

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
SEPTEMBER 26, 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. August 2018 Financial Report
 - b. September 2018 InvoicesRequested Action: Approval
6. Public Comment on Agenda Items
7. Public Comment on Other Library Business
8. New Business
 - a. FY2019 Illinois Public Library Per Capita Grant Application RequirementsRequested Action: Discussion
9. Unfinished Business
10. Library Director's Report
11. Trustee Comments and Requests for Information
12. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 29, 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 Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Facilities Manager Ian Knorr, Circulation Manager Christine Lees, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Friends of the Library President Joni Hansen, John Shales of Shales McNutt, Jason Perkunas of Shales McNutt, Dan Pohrte of Product Architecture + Design, Robert St. Mary of Elara Engineering.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** It was moved by Earl and seconded by Humphreys THAT the Minutes of the July 25, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2018 Financial Report. Milavec presented the report. The library is about 58% through its fiscal year and is going strong in the revenue account. All budget lines seem to be on track for this time of year. Anything over 58% spent has been anticipated.
 - b. August 2018 Invoices. It was moved by Earl and seconded by Humphreys THAT the payment of August 2018 capital replacement invoices totaling \$3,825.91, the payment of August 2018 operating invoices totaling \$104,884.26, and the ratification of July 2018 payrolls totaling \$201,949.64 be approved. Roll call: Ayes: Earl, Eblen, 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. There was none.

8. **New Business.**

- a. Elara Engineering Proposal for HVAC, Boilers, and Controls Project. Milavec gave an overview of the upcoming project. Since the July Board meeting, Facilities Manager Ian Knorr met with Bob St. Mary of Elara Engineering to discuss the project and talk about the proposal and timeline. Elara suggested the library get started on the project now. They will take care of the project specifications, helping with the budget, and making recommendations to award bids. This project includes HVAC, building controls, and boiler replacements. The boilers were moved up on the Capital Needs Assessment timeline after work was done on them this year and staff learned that they are now obsolete and parts are no longer readily available. Milavec noted that the cost of this project comes out of the Capital Replacement Fund as part of the project budget for 2019.

It was moved by Humphreys and seconded by Eblen THAT the proposal from Elara Engineering be approved as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Finance Policy. Milavec presented the policy updates, noting the main update to the policy is the change in the Illinois Municipal Code that raises the threshold for public bidding from \$20,000 to \$25,000. This change was reflected in the purchasing section of the policy. It was moved by Eblen and seconded by Stapleton THAT the updated Finance Policy be approved as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. 2019 Budget and Levy. Milavec presented the proposed operating budget, which is essentially flat from the prior year, with a difference of \$11,500. Staffing changes and the IMRF rate reduction offset the benefit premium increase and 3% staff salary increase. The fund balances come in at the library's targeted amounts. The Capital Replacement Fund reflects the 2019 building project of \$624,000.

Milavec moved on to the proposed revenue budget, noting a 3% increase to the overall levy. Using the same EAV estimates that the Village of Downers Grove is using, the library's levy increase results in a reduced tax rate for the fourth year in a row.

It was moved by Eblen and seconded by Stapleton THAT the 2019 Budget and Levy be approved, resulting in an expenditure budget of \$5,428,113.63 and a levy of \$5,337,785.00. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. 2018 Construction Project Bid Award. Shales McNutt provided a recommendation to award for all items in the 2018 Construction Project. The estimated total cost, which includes the value engineering and selection of alternates, comes in at \$11,400 under the original budget. Milavec outlined the changes made through value engineering, including ceiling tiles, family restroom tile, and the removal of the staff room decorative panels. Circulation Manager Christine Lees spoke about the proposed lobby reconfiguration (Alternate 6) and how it would benefit patrons and improve customer service.

It was moved by Humphreys and seconded by Gigani THAT the Board approve the recommendation to award to the lowest responsible bidders. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report**. Milavec presented the report (attached). Staff are very excited to move forward with the 2018 project. The next step is to figure out the timeline. The September/October issue of Discoveries has a "Pardon Our Dust" announcement to make patrons aware of the upcoming project. Starting tomorrow, Ian will be doing further lighting upgrades over the CD and AV collections, all the way over to Teen Central. He will be converting the existing fixtures to LEDs. We are hoping to have it completed in about a week. It has been amazing to be able to do these upgrades quickly and in a cost effective way. The Community Engagement Coordinator position is open until Monday, September 3. This person will be out in the community, talking about partnerships with other organizations, being in charge of our outreach, and building relationships with the community. The library is working with the National Alliance on Mental Illness (NAMI), who received a grant to offer free mental health first aid training. The library will be hosting three sessions of the training. Two will be exclusively for staff and the third will be open to the public, with priority registration for our school districts, Park District, and Village. The 2018 Summer Reading Club recaps will be in the next Board packet. The library did not receive a grant from the Timkin Foundation.

Trustee Humphreys commented that a display for patrons about the construction work going on would be helpful. Milavec made note that the Info Desk would be a great location for this kind of display.

Trustee Eblen asked if the library will be applying for another Schwemm Foundation grant. Milavec responded that the Adult & Teen Services staff are not ready to take on another digitization project yet.

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

12. **Adjournment**. President Graber adjourned the meeting at 8:20 p.m.

DOWNERS GROVE LIBRARY

8/31/2018

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,559,106	\$ 1,733,632
FUND BALANCE	1,454,040	\$ 1,733,632

Revenue by Object Report

Village of Downers Grove
8/1/2018 through 8/31/2018

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	998,261.83	3,810,416.84	1,371,897.16	73.53
4109 Prior Year Property Taxes	100.00	0.00	3.25	96.75	3.25
4313 Personal Property Replacement Tax	60,000.00	993.65	46,624.69	13,375.31	77.71
4410 Sales of Materials	10,000.00	1,004.30	7,307.11	2,692.89	73.07
4502 Charges For Services	15,000.00	2,176.32	31,417.55	-16,417.55	209.45
4509 Fees For Non-Residents	16,000.00	1,005.00	13,010.50	2,989.50	81.32
4571 Rental Fees	4,500.00	940.00	5,080.00	-580.00	112.89
4581 Fines	42,000.00	3,262.33	25,310.70	16,689.30	60.26
4590 Cost Recovered For Services	15,000.00	1,014.46	6,753.27	8,246.73	45.02
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	61,516.25	61,516.25	-24,606.25	166.67
4711 Investment Income	2,000.00	21.34	32.94	1,967.06	1.65
4712 Investment Income - Property Taxes	0.00	0.00	1,969.24	-1,969.24	0.00
4820 Contributions, Operating	5,000.00	868.76	4,293.44	706.56	85.87
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	1,071,064.24	4,013,735.78	1,375,088.22	74.48

gExpObj
08/31/2018 1:25PM
Periods: 8 through 8

Expenditures by Object Report

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Village of Downers Grove
8/1/2018 through 8/31/2018

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
5870 Capital Equipment	660,000.00	3,825.91	38,287.48	0.00	621,712.52	5.8
Grand Totals	660,000.00	3,825.91	38,287.48	0.00	621,712.52	5.8

OPERATING FUND

Expenditures by Object Report

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glExpObj
08/31/2018 1:24PM
Periods: 8 through 8

Village of Downers Grove
8/1/2018 through 8/31/2018

Grand Totals

<i>Object/Title</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
5101 Salaries, Exempt	1,328,658.00	144,863.21	928,747.91	0.00	399,910.09	69.9
5111 Salaries, Non-Exempt	342,852.00	22,327.44	132,692.20	0.00	210,159.80	38.7
5119 Part-Time Employee Wages	1,241,170.00	136,186.44	778,912.42	0.00	462,257.58	62.7
5131 IMRF Pension Contributions	257,339.00	25,962.44	171,034.17	0.00	86,304.83	66.4
5133 Medicare Contributions	41,935.00	4,326.44	26,185.84	0.00	15,749.16	62.4
5134 Social Security Contributions	179,315.00	18,498.94	111,964.72	0.00	67,350.28	62.4
5190 Life Insurance	1,044.00	68.00	554.20	0.00	489.80	53.0
5191 Health Insurance	360,420.00	25,540.00	195,397.50	0.00	165,022.50	54.2
5195 Optical Insurance	2,492.00	160.58	1,251.57	0.00	1,240.43	50.2
5197 Dental Insurance	38,808.00	2,377.12	18,003.80	0.00	20,804.20	46.3
5210 Supplies	87,200.00	10,900.79	53,209.64	0.00	33,990.36	61.0
5251 Maintenance Supplies	18,000.00	1,630.37	14,470.70	0.00	3,529.30	80.3
5280 Small Tools & Equipment	34,600.00	772.97	9,559.51	0.00	25,040.49	27.6
5302 Dues And Memberships	7,500.00	1,479.00	6,253.00	0.00	1,247.00	83.3
5303 Seminars, Conferences & Meetings	34,250.00	572.91	14,337.56	0.00	19,912.44	41.8
5308 Recognition Program-Staff	5,000.00	679.80	4,174.65	0.00	825.35	83.4
5315 Professional Services	60,000.00	1,851.37	28,976.06	0.00	31,023.94	48.2
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	2,471.00	0.00	3,529.00	41.1
5346 Data Processing Services	105,000.00	1,500.00	84,756.88	0.00	20,243.12	80.7
5380 Printing Services	18,700.00	0.00	8,710.00	0.00	9,990.00	46.5
5391 Telephone	20,000.00	2,054.35	15,350.94	0.00	4,649.06	76.7
5392 Postage	25,500.00	0.00	6,723.50	0.00	18,776.50	26.3
5407 Advertising And Public Relations	20,375.00	1,714.95	9,926.59	0.00	10,448.41	48.7
5420 Insurance - Other Policies	43,000.00	0.00	39,630.00	0.00	3,370.00	92.1
5430 Building Maintenance Services	90,000.00	3,086.00	57,301.58	0.00	32,698.42	63.6
5450 Cleaning Services	80,000.00	5,545.00	47,235.00	0.00	32,765.00	59.0
5461 Utilities	25,000.00	600.76	11,443.74	0.00	13,556.26	45.7
5470 Other Equipment Repair And Maintenance	11,500.00	503.77	7,340.04	0.00	4,159.96	63.8
5481 Rentals	20,500.00	898.07	14,009.56	0.00	6,490.44	68.3

Expenditures by Object Report

Village of Downers Grove
8/1/2018 through 8/31/2018

Grand Totals [Continued]

<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 Use</u>
5620 Recoverables	4,000.00	89.50	1,779.41	0.00	2,220.59	44.4
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	10,000.00	8,779.00	20,986.00	0.00	-10,986.00	209.8
5770 Capital Equipment	60,000.00	81.63	15,188.58	0.00	44,811.42	25.3
5851 Electronic Resources	223,000.00	23,262.88	150,054.11	0.00	72,945.89	67.2
5852 Print Materials	345,000.00	35,413.74	216,013.14	0.00	128,986.86	62.6
5853 Audiovisual Materials	148,500.00	11,810.81	82,736.16	0.00	65,763.84	55.7
5870 Capital Equipment	65,000.00	0.00	25,678.94	0.00	39,321.06	39.5
5880 Intangible Assets (Software)	43,000.00	1,657.29	26,924.61	0.00	16,075.39	62.6
5910 Transfer For Capital Projects	350,000.00	0.00	350,000.00	0.00	0.00	100.0
Grand Totals	5,766,658.00	495,195.57	3,689,985.23	0.00	2,076,672.77	63.9

Invoice Edit Listing
Village of Downers Grove
Capital Replacement
September 26, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018808 ELARA ENGINEERING	1	14,818.50	0.00	14,818.50
012666 INTERIOR INVESTMENTS, LLC	1	3,945.00	0.00	3,945.00
014991 LIBRARY FURNITURE INTER'L, INC	1	9,921.00	0.00	9,921.00
009068 YONAN FLOOR COVERING	1	2,939.50	0.00	2,939.50
Grand Total:	4	31,624.00	0.00	31,624.00

INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For Library Board Meeting on Septemeber 26, 2018

2018 Budget

018808	Elara Engineering (first installment - HVAC and Control upg)	\$14,818.50
012666	Interior Investments, LLC (deposit - staff lounge furniture)	\$3,945.00
014991	Library Furniture Inter'l, Inc. (deposit - staff lounge furniture)	\$9,921.00
009068	Yonan Floor Covering (carpet floor tiles)	\$2,939.50

Invoice Edit Listing
Village of Downers Grove
September 26, 2018

		Vendor Totals			
Vendor		Number of Invoices	Amount	Retained/Withheld Amount	Total
018646 AGATI, INC.		1	8,213.60	0.00	8,213.60
000265 ALL AMERICAN PAPER CO		2	1,200.85	0.00	1,200.85
018213 AMAZON CAPITAL SERVICES, INC.		1	633.54	0.00	633.54
000322 AMAZON.COM		1	918.07	0.00	918.07
000428 ANDERSON'S BOOKS, INC		2	108.72	0.00	108.72
015561 ASI SIGNAGE INNOVATIONS		1	241.00	0.00	241.00
000403 AT&T		1	260.41	0.00	260.41
000672 BAKER & TAYLOR - L0217582		67	22,375.22	0.00	22,375.22
016893 BIBLIOTHECA, LLC		2	2,553.90	0.00	2,553.90
017633 BONAREK, KAREN		1	27.25	0.00	27.25
014883 BOOKPAGE		1	1,056.00	0.00	1,056.00
001223 CASE LOTS INC		1	119.40	0.00	119.40
008705 CASH - LIBRARY		1	130.49	0.00	130.49
001264 CDW GOVERNMENT, INC		1	130.47	0.00	130.47
008323 CENGAGE LEARNING		8	1,080.02	0.00	1,080.02
001277 CENTER POINT PUBLISHING		1	43.50	0.00	43.50
018807 CHAD LEWIS		1	350.00	0.00	350.00
002319 CHAMBER630		2	177.75	0.00	177.75
001553 COMCAST CABLE		1	271.31	0.00	271.31
018811 DAN LALB STUDIOS		1	400.00	0.00	400.00
005628 DANLEY, MELODY		1	28.34	0.00	28.34
016094 DE LAGE LANDEN FINANCIAL SVC, INC.		1	898.07	0.00	898.07

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
002056 DEMCO INC	2	823.76	0.00	823.76
002346 DOWNERS GROVE PARK DISTRICT	1	783.00	0.00	783.00
002539 EBSCO SUBSCRIPTION SERVICES	1	5,371.13	0.00	5,371.13
002729 EVERY DAY'S A SUNDAE	1	866.90	0.00	866.90
005572 FIA CARD SERVICES, N.A.	10	6,108.94	0.00	6,108.94
018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC.	1	1,480.00	0.00	1,480.00
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00
015168 FREDERICKS, JENNIFER	1	18.99	0.00	18.99
013544 GOOGLE, INC.	1	670.83	0.00	670.83
008770 GRAINGER	8	558.57	0.00	558.57
009102 HAGG PRESS INC	1	2,911.00	0.00	2,911.00
018411 HAYES MECHANICAL, LLC	2	9,564.20	0.00	9,564.20
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
018801 JOHN NYGRO	1	375.00	0.00	375.00
004812 KLEIN, THORPE AND JENKINS, LTD	1	862.40	0.00	862.40
004814 KNICKERBOCKER ROOFING & PAVING	1	930.90	0.00	930.90
004928 LAKESHORE LEARNING MATERIALS	4	384.31	0.00	384.31
005056 LEXISNEXIS MATTHEW BENDER	1	138.43	0.00	138.43
017116 LINKEDIN CORPORATION	1	7,000.00	0.00	7,000.00
012673 MANGO LANGUAGES	1	4,220.37	0.00	4,220.37
017280 MARTIN, JOHN	1	28.01	0.00	28.01
005866 MIDWEST TAPE	27	9,803.56	0.00	9,803.56
011666 MILLER, LAURA	1	50.03	0.00	50.03

Invoice Edit Listing
Village of Downers Grove

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
006161 NICOR GAS	1	503.05	0.00	503.05
012499 OVERDRIVE, INC.	2	4,240.49	0.00	4,240.49
018491 PEOPLEFACTS, LLC	1	76.97	0.00	76.97
006640 POLONIA BOOKSTORE INC	1	17.60	0.00	17.60
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	1,558.75	0.00	1,558.75
006859 R.H. DONNELLEY	1	14.18	0.00	14.18
006897 RANDOM HOUSE, INC	3	122.50	0.00	122.50
006944 RECORDED BOOKS, LLC	2	63.89	0.00	63.89
012763 S&S WORLDWIDE, INC.	1	29.19	0.00	29.19
007517 SCHOLASTIC LIBRARY PUBLISHING	4	1,001.65	0.00	1,001.65
007604 SERVICEMASTER COMMERCIAL CLEAN	2	5,637.30	0.00	5,637.30
007612 SHANES OFFICE SUPPLY CO	5	1,968.28	0.00	1,968.28
007787 STANLEY ACCESS TECHNOLOGIES	1	463.75	0.00	463.75
009112 STRAUSS TAX SERVICE	1	100.00	0.00	100.00
008377 TIVOLI ENTERPRISES INC	2	2,046.00	0.00	2,046.00
011517 UNIQUE MANAGEMENT SERVICES, IN	1	107.40	0.00	107.40
006654 UNITED STATES POSTAL SERVICE	1	5,000.00	0.00	5,000.00
018458 URBAN ELEVATOR SERVICE, LLC	1	200.00	0.00	200.00
015110 VABALAITIS, KATELYN	2	29.66	0.00	29.66
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	682.75	0.00	682.75
Grand Total:	203	118,268.65	0.00	118,268.65

INVOICES OF NOTE

For Library Board Meeting on September 26, 2018

2018 Budget		
018646	Agati, Inc. (chairs - final payment)	\$8,213.60
018807	Chad Lewis (adult program)	\$350.00
018811	Dan Lalb Studios (magic and art show)	\$400.00
002539	Ebsco Subscription Services (Flipster - magazine database)	\$5,371.13
002729	Every Day's A Sundae (prizes for summer reading)	\$866.90
018270	Fitzgerald's Electrical, Contracting, Inc. (LED retrofit lamps)	\$1,480.00
091012	Hagg Press Inc. (Downers Grove saddle stitch book)	\$2,911.00
018411	Hayes Mechanical, LLC (repair VAV box, fire marshall compliance)	\$9,564.20
018801	John Lygro (Frankensiten at 200 program)	\$375.00
004814	Knickerbocker Roofing & Paving (leaking roof repair)	\$930.90
017116	Linkedin Corporation (Lynda Library renewal)	\$7,000.00
012673	Mango Languages (database renewal)	\$4,220.37
018435	Prairie Technology Solutions, Group LLC (support services for server)	\$1,558.75
007787	Stanley Access Technologies (auto doors & parts labor contract)	\$463.75
008377	Tivoli Enterpirses Inc. (Summer reading prizes)	\$2,046.00
006654	United States Postal Service (postage for Discoveries)	\$5,000.00

Credit Memo Edit Listing

Village of Downers Grove
September 26, 2018

Vendor Totals

Vendor	Number of Memos	Amount
007612 SHANES OFFICE SUPPLY CO	1	40.03
Grand Total:	1	40.03

Library Credit Card Details for the September 26, 2018 Board Meeting

Julie Milavec				
971	5303 Seminars, Mtgs, & Conferences	Chamber630 Awards, ILA Annual Conference	\$	340.00
971	5322 Personnel Recruitment	Job posting for Community Engagement Coord.	\$	150.00
			Total	\$ 490.00
Katelyn Vabalaitis				
976	5315 Professional Services	Author event with Kristan Higgins	\$	422.07
			Total	\$ 422.07
Ian Knorr				
978	5210 Supplies	"NO GUNS" stickers	\$	42.07
978	5251 Maintenance Supplies	Lumber, drywall, first aid cabinet, tool bag	\$	499.78
978	5280 Small Tools & Equipment	Saws, compressor, tubing cutter	\$	714.17
978	5470 Other Equipment Repair & Maint	1/4hp vent fan motor, manlift rental	\$	503.42
			\$	1,759.44
Elizabeth Matkowski				
971	5302 Dues & Membership	ILA membership	\$	150.00
972	5210 Supplies	Program supplies	\$	139.23
972	5280 Small Tools & Equipment	Book bag tag holders, poster frames, bookcase	\$	205.45
972	5303 Seminars, Mtgs, & Conferences	ILA Annual Conference, developmental workshops	\$	240.00
972	5315 Professional Services	Teen Central games, circuit tools	\$	60.28
			Total	\$ 794.96
Karen Bonarek				
972	5210 Supplies	Program supplies	\$	6.29
972	5303 Seminars, Mtgs, & Conferences	RAILS Event	\$	15.00
976	5315 Professional Services	Photobooth backdrop	\$	28.99
			\$	50.28
Sharon Hrycewicz				
971	5302 Dues & Membership	ILA Annual Conference	\$	255.00
973	5853 AV Materials	Ozobots, Droid inventor kit, Bloxels Star Wars	\$	387.42
			Total	\$ 642.42
Allyson Renell				
			Total	\$ -
Traci Skocik				
973	5210 Supplies	Program supplies	\$	189.55
973	5853 AV Materials	Math kits	\$	37.14
			Total	\$ 226.69

Christine Lees				
974	5210 Supplies	Office supplies	\$	148.68
974	5303 Seminar, Mtgs, & Conferences	SLUI Annual Meeting	\$	20.00
			Total	\$ 168.68
Paul Regis				
975	5210 Supplies	Office supplies	\$	30.18
975	5280 Small Tools & Equipment	Stereo audio extension cables	\$	37.00
975	5470 Other Equipment Repair & Maint	Supplies	\$	24.11
975	5770 Capital Equipment	Hard drives	\$	287.95
975	5880 Intangible Assets	Pantheon Systems	\$	125.50
			Total	\$ 504.74
Melody Danley				
			Total	\$ -
Jen Fredericks				
972	5852 Printed Materials	Magazines for adult collection	\$	495.00
972	5853 AV Materials	AV for adult collection	\$	329.80
977	5210 Supplies	Water, office supplies	\$	209.86
977	5303 Seminars, Mtgs, & Conferences	LACONI Cataloging Conference	\$	15.00
			Total	\$ 1,049.66
			Library Credit Card September 2018 Totals	\$ 6,108.94

PAYROLLS FOR AUGUST 2018

AUGUST 3	\$101,019.97
AUGUST 17	\$100,825.87
AUGUST 31	\$101,531.25
TOTAL AUGUST 2018 PAYROLLS	\$303,377.09

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 26, 2018**

AGENDA ITEM 8A

FY2019 Illinois Public Library Per Capita Grant Application Requirements

The FY2019 Illinois Public Library Per Capita Grant application requirements are:

- Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 8, “Public Services: Reference and Reader’s Advisory Services,” of **Serving Our Public 3.0: Standards for Illinois Public Libraries**, 2014. Review the checklist at the end of the chapter, and report on your findings.
- Trustees — Trustees will review chapters 6-10 of the **Trustee Facts File**, Third Edition: <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.
- Education — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.
- Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans’ History Project:
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

Management team members and Trustees received an email in August with information about accessing a free, archived webinar through the Reaching Across Illinois Library System (RAILS) that meets the education requirement listed above.

At this meeting, Library Director Julie Milavec will review and report on these requirements, followed by a brief discussion.

Chapter 8 [Public Services: Reference and Reader's Advisory Services]

REFERENCE SERVICES CHECKLIST

- ✓ All basic services are available when the library is open.
- ✓ The library has a reference service policy.
- ✓ The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ✓ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ✓ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- ✓ The library provides easy access to accurate and up-to-date community information.
- ✓ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ✓ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ✓ The library provides access to local and state maps.
- ✓ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- ✓ The library provides voter information, including precinct boundaries and location of polling places.
- ✓ The library provides information about local history and events.
- ✓ The library has telephone books for the local calling area and any other frequently requested areas.
- ✓ The library has at least one current reference resource for each subject area.
- ✓ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- ✓ Staff members are encouraged to attend at least one relevant continuing education event each year.
- ✓ The library evaluates its reference service on an annual basis.

READER'S ADVISORY SERVICES CHECKLIST

- ✓ All basic services are available when the library is open.

- ✓ The library has competently trained staff that has thorough knowledge of popular authors and titles.
- ✓ The library maintains a well-rounded collection of both fiction and nonfiction titles.
- ✓ The library has a reader's advisory services policy.
- ✓ The library promotes the importance of leisure reading to its community members.
- ✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ✓ The library maintains a basic collection of readers advisory reference materials.
- ✓ All staff members attend at least one relevant continuing education event each year.
- ✓ Staff members who are responsible for readers advisory services in their library join at least one community organization, club, or council.
- ✓ Staff members who are responsible for readers advisory services in their library attend at least one workshop, reading roundtable, or continuing education event.
- ✓ The library accepts and responds to readers advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.



Illinois Patriot Information Form

To all veterans and civilians who have served our country during times of war and of peace, please complete this form and share your remembrances on the back or on a separate sheet of paper. As State Archivist and State Librarian, Secretary of State Jesse White will ensure that these firsthand accounts will be commemorated, archived in Springfield and shared nationwide and throughout the world. You will receive an official Certificate of Appreciation for your participation in this important Illinois initiative. **For information on recording an oral interview, please call 1-800-665-5576 ext. 6 or 217-752-1537 and ask for the Veterans Project Coordinator.**

Please print clearly.

Patriot's name: _____ ☐ Veteran ☐ Civilian
Birthplace: _____ Birthdate: _____ Deceased: _____
Length of Patriot's Illinois residency: _____ ☐ Male ☐ Female
Branch of service or wartime activity: _____
Battalion, regiment, division, unit, ship, etc.: _____ Highest rank: _____
☐ Enlisted ☐ Drafted ☐ Academy Service dates: _____
War(s) in which individual served: _____ Location(s) of military or civilian service: _____
Was the veteran a Prisoner of War? _____ Did the veteran sustain combat or service-related injuries? _____
Medals or special service awards: _____
Name & address of individual submitting form: _____
City/State/ZIP: _____ Phone: _____
Email: _____ Relationship to Patriot being honored: _____
Is the Patriot interested in recording an oral history? ☐ Yes ☐ No

Release statement: (I understand I do not give up any copyright I may hold.)

By submitting this form, I give the Veterans' History Project of the Illinois State Archives the right to permanently:

- Hold this material in the Illinois State Archives collections;
- Use this material for research, scholarly and educational purposes;
- Permit the use of this material by any office or agency of Illinois state government for exhibition, publication and presentation;
- Have the document placed in the Illinois Digital Archives (www.idaillinois.org).

Please return this form to:

**Secretary of State Jesse White • Illinois Veterans' History Project
Illinois State Library • 300 S. Second St., Room 410 • Springfield, IL 62701**

**To participate in the National Veterans' Oral History Project at the Library of Congress, contact:
Veterans' History Project • American Folklife Center • Library of Congress
101 Independence Ave., SE • Washington, D.C. 20540-4615 • www.loc.gov/vets/**

Patriotic Partners

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 26, 2018**

AGENDA ITEM 10

Librarian's Report

Policy Manual Progress

The final two sections of the Policy Manual to be updated, Personnel and Library Services, are the longest and most complex. The Personnel Policy is in process of being updated. The draft will be vetted by HR Source (the former Management Association of Illinois) to ensure legal compliance and best practices before being presented to the Board. The management team are working on portions of the Library Services, including additions and changes that align policy and procedure.

Community Engagement Coordinator

The final second interview for the Community Engagement Coordinator candidate will take place on Friday, September 28. We hope to make an offer to the selected candidate by Monday, October 1.

2018 Project

Long lead-time items were ordered, including light fixtures, tile, and furniture. Yonan Flooring secured the final 12 boxes of carpet tiles in the library's dye lot. We chose to purchase all available carpet tile in our dye lot to restore attic stock for future projects. The Village of Downers Grove waived the building permit fee for this project. The preliminary timeline places construction start for November 5, with punch list completion by December 21. It is important to note that during the construction period, partitions of temporary plastic "walls" will be erected to separate the public from work areas.

Thank You, Susan Eblen!

I would like to recognize Susan Eblen's 10 years of service on the Board of Library Trustees. Susan's term expired on August 31, 2018 but she serves until replaced. I appreciate her dedication to community service and our library.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 26, 2018**

SUMMER READING CLUB RECAP – 2018

Adult & Teen Services – Lizzie Matkowski

- We had a small increase in the number of patron participants for the adult summer reading program this year and more participants took a Tivoli ticket this year compared to last year. However, the overall number of sheets turned in and number of books read decreased slightly.
- For the teen summer reading program, the number of participants dropped compared to last year. However, despite the number of total participants dropping, the number of books they collectively read rose. 72% of participants completed 2 forms and 47% of participants completed 3 forms.
- Overall, we saw a good response to the programming during Summer Reading, especially the Harry Potter Escape Rooms, which had over 100 attendees between all the adult and teen sessions staff held.

Children's Services – Allyson Renell

- The Summer Reading Club wrapped up on Sunday, August 5. 1,795 children participated (meaning they completed at least 1 prize level) in the club, 465 Read-To-Me participants and 1,230 Reader participants.
- Reader participation was slightly up this year compared to 2017 while Read-to-Me participation dropped. We think that this drop in Read-to-Me participation was possibly due to the 1,000 Books Before Kindergarten program which started in January 2018. Parents may not have realized they could participate in both or may not have wanted to. We attribute our gain in Reader participation to our continued partnership in promoting the club through local schools, especially with District 58.
- 83% of participants completed 2 prize levels, up from 81% in 2017. 65% of participants completed 3 prize levels up from 60% in 2017. 1,885 bonus pages were turned in.
- The Kids Room presented 205 programs including storytimes, outside performers, passive programs, and programming on a variety of special topics. 7,425 people attended these programs. Additionally, we presented 28 outreach programs and saw 903 people.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 26, 2018**

DEPARTMENT REPORTS – AUGUST 2018

Administration – Jen Fredericks

- Arranged for PITS training for all in charge staff (all 2018 incidents have been added to our file); wrote up instructions for staff on how to access and input data in PITS database.
- Arranged for Person In charge building tour for all in charge staff -- Ian led tours. PIC manuals distributed to all in charge staff.
- Practicum student, Santhi Paruchuri, started with us on August 20. So far, she has worked four shifts in Access Services, one in IT, and one in ATS.
- Visited the Elmhurst Public Library and toured the facility as part of the Innovation Team.

Adult & Teen Services – Lizzie Matkowski

- In charge staff attended PITS training.
- Lizzie attended workshops on BlueCloud reports and employee coaching and discipline.
- Shannon and Lizzie visited Elmhurst Public Library with the Innovation Team to learn about their Library of Extraordinary Things and tour the library.
- Joy and Kira held staff trainings for Workflows search strategies and tips.
- Lizzie interviewed candidates for the open Adult & Teen Services Librarian position with assistance from Allyson and ATS staff.
- Kira organized the second book donation drop off day for the Friends of the Library book sale.
- Amanda assisted Erin with the library tour for Little Friends.

Children's Services – Allyson Renell

- Outreach Coordinator Erin Linsenmeyer and Department Manager Allyson Renell presented to teachers at the SAMRI Teacher Camp on August 7 about Diverse Books and Teaching Students about Fake News. They also presented with Amanda Klenk, Teen Librarian, at the Education Foundation's Annual New Teacher Luncheon on August 15 about the services the library offers for teachers and their students. Erin attended the New Teacher Luncheon hosted by the Lions Club on August 14.
- The Frog Lady visited the library on August 11, bringing with her a variety of different amphibian and reptilian friends. 210 people attended and learned about (and touched!) these cold-blooded animals.
- Department Head Allyson Renell helped Adult and Teen Services Manager Lizzie Matkowski with her ATS Librarian interviews.

Circulation Services – Christine Lees

- We welcomed two new shelvers to our department, Lindsey Sheehan and Karen Gustafson, and transitioned Dylan Collins from a shelver to a desk clerk. All are quickly adapting to their new roles and we are thankful to have them on our team!
- Every year we are thankful to have a new student from Downer Grove North join our department as part of a collaboration between DGPL and DGN. Together with his job coach, Bradley Brennan will volunteer at the library twice a week for a total of 3 hours. Welcome, Bradley!
- Cheryl Pawlak and Christine Lees attended the PITS software training that will be used library-wide to record security incidents.
- The Service Excellence Team hosted the monthly Employee of the Moment celebration for this month with a cake and recognition for all the DGPL staff members who were nominated for outstanding patron service.
- Cheryl Pawlak and Christine Lees presented at the SWANX Conference. Cheryl's program topic was on a day in the life of Circulation and Christine's topic was on Serving the Homeless Population. Both presentations were well received.
- Christine Lees attended the Board meeting to explain the need for the Circulation Department public area reconfiguration, highlighting issues with sightlines, security, patron flow and ease of use. We are very thankful to our Board for approving this much-needed reconfiguration.
- Thanks to funding from our Friends, we started circulating umbrellas! We have received rave reviews from our public about this new addition.

Information Technology – Paul Regis

- In early August, the library's primary server crashed due to an update gone awry. Unfortunately, multiple fail-safes configured to prevent these types of issues also, well, failed. This resulted in four days of downtime – fortunately, no data was lost nor was anything compromised during this time, and all integral information had multiple backups. IT Manager Paul Regis worked with Prairie Technology to prime backups and assess the best course of action. Ultimately, Paul was able to resolve the core issue and bring the server back to life by day two, and add services over time. He spent most of the month ensuring redundancies were in place to prevent the amount of downtime experienced. He thanks everyone for their patience!
- Computer Help Desk Supervisor Lauren Gonzalez and Computer Help Desk Associate Emily Anderson visited Lacy Creek Supportive Living in mid-August. They offered one-on-one Book-an-Expert sessions to ten residents over the course of three hours, covering a pretty wide range of tech topics and issues. The residents appreciated the time and patience and IT will most likely make another visit soon.

Public Relations – Jen Fredericks

- Worked on and submitted the first draft of the new DGPL Communications Plan.

Access Services – Jen Fredericks

Inventory and Cataloging

- For ATS collection: added 1337 print items and 359 AV items; discarded 2618 print items and 549 AV items.
- For Kids Room collection: added 886 print items and 120 AV items; discarded 1378 print items and 269 AV items.
- Claimed 10 magazines that did not arrive when expected.

Reclassification and Repairs

- Repaired 655 ATS and Kids Room books and audiovisual items.
- Reclassified 1321 general adult and ATS and Kids Room items

Access Services Roundup

- The Great Reads reclassification project is nearing completion with the occasional cart of stragglers coming though for relabeling.
- Likewise with the CD genre changes: We have two new adult genres: Instrumental and Classical and incorporated older genres into the two new ones, i.e., ballets, strings, choral, concertos etc.
- Reclassification and Reprocessing of Reading Resource kits is probably about 2/3 done while the Math Resources still need to be done.
- Collected and stored tens of boxes for FOL book sale in October.
- Cataloged and unveiled our new DGPL umbrella collection for circulation.

Facilities Services – Ian Knorr

- Ian had a phone meeting with Ryan Curry and gathered information on ComEd's incentives for the HVAC tune-up program. As of now, much of what the tune-up program offers are preventative maintenance items that already exist in our maintenance contract with Hayes Mechanical.
- Ian attended the Bid Opening meeting with Shales McNutt, Product Design + Architecture, and Julie.
- Ian met with Jason Perkunas from Shales McNutt to go over value engineering items and options.
- Ian replaced the exhaust fans in the family bathrooms in the Kids Room and the 1st floor public bathrooms. The family bathroom exhaust fan was removed from the cost of the 2018 project because of this replacement.
- Ian met with and signed Stanley Automatic Doors to a 3-year preventative maintenance contract. A contract to maintain the automatic doors has not existed since 2016.
- Ian and Kevin Montgomery moved CD, DVD, and book shelving in the Kids Room to create more space.
- Ian attended PITS training.
- Ian started retro-fitting the T8 fluorescent lighting on the 2nd floor over the DVD collections.

Circulation Statistics A		B	C	D	E	F	G
1	Circulation	AUG 18	%	AUG 17	%	AUG 16	%
2	Checkouts						
3	Selfchecks	48,916	72%	50,714	73%	53,698	77%
4	Staff desk	18,968	28%	19,055	27%	16,076	23%
5	Total checkouts	67,884		69,769		69,774	
6							
7	Renewals						
8	Auto-renewal	36,321		37,285			
9	Selfchecks	31		51		2,138	
10	Staff desk (incl. phone)	289		542		3,222	
11	Patron self-renewals on website	565		874		11,180	
12	Patron self-renewals on BookMyne	5		14		207	
13	Total renewals	37,211		38,766		16,747	
14							
15	Total item checkouts and renewals	105,095		108,535		86,521	
16							
17	Digital Circulation	7,039		6,659		6,421	
18							
19	Total circulation	112,134		115,194		92,942	
20							
21	Reserves Processed						
22	Received from ILL	6,936		7,409		8,057	
23	ILL sent	5,242		4,737		4,560	
24	OCLC requests processed	258		359		924	
25							
26	Gate Count						
27	North	28,499		29,900		32,278	
28	South	17,334		18,070		17,980	
29	Total	45,833		47,970		50,258	
30							
31							
32	Registrations						
33	New resident cards	193		202		242	
34	New fee cards	4		1		6	
35	Current borrowers	X		29,491		31,809	
36	Active fee cards	X		131		135	

Circulation

	Aug 2017	Aug 2018	YTD Totals			
Adult	61,214	56,605	406,846	438,487		
Teen	3,181	3,127	17,361	20,188		
Children	44,140	45,361	295,963	341,601		
Download	6,659	7,039	60,274	56,639		
Total	115,194	112,132	780,444	856,915	76,471	9.8%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	32,518	57.45%	6,056	10.70%	15,205	26.86%	2,826	4.99%	56,605
Teen	2,952	94.40%	95	3.04%	52	1.66%	28	0.90%	3,127
Children	35,498	78.26%	1,867	4.12%	6,643	14.64%	1,353	2.98%	45,361
Total	70,968	67.53%	8,018	7.63%	21,900	20.84%	4,207	4.00%	105,093

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	116,878	75.03%	15,024	9.64%	15,157	9.73%	8,719	5.60%	155,778
Children	73,164	84.40%	2,799	3.23%	7,989	9.22%	2,731	3.15%	86,683
Total	190,042	78.38%	17,823	7.35%	23,146	9.55%	11,450	4.72%	242,461

Book Collection

	Aug 2017	Aug 2018				
Adult	129,055	116,878				
Children	74,317	73,164	YTD Totals		YTD Difference	
Total	203,372	190,042	203,372	190,042	-13,330	-6.6%

Audio Collection

	Aug 2017	Aug 2018				
Adult	16,568	15,024				
Children	2,848	2,799	YTD Totals		YTD Difference	
Total	19,416	17,823	19,416	17,823	-1,593	-8.2%

Video Collection

	Aug 2017	Aug 2018				
Adult	16,164	15,157				
Children	7,904	7,989	YTD Totals		YTD Difference	
Total	24,068	23,146	24,068	23,146	-922	-3.8%

Miscellaneous Collection

	Aug 2017	Aug 2018				
Adult	8,559	8,719				
Children	2,673	2,731	YTD Totals		YTD Difference	
Total	11,232	11,450	11,231	11,450	219	1.9%

Statistics for August 2018 (FY Jan-Dec)

Rooms & Spaces

	Aug 2017	Aug 2018				
Community Use of Rooms	857	1,094				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	317	232				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	1,174	1,326	10,024	10,066	42	0.4%

Programs Offered

	Aug 2017	Aug 2018				
Library Programs Offered						
Adult	12	16				
Teen	8	2				
Children	37	42				
Outreach Programs Offered						
Adult	6	3				
Teen	0	1				
Children	8	11				
Passive Programs Offered						
Adult	1	0				
Teen	0	0				
Children	15	17				
Programs Offered Total	87	92	876	944	68	7.8%

Program Attendance

	Aug 2017	Aug 2018				
Library Program Attendance						
Adult	117	110				
Teen	137	26				
Children	721	954				
Outreach Program Attendance						
Adult	453	754				
Teen	0	10				
Children	306	847				
Passive Program Attendance						
Adult	200	0				
Teen	0	0				
Children	989	965				
Program Attendance Total	2,923	3,666	33,496	32,317	-1,179	-3.5%

Statistics for August 2018 (FY Jan-Dec)

Gate Count

	Aug 2017	Aug 2018	YTD Totals		YTD Difference	
	47,970	45,833	364,021	340,711	-23,310	-6.4%

Reference Questions

	Aug 2017	Aug 2018	YTD Totals		YTD Difference	
One on One Tutorials	28	40	222	251	29	13.1%

Computer User Sessions

	Aug 2017	Aug 2018				
Adult	4,225	3,103				
Children	1,826	1,164	YTD Totals		YTD Difference	
Total	6,051	4,267	44,110	40,216	-3,894	-8.8%
Wireless Sessions	2,059	2,556	18,285	20,472		