and be acceptable to the Library Board of Trustees. If a monetary donation is unrestricted, the funds may be expended by authorization of the Library Director, or designee. If a donation of restricted funds is accepted, it must be expended according to the donor's conditions.

#### **4.6.4 Other Donations**

Personal property, works of art, displays or plaques, portraits, artifacts, antiques, museum-quality objects, and similar materials are considered for acceptance on a case-by-case basis by the Library Board of Trustees. The library will not accept any materials which are not outright gifts, nor will the library accept any materials that attach the condition of periodic or permanent display.

#### **4.6.5 Recognition of Donors**

Donors of library materials may request a receipt at the time of the donation. All monetary donations will be acknowledged with a letter of appreciation. A monetary gift toward materials will be recognized with a donor book plate affixed to the item(s) purchased. In the case of a monetary gift given in memorial, tribute, bequest, or recognition of someone, a letter will be sent to the person, or to the family of the person being honored. Donation of personal property, equipment, works of art, etc. valued at \$500.00 or more will be recognized with a donor plaque, engraved with the donor's name, to be placed on or near the item.

### **4.7 Request for Review of Library Materials**

Customer concerns about material included in library collections will be referred to the appropriate manager who will review the material and communicate the resolution to the

customer. If the initial response is not satisfactory to the customer, referral will be made to the Assistant Director and Library Director for review and response. Customers not satisfied with the response from the Library Director may request, in writing, a review by the Library Board. The written request will be given to the Board President who will place the request on the agenda of the next regularly scheduled Board meeting and notify the requesting party of the meeting date. The Board will then review the request and respond to it.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MAY 23, 2018**

**AGENDA ITEM 9A**

**2018 Capital Project Bid Specifications**

The proposed 2018 Capital Project addresses Action Items in Strategic Plan 2017-2020:

Strategic Focus: Evolve with our changing community

Goal: We maintain an accessible and welcoming building

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

Action Item: Complete updating restrooms (December 2018)

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

The Capital Replacement Fund budget includes \$660,000 for this project, \$60,000 for professional services (architect and construction manager) and \$600,000 for construction, equipment, furnishings, and fixtures. The project as budgeted includes:

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

A synopsis of project's development follows:

August 2016 - During orientation as the new Library Director, the Assistant Directors highlighted the final phases of the 2015-2016 lighting and acoustical panel project. This follow up to the major 2014 interior renovation addressed the highest priority items cut in 2014. Assistant Directors Bonnie Reid and Sue O'Brien indicate that the Board of Trustees intended to address those items cut from 2014 in smaller, annual projects.

September 2016 - Trustees charge the new Library Director with planning as first priority, to answer two questions: what is the library's service focus for the future and how to keep the building functional without going to referendum. The Library Director proposes a three-step planning process to develop a Strategic Plan, Capital Needs Assessment, and Financial Management Plan. A placeholder of \$600,000 for capital projects is passed in the 2017 budget to allow the Board to address capital needs in

2017 without a budget revision. Staff Lounge and restroom renovation needs are highlighted as final pending items from 2014 project.

November 2016 - Staff Lounge cabinets and countertops delaminate extensively and are re-glued with moderate success. Assistant Director Sue O'Brien began investigating cost of small lighting projects including Training Lab, STEM Room, and artwork, possibly to be addressed in 2017.

January-March 2017 - Strategic Planning focus groups and stakeholder interviews highlight need to address lighting and family restrooms.

April 2017 - Librarians Report in Board packet states that small lighting projects for STEM Room, Training Lab, and artwork lighting are on hold pending the Capital Needs Assessment. This was done due to higher than anticipated cost estimates for the small project and local electrician's advice to bundle it into a larger project to make more cost effective.

July 2017 - Capital Needs Assessment presented to the Board. This Assessment assumes that Staff Lounge and restroom renovations will be addressed outside of its scope due to budgeted capital project funds in 2017. Staffing needs report highlights Circulation department's inability to adequately staff two service desks. Elimination of Info Desk and relocation of the Circulation Desk is proposed in the staffing needs report included in the July 2017 Board packet.

August 2017 - Tour of Facilities Needs highlights proposed 2018 project, but attention is diverted by subsequent happenings at that Board meeting. Proposed 2018 project includes relocation of Circulation Desk, renovation of Staff Lounge and restrooms, public area lighting on 2nd floor, STEM Room and Training Lab lighting, and artwork lighting. Information about this project was included in the August 2017 Board packet.

September 2017 - Architectural fee contract for proposed 2018 project, including full scope of work and budget estimate included in September 2017 Board packet, is tabled. 2018 Budget discussions focuses on staff wage increases. Budget includes estimated total project cost of \$660,000.

October 2017 - Architectural fee contract for 2018 proposed project passes with some discussion about scope of project.

November 2017 - 2018 budget passes with proposed project included. Delamination of Staff Lounge cabinets and countertops returns with areas that cannot be re-glued.



December 2017 - Capital Needs Assessment project reorder reflects 2018 proposed project. Capital Assessment Report projects reorder is included in December 2017 Board packet.

January 2018 - Financial Management Plan includes completion of 2018 proposed project for \$660,000 and completion of annual projects according to the reordered projects of the Capital Assessment Report, as shown in the December 2017 Board packet.

March 2018 - Construction Management contract passed. Scope of 2018 proposed project is questioned.

April 2018 – Product Architecture + Design presents bid scope for approval. Decision is tabled. Cost breakdown by project area is requested.

The presentation from the April 25, 2018 Board meeting is included in your packets. Shales McNutt Construction created the requested cost breakdown, also included.

Three alternate funding opportunities for the portions of the project are pending:

The Timken Foundation is scheduled to review the library's grant application in June. The application requests \$20,000 in support of the project. Supporting documentation about the project includes the budget of \$660,000 and scope of work previously discussed.

The estimated rebate available through the ComEd Energy Efficiency program for the fixtures included in the project is \$4,195.00. Additional rebates and incentives may be available for installation costs.

The Downers Grove Public Library Foundation Board of Directors discussed a donation in support of the lighting of the two art works during their tour of the art collection on May 7.

Dan Pohrte of Product Architecture + Design and John Shales of Shales McNutt Construction will attend the Board meeting to help answer your questions.

# **Downers Grove Public Library**

lobby

lobby – new floor plan

*front desk*

*holds*

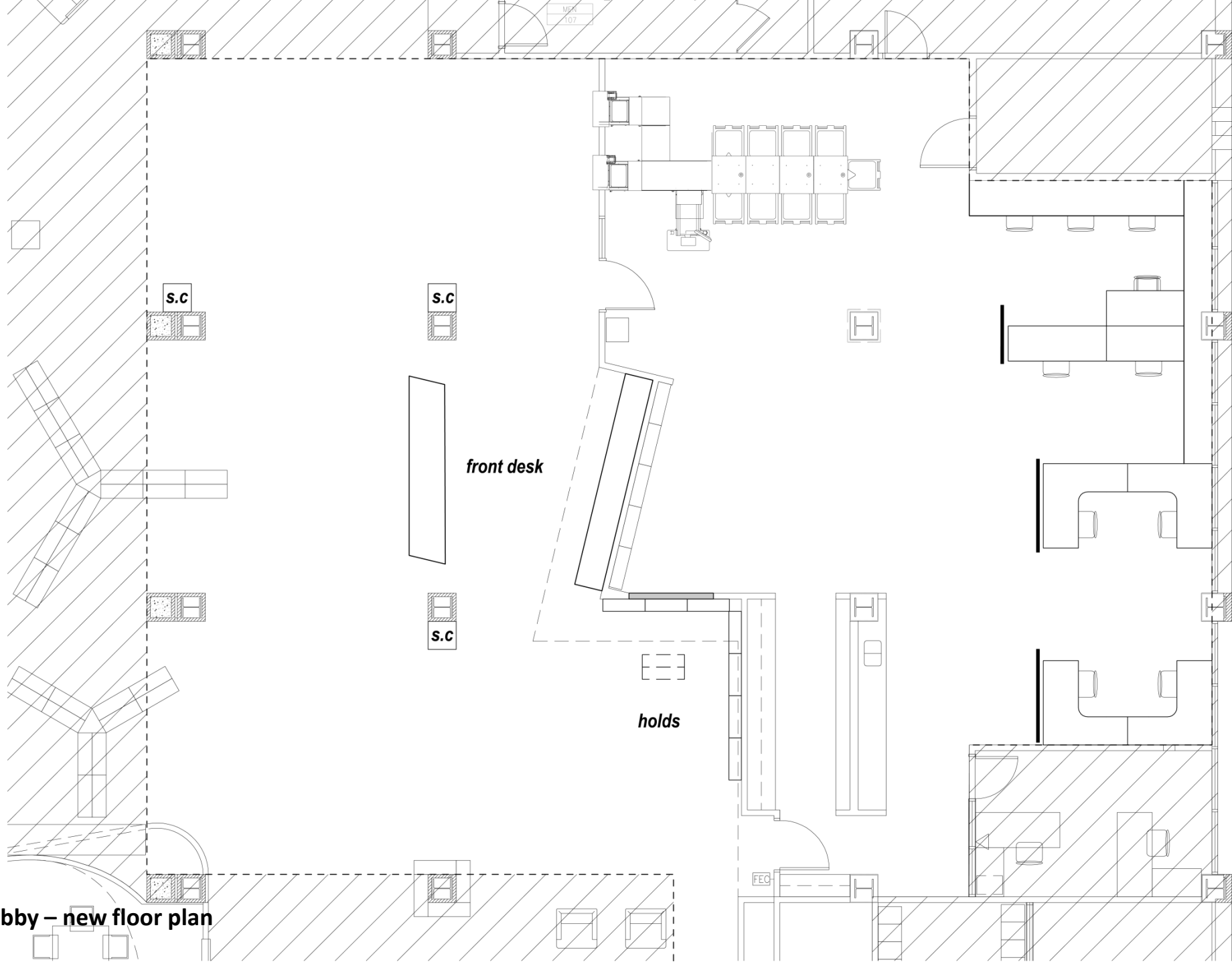
**S.C**

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107

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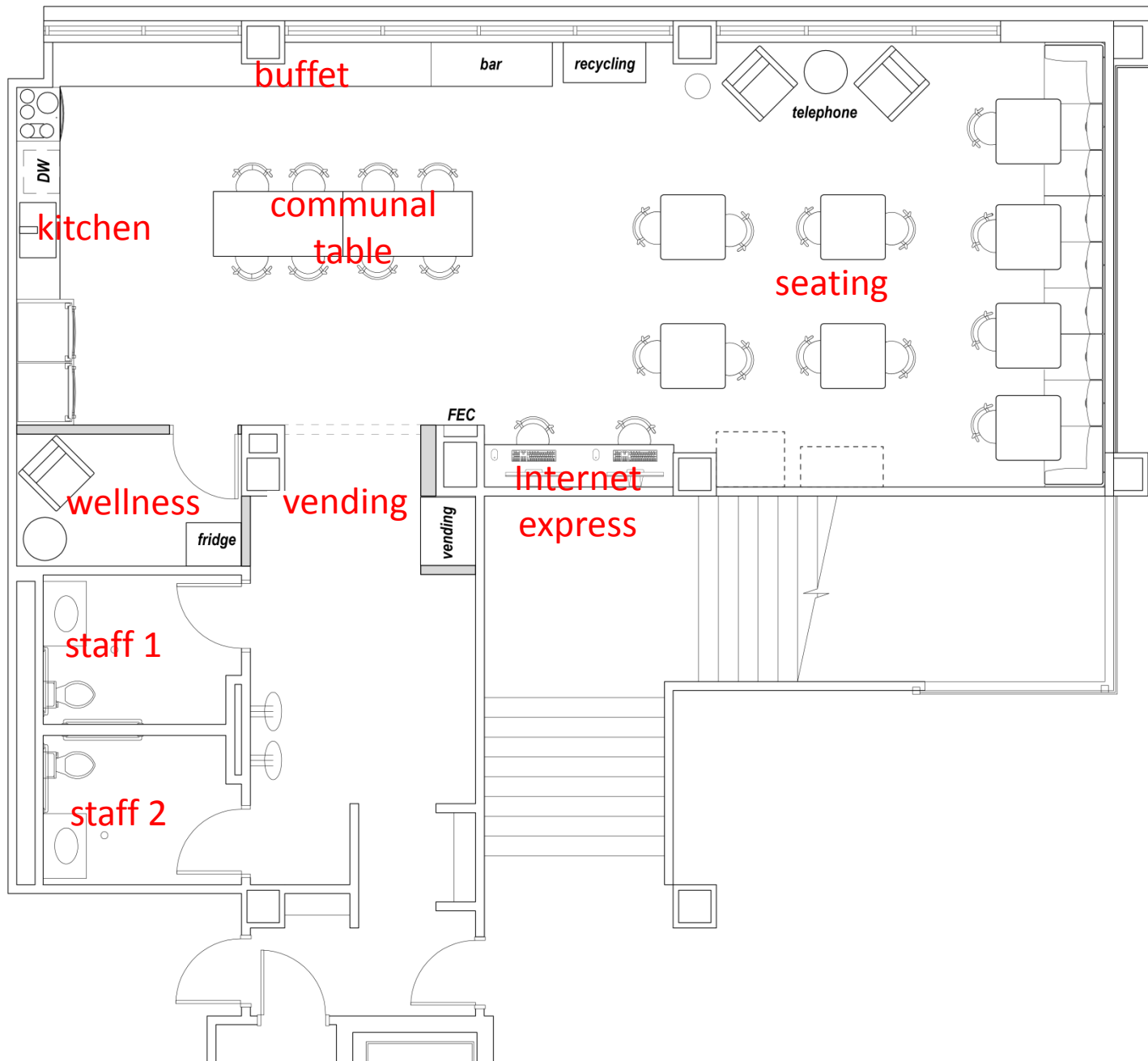
Checkout

Service

HOLDS

# **Downers Grove Public Library**

staff lounge



staff lounge – new floor plan





staff lounge – towards kitchen





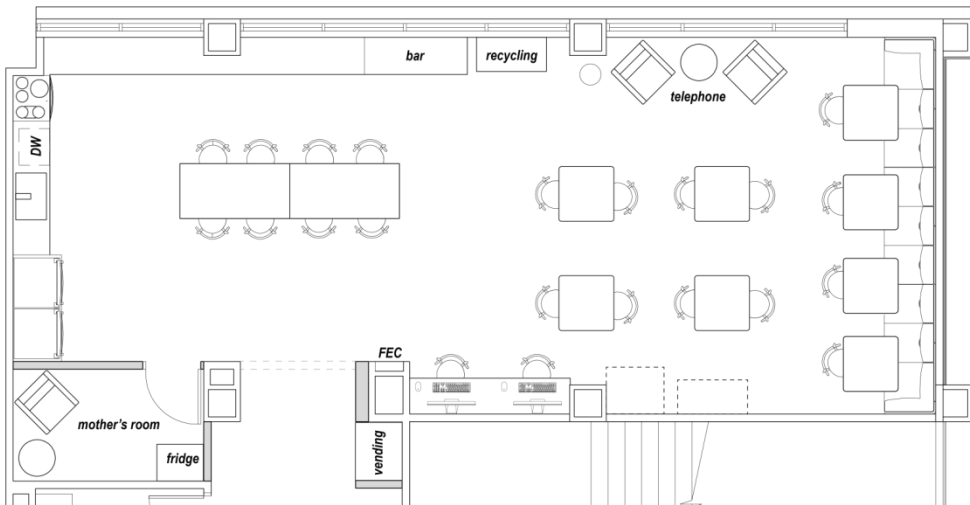
staff lounge – towards entrance





staff lounge – accent wall





***emworks sesaw table***



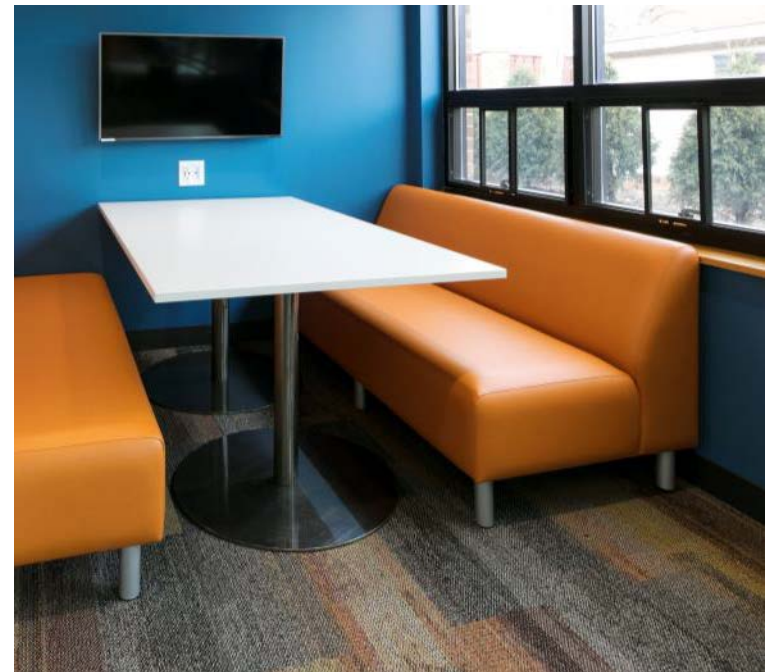
***keilhauer km modern***



**staff lounge – furniture**



***stylex verve chair***



***philmark booth***

ADEO  
2x4 LED



*pinnacle adeos*

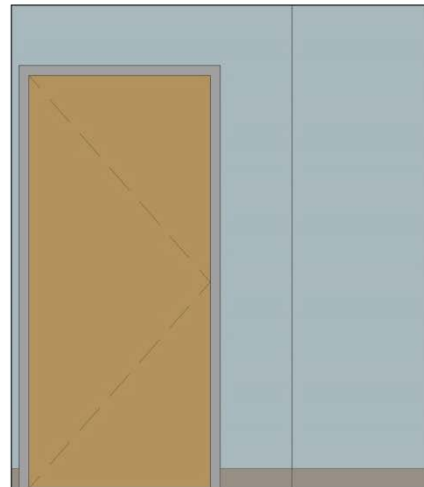
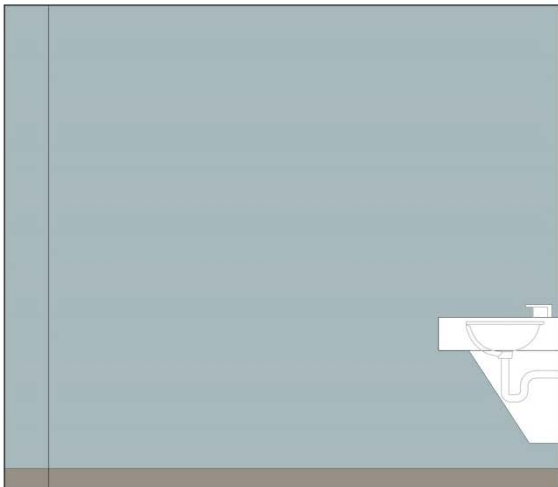
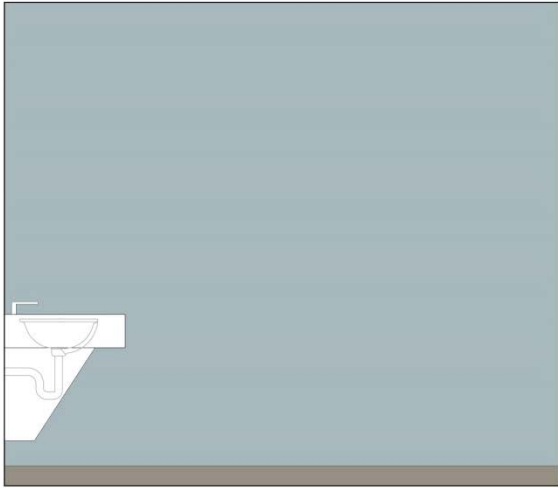


*louis poulsen doo wop*

staff lounge – lighting fixtures



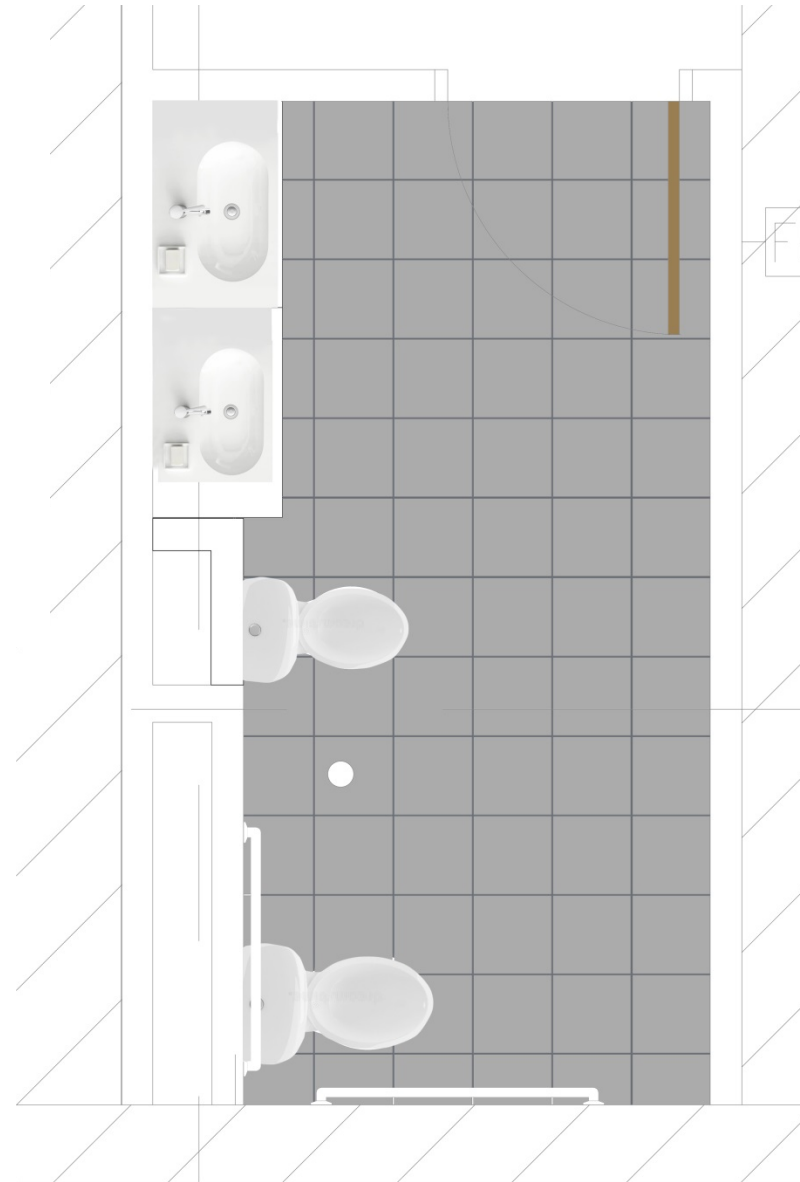
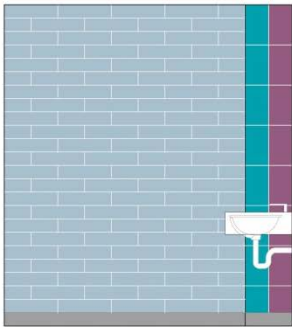
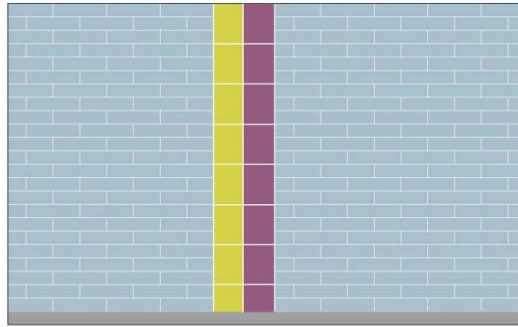




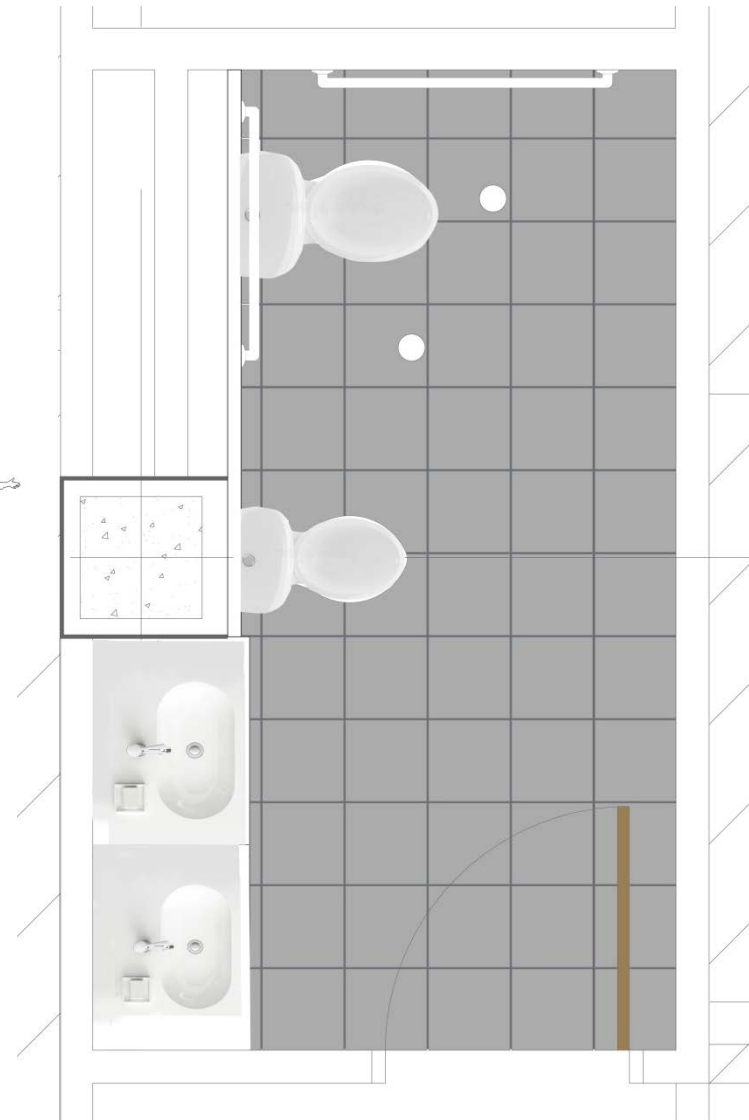
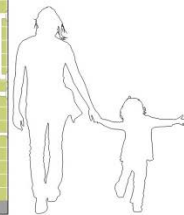
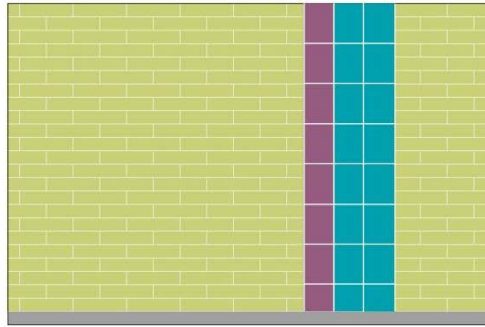
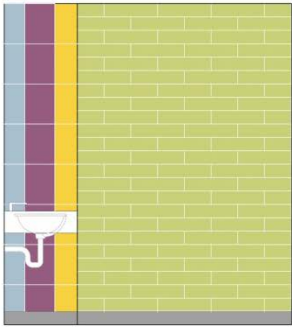
**staff restrooms – elevations**

**Downers Grove Public Library**

family restrooms



**family restroom 158 : plan and elevations**

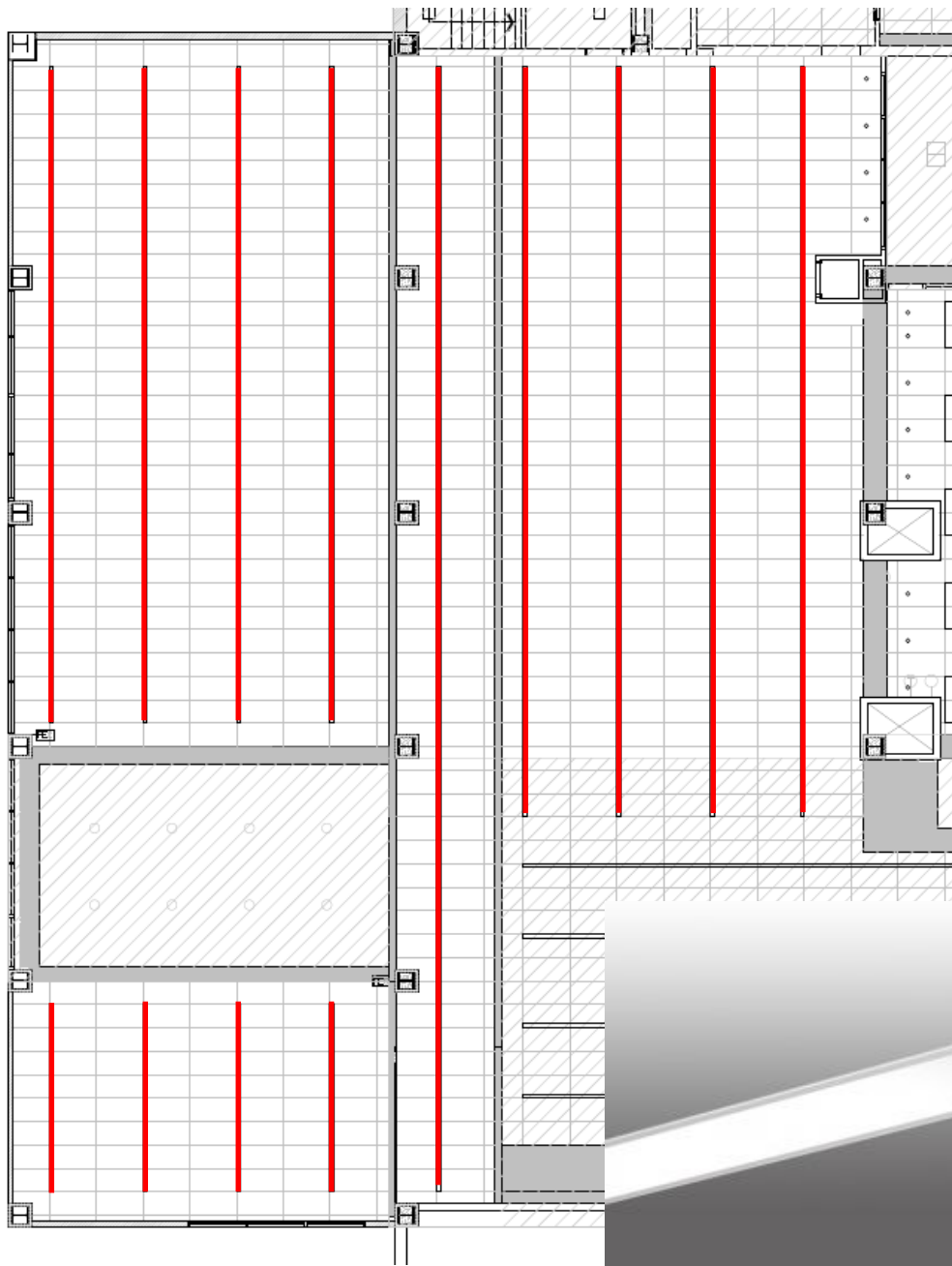


**family restrooms 157 : plan and elevations**

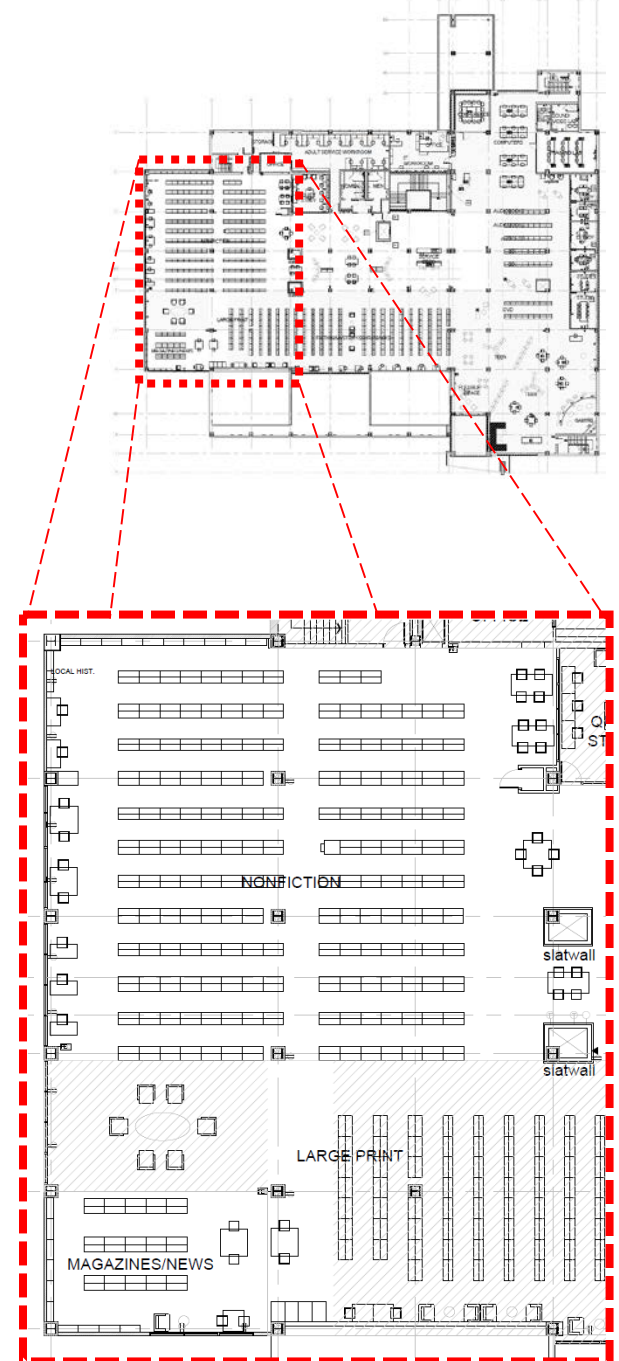
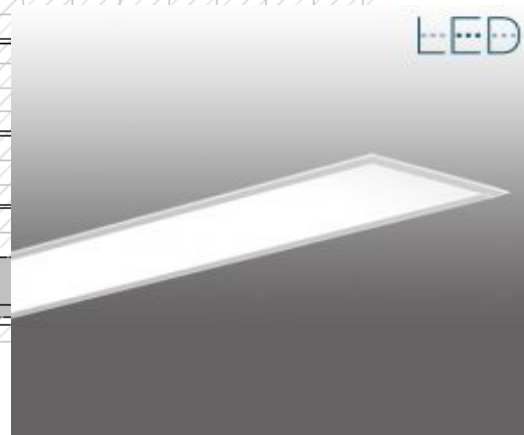
# **Downers Grove Public Library**

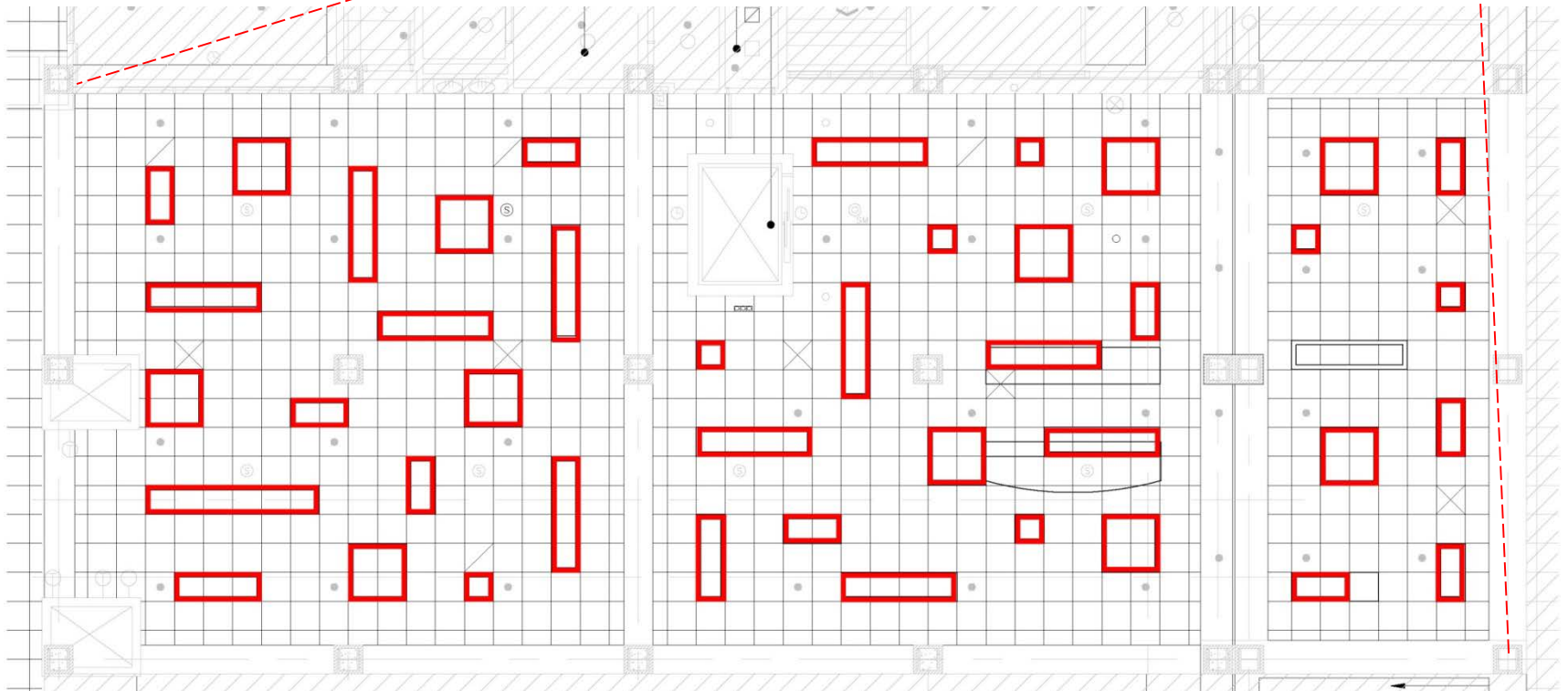
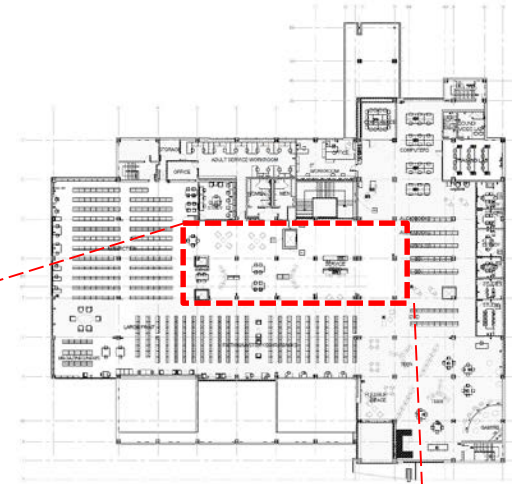
level 2 lighting





**level 2 : book stacks**



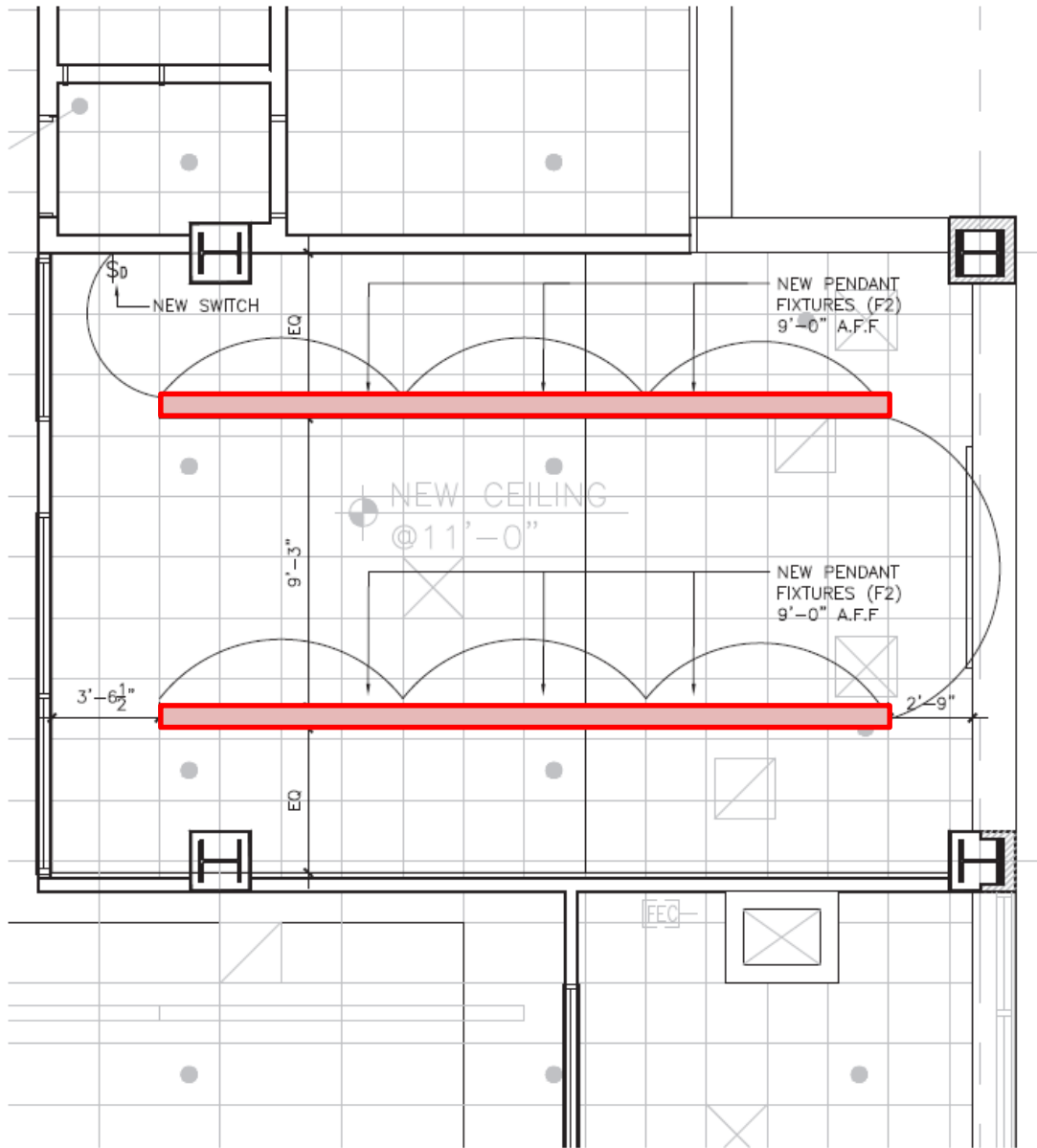


**level 2 seating area: light pattern**





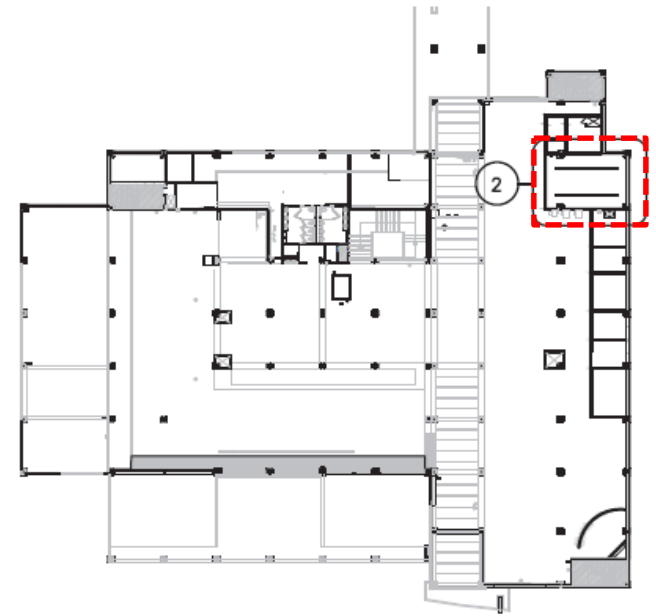
level 2 seating area: light fixture pattern



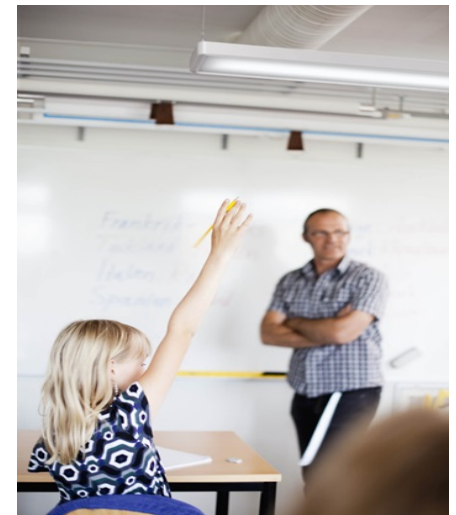
2 RCP: LEVEL 2 TRAINING LAB  
SCALE:  $\frac{1}{16}" = 1'0"$

NOTES:

1. CONTRACTOR TO SUBMIT DIMMABLE SWITCH (0-10). COORDINATE WITH KSA PRIOR TO SUBMITTIVE BID.
2. ANY AND ALL REPAIR CAUSED BY INSTALLATION OF NEW LIGHT, POWER, OR SWITCHING IS THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR.



1 LEVEL 2 FLOOR PLAN  
NOT TO SCALE



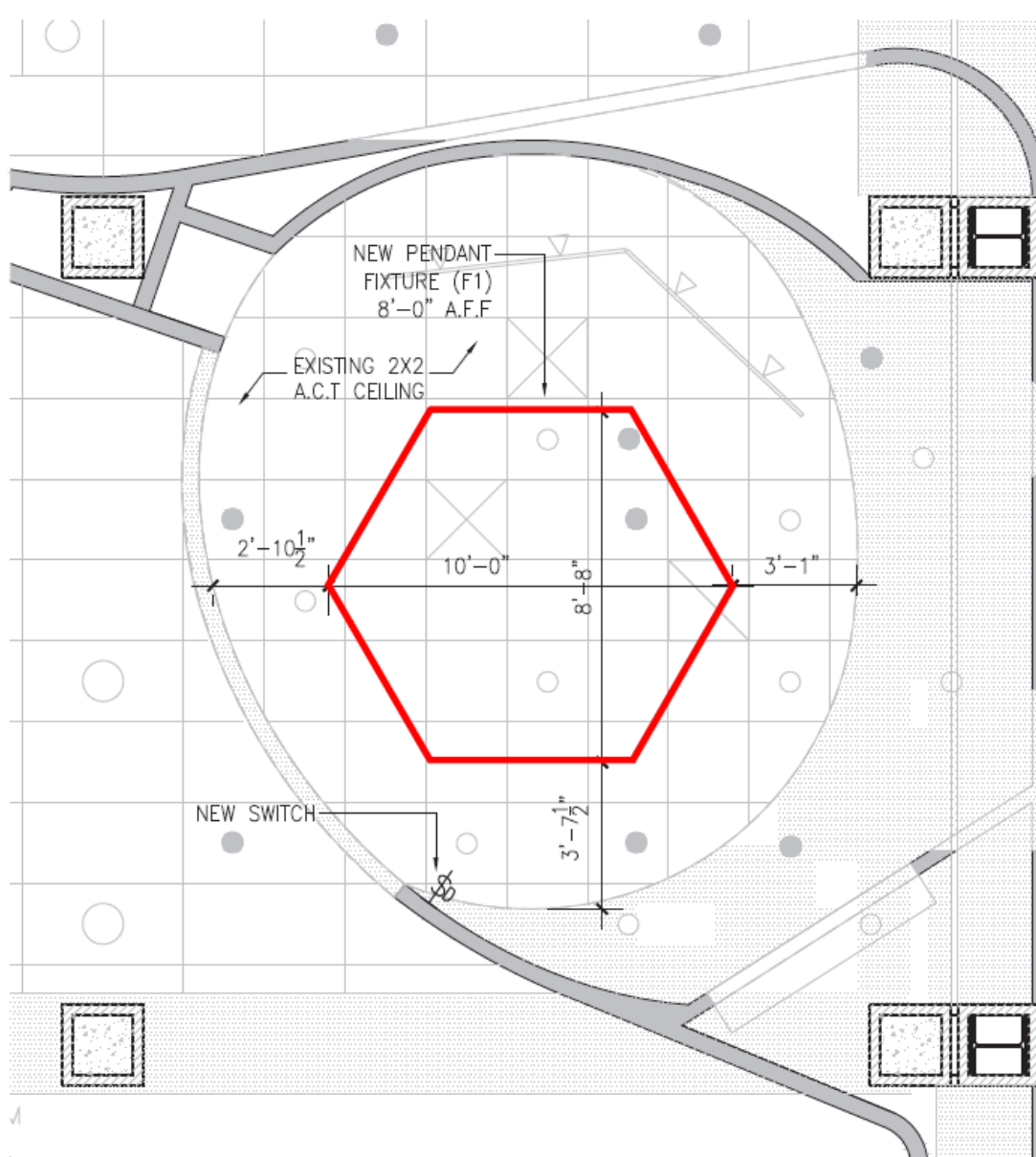
## DOWNERS GROVE PUBLIC LIBRARY

### PROJECT 2: TRAINING LAB

product ARCHITECTURE + DESIGN  
MARCH 2, 2017

# **Downers Grove Public Library**

level 1 lighting



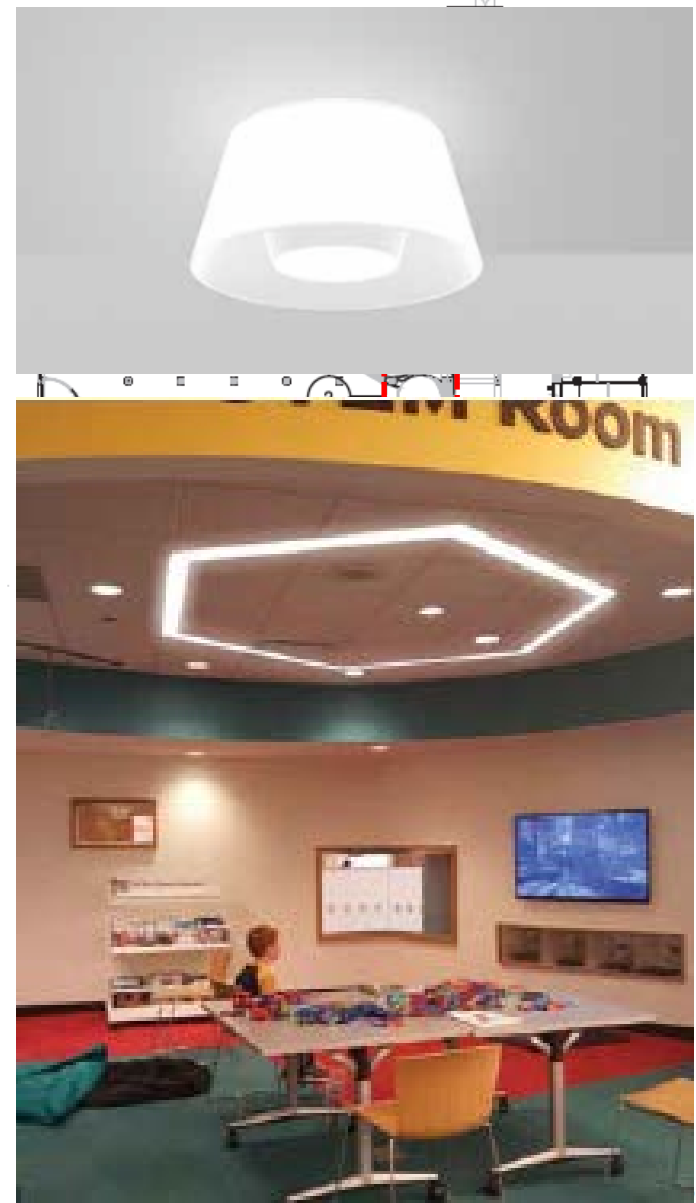
2

RCP: LEVEL 1 STEM ROOM

SCALE:  $\frac{1}{4}$ " = 1'-0"

#### NOTES:

1. CONTRACTOR TO SUBMIT DIMMABLE SWITCH (0-10).  
COORDINATE WITH KSA PRIOR TO SUBMITIVE BID.
2. ANY AND ALL REPAIR CAUSED BY INSTALLATION OF  
NEW LIGHT, POWER, OR SWITCHING IS THE  
RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR.

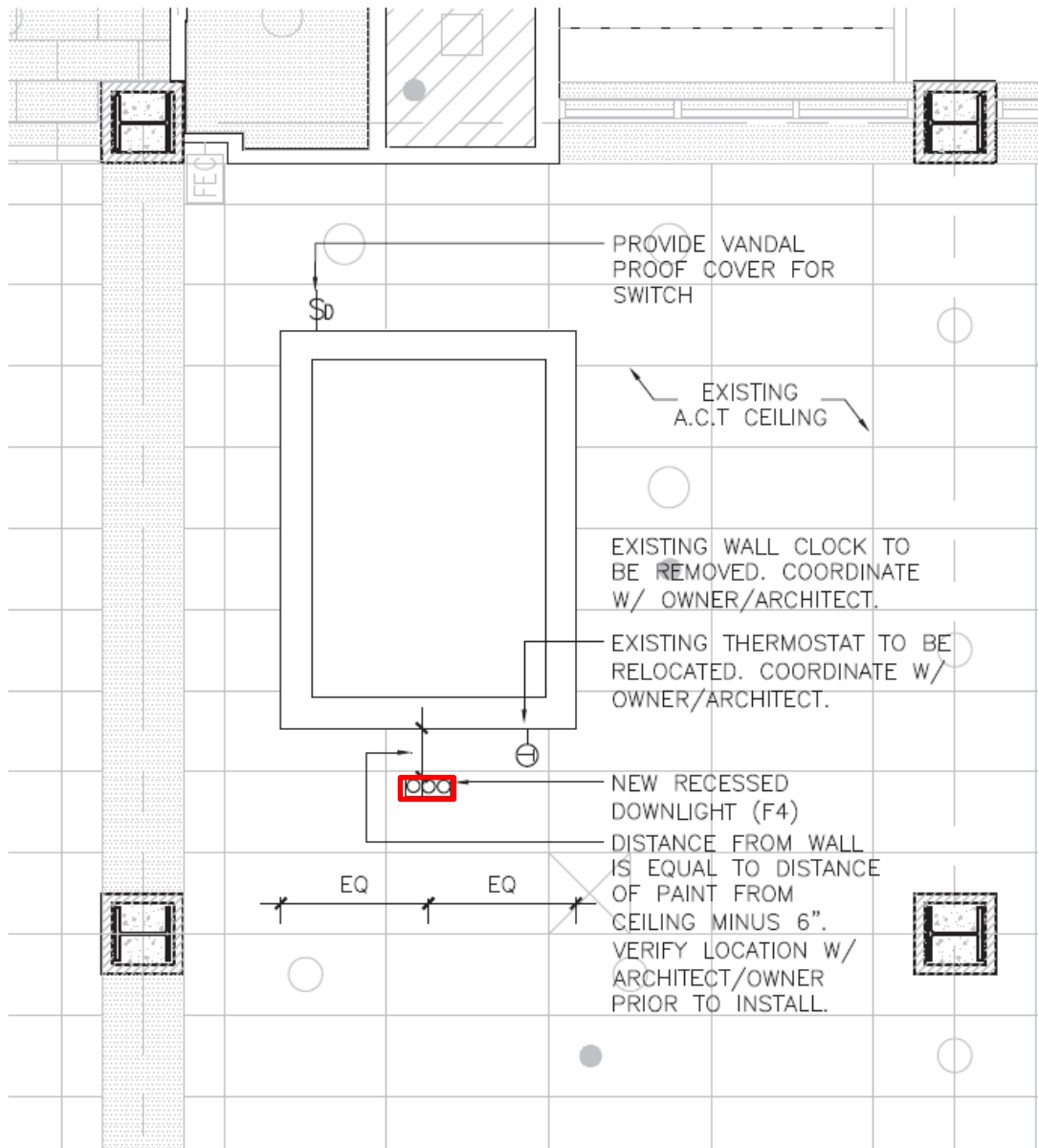


DOWNERS GROVE PUBLIC LIBRARY

PROJECT 1: STEM ROOM LIGHTING

product ARCHITECTURE + DESIGN  
MARCH 2, 2017

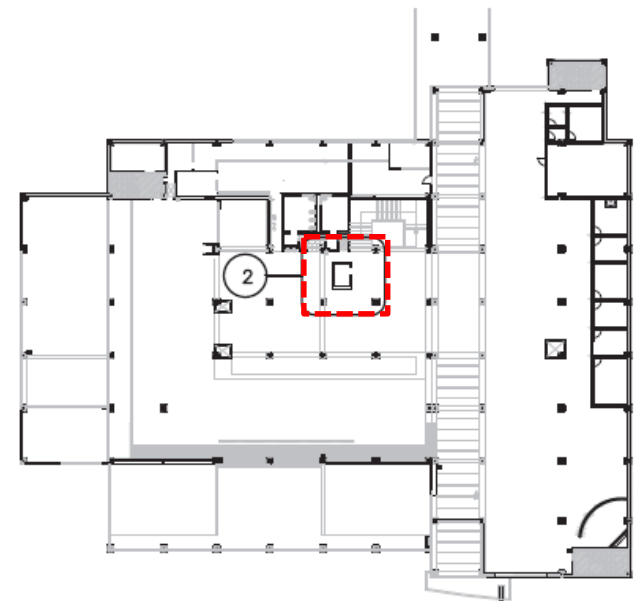




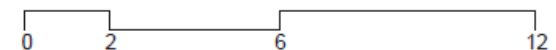
2 RCP: LEVEL 2 ELEVATOR  
SCALE:  $\frac{3}{4}" = 1'0"$

NOTES:

1. CONTRACTOR TO SUBMIT DIMMABLE SWITCH (0-10). COORDINATE WITH KSA PRIOR TO SUBMITIVE BID.
2. ANY AND ALL REPAIR CAUSED BY INSTALLATION OF NEW LIGHT, POWER, OR SWITCHING IS THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR.



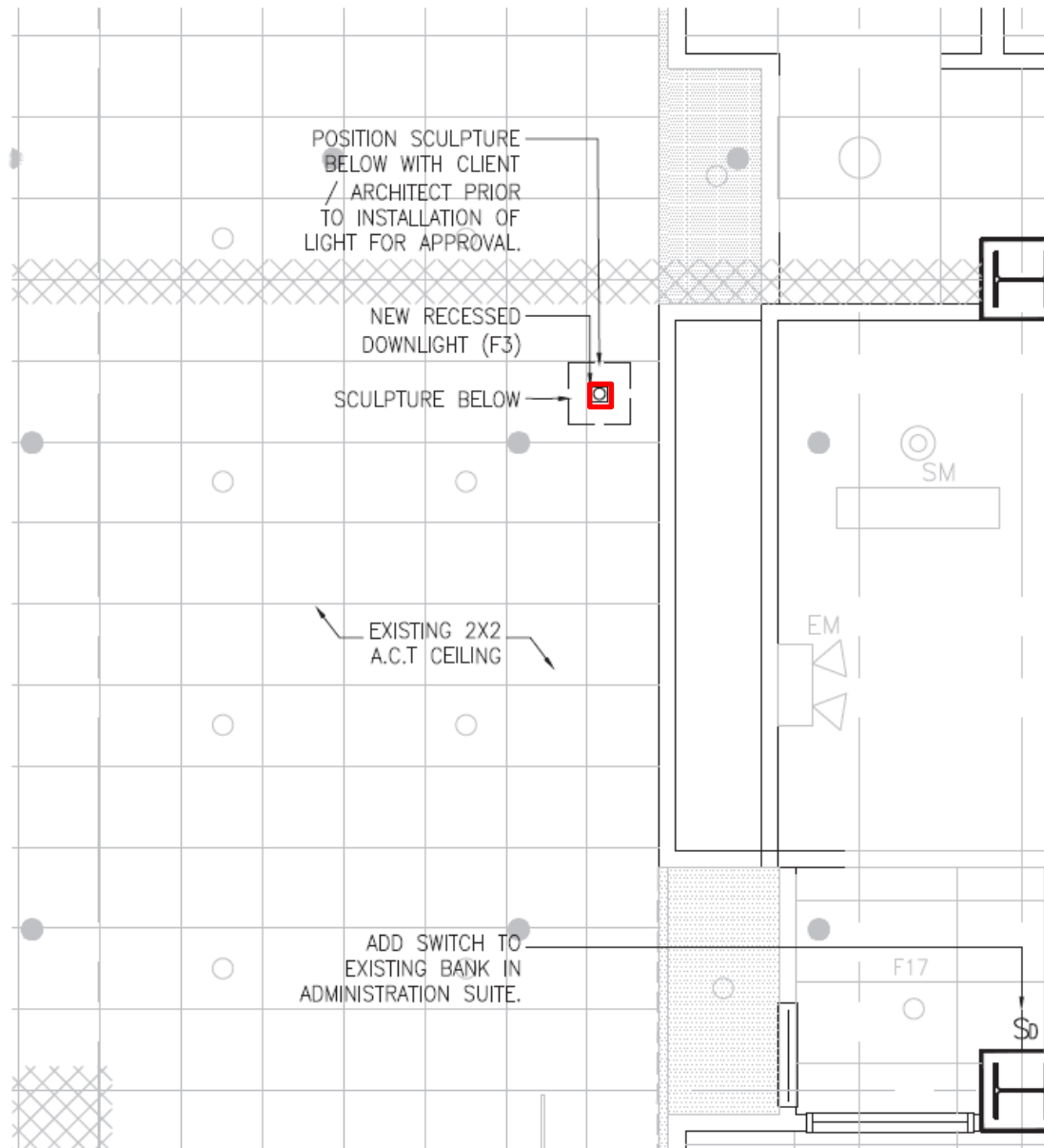
1 LEVEL 2 FLOOR PLAN  
NOT TO SCALE



DOWNERS GROVE PUBLIC LIBRARY

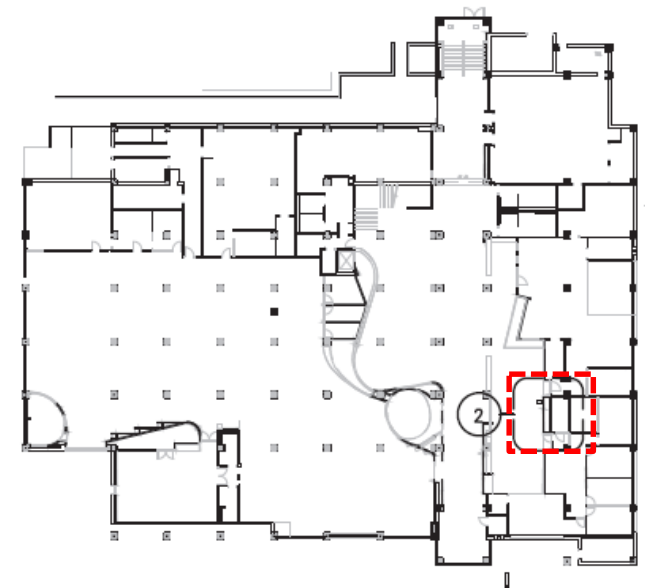
PROJECT 4: ART LIGHTING

product ARCHITECTURE + DESIGN  
MARCH 2, 2017

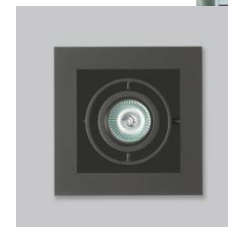


NOTES:

1. CONTRACTOR TO SUBMIT DIMMABLE SWITCH (0-10). COORDINATE WITH KSA PRIOR TO SUBMITIVE BID.
2. ANY AND ALL REPAIR CAUSED BY INSTALLATION OF NEW LIGHT, POWER, OR SWITCHING IS THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR.



1 LEVEL 1 FLOOR PLAN  
NOT TO SCALE



0 2 6 12

DOWNERS GROVE PUBLIC LIBRARY

PROJECT 3: CAFE GLASS LIGHTING

product ARCHITECTURE + DESIGN  
MARCH 2, 2017

2

RCP: LEVEL 1 CAFE  
SCALE:  $\frac{1}{2}" = 10'$



# Downers Grove Library Renovations

## APRIL 2018 Budgets

(Per PA+D Drawings dated 1.31.2018)



Trade Item	Base Bid	Alternate 1 Replace Ceiling Tile/Lighting 2nd FLR center	Alternate 2 Replace Ceiling Tile/Lighting 2nd FLR west	Alternate 3 Install Small Toilets at Family Restrooms	Total Combined
Demolition	\$23,600	\$0	\$0	\$0	\$23,600
Carpentry/General Trades	\$26,800	\$0	\$0	\$0	\$26,800
Casework	\$28,200	\$0	\$0	\$0	\$28,200
Acoustical Ceilings (tile replacement)	\$6,000	\$18,400	\$28,500	\$0	\$52,900
Flooring/Ceramic	\$38,400	\$0	\$0	\$0	\$38,400
Painting	\$5,500	\$0	\$0	\$0	\$5,500
Appliances	\$5,000	\$0	\$0	\$0	\$5,000
Fire Suppression System	\$2,500	\$0	\$0	\$0	\$2,500
Plumbing	\$24,600	\$0	\$0	\$5,500	\$30,100
Electrical/Low Voltage	\$69,500	\$74,500	\$105,500	\$0	\$249,500
<b>Sub-Total</b>	<b>\$230,100</b>	<b>\$92,900</b>	<b>\$134,000</b>	<b>\$5,500</b>	<b>\$462,500</b>

Trade Contractor Performance and Payment Bonds	\$4,625
SMC Field/Office Administration (Part Time, 2 months)	\$40,000
General Req's (3%)	\$13,875
Construction Contingency (Lump Sum)	\$30,000
SMC Pre-Con	\$8,000
OH&P/Insurance	\$28,928
<b>Sub-Total</b>	<b>\$125,428</b>

<i>Permit (By Owner)</i>	<i>TBD</i>
Architectural/Engineers Fee	\$46,500
Furniture/Fixtures/Equipment	\$35,000
<b>Sub-Total</b>	<b>\$81,500</b>

<b>TOTAL PROJECT COST</b>	<b>\$669,428</b>
	<b><i>\$660,000</i></b>

# Downers Grove Public Library Renovations

## APRIL 2018 Budget Breakdown

(Per PA+D Drawings dated 1.31.2018)

5/15/2018



Trade Item	Second Floor Lighting and Ceiling tile	Family Restrooms	Level 2 Training Lab	Staff Lounge and Wellness Room	Staff Restrooms	Lobby Reconfig.	STEM Room Lighting	Total Combined
Demolition	\$0	\$7,000	\$0	\$9,500	\$2,600	\$4,500	\$0	\$23,600
Carpentry/General Trades	\$0	\$9,500	\$0	\$8,000	\$2,500	\$6,800	\$0	\$26,800
Casework	\$0	\$8,400	\$0	\$12,800	\$7,000	\$0	\$0	\$28,200
Acoustical Ceilings (tile replacement)	\$46,900	\$0	\$0	\$6,000	\$0	\$0	\$0	\$52,900
Flooring/Ceramic	\$0	\$22,400	\$0	\$9,600	\$5,400	\$1,000	\$0	\$38,400
Painting	\$0	\$1,500	\$0	\$2,500	\$1,500	\$0	\$0	\$5,500
Appliances	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
Fire Suppression System	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500
Plumbing	\$0	\$22,200	\$0	\$1,500	\$6,400	\$0	\$0	\$30,100
Electrical/Low Voltage	\$180,000	\$10,000	\$12,500	\$25,000	\$5,000	\$12,000	\$5,000	\$249,500
<b>Sub-Total</b>	<b>\$226,900</b>	<b>\$81,000</b>	<b>\$12,500</b>	<b>\$82,400</b>	<b>\$30,400</b>	<b>\$24,300</b>	<b>\$5,000</b>	<b>\$462,500</b>
Trade Contractor Performance and Payment Bonds								\$4,625
SMC Field/Office Administration (Part Time, 2 months)								\$40,000
General Reg's (3%)								\$13,875
Construction Contingency (Lump Sum)								\$30,000
SMC Pre-Con								\$8,000
OH&P/Insurance								\$28,928
<b>Sub-Total</b>								<b>\$125,428</b>
<i>Permit (By Owner)</i>								<i>TBD</i>
Architectural/Engineers Fee								\$46,500
Furniture/Fixtures/Equipment								\$35,000
<b>Sub-Total</b>								<b>\$81,500</b>
<b>TOTAL PROJECT COST</b>								<b>\$669,428</b>

NOTE: This breakdown is intended for information only as to relative size of the components of work. This budget pricing was developed with the understanding that the work would be completed as one continous project to take advantage of the economies of scale.

Additional Break Out Pricing: A. To install 2 ceiling mount art accent lights on simple dimming switches would cost about \$2,500

B. To leave the carpet in the staff lounge and replace only the ceramic tile floor area with new materials would save about \$4,600

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MAY 23, 2018**

**AGENDA ITEM 9B**

**2019 EMPLOYEE BENEFIT PREMIUM PLAN**

In October 2017, the Library Board of Trustees made the decision that employee benefit premiums for 2018 would remain unchanged from the 2017 levels. At that time, Trustees requested that the employee benefit premium plan structure be revisited in 2018 to provide for timely implementation prior to the benefits open enrollment period. The Open Enrollment periods takes place in November of each year, with an effective date of January 1. There are two compelling reasons to consider a new structure for employee benefits premiums:

1. The current plan structure is based on an annual dollar amount for the employer portion of premium rather than the typical percentage of premium structure.
2. To continue the excellent performance of the employee benefit group administered by the Village of Downers Grove, more library employees need to elect to participate in the VEBA plan.

The Downers Grove Public Library participates in the Village of Downers Grove employee benefits plans, through an intergovernmental agreement. This includes two medical insurance choices – a PPO plan and a VEBA plan. According to the library's Personnel Policy, all full-time employees, defined by the Affordable Care Act as employees working 30 hours per week or more, are eligible to participate with partial support from the library. Currently, 29 library employees are eligible. Twenty-five employees participate in the PPO plan and 4 in the VEBA plan. Eleven have elected employee only coverage, 14 have elected employee + family, and 4 have elected employee + spouse or employee + children.

The Village of Downers Grove incentivizes employees to select the VEBA plan through their premium structure. The Village of Downers Grove Human Resources Department credits the flat medical insurance renewal premiums of the past two years to performance within the plan. In particular, utilization of the cost-effective VEBA plan has driven this performance. However, very few library employees participate in the VEBA plan, largely due to the higher percentage of premium borne by library employees for this plan. To continue this performance as a group, more library employees need to utilize the VEBA plan.

The Village and library differ greatly on the structure and amount of employee and employer portion of premiums. The current library employer portion is a set annual dollar amount per employee at each benefit level. Under this structure, the employee portion of medical premium varies from 3% to 20.4% of the total premium, depending on the medical plan and benefit level selected by the employee. The Village of Downers Grove sets a percentage of premium to be paid by the employee. This varies from 2.5%

to 12.5%, depending on the medical plan and benefit level selected by the employee. Both the library and Village pass on the premium discount for participating in wellness screening to the employee. The library employee portion of dental premium varies from 0% to 9.2%, close to the Village's range of 0% to 13.2%. The library employee portion of vision premium is 0%, while Village employees pay 17% to 18.5%.

It is important to note that this is the single largest variable in the library's budget and budget process over which the library has limited control. Employee benefit premiums account for approximately \$400,000 of the library's \$5.4 million budget, or about 7% of the total. An employee electing a change from employee only to family coverage impacts the annual budget by \$13,000 under the current premium structure. Employees may change their benefit elections during the annual open enrollment period, as well as at any time other time when they experience a Qualifying Life Event (QLE). Qualifying Life Events include birth, adoption, or foster placement of a child, marriage, divorce, or involuntary loss of coverage (typically job loss for a spouse).

The Village of Downers Grove's premium structure and two alternate structures are presented.

Under the Village of Downers Grove Structure, employee annual cost ranges from a minimum \$190.20 (employee only, VEBA plan) to a maximum \$4,170.65 (family, PPO plan). The employee minimum is 94% and maximum is 68% of the current structure. Employer cost ranges from a minimum \$6,866.44 (employee only, PPO plan) to a maximum \$23,551.39 (family, VEBA plan) per eligible employee. Assuming another flat renewal for premiums, implementing the Village's premium structure could cost approximately \$54,000 in 2019, if all current employees choose the highest employer cost plan at their current benefit level.

Alternate 1 uses the current employee premium percentage spread in the library structure, 3% to 14% for PPO and 10% to 20% for VEBA, but switches the plans to which they apply to incentivize VEBA participation. Employee annual cost ranges from a minimum \$223.90 (employee only, VEBA plan) to a maximum \$5,815.53 (family, PPO plan). The employee minimum is 110% and maximum is 95% of the current structure. Employer cost ranges from a minimum \$6,699.29 (employee only, PPO plan) to a maximum \$21,802.37 (family, VEBA plan) per eligible employee. Assuming another flat renewal for premiums, implementing Alternate 1's premium structure could cost approximately \$28,000 in 2019, if all current employees choose the highest employer cost plan at their current benefit level.

Alternate 2 uses a slightly higher employee premium percentage spread in the library structure, 5% to 15% for VEBA and 15% to 25% for PPO. Employee annual cost ranges from a minimum \$372.48 (employee only, VEBA plan) to a maximum \$6,921.13 (family, PPO plan). The employee minimum is 184% and maximum is 113% of the current structure. Employer cost ranges from a minimum \$6,357.07 (employee only, PPO plan) to a maximum \$21,786.60 (family, VEBA plan) per eligible employee. Assuming another flat renewal for premiums, implementing Alternate 2's premium structure could cost

approximately \$22,000 in 2019, if all current employees choose the highest employer cost plan at their current benefit level.

This agenda item is not yet time sensitive and may be tabled for development of additional options, gathering of additional information, and/or further discussion.

**Downers Grove Public Library**  
**Medical, Dental, and Vision Premium Structures**

	Current Structure					Village of Downers Grove Structure				
	ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST				
<b>PPO HIGH DEDUCTIBLE \$1,500</b>	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only w/Screening	\$ 16.89	\$ 550.00	\$ 566.89	3.0%	\$ 6,600.00	\$ 42.52	\$ 524.37	\$ 566.89	7.5%	\$ 6,292.48
Employee Only w/0 Screening	\$ 66.89	\$ 550.00	\$ 616.89		\$ 6,600.00	\$ 92.52	\$ 524.37	\$ 616.89		\$ 6,292.48
Employee & Spouse w/2 Screenings	\$ 158.83	\$ 1,145.00	\$ 1,303.83	12.2%	\$ 13,740.00	\$ 162.98	\$ 1,140.85	\$ 1,303.83	12.5%	\$ 13,690.22
Employee & Spouse w/1 Screening	\$ 208.83	\$ 1,145.00	\$ 1,353.83		\$ 13,740.00	\$ 212.98	\$ 1,140.85	\$ 1,353.83		\$ 13,690.22
Employee & Spouse w/0 Screening	\$ 258.83	\$ 1,145.00	\$ 1,403.83		\$ 13,740.00	\$ 262.98	\$ 1,140.85	\$ 1,403.83		\$ 13,690.22
Employee & Children w/Screening	\$ 45.46	\$ 1,145.00	\$ 1,190.46	3.8%	\$ 13,740.00	\$ 148.81	\$ 1,041.65	\$ 1,190.46	12.5%	\$ 12,499.83
Employee & Children w/0 Screening	\$ 95.46	\$ 1,145.00	\$ 1,240.46		\$ 13,740.00	\$ 198.81	\$ 1,041.65	\$ 1,240.46		\$ 12,499.83
Family w/2 Screenings	\$ 254.03	\$ 1,560.00	\$ 1,814.03	14.0%	\$ 18,720.00	\$ 226.75	\$ 1,587.28	\$ 1,814.03	12.5%	\$ 19,047.32
Family w/1 Screening	\$ 304.03	\$ 1,560.00	\$ 1,864.03		\$ 18,720.00	\$ 276.75	\$ 1,587.28	\$ 1,864.03		\$ 19,047.32
Family w/0 Screening	\$ 354.03	\$ 1,560.00	\$ 1,914.03		\$ 18,720.00	\$ 326.75	\$ 1,587.28	\$ 1,914.03		\$ 19,047.32
	ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST				
<b>VEBA PLAN \$2,500</b>	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only w/Screening	\$ 60.39	\$ 550.00	\$ 610.39	9.9%	\$ 6,600.00	\$ 15.26	\$ 595.13	\$ 610.39	2.5%	\$7,141.56
Employee Only w/0 Screening	\$ 110.39	\$ 550.00	\$ 660.39		\$ 6,600.00	\$ 65.26	\$ 595.13	\$ 660.39		\$7,141.56
Employee & Spouse w/2 Screenings	\$ 260.35	\$ 1,145.00	\$ 1,405.35	18.5%	\$ 13,740.00	\$ 105.40	\$ 1,299.95	\$ 1,405.35	7.5%	\$15,599.39
Employee & Spouse w/1 Screening	\$ 310.35	\$ 1,145.00	\$ 1,455.35		\$ 13,740.00	\$ 155.40	\$ 1,299.95	\$ 1,455.35		\$15,599.39
Employee & Spouse w/0 Screening	\$ 360.35	\$ 1,145.00	\$ 1,505.35		\$ 13,740.00	\$ 205.40	\$ 1,299.95	\$ 1,505.35		\$15,599.39
Employee & Children w/Screening	\$ 137.28	\$ 1,145.00	\$ 1,282.28	10.7%	\$ 13,740.00	\$ 96.17	\$ 1,186.11	\$ 1,282.28	7.5%	\$14,233.31
Employee & Children w/0 Screening	\$ 187.28	\$ 1,145.00	\$ 1,332.28		\$ 13,740.00	\$ 146.17	\$ 1,186.11	\$ 1,332.28		\$14,233.31
Family w/2 Screenings	\$ 399.12	\$ 1,560.00	\$ 1,959.12	20.4%	\$ 18,720.00	\$ 146.93	\$ 1,812.19	\$ 1,959.12	7.5%	\$21,746.23
Family w/1 Screening	\$ 449.12	\$ 1,560.00	\$ 2,009.12		\$ 18,720.00	\$ 196.93	\$ 1,812.19	\$ 2,009.12		\$21,746.23
Family w/0 Screening	\$ 499.12	\$ 1,560.00	\$ 2,059.12		\$ 18,720.00	\$ 246.93	\$ 1,812.19	\$ 2,059.12		\$21,746.23

**Downers Grove Public Library**  
**Medical, Dental, and Vision Premium Structures**

	Current Structure					Village of Downers Grove Structure				
	ANNUAL EMPLOYER					ANNUAL EMPLOYER				
<b>DENTAL</b>	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ 539.40	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ 539.40
Family	\$ 13.21	\$ 130.00	\$ 143.21	9.2%	\$ 1,560.00	\$ 19.16	\$ 124.05	\$ 143.21	13.4%	\$ 1,718.52

	Current Structure					Village of Downers Grove Structure				
	ANNUAL EMPLOYER					ANNUAL EMPLOYER				
<b>VISION</b>	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only	\$ -	\$ 3.47	\$ 3.47	0.0%	\$ 41.64	\$ 0.59	\$ 2.88	\$ 3.47	17.0%	\$ 34.56
Family	\$ -	\$ 8.86	\$ 8.86	0.0%	\$ 106.32	\$ 1.64	\$ 7.22	\$ 8.86	18.5%	\$ 86.64

**Downers Grove Public Library**  
**Medical, Dental, and Vision Premium Structures**

	Alternate 1					Alternate 2				
	ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST				
<b>PPO HIGH DEDUCTIBLE \$1,500</b>	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only w/Screening	\$ 56.69	\$ 510.20	\$ 566.89	10.0%	\$ 6,122.41	\$ 85.03	\$ 481.86	\$ 566.89	15.0%	\$ 5,782.28
Employee Only w/0 Screening	\$ 106.69	\$ 510.20	\$ 616.89		\$ 6,122.41	\$ 135.03	\$ 481.86	\$ 616.89		\$ 5,782.28
Employee & Spouse w/2 Screenings	\$ 260.77	\$ 1,043.06	\$ 1,303.83	20.0%	\$ 12,516.77	\$ 325.96	\$ 977.87	\$ 1,303.83	25.0%	\$ 11,734.47
Employee & Spouse w/1 Screening	\$ 310.77	\$ 1,043.06	\$ 1,353.83		\$ 12,516.77	\$ 375.96	\$ 977.87	\$ 1,353.83		\$ 11,734.47
Employee & Spouse w/0 Screening	\$ 360.77	\$ 1,043.06	\$ 1,403.83		\$ 12,516.77	\$ 425.96	\$ 977.87	\$ 1,403.83		\$ 11,734.47
Employee & Children w/Screening	\$ 238.09	\$ 952.37	\$ 1,190.46	20.0%	\$ 11,428.42	\$ 297.62	\$ 892.85	\$ 1,190.46	25.0%	\$ 10,714.14
Employee & Children w/0 Screening	\$ 288.09	\$ 952.37	\$ 1,240.46		\$ 11,428.42	\$ 347.62	\$ 892.85	\$ 1,240.46		\$ 10,714.14
Family w/2 Screenings	\$ 362.81	\$ 1,451.22	\$ 1,814.03	20.0%	\$ 17,414.69	\$ 453.51	\$ 1,360.52	\$ 1,814.03	25.0%	\$ 16,326.27
Family w/1 Screening	\$ 412.81	\$ 1,451.22	\$ 1,864.03		\$ 17,414.69	\$ 503.51	\$ 1,360.52	\$ 1,864.03		\$ 16,326.27
Family w/0 Screening	\$ 462.81	\$ 1,451.22	\$ 1,914.03		\$ 17,414.69	\$ 553.51	\$ 1,360.52	\$ 1,914.03		\$ 16,326.27
	ANNUAL EMPLOYER COST					ANNUAL EMPLOYER COST				
<b>VEBA PLAN \$2,500</b>	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only w/Screening	\$ 18.31	\$ 592.08	\$ 610.39	3.0%	\$ 7,104.94	\$ 30.52	\$ 579.87	\$ 610.39	5.0%	\$ 6,958.45
Employee Only w/0 Screening	\$ 68.31	\$ 592.08	\$ 660.39		\$ 7,104.94	\$ 80.52	\$ 579.87	\$ 660.39		\$ 6,958.45
Employee & Spouse w/2 Screenings	\$ 196.75	\$ 1,208.60	\$ 1,405.35	14.0%	\$ 14,503.21	\$ 210.80	\$ 1,194.55	\$ 1,405.35	15.0%	\$ 14,334.57
Employee & Spouse w/1 Screening	\$ 246.75	\$ 1,208.60	\$ 1,455.35		\$ 14,503.21	\$ 260.80	\$ 1,194.55	\$ 1,455.35		\$ 14,334.57
Employee & Spouse w/0 Screening	\$ 296.75	\$ 1,208.60	\$ 1,505.35		\$ 14,503.21	\$ 310.80	\$ 1,194.55	\$ 1,505.35		\$ 14,334.57
Employee & Children w/Screening	\$ 179.52	\$ 1,102.76	\$ 1,282.28	14.0%	\$ 13,233.13	\$ 192.34	\$ 1,089.94	\$ 1,282.28	15.0%	\$ 13,079.26
Employee & Children w/0 Screening	\$ 229.52	\$ 1,102.76	\$ 1,332.28		\$ 13,233.13	\$ 242.34	\$ 1,089.94	\$ 1,332.28		\$ 13,079.26
Family w/2 Screenings	\$ 274.28	\$ 1,684.84	\$ 1,959.12	14.0%	\$ 20,218.12	\$ 293.87	\$ 1,665.25	\$ 1,959.12	15.0%	\$ 19,983.02
Family w/1 Screening	\$ 324.28	\$ 1,684.84	\$ 2,009.12		\$ 20,218.12	\$ 343.87	\$ 1,665.25	\$ 2,009.12		\$ 19,983.02
Family w/0 Screening	\$ 374.28	\$ 1,684.84	\$ 2,059.12		\$ 20,218.12	\$ 393.87	\$ 1,665.25	\$ 2,059.12		\$ 19,983.02



**Downers Grove Public Library**  
**Medical, Dental, and Vision Premium Structures**

	Alternate 1					Alternate 2				
	ANNUAL EMPLOYER					ANNUAL EMPLOYER				
<b>DENTAL</b>	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ 539.40	\$ -	\$ 44.95	\$ 44.95	0.0%	\$ 539.40
Family	\$ 20.05	\$ 123.16	\$ 143.21	14.0%	\$ 1,477.93	\$ 21.48	\$ 124.05	\$ 143.21	15.0%	\$ 1,718.52

	Alternate 1					Alternate 2				
	ANNUAL EMPLOYER					ANNUAL EMPLOYER				
<b>VISION</b>	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST	EMPLOYEE	EMPLOYER	TOTAL	EE %	COST
Employee Only	\$ 0.35	\$ 3.12	\$ 3.47	10.0%	\$ 37.48	\$ 0.52	\$ 2.95	\$ 3.47	15.0%	\$ 35.39
Family	\$ 1.77	\$ 8.86	\$ 8.86	20.0%	\$ 106.32	\$ 1.77	\$ 7.09	\$ 8.86	20.0%	\$ 85.06

**Downers Grove Public Library**  
**Comparision of Structure Costs per Employee**

	Current Structure		Village Structure		Alternate 1		Alternate 2	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
<b>Employee Cost</b>	\$ 202.68	\$ 6,147.96	\$ 190.20	\$ 4,170.65	\$223.90	\$5,815.53	\$ 372.48	\$ 6,921.13
<b>Variation from Current Structure</b>			94%	68%	110%	95%	184%	113%
<b>Employer Cost</b>	\$ 7,181.04	\$ 20,386.32	\$ 6,866.44	\$ 23,551.39	\$ 6,699.29	\$ 21,802.37	\$ 6,357.07	\$ 21,786.60
<b>Variation from Current Structure</b>			96%	116%	93%	107%	89%	107%

## **MEDICAL PLAN COMPARISON**

### **\$1500 Deductible Plan**

### **\$2500 Deductible Plan with VEBA**

VEBA CONTRIBUTION	N/A	\$1,000 Individual \$2,000 Family
DEDUCTIBLE	\$1,500 Individual \$3,000 Family *	\$2,500 Individual \$5,000 Family *
OUT-OF-POCKET MAXIMUM	\$3,500 Individual \$7,000 Family Includes Deductible, OV & ER Copays & Coinsurance	\$4,500 Individual \$9,000 Family Includes Deductible, OV & ER Copays & Coinsurance
Preventive Care	100%, No Deductible	100%, No Deductible
Office Visits	\$20 copay PCP \$40 copay Specialist	\$20 copay PCP \$40 copay Specialist
Emergency Room **	\$150 copay Waived if admitted	\$150 copay Waived if admitted
Inpatient & Outpatient Services	80% paid by plan after Deductible	80% paid by plan after Deductible
Prescription Drugs	\$10/\$40/\$60 Retail \$20/\$80/\$120 Mail Order Max. of \$3,000 (single) & \$6,000 (family)	\$10/\$40/\$60 Retail \$20/\$80/\$120 Mail Order Max. of \$2,000 (single) & \$4,000 (family)

\* Embedded Family Deductible Feature: If one individual within the family unit reaches the deductible, their benefits will be covered at 80% until the out-of-pocket maximum is satisfied, then the plan pays 100% for the rest of the calendar year.

\*\*Emergency Room visits must be a true emergency for the provider to be able to use an ER code on a claim. If it is not a true emergency claims will be subject to Deductible and Coinsurance. This is rare and can be applied should it occur.

NOTE: Benefit levels outlined above assume services are rendered at a PPO In-network provider.

## COMMONLY ASKED QUESTIONS AND ANSWERS ABOUT PARTICIPATION IN A FUNDED HRA

### What is a Funded HRA?

In a nutshell, a Funded HRA (FHRA) is made of 2 components – a Health Reimbursement Arrangement (HRA) and a VEBA or Section 115 trust. An HRA is an employer sponsored medical benefit plan through which you can get reimbursed tax-free for your eligible out-of-pocket medical or dental expenses (*e.g.*, expenses that are not paid for by insurance or any other benefit plan). Both a VEBA and a Section 115 are types of trust accounts that allow assets to grow tax free and be paid out for employee benefits. Together, the HRA and the VEBA or 115 trusts make up the Funded HRA that will be explained further below. Going forward, the plan will be referred to as the Funded HRA regardless of the type of trust account used.

Your employer contributes money to your Funded HRA and you don't have to pay taxes on the contributions. Then, that non-taxable money is paid back to you as reimbursement for eligible out-of-pocket health care expenses that you incurred for yourself and, if any, your spouse or your dependents.

### When can I incur eligible health care expenses and receive reimbursement for them?

This is determined by the terms of your employer's plan document. Sometimes it is the result of what has been negotiated in collective bargaining, and depending upon the plan provisions, the ability to submit claims for reimbursement can begin as soon as you receive your first contribution or it can be deferred until a later date, such as when you reach retirement age. You need to read your plan summary to find out when you can start incurring and receiving reimbursement for eligible health care expenses.

### When are expenses "incurred?"

The IRS rules state that an expense is incurred at the time that the services are provided, not when an appointment is made, a bill is dated, or a bill is paid.

### What kinds of expenses qualify for an FHRA Account?

Very technical IRS rules must be followed in order for expenses to qualify for reimbursement. Generally, amounts paid for medical care (defined as amounts paid for the diagnosis, cure, mitigation, treatment, or prevention of disease, or for the purpose of affecting any structure or function of the body), as well as health insurance premiums will qualify for the FHRA Account. However, expenses incurred prior to the time you become eligible to incur and receive reimbursement for such expenses under the provisions of the plan are not reimbursable. Please refer to your plan summary when you are eligible to incur and submit expenses for a description of what expenses are eligible for reimbursement.

### Can the money be withdrawn for anything other than the above?

FHRA accounts can only be used for tax-eligible medical expenses and post-employment insurance premium reimbursements.

### How are deposits made to my FHRA Account?

Deposits to your FHRA account are made by your employer. The frequency and amount of those deposits can vary from employer to employer. Please refer to your plan summary to find out how often deposits will be made into your account. If your FHRA program is established in connection with a "VEBA" or "Section 115" trust, then the contributions are deposited into a trust fund on your behalf.

### If my FHRA program is established in connection with a "VEBA" or "Section 115" trust, do I earn interest?

Your account is invested in accordance with the provisions of your plan document. In all cases, however, investment performance will be posted to your account periodically. Depending upon the nature of the investments, this could take the form of interest earnings, or it could be investment gains or losses. Because the investment provisions vary from plan to plan, you should check your plan summary for the details of your plan investments.

### Do I pay federal, state, or local taxes on this money?

Contributions to your account are made pre-tax, the earnings are tax-free and reimbursements are tax-free.

### Is my FHRA money protected from creditors?

Yes. Account assets held in the trust cannot revert back to the employer and are protected from creditors.

### How do I receive reimbursements from my FHRA Account?

You must complete an online or paper claim form and submit it to Genesis Employee Benefits by fax or mail. For each eligible expense, the IRS requires that you indicate the person who provided the service, the nature of the service, the date the service was provided, the person who received the service, and the amount. You must also include documentation (copies of EOBs, itemized receipts, statements, etc.) for each service.

**How long will it take to get reimbursed when I submit claims?**

Eligible claims and substantiation received by Genesis by Wednesdays are reimbursed the following week on Friday. Direct deposit reimbursements will be in your account on Friday. If you choose to have a paper check mailed, please allow 3-5 business days for your receipt of the check.

**How much will I receive when I submit a claim?**

You will receive the lesser of the amount you submitted or the balance in your account at the time of reimbursement. If your balance is less than the amount that you submitted, the unreimbursed amount will automatically be reimbursed to you when another contribution of sufficient amount is made to your FHRA Account.

**After I have incurred an eligible expense how long do I have to submit a claim for reimbursement?**

This varies from plan to plan. Your plan summary will specify the length of time you have from the time you incurred the expense to when you have to submit it for reimbursement.

**Does the FHRA have a “use-it-or-lose-it” provision like a Flexible Spending Account?**

The IRS “use-it-or-lose-it” provision under which participants must forfeit their remaining balance at the end of the plan year does not apply to FHRA programs.” Instead, the account balance simply rolls over from year to year. However, just because the IRS “use-it-or-lose-it” provisions don’t apply, doesn’t mean that there might not be circumstances in which participants forfeit the balance in their account. You should review your plan summary for any forfeiture provisions that apply.

**What happens to my FHRA Account if my employment ends during the year?**

Again, your plan summary will specify whether you are allowed to access your FHRA balance after your last date of employment and, if not, what happens to your account balance.

**What if I die and I still have money left in my account?**

If you have a spouse and/or dependents at the time of your death, they may continue to use your account to pay any eligible health care expenses that they incur until the account is exhausted. Please note that dependents must have been a “dependent” as defined by the IRS at the time of your death. Under IRS rules, no amount can be paid out of your account upon your death to anyone but your eligible spouse and/or dependents, and the payments can only be for the reimbursement of eligible health care expenses.

**Can I request reimbursement of medical expenses and also deduct the same expenses on my income tax return?**

No. You can use the FHRA account or the itemized deduction, but not both for the same expense.

**Do I have to pay an administration fee from my account?**

In many instances, administration fees are required to be paid by plan participants. Please see your plan summary and/or your employer for information about fees that may be charged to your account.

**How do I access my claim activity information?**

You can access your account information by logging on to Voya website at <http://voyacdn.com/hra/genesis> and clicking on “Access Your Account”. You will be able to submit and view your claims, payments, and your account balance. Forms can also be printed from this site.

**Please Note:** These questions and answers represent a brief summary of Funded Health Reimbursement Arrangement rules. They are not intended to provide legal or tax advice. If any statement in this document conflicts with the provisions of your formal plan document, the formal plan document will be considered to be correct.

**CONTACT INFORMATION:**

Toll-Free Claims eFax: 866-450-1480  
Email: [Claims@GenesisBenefits.net](mailto:Claims@GenesisBenefits.net)

Genesis Employee Benefits  
A TASC Division  
PO Box 7213  
Madison, WI 53707-7213

Toll-Free Phone: 866-678-8322  
[CustomerCare@GenesisBenefits.net](mailto:CustomerCare@GenesisBenefits.net)

Check the status of your claim online at <http://voyacdn.com/hra/genesis>.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MAY 23, 2018**

**AGENDA ITEM 10**

**Librarian's Report**

Kids Room Lighting Project

Facilities Manager Ian Knorr is replacing the fluorescent fixtures in the Kids Room public areas with flat panel LEDs. With the taller ceiling height than the second floor and a ceiling grid that runs perpendicular to the stacks, these fixtures, placed effectively, reduce the overall number of fixtures needed, which helps maximize the ComEd Energy Efficiency rebates available. The project will be completed within the operating budget for Facilities, providing reductions to future Capital Needs Assessment lighting project budgets.

Access Services Manager and Department Changes

Nora Mastny will start June 4 in the new Cataloging Librarian position. Amy Prechel will begin as Access Services Manager on September 10. Assistant Manager of Access Services Barb Powell will retire in September.

Public Relations Manager Search

More than 40 candidates applied for the Public Relations Manager position. Phone screenings of selected candidates were completed. Six candidates have been invited for in-person interviews.

SWAN Consortium Now Includes 97 Libraries

The 19 new libraries are now full members of the SWAN Consortium, making total membership 97. The new libraries' holdings are visible and available in the catalog, bringing the total items available to more than 9.8 million! The migration went about as smoothly as such things can go. Deduplication of catalog records and other database cleanup projects are underway.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MAY 23, 2018**

**DEPARTMENT REPORTS – APRIL 2018**

**Administration – Jen Fredericks**

- Service desks conducted and I tabulated results of two-week sample of reference questions asked at the service desks; we will conduct another sample, as the numbers were lower than expected.
- Met with newly created Innovation Team. We discussed several innovative ideas to possibly implement and will meet mid-May to discuss topics researched by members and feasibility of implementation.
- Conducted first-round interviews with five candidates for Access Services Manager position with Director, Julie Milavec.
- Attended the Friends of the Downers Grove Library monthly meeting. Our PR staff will be helping them with re-branding: creating new brochures and membership forms and using the awesome logo Melody Danley created for the group. They also approved and paid for the 'Rack at the Track', which will house donations and withdrawals free of charge at the Metra Station. Our PR staff will also be helping the Friends with signage and stickers for the books made available.
- Attended the RAILS Assistant Director's quarterly meeting at the Fountaindale Public Library.

**Adult & Teen Services – Lizzie Matkowski**

- Lizzie and Joy interviewed for the Library Clerk position. Cindy Khatri started in early May. Welcome, Cindy!
- Lizzie and Kira interviewed candidates for the Library Assistant positions.
- Kira, Amanda, and Karen Neal met with volunteers to plan the future of the Genealogy Club and its programs.
- We organized several programs, including Don't Pay the College Sticker Price and a book discussion on *The Killers of the Flower Moon*.
- Lizzie and Shannon attended the first Innovation Team meeting on April 17.
- Lynette attended the LACONI program Putting the A and M in STEAM.
- Karen B. attended the Illinois Soon to Be Famous Author event.

**Children's Services – Allyson Renell**

- April was a big outreach month for the Kids Room. We provided a variety of storytimes, classroom visits, parent educational visits, and more to Downers Grove community members. Altogether, we saw around 580 people at various events.

- The Kids Room celebrated Money Smart Week April 21-28th with a variety of math and money related programs and activities, including a storytime, a candy money program, a currency quiz, and more.
- The library hosted two events in partnership with District 58 in April. On April 10, we hosted a parent night for families who are enrolled in the district's Biliteracy program. This program, where native Spanish speakers are educated in both the English and Spanish languages, met at the library for parent information and library-provided activities. We also hosted District 58's annual Author Fest author signing on April 20, where students had a chance to meet authors who recently visited their schools.
- April has been all about preparing for this year's Summer Reading Club, Reading Takes You Everywhere. We finalized prizes and procedures, planned programs, and visited the District 58 principals in preparation for our school visits in May.

### **Circulation Services – Christine Lees**

- The big news this month was the SWAN migration of 19 new libraries joining our consortium. Overall, the actual migration went fairly well and our patrons didn't seem to notice much of an interruption of service. The staff were amazing during this hectic time and were able to clear the backlog of two days' worth of returned materials in a matter of hours. Incredible!
- Cheryl Pawlak and Christine Lees attended the Employer Appreciation Breakfast at Downer Grove North High School to recognize our student volunteer, Danny. Danny came to DGPL to volunteer for one hour, twice a week with his DGN job coach to learn life/work skills. Danny and his mother are going to continue to volunteer here twice a week during the summer. It was a pleasure having Danny with us this year!
- Christine Lees attended a meeting at Oak Park Public Library to map out a presentation on serving the homeless population that she, OPPL Director David Seleb and OPPL Community Outreach Director Rob Simmons will present in August at the SWAN conference.
- We organized the final details for the library-wide food drive that will take place July 6-22 and benefit the FISH food pantry in Downers Grove.

### **Information Technology – Paul Regis**

- Prairie Technologies installed the new data backup and recovery system early in the month. The initial seeding (backing up all of our data and encrypting it) naturally took some time to complete, but after that it was very smooth and hassle-free. Thankfully, we have not had to use it yet (knock on wood).
- IT Manager Paul Regis met with reps from Martin Whalen to discuss possible backup internet connection services. There are a few options available, although Martin Whalen specializes in using Verizon as a wireless solution – surprisingly, especially considering it involves Verizon, the prices and plans are reasonable. They recently implemented this at Indian Prairie Public Library, with whom Paul will follow up at a later date to get their impressions.



- AT&T completed the T1-to-fiber upgrade for the library's dedicated "SWAN line". All went well, as no major construction was required for the installation. This provides more bandwidth at a lower cost.
- Paul was out for about a week with the flu in mid-April, but everyone in IT ensured everything ran smoothly in his absence (goodbye job security). Their hard work and commitment cannot be emphasized enough – thank you!

### **Technical Services – Jen Fredericks**

#### Inventory and Cataloging

- For ATS collection: added 1381 print items and 400 AV items; discarded 1781 print items and 495 AV items.
- For Kids Room collection: added 763 print items and 120 AV items; discarded 1016 print items and 123 AV items.
- Claimed 11 magazines that did not arrive when expected.
- Originally cataloged 10 items.

#### Reclassification and Repairs

- Repaired 1303 ATS and Kids Room books and audiovisual items.
- Reclassified 222 general adult and ATS and Kids Room items.

#### Other news

- Started patron survey to determine whether the adult video collection will be reclassified according to genre, rather than alphabetically by title (survey closes May 21).
- Reclassified some of the Graphic Novels in order to improve patron access and staff alphabetization and shelving.

### **Facilities Services – Ian Knorr**

- Com Ed performed their Facility Assessment.
- Ian has been working with Illinois Lighting to reserve the needed fixtures for the Kid's Room lighting project.
- Ian assisted Hayes Mechanical with the compressor replacement to save on labor costs.
- Ian has applied for the ComEd rebate for the Kids room project.
- Urban Elevator was awarded the service contract for the elevator maintenance and testing (\$1,875.00 per year savings).

Circulation StatisticsA		B	C	D	E	F	G
1	Circulation	APR 18	%	APR 17	%	APR 16	%
2	<b>Checkouts</b>						
3	Selfchecks	42,276	73%	43,230	71%	47,685	77%
4	Staff desk	15,829	27%	17,395	29%	14,380	25%
5	<b>Total checkouts</b>	<b>58,105</b>		<b>60,625</b>		<b>62,065</b>	
6							
7	<b>Renewals</b>						
8	Auto Renewals	<b>32,640</b>					
9	Selfchecks	41		1,545		1,639	
10	Staff desk (incl. phone)	227		2,647		2,781	
11	Patron self-renewals on website	677		11,447		11,080	
12	Patron self-renewals on BookMyne	15		186		85	
13	<b>Total renewals</b>	<b>33,600</b>		<b>15,825</b>		<b>15,585</b>	
14							
15	<b>Total item checkout and renewals</b>	<b>91,705</b>		<b>76,450</b>		<b>77,650</b>	
16							
17	<b>Digital Circulation</b>	<b>6,811</b>		<b>7,881</b>		<b>7,544</b>	
18							
19	<b>Total Circulation</b>	<b>98,516</b>		<b>84,331</b>		<b>85,194</b>	
20							
21	<b>Reserves Processed</b>						
22	Received from ILL	6,234		6,493		7,434	
23	ILL sent	4,488		4,531		4,303	
24	OCLC requests processed	521		686		816	
25							
26	<b>Gate Count</b>						
27	North	26,317		27,766		29,525	
28	South	14,910		15,647		15,885	
29	<b>Total</b>	<b>41,227</b>		<b>43,413</b>		<b>45,410</b>	
30							
31	<b>Registrations</b>						
32	New resident library cards	170		100		165	
33	New fee cards	3		1		5	

**Circulation**

	Apr 2017	Apr 2018	YTD Totals			
Adult	44,400	42,765	185,037	208,572		
Teen	1,588	1,472	5,739	7,363		
Children	30,462	37,143	126,498	159,021		
Download	7,881	6,811	32,577	28,921		
Total	84,331	88,191	349,851	403,877	54,026	15.4%

**Circulation - By Item**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	24,380	57.01%	4,642	10.85%	11,393	26.64%	2,350	5.50%	42,765
Teen	1,385	94.09%	46	3.13%	0	0.00%	41	2.79%	1,472
Children	28,950	77.94%	1,399	3.77%	5,761	15.51%	1,033	2.78%	37,143
Total	54,715	67.23%	6,087	7.48%	17,154	21.08%	3,424	4.21%	81,380

**Collection - All Items**

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	122,394	75.53%	15,621	9.64%	14,924	9.21%	9,107	5.62%	162,046
Children	74,280	84.76%	2,949	3.37%	7,700	8.79%	2,704	3.09%	87,633
Total	196,674	78.77%	18,570	7.44%	22,624	9.06%	11,811	4.73%	249,679

**Book Collection**

	Apr 2017	Apr 2018				
Adult	132,571	122,394				
Children	77,357	74,280	YTD Totals		YTD Difference	
Total	209,928	196,674	209,928	196,674	-13,254	-6.3%

**Audio Collection**

	Apr 2017	Apr 2018				
Adult	16,938	15,621				
Children	3,149	2,949	YTD Totals		YTD Difference	
Total	20,087	18,570	20,087	18,570	-1,517	-7.6%

**Video Collection**

	Apr 2017	Apr 2018				
Adult	17,650	14,924				
Children	7,751	7,700	YTD Totals		YTD Difference	
Total	25,401	22,624	25,401	22,624	-2,777	-10.9%

**Miscellaneous Collection**

	Apr 2017	Apr 2018				
Adult	9,024	9,107				
Children	2,873	2,704	YTD Totals		YTD Difference	
Total	11,897	11,811	11,896	11,811	-85	-0.7%

## Statistics for April 2018 (FY Jan-Dec)

### Rooms & Spaces

	Apr 2017	Apr 2018				
Community Use of Rooms	1033	1,099				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	176	187				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,209	1,286	5,065	4,893	-172	-3.4%

### Programs Offered

	Apr 2017	Apr 2018				
Library Programs Offered						
Adult	22	23				
Teen	7	6				
Children	55	56				
Outreach Programs Offered						
Adult	7	5				
Teen	3	4				
Children	32	5				
Passive Programs Offered						
Adult	1	1				
Teen	1	0				
Children	10	24				
Programs Offered Total	138	124	477	489	12	2.5%

### Program Attendance

	Apr 2017	Apr 2018				
Library Program Attendance						
Adult	252	236				
Teen	70	131				
Children	1,607	1,500				
Outreach Program Attendance						
Adult	134	93				
Teen	101	131				
Children	604	189				
Passive Program Attendance						
Adult	2	204				
Teen	12	0				
Children	365	378				
Program Attendance Total	3,147	2,862	14,092	12,023	-2,069	-14.7%

## Statistics for April 2018 (FY Jan-Dec)

### Gate Count

	Apr 2017	Apr 2018	YTD Totals		YTD Difference	
	43,413	41,227	176,630	160,855	-15,775	-8.9%

### Reference Questions

	Apr 2017	Apr 2018	YTD Totals		YTD Difference	
One on One Tutorials	25	38	94	120	26	27.7%

### Computer User Sessions

	Apr 2017	Apr 2018				
Adult	4,370	3,869				
Children	1,113	1,158	YTD Totals		YTD Difference	
Total	5,483	5,027	21,788	19,992	-1,796	-8.2%
Wireless Sessions	2,032	2,625	9,523	10,271		