

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
NOVEMBER 14, 2018, 7:30 P.M.
LIBRARY MEETING ROOM**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Oath of Office
 - a. Jennifer Morrow, 2 year unexpired term
5. Approval of Minutes
6. Financial Matters
 - a. October 2018 Financial Report
 - b. November 2018 InvoicesRequested Action: Approval
7. Public Comment on Agenda Items
8. Public Comment on Other Library Business
9. New Business
 - a. Resolution 2018-1 Resolution of Appreciation for Milestone Anniversaries
Requested Action: Approval
 - b. 2019 Closing Schedule
Requested Action: Approval
 - c. 2019 Board Meetings
Requested Action: Approval
10. Unfinished Business
11. Library Director's Report
12. Trustee Comments and Requests for Information
13. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
OCTOBER 24, 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 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, Friends of the Library President Joni Hansen, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Bob 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 Humphreys and seconded by Gigani THAT the Minutes of the September 26, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. September 2018 Financial Report. Milavec presented the report. The library is doing great with an excellent year-end outlook. Milavec noted that the iPromoteU invoice covers both shirts for maintenance staff and Bookology giveaway bags. The ServiceMaster invoice for mold remediation was for the wall between the staff room and Access Services department that had the water leak.
 - b. October 2018 Invoices. President Graber noted that the payroll report included in the Board packet was not totaled properly. The September payroll total should be \$199,684.12.

It was moved by Humphreys and seconded by Stapleton THAT the payment of October 2018 capital replacement invoices totaling \$3,184.20, the payment of October 2018 operating invoices totaling \$102,886.57, the acceptance of October 2018 credit memos totaling \$6.00, and the ratification of September 2018 payrolls totaling \$199,684.12 be approved. Roll call: Ayes: 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. Joni Hansen announced that the Friends of the Library Book Sale begins Friday, October 26 and goes through the weekend. She hopes everyone stops by and tells their friends.
8. **New Business.**
 - a. Personnel Policy Draft. The library's attorney has the current draft of the policy and will be unable to get it vetted in time for the November Board meeting. The policy will be on the agenda for the December meeting. There are three major changes. Vacation time will be split out by part-time, IMRF qualified staff and part-time, non-IMRF staff. The recommendation is to have this take effect on January 1, 2019 when the annual accruals are handed out. The second proposed change is to remove the sick leave bank. It has never been used during Milavec's tenure. The third change is to extend the general leave of absence to 12 weeks. Final formatting, numbering, and margins will happen in the final draft.
9. **Unfinished Business.**
 - a. 2019 HVAC, Boilers, and Controls Project Release to Bid. Bob St. Mary of Elara Engineering outlined the details and pricing of the project. The project is on schedule so far and Bob discussed the rest of the timeline.

It was moved by Stapleton and seconded by Gigani THAT the 2019 HVAC, Boilers, and Controls Project be released to bid. Roll call: Ayes: Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
10. **Library Director's Report.** Milavec presented the report. Carissa Dougherty was officially appointed to the Library Board in October. Due to prior commitments, she will be sworn in at the December meeting. She is scheduled for orientation with Milavec on November 2. Milavec thanked Ed Earl for his service to the library. His departure leaves an unexpired term and Milavec believes a new trustee will be appointed at the November 13 Village Council Meeting. The 2018 construction project begins on November 5. Final preparations will take place next week. Milavec noted that the September circulation statistics are up by 16,000 items from last September.
11. **Trustee Comments and Requests for Information.**

Trustee Humphreys commented that displays and information signs about the construction project would be nice. Milavec commented that the PR department is already working on it and will have signage for each area of construction.
12. **Adjournment.** President Graber adjourned the meeting at 8:10 p.m.

DOWNERS GROVE LIBRARY

10/31/2018

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 2,152,899	\$ 1,705,644
FUND BALANCE	2,048,245	\$ 1,705,644

Revenue by Object Report

Village of Downers Grove
10/1/2018 through 10/31/2018

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	111,973.07	5,135,318.22	46,995.78	99.09
4109 Prior Year Property Taxes	100.00	1.10	4.35	95.65	4.35
4313 Personal Property Replacement Tax	60,000.00	8,537.83	55,162.52	4,837.48	91.94
4410 Sales of Materials	10,000.00	542.00	8,190.96	1,809.04	81.91
4502 Charges For Services	15,000.00	1,803.87	34,496.86	-19,496.86	229.98
4509 Fees For Non-Residents	16,000.00	292.00	15,054.50	945.50	94.09
4571 Rental Fees	4,500.00	220.00	5,820.00	-1,320.00	129.33
4581 Fines	42,000.00	2,960.35	30,946.30	11,053.70	73.68
4590 Cost Recovered For Services	15,000.00	1,004.52	8,844.62	6,155.38	58.96
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	36,910.00	0.00	61,516.25	-24,606.25	166.67
4711 Investment Income	2,000.00	4,110.71	4,166.47	-2,166.47	208.32
4712 Investment Income - Property Taxes	0.00	0.00	1,969.24	-1,969.24	0.00
4820 Contributions, Operating	5,000.00	75.00	5,868.44	-868.44	117.37
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	131,520.45	5,367,358.73	21,465.27	99.60

Expenditures by Object Report

Village of Downers Grove
10/1/2018 through 10/31/2018

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	103,110.77	1,130,757.89	0.00	197,900.11	85.1
5111 Salaries, Non-Exempt	342,852.00	14,884.96	162,462.12	0.00	180,389.88	47.3
5119 Part-Time Employee Wages	1,241,170.00	90,757.99	955,570.36	0.00	285,599.64	76.9
5131 IMRF Pension Contributions	257,339.00	18,070.28	206,447.63	0.00	50,891.37	80.2
5133 Medicare Contributions	41,935.00	2,958.40	31,971.12	0.00	9,963.88	76.2
5134 Social Security Contributions	179,315.00	12,649.29	136,701.03	0.00	42,613.97	76.2
5190 Life Insurance	1,044.00	68.00	690.20	0.00	353.80	66.1
5191 Health Insurance	360,420.00	25,815.00	247,027.50	0.00	113,392.50	68.5
5195 Optical Insurance	2,492.00	162.32	1,576.21	0.00	915.79	63.2
5197 Dental Insurance	38,808.00	2,399.60	22,803.00	0.00	16,005.00	58.7
5210 Supplies	87,200.00	6,277.25	67,839.95	0.00	19,360.05	77.8
5251 Maintenance Supplies	18,000.00	261.81	18,369.18	0.00	-369.18	102.0
5280 Small Tools & Equipment	34,600.00	1,173.80	12,066.96	0.00	22,533.04	34.8
5302 Dues And Memberships	7,500.00	0.00	6,668.00	0.00	832.00	88.9
5303 Seminars, Conferences & Meetings	34,250.00	2,166.51	17,305.21	0.00	16,944.79	50.5
5308 Recognition Program-Staff	5,000.00	227.26	4,433.36	0.00	566.64	88.6
5315 Professional Services	60,000.00	2,903.99	34,050.59	0.00	25,949.41	56.7
5322 Personnel Recruitment	2,000.00	0.00	150.00	0.00	1,850.00	7.5
5323 Special Legal	6,000.00	253.80	3,587.20	0.00	2,412.80	59.7
5346 Data Processing Services	105,000.00	13,404.50	98,161.38	0.00	6,838.62	93.4
5380 Printing Services	18,700.00	0.00	11,621.00	0.00	7,079.00	62.1
5391 Telephone	20,000.00	1,684.14	18,389.73	0.00	1,610.27	91.9
5392 Postage	25,500.00	0.00	11,723.50	0.00	13,776.50	45.9
5407 Advertising And Public Relations	20,375.00	1,137.32	11,241.66	0.00	9,133.34	55.1
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	2,953.00	71,413.43	0.00	18,586.57	79.3
5450 Cleaning Services	80,000.00	8,262.62	61,042.62	0.00	18,957.38	76.3
5461 Utilities	25,000.00	896.18	13,632.07	0.00	11,367.93	54.5
5470 Other Equipment Repair And Maintenance	11,500.00	894.64	10,323.65	0.00	1,176.35	89.7
5481 Rentals	20,500.00	898.07	18,366.70	0.00	2,133.30	89.5

Expenditures by Object Report

Village of Downers Grove
10/1/2018 through 10/31/2018

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5620 Recoverables	4,000.00	71.60	1,958.41	0.00	2,041.59	48.9
5630 Contingency	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5690 Unemployment Compensation	10,000.00	0.00	20,986.00	0.00	-10,986.00	209.8
5770 Capital Equipment	60,000.00	13,178.23	29,418.77	0.00	30,581.23	49.0
5851 Electronic Resources	223,000.00	6,852.94	182,002.32	0.00	40,997.68	81.6
5852 Print Materials	345,000.00	26,757.49	269,527.19	0.00	75,472.81	78.1
5853 Audiovisual Materials	148,500.00	11,633.44	103,387.42	0.00	45,112.58	69.6
5870 Capital Equipment	65,000.00	392.10	34,284.64	0.00	30,715.36	52.7
5880 Intangible Assets (Software)	43,000.00	719.88	28,440.82	0.00	14,559.18	66.1
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	373,877.18	4,446,028.82	0.00	1,320,629.18	77.1

Invoice Edit Listing
Village of Downers Grove
Capital Replacement
November 14, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018808 ELARA ENGINEERING	1	11,881.50	0.00	11,881.50
Grand Total:	1	11,881.50	0.00	11,881.50

INVOICES OF NOTE - CAPITAL REPLACEMENT FUND

For Library Board Meeting on November 14, 2018

2018 Budget

018808	Elara Engineering (HVAC and controls upgarde)	\$11,881.50
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Invoice Edit Listing
Village of Downers Grove
November 14, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
012784 3BRANCH PRODUCTS	1	6,566.00	0.00	6,566.00
018984 AFFILIATED CUSTOMER SERVICE, INC.	1	12.00	0.00	12.00
000265 ALL AMERICAN PAPER CO	1	618.36	0.00	618.36
000280 ALL WINDOW CLEANING SERVICE, INC.	1	820.00	0.00	820.00
018213 AMAZON CAPITAL SERVICES, INC.	1	104.67	0.00	104.67
000322 AMAZON.COM	1	1,457.68	0.00	1,457.68
000403 AT&T	1	256.33	0.00	256.33
000672 BAKER & TAYLOR - L0217582	59	20,818.36	0.00	20,818.36
012746 BRAINFUSE, INC.	1	4,100.00	0.00	4,100.00
001148 CALL THE UNDERGROUND CORP	1	80.00	0.00	80.00
001223 CASE LOTS INC	1	119.40	0.00	119.40
008705 CASH - LIBRARY	1	131.28	0.00	131.28
001264 CDW GOVERNMENT, INC	2	8,125.73	0.00	8,125.73
008323 CENGAGE LEARNING	8	731.77	0.00	731.77
001277 CENTER POINT PUBLISHING	3	364.32	0.00	364.32
002319 CHAMBER630	1	56.25	0.00	56.25
012050 CHERYL PAWLAK	2	21.59	0.00	21.59
013235 CHILDREN'S PLUS, INC.	1	3,355.93	0.00	3,355.93
012157 CLASSIC HARDWARE, INC.	1	85.00	0.00	85.00
001553 COMCAST CABLE	1	293.97	0.00	293.97
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	898.07	0.00	898.07
002056 DEMCO INC	1	1,158.63	0.00	1,158.63

Invoice Edit Listing
Village of Downers Grove
November 14, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
002356 DOWNERS GROVE ROTARY CLUB	1	135.00	0.00	135.00
002539 EBSCO SUBSCRIPTION SERVICES	1	15,039.66	0.00	15,039.66
005572 FIA CARD SERVICES, N.A.	13	10,423.50	0.00	10,423.50
002811 FILM IDEAS, INC	1	78.92	0.00	78.92
018270 FITZGERALD'S ELECTRICAL, CONTRACTING, INC.	1	6,910.00	0.00	6,910.00
013544 GOOGLE, INC.	1	670.83	0.00	670.83
003188 GRAHAM CRACKERS COMICS, LTD.	1	93.02	0.00	93.02
008770 GRAINGER	2	355.57	0.00	355.57
009102 HAGG PRESS INC	1	2,911.00	0.00	2,911.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
012666 INTERIOR INVESTMENTS, LLC	1	535.00	0.00	535.00
002133 JAKOSZ, DIANE	1	39.16	0.00	39.16
018971 JAMES GALENO	1	350.00	0.00	350.00
010993 KENT ADHESIVE PRODUCTS COMPANY	1	85.27	0.00	85.27
017676 KLENK, AMANDA	1	51.89	0.00	51.89
004910 LACONI	1	100.00	0.00	100.00
018958 LAUREN CANTORE GONZALES	1	45.11	0.00	45.11
017994 LIBRARIES OF ILL RISK AGENCY	1	400.00	0.00	400.00
014991 LIBRARY FURNITURE INTER'L, INC	2	9,787.00	0.00	9,787.00
017280 MARTIN, JOHN	1	45.04	0.00	45.04
018877 MASTNY, NORA	1	23.70	0.00	23.70
005866 MIDWEST TAPE	20	7,008.92	0.00	7,008.92
017442 MILAVEC, JULIE	1	250.98	0.00	250.98

Invoice Edit Listing
Village of Downers Grove
November 14, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
012543 MORNINGSTAR, INC.	1	2,818.00	0.00	2,818.00
004625 NEAL, KAREN	1	45.73	0.00	45.73
006161 NICOR GAS	1	928.80	0.00	928.80
012499 OVERDRIVE, INC.	2	3,209.18	0.00	3,209.18
016569 PAWLAK, ANDREW	1	30.00	0.00	30.00
018491 PEOPLEFACTS, LLC	1	194.96	0.00	194.96
018354 PRAIRIE TECHNOLOGY SOLUTIONS, GROUP LLC	1	72.50	0.00	72.50
006698 PRINT SMART	4	1,155.70	0.00	1,155.70
006859 R.H. DONNELLEY	1	14.19	0.00	14.19
006897 RANDOM HOUSE, INC	4	131.21	0.00	131.21
014549 REACHING ACROSS ILLINOIS, LIBRARY SYSTEM	1	82.50	0.00	82.50
006944 RECORDED BOOKS, LLC	1	29.97	0.00	29.97
016519 RIDDLE, KIRA	1	17.99	0.00	17.99
007517 SCHOLASTIC LIBRARY PUBLISHING	2	1,186.80	0.00	1,186.80
007604 SERVICEMASTER COMMERCIAL CLEAN	1	5,545.00	0.00	5,545.00
007612 SHANES OFFICE SUPPLY CO	3	858.14	0.00	858.14
018271 SOUNDS GOOD, INC.	1	90.00	0.00	90.00
012698 SWAN	1	89.52	0.00	89.52
010020 THE DAVEY TREE EXPERT CO.	1	250.00	0.00	250.00
008252 THE WEST TOWNS CHORUS	1	500.00	0.00	500.00
016841 TSAI FONG BOOKS, INC.	1	57.69	0.00	57.69
010471 TWIST OFFICE PRODUCTS	2	341.06	0.00	341.06
006654 UNITED STATES POSTAL SERVICE	1	3,000.00	0.00	3,000.00

Invoice Edit Listing
Village of Downers Grove
November 14, 2018

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018458 URBAN ELEVATOR SERVICE, LLC	1	200.00	0.00	200.00
009056 XO HOLDINGS, LLC, DBA XO COMMUNICATIONS SVC	1	669.38	0.00	669.38
 Grand Total:	 183	 127,159.23	 0.00	 127,159.23

INVOICES OF NOTE

For Library Board Meeting on November 14, 2018

2018 Budget		
012784	3Branch Products (opac and side tables - balance)	\$6,556.00
013235	Children's Plus, Inc. (printed materials)	\$3,355.93
002056	Demco, Inc. (3 carts for PADS)	\$1,158.63
002539	EBSCO Subscription Services (annual magazine subscriptions)	\$15,039.66
018270	Fitzgerald's Electrical, Contracting, Inc. (replacement of SQD TVSS unit)	\$6,910.00
009102	Hagg Press, Inc. (Discoveries Nov/Dec)	\$2,911.00
014991	Library Furniture Inter'l, Inc. (signage/lounge chairs)	\$9,787.00
012543	Morningstar, Inc. (database renewal)	\$2,818.00
006654	United States Postal Service (meter replenishment)	\$3,000.00

Credit Memo Edit Listing
Village of Downers Grove
November 14, 2018

Vendor Totals

Vendor	Number of Memos	Amount
002539 EBSCO SUBSCRIPTION SERVICES	4	87.40
006944 RECORDED BOOKS, LLC	1	27.67
Grand Total:	5	115.07

Library Credit Card Details for the November 14, 2018 Board Meeting

Julie Milavec				
971	5302 Dues & Membership	ILA membership	\$	250.00
971	5303 Seminars, Mtgs, & Conferences	ILA Conference accomodations	\$	431.25
			Total	\$ 681.25
Katelyn Vabalaitis				
971	5210 Supplies	Toners, staff room supplies	\$	229.89
971	5280 Small Tools & Equipment	Notary stamps	\$	111.39
971	5308 Staff Recognition	SSC Halloween party	\$	61.37
			Total	\$ 402.65
Ian Knorr				
978	5210 Supplies	Braille emergency phone plate, AEDs, towel holders	\$	3,366.01
978	5251 Maintenance Supplies	Soap, lock	\$	10.89
978	5303 Seminars, Mtgs, & Conferences	AED/CPR Certification	\$	30.00
			Total	\$ 3,406.90
Elizabeth Matkowski				
972	5210 Supplies	Teen program supplies	\$	121.64
972	5280 Small Tools & Equipment	Freight charge for slat wall	\$	193.47
972	5315 Professional Services	GWC poster	\$	35.90
972	5852 Printed Materials	Adult materials	\$	412.50
			Total	\$ 763.51
Karen Bonarek				
972	5852 Printed Materials	Adult materials	\$	20.00
976	5315 Professional Services	Bagels for job workshop	\$	13.99
			Total	\$ 33.99
Amelia Prechel				
971	5302 Dues & Membership	ALA membership	\$	260.00
972	5852 Printed Materials	Adult materials	\$	80.10
977	5210 Supplies	Distilled water	\$	19.80
977	5303 Seminars, Mtgs, & Conferences	LACONI Tech Services meeting	\$	20.00
			Total	\$ 379.90
Sharon Hrycewicz				
972	5303 Seminars, Mtgs, & Conferences	ILA meals and accomodations	\$	319.76
973	5303 Seminars, Mtgs, & Conferences	ILA meals and accomodations	\$	335.17
973	5853 AV Materials	STEM materials	\$	457.87
976	5210 Supplies	Labels for Bookology Fair	\$	39.56
976	5315 Professional Services	Balloons for Bookology Fair	\$	38.71
			Total	\$ 1,191.07

Allyson Renell				
971	5302 Dues & Membership	ALA/ALSC renewal	\$	137.00
971	5770 Capital Equipment	Bouncepad for iPad bar	\$	780.00
			Total	\$ 917.00
Traci Skocik				
973	5210 Supplies	Program supplies	\$	895.07
			Total	\$ 895.07
Christine Lees				
971	5308 Staff Recognition	EOM monthly recongnition	\$	117.04
974	5210 Supplies	Office supplies	\$	172.25
974	5303 Seminar, Mtgs, & Conferences	Pizza for Circ meeting	\$	59.50
			Total	\$ 348.79
Paul Regis				
975	5280 Small Tools & Equipment	Keyboards, mouse pads, iPad case, printer filaments	\$	487.03
975	5770 Capital Equipment	Ethernet cables	\$	191.57
975	5880 Intangible Assets	Pantheon Systems, wireless hotspots	\$	485.00
			Total	\$ 1,163.60
Melody Danley				
976	5210 Supplies	Double sided magnetic sign	\$	139.18
			Total	\$ 139.18
Jen Fredericks				
971	5210 Supplies	Acrylic sign holder	\$	58.48
976	5315 Professional Services	Hot cocoa, cookies for Halloween event	\$	42.11
			Total	\$ 100.59
			Library Credit Card November 2018 Totals	\$ 10,423.50

PAYROLLS FOR OCTOBER 2018

OCTOBER 12	\$103,953.64
OCTOBER 26	\$104,800.08
TOTAL OCTOBER 2018 PAYROLLS	\$208,753.72

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 14, 2018**

AGENDA ITEM 9A

2018-1 Resolution of Appreciation for 2018 Milestone Anniversaries

This resolution is passed annually to recognize the milestone anniversaries of staff in the past year. At the annual In Service Day for staff, each staff member reaching a milestone anniversary is recognized and receives a copy of the resolution. The staff member also receives one personal day to be used during the year following the milestone anniversary.

RESOLUTION NO. 2018-1

**A RESOLUTION OF APPRECIATION FOR THE SERVICE
OF STAFF MEMBERS WHO HAVE CELEBRATED
MILESTONE SERVICE ANNIVERSARIES IN 2018**

WHEREAS, nine members of the Downers Grove Public Library Staff have celebrated milestone service anniversaries in 2018, totaling 100 years, as follows:

5 Years:

Jennifer Fredericks
Joy Matteson
Andrew Pawlak
Kristin Purcell

15 Years:

Jessica Bowes

20 Years:

Cynthia Nicolas

10 Years:

Susan Behnke
Janet Cavenagh

25 Years:

Maria Patacsil

AND WHEREAS, the committed services of these staff members has contributed significantly to the Library's high level of performance and high reputation in the community;

AND WHEREAS, 2018 has provided many new opportunities for service, including development of cross-departmental teams and check out of over 1,000,000 items;

THEREFORE BE IT RESOLVED, that the Board of Library Trustees recognizes with great appreciation the dedication and perseverance of these staff members and thanks them for their outstanding work.

UNANIMOUSLY APPROVED this 14th day of November, 2018 by the Board of Library Trustees of the Village of Downers Grove

President

Secretary

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 14, 2018**

AGENDA ITEM 9B

2019 Closing Schedule

PAID HOLIDAYS

Tuesday, January 1, New Year's Day
Monday, May 27, Memorial Day
Thursday, July 4, Independence Day
Monday, September 2, Labor Day
Thursday, November 28, Thanksgiving
Tuesday, December 24, Christmas Eve
Wednesday, December 25, Christmas

UNPAID CLOSINGS

Monday, December 31, 2018 5:00 p.m. New Year's Eve
Sunday, April 21, Easter
Sunday, May 26, Sunday before Memorial Day
Friday, June 21, 7:00 p.m. Rotary Grove Fest
Saturday, June 22, 1:00 p.m. Rotary Grove Fest
Sunday, June 23, Rotary Grove Fest
Sunday, September 1, Sunday before Labor Day
Tuesday, December 31, 5:00 p.m. New Year's Eve

CLOSED TO PUBLIC

Friday, January 18, Staff In-Service Day

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 14, 2018**

AGENDA ITEM 9C

2019 BOARD MEETING SCHEDULE

Fourth Wednesday of each month, except second Wednesday in November and December.

January 23
February 27
March 27
April 24
May 22
June 26
July 24
August 28
September 25
October 23
November 13
December 11

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 14, 2018**

**AGENDA ITEM 11
Librarian's Report**

Construction Update

The 2018 project is on schedule to date. Work began on November 5 and is expected to wrap up before Christmas. Demolition proceeded quickly. Delivery of light fixtures continues to present a possible delay in the project. Daily updates, including photos, are posted here: <http://dglibrary.org/let-updates-begin>

Libraries of Illinois Risk Agency (LIRA) Insurance Renewal

The Libraries of Illinois Risk Agency (LIRA) is a joint self-insurance pool for libraries that includes Package Liability, Excess Property, Boiler & Machinery, Excess Liability, Volunteer Accident, Cyber/Identity Theft, and Workers Compensation. The Property/Casualty renewal is +2%. Workers Compensation renewal is -7%. The attached Risk Management Summary details the increased coverages included in this renewal and pool performance. Downers Grove Public Library joined LIRA in October 2017, with a commitment to participate for 3 full plan years. LIRA's plan year runs December 31 through December 30. This renewal is the second full year of participation. At the full membership meeting on November 7, I was re-elected to the Executive Committee for a 3-year term.

Downers Grove Public Library Foundation Donation

On November 5, the Downers Grove Public Library Foundation approved donating \$11,500 to start deposit collections at six senior living facilities in Downers Grove. This will fund a book rack and initial collection of 45 books and 5 audiobooks at each of the six locations, as well as collection development for the first year. The attached proposal was developed by Adult and Teen Services Manager Lizzie Matkowski, along with Adult and Teen Services Librarian Suzy Miller. After the first year, maintenance of the collections will be included in the library's operating budget.

DuPage Foundation Grant Awarded for Teen Art Program

The DuPage Foundation awarded DGPL a \$2,000 grant to support a teen art program. Teen Service Coordinator Amanda Klenk, with the help of Graphics and Display Coordinator Melody Danley, developed the proposal for "View from the Artist's Studio," a workshop for teens to design, create, and execute a semi-permanent work of art to be displayed in Teen Central. The grant opportunity from the DuPage Foundation was identified just days before grant applications were due. With total cost of the program estimated at \$3,500, the Downers Grove Public Library Foundation is also considering funding for this project.



2018-2019 Renewal Meeting

Marcus Henthorn, Area Vice President

Tia Incapreo, Account Executive

Michael McHugh, Area Senior Executive Vice President

Terra Strickland, Client Service Supervisor

11/7/2018



Gallagher

Insurance | Risk Management | Consulting

I) Introductions

- i) Roll Call

Paul Mills



II) Approval of Meeting Minutes from July 12, 2018 Full Board Meeting

Paul Mills

III) Chairman's Report

- i) ILA Agreement

Paul Mills

IV) Treasurers Report

- i) Approval of September 30, 2018 Report
- ii) 2018 Budget

Jim Kregor

V) Administrator Report

- i) Program Loss History: Property/Casualty as of 9/30/18
- ii) Program Loss History: Workers' Compensation as of 9/30/18
- iii) LIRA 2018/2019 Renewal Presentation

Gallagher Team

VI) Loss Prevention – Gallagher Bassett (GB)

- i) Review of Loss Control Visits and plan of action for 17/18 policy year

Amanda Weller

VII) Other Matters That May Come Before the Committee

- i) Elections
- ii) Surplus Return
- iii) Ice Alert Signs
- iv) Resolution update
- v) Additional Services
- vi) Full Membership Meeting, Friday, July 12th at 9:30 am at AJG

Gallagher Team

VIII) Adjourn

Introduction/Roll Call:

Paul Mills

Approval of Meeting Minutes From July 12, 2018:

Paul Mills

Chairman Report:

Paul Mills

ILA Agreement

- The LIRA Chairman, the LIRA Executive Committee, and Gallagher Administration Team have worked with the Executive Director and ILA President, Melissa Gardner, to formalize the LIRA/ILA agreement
- This agreement has been in place since inception. The purpose of the contract is to formalize expectations of each party.

Treasurers Report September 30, 2018

Jim Kregor

Libraries of Illinois Risk Agency
Balance Sheet
As of September, 2018



	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1010 Chase Bank Account	149,820
1020 Citi Bank Account	(10,338)
1030 Win Trust Account	242,629
	315,224
Total Bank Accounts	\$ 697,334
Total Current Assets	\$ 697,334
TOTAL ASSETS	\$ 697,334
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	2,000
Total Accounts Payable	\$ 2,000
Other Current Liabilities	
2200 Accrued Claims	252,912
Total Other Current Liabilities	\$ 252,912
Total Current Liabilities	\$ 254,912
Total Liabilities	\$ 254,912
Equity	
3000 Opening Balance Equity	3,693
3100 Retained Earnings	439,675
3500 Loss Fund Member Distributions	(83,340)
Net Income	82,395
Total Equity	\$ 442,422
TOTAL LIABILITIES AND EQUITY	\$ 697,334

**Libraries of Illinois Risk Agency
Profit and Loss
September 2018**

	Total
Income	
4900 Interest	492
Total Income	\$ 492
Expenses	
5100 Premiums Exp	
5110 Package Policy Exp	0
5175 Cyber Policy	0
Total 5100 Premiums Exp	\$ -
5210 Claims	11,700
5215 Claims - Legal services	13,583
Total 5210 Claims	\$ 25,283
5340 Legal Services	2,473
5900 Misc Expense	50
Total Expenses	\$ 27,806
Net Income	\$ (27,314)

Libraries of Illinois Risk Agency

Profit and Loss

January - September, 2018

	100 Prop Cas	900 Admin	TOTAL
Income			
4010 Package Policy	313,164		313,164
4020 Excess Property	222,260		222,260
4030 CM Excess Liability	68,362		68,362
4050 Boiler & Machinery	28,280		28,280
4060 Volunteer Accident	17,401		17,401
4070 Loss Fund Contrib	235,952		235,952
4075 Cyber Insurance	25,417		25,417
4110 Brokerage Fees		218,857	218,857
4120 ILA Sponsorship		13,000	13,000
4130 Claims Admin Fees		30,699	30,699
4140 Loss Control Fees		52,000	52,000
4150 Mgmt Operations Fee		56,181	56,181
4900 Interest		3,776	3,776
Total Income	\$ 910,836	\$ 374,513	\$ 1,285,349
Expenses			
5100 Premiums Exp	675,220		675,220
5210 Claims	231,531		231,531
5218 AJG Brokerage Fees		213,986	213,986
5220 GB Claims Administration		16,290	16,290
5320 Loss Control Services		28,500	28,500
5330 ILA Accounting		152	152
5340 Legal Services		6,555	6,555
5350 Pubs/Marketing/Conf		7,149	7,149
5360 Audit		6,350	6,350
5370 Actuary		4,400	4,400
5390 D&O Insurance		12,335	12,335
5900 Misc Expense		485	485
Total Expenses	\$ 906,752	\$ 296,202	\$ 1,202,954
Net Income	\$ 4,084	\$ 78,310	\$ 82,395

Libraries of Illinois Risk Agency
Budget vs. Actuals: FY2017-2018 - FY18 P&L Classes
January - September, 2018

	100 Prop Cas				900 Admin				TOTAL			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income												
4010 Package Policy	313,164	278,646	34,518	112.39%					313,164	278,646	34,518	112.39%
4020 Excess Property	222,260	192,663	29,597	115.36%					222,260	192,663	29,597	115.36%
4030 CM Excess Liability	68,362	64,415	3,947	106.13%					68,362	64,415	3,947	106.13%
4050 Boiler & Machinery	28,280	25,155	3,125	112.42%					28,280	25,155	3,125	112.42%
4060 Volunteer Accident	17,401	15,900	1,501	109.44%					17,401	15,900	1,501	109.44%
4070 Loss Fund Contrib	235,952	221,067	14,885	106.73%					235,952	221,067	14,885	106.73%
4075 Cyber Insurance	25,417	24,174	1,243	105.14%					25,417	24,174	1,243	105.14%
4110 Brokerage Fees					218,857	203,915	14,942	107.33%	218,857	203,915	14,942	107.33%
4120 ILA Sponsorship					13,000	12,000	1,000	108.33%	13,000	12,000	1,000	108.33%
4130 Claims Admin Fees					30,699	26,231	4,468	117.03%	30,699	26,231	4,468	117.03%
4140 Loss Control Fees					52,000	48,000	4,000	108.33%	52,000	48,000	4,000	108.33%
4150 Mgmt Operations Fee					56,181	52,199	3,982	107.63%	56,181	52,199	3,982	107.63%
4900 Interest					3,776		3,776		3,776	0	3,776	
Total Income	\$ 910,836	\$ 822,020	\$ 88,816	110.80%	\$ 374,513	\$ 342,345	\$ 32,168	109.40%	\$ 1,285,349	\$ 1,164,365	\$ 120,984	110.39%
Expenses												
5100 Premiums Exp												
5110 Package Policy Exp	312,021	278,646	33,375	111.98%					312,021	278,646	33,375	111.98%
5120 Excess Prop Exp	222,260	192,663	29,597	115.36%					222,260	192,663	29,597	115.36%
5130 Excess Liab Exp	68,288	64,415	3,873	106.01%					68,288	64,415	3,873	106.01%
5140 Boiler and Machinery Exp	28,277	25,155	3,122	112.41%					28,277	25,155	3,122	112.41%
5150 Volunteer Accident	17,401	15,900	1,501	109.44%					17,401	15,900	1,501	109.44%
5175 Cyber Policy	26,973	24,174	2,799	111.58%					26,973	24,174	2,799	111.58%
Total 5100 Premiums Exp	\$ 675,220	\$ 600,953	\$ 74,267	112.36%	\$ -	\$ -	\$ -		\$ 675,220	\$ 600,953	\$ 74,267	112.36%
5210 Claims	160,655		160,655				0		160,655	0	160,655	
5215 Claims - Legal services	70,876		70,876				0		70,876	0	70,876	
Total 5210 Claims	\$ 231,531	\$ -	\$ 231,531		\$ -	\$ -	\$ -		\$ 231,531	\$ -	\$ 231,531	
5218 AJG Brokerage Fees					213,986	203,915	10,071	104.94%	213,986	203,915	10,071	104.94%
5220 GB Claims Administration					16,290	26,231	(9,941)	62.10%	16,290	26,231	(9,941)	62.10%
5310 ILA Sponsorship Fee						12,000	(12,000)	0.00%	0	12,000	(12,000)	0.00%
5320 Loss Control Services					28,500	48,000	(19,500)	59.38%	28,500	48,000	(19,500)	59.38%
5330 ILA Accounting					152	5,000	(4,848)	3.04%	152	5,000	(4,848)	3.04%
5340 Legal Services					6,555	13,500	(6,945)	48.56%	6,555	13,500	(6,945)	48.56%
5350 Pubs/Marketing/Conf					7,149	7,000	149	102.14%	7,149	7,000	149	102.14%
5360 Audit					6,350	6,000	350	105.83%	6,350	6,000	350	105.83%
5370 Actuary					4,400	5,000	(600)	88.00%	4,400	5,000	(600)	88.00%
5380 Meetings						2,000	(2,000)	0.00%	0	2,000	(2,000)	0.00%
5390 D&O Insurance					12,335	12,435	(100)	99.20%	12,335	12,435	(100)	99.20%
5900 Misc Expense					485	250	235	194.00%	485	250	235	194.00%
Total Expenses	\$ 906,752	\$ 600,953	\$ 305,799	150.89%	\$ 296,202	\$ 341,331	\$ (45,129)	86.78%	\$ 1,202,954	\$ 942,284	\$ 260,670	127.65%
Net Income	\$ 4,084	\$ 221,067	\$ (216,983)	1.85%	\$ 78,310	\$ 1,014	\$ 77,296	7722.92%	\$ 82,395	\$ 222,081	\$ (139,686)	37.10%

LIRA Property/ Casualty Management Operations Budget (Based on 53 Members)

Management Operations Fee	2017-2018 Fee's	2018-2019 Proposed
ILA Financial and Accounting Fees	\$5,000	\$10,000
Legal Fees: Ancel & Glink	\$13,500	\$13,500
Publications/Marketing/Conference Sponsorships	\$7,000	\$7,000
Audit	\$6,000	\$6,000
Actuary	\$5,000	\$5,000
Board of Directors Insurance (D&O)	\$12,435	\$12,435
Meeting Expense	\$2,000	\$2,000
Miscellaneous Fees	\$250	\$1,849
Total Management Operation Fee	\$51,185	\$57,784

The LIRA Property/Casualty Program Management Operating Fee is allocated to each member as a part of their renewal. This Fee is used to pay for those expenses such as the Finance/ Accounting Services, Legal Services, Publications/ Marketing/ Conference Sponsorship, Audit Expenses, D&O Insurance, Actuarial Expenses and meeting expenses that are needed to operate the pools operations. These fees are allocated to members annually, including new adds based on allocation formula as the fees will grow as the program grows.

Property Casualty Overview

WELCOME NEW LIRA MEMBERS

50 - Bloomington Public Library

51 - Skokie Public Library

52 - Vernon Area Public Library

53 - Popular Creek Public Library

54 - Tinley Park Public Library (not incorporated into today's renewal exhibits due to 12/31 join date)

53 LIRA MEMBERS

(54 as of 12/31)

Arlington Heights Memorial Library
Bensenville Community Public Library
Bloomington Public Library
Calumet City Public Library
Coal City Public Library District
Cook Memorial Public Library District
Crete Public Library
DeKalb Public Library
Des Plaines Public Library
Downers Grove Public Library
Eisenhower Public Library District
Evergreen Park Public Library
Forest Park Public Library
Fountaindale Public Library District
Fox River Valley Public Library District
Glenview Public Library
Glenwood-Lynwood Public Library District
Harvey Public Library District

Highland Park Public Library
Illinois Library Association
Joliet Public Library
LaGrange Public Library
Lisle District Library
Maywood Public Library District
McCook Public Library
Mt. Prospect Public Library
Northlake Public Library
Oak Lawn Public Library
Oak Park Public Library
Palatine Public Library
Palos Heights Public Library
Peoria Public Library
Peru Public Library
Plainfield Public Library District
Poplar Creek Public Library District
Reaching Across Illinois Library System

River Forest Public Library
Riverside Public Library
Roselle Public Library District
Schaumburg Township District Library
Shorewood-Troy Public Library
Six Mile Regional Library District
Skokie Public Library
St. Charles Public Library District
Stickney-Forest View Public Library District
Sycamore Public Library
Thornton Public Library
Vernon Area Public Library District
Waukegan Public Library
Wood Dale Public Library
Worth Public Library District
Zion-Benton Public Library
* Tinley Park (as of 12/31)

Renewal Summary

- Sixth consecutive competitive renewal for LIRA members
- Total Membership is 53 as of 10/15/18, a 130% increase in growth since inception (Tinley Park will make 54 as of 12/31)
- \$73,830 of surplus will be returned to members from 2014-2015
- LIRA is now insuring over \$100M in payroll
- 2018-2019 Renewal Enhancements:

- ✓ Increased Flood limit from \$15M to \$20M
- ✓ Increased Earthquake limit from \$15M to \$20M
- ✓ Increased Valuable Papers from \$88M to \$100M
- ✓ Increased Accounts Receivable from \$3M to \$5M
- ✓ Increased EDP Equipment from \$18M to \$20M
- ✓ Increased Fine Arts from \$6M to \$7M
- ✓ Increased Mobile Equipment from \$1.7M to \$2M
- ✓ Increased Debris Removal from \$100K to \$500K
- ✓ Increased Electronic Data from \$500K to \$2.5M
- ✓ Increased Expediting Expenses from \$1M to \$2.5M

- ✓ Increased Fungus Clean Up from \$100K to \$250K
- ✓ Increased Loss of Utilities from \$5M to \$10M
- ✓ Increased Pollutant Clean Up PD from \$50K to \$250K
- ✓ Increased Pollutant Clean Up BI from \$50K to \$250K
- ✓ Increased Water Damage from \$2.5M to \$10M
- ✓ Increased Unintentional Errors or Omissions from \$50K to \$1M
- ✓ Increased Dependent Business Premises from \$100K to \$2.5M
- ✓ Increased Off Premises PD from \$50K to \$500K
- ✓ Increased Preparation of Loss Fees PD from \$50K to \$250K
- ✓ Increased Preparation of loss Fees BI from \$50K to \$250K

Annualized Statistical Information

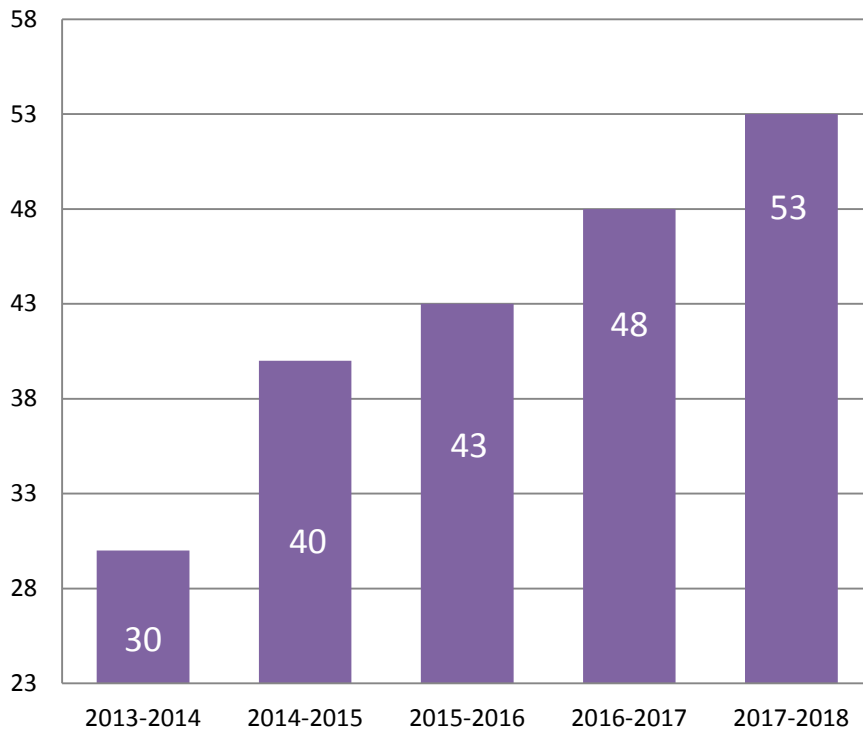
As of October 15, 2018 Based on 53 Members

PROPERTY/CASUALTY EXPOSURES			
	2017-2018	2018-2019	% of Change
LIBRARIES	53	53	0.00%
PROPERTY VALUES	\$1,216,005,814	\$1,218,211,342	0.18%
AUTO VALUE	\$2,784,666	\$3,062,048	9.96%
TOTAL INSURED VALUE	\$1,218,790,480	\$1,221,273,390	0.20%
VEHICLES	78	78	0.00%
BOOK MOBILES	8	8	0.00%
TOTAL VEHICLES	86	86	0.00%

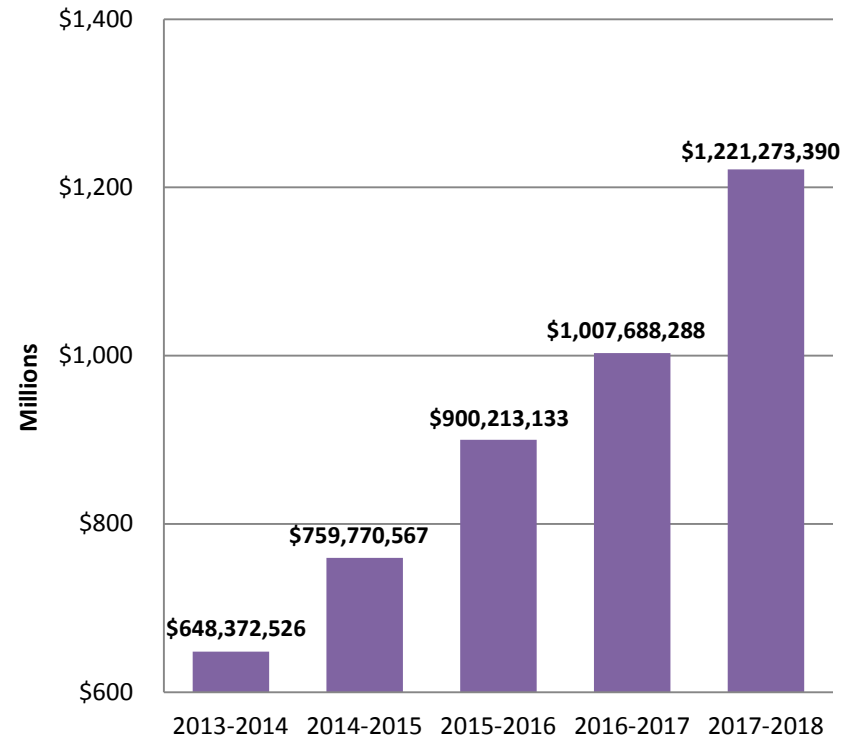
Growth By Year

as of 10/18/18

Members



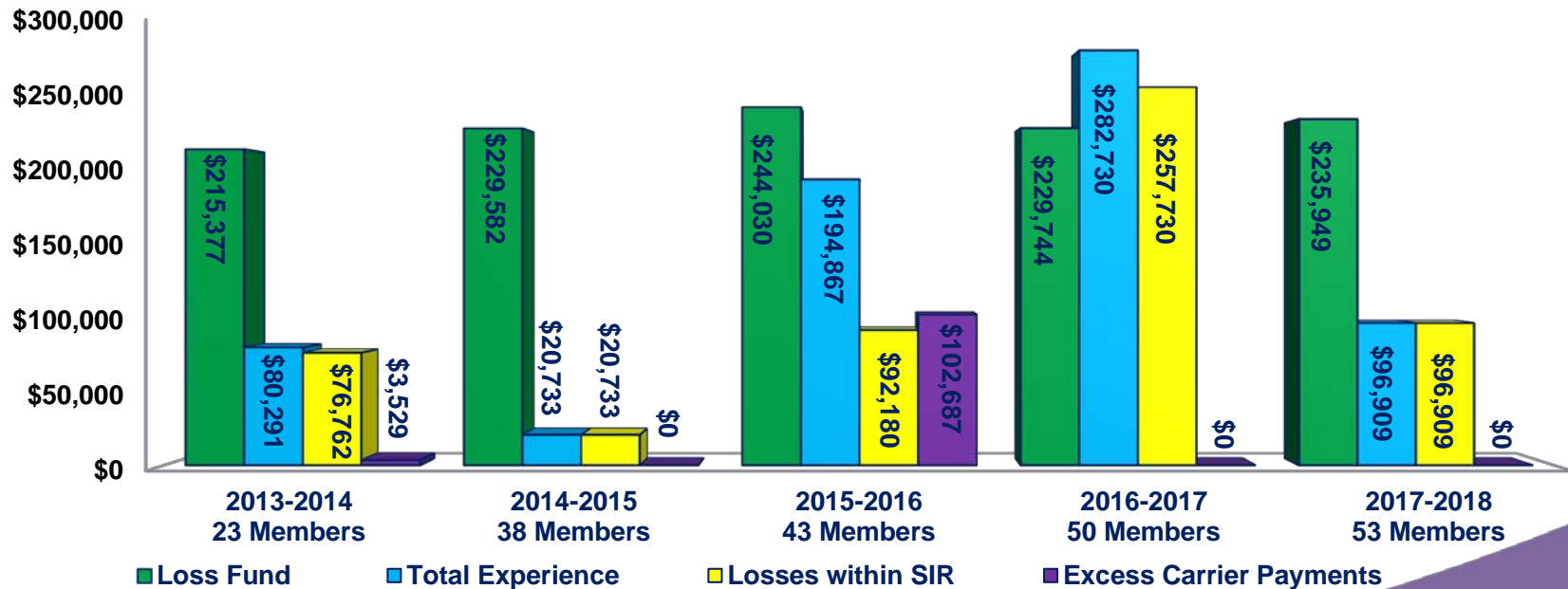
Total Insured Values (TIV)



LIRA Property and Liability Loss History

As Of: 9/30/2018

	2013-2014 23 Members	2014-2015 38 Members	2015-2016 43 Members	2016-2017 50 Members	2017-2018 53 Members
Loss Fund	\$215,377	\$229,582	\$244,030	\$229,744	\$235,949
Total Experience	\$80,291	\$20,733	\$194,867	\$282,730	\$96,909
Losses within SIR	\$76,762	\$20,733	\$92,180	\$257,730	\$96,909
Excess Carrier Payments	\$3,529	\$0	\$102,687	\$0	\$0
Loss Fund Remaining	\$138,615	\$208,849	\$151,850	\$0	\$139,040



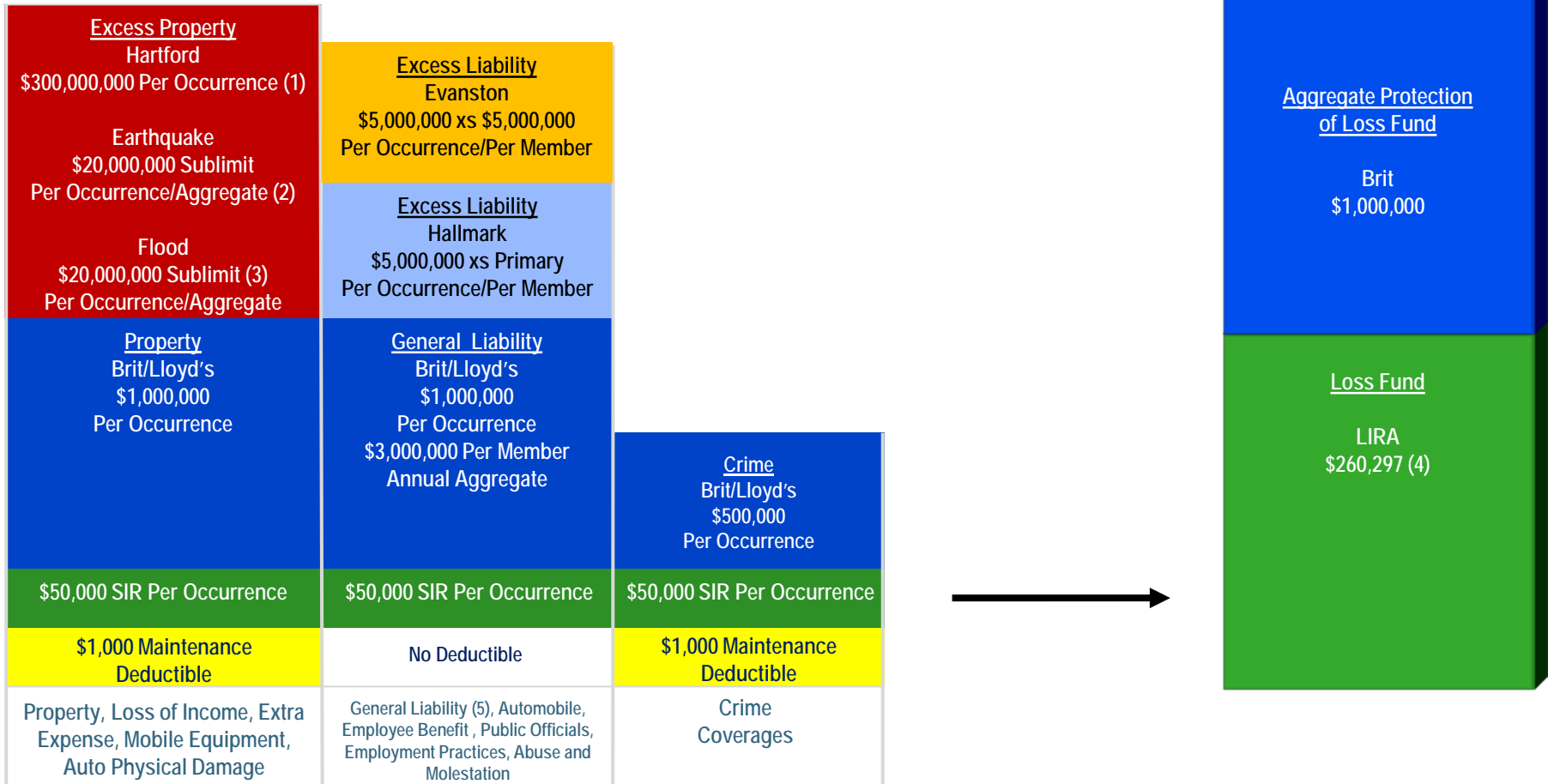
Large Losses Over SIR Since 9/30/2018

Loss Date	Loss Type	Description	Total Paid	Total Reserve	Total Experience	Loss Within SIR	Loss Above SIR
2013-2014	Property	Loss due to cold weather	\$60,638	\$0	\$62,814	\$35,000	27,814
2015-2016	Property	Loss due to pipe burst	\$137,688	\$0	\$137,688	\$35,000	\$102,688
2015-2016	General Liability	Patron hit head and back on pillar	\$20,357	\$39,643	\$60,000	\$35,000	\$25,000
2016-17	Employment Practices	Suing Board for compensatory damages	\$28,448	\$46,552	\$75,000	\$50,000	\$25,000

2018-2019 Recommended Program

CARRIER	COVERAGE	RESPONSE	2017/18 EXPIRING	2018/19 PROPOSED	% DIFFERENCE FROM EXPIRING
Brit	Package	Quote SIR \$50,000	\$325,030	\$325,894	0.27%
Brit	Loss Fund	Quote SIR \$50,000	\$239,948	\$260,297	8.48%
Brit	Cyber Liability	Quote Deductible \$2,500	\$26,106	\$27,921	6.95%
Hallmark	Excess Liability – 1 st Layer	Quote \$5MM xs \$1MM	\$70,102	\$35,000	-7.62%
Evanston	Excess Liability – 2 nd Layer	Quote \$5MM xs \$5MM xs \$1MM		\$27,500	
Hartford	Excess Property	Quote \$300MM Limit	\$231,570 Rate .0199 TIV \$1,218,790,480	\$236,927 Rate: .0194 TIV \$1,221,273,390	2.31% 0.20%
Chubb	Boiler & Machinery	Quote	\$29,514 Rate: .0027126	\$24,194 Rate: .002213	-18.42%
Star Indemnity	AD&D	Quote	\$18,000	\$18,000	0.00%
Hartford	Work Comp	Quote	\$637,849	\$617,770	-3.15%

2018-2019 LIRA Program Structure



- (1) Excess Property Limit of \$300,000,000 is a per occurrence pool shared limit.
- (2) Flood Limit is a pool shared limit of \$20,000,000 for members. Zones "A" and "V" are excluded.
- (3) Earthquake Limit is a pool shared limit of \$20,000,000 for members.
- (4) Annualized loss fund figure.
- (5) Employee Benefits, Public Officials, and Employment Practices are on a claims – made basis.

2018-2019 First Dollar Policies

<p>Starr Indemnity & Liability Company</p> <p>Accidental Death Benefit \$100,000</p> <p>Accidental Dismemberment Benefit \$100,000</p> <p>Accident Medical Expense Benefit \$50,000 (Primary)</p> <p>\$1,000,000 Aggregate Limit</p> <p>Weekly Accident Indemnity Benefits</p> <p>Weekly Maximum \$300 for a max of 26 weeks</p> <p>Volunteer Accident</p>	<p>The Hartford</p> <p>Coverage A- Workers Compensation Statutory</p> <p>Coverage B – Employers Liability</p> <p>Bodily Injury by Accident \$1,000,000</p> <p>Bodily Injury by Disease Each Employee \$1,000,000</p> <p>Workers Compensation</p>	<p>Federal Insurance Company (Chubb)</p> <p>\$150,000,000 Per Occurrence Limit</p> <p>\$2,500 Maintenance Deductible</p> <p>Equipment Breakdown</p>	<p>Brit/Lloyd's Syndicate</p> <p>Information Security & Privacy Liability \$1,000,000</p> <p>Regulatory Defense & Penalties \$1,000,000</p> <p>Cyber Extortion \$1,000,000</p> <p>Policy Aggregate \$5,000,000</p> <p>\$2,500 Maintenance Deductible</p> <p>Cyber Liability</p>
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Workers Compensation Overview

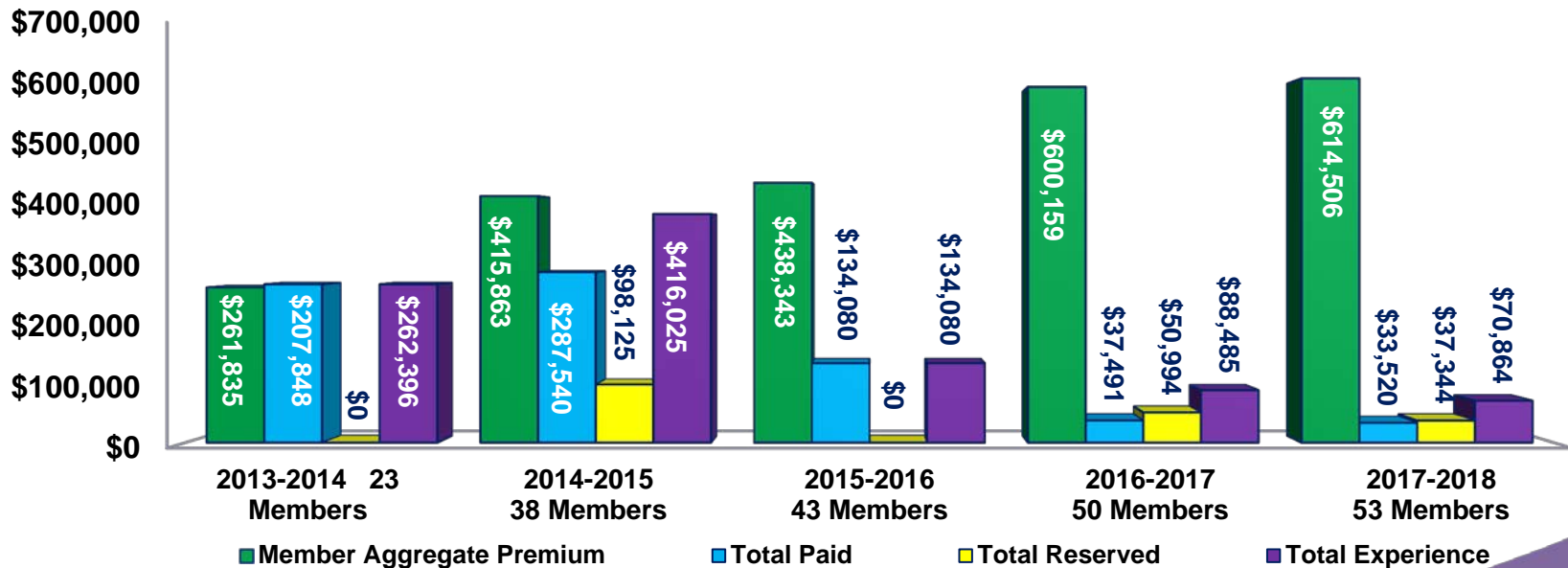
Statistical Information:

As of October 15, 2018 Based on 53 Members

Workers Compensation Exposures			
Exposure	2017-2018	2018-2019	% of Change
Employees	3,764	3,747	-0.45%
Payroll	\$112,721,649	\$113,487,901	0.68%

LIRA WORKERS' COMPENSATION LOSS HISTORY AS OF: 9/30/2018

Policy Period	# of Open Claims	# of Closed Claims	Premium	Paid	Reserves	Total
2013-2014	0	43	\$261,835	\$267,160	\$0	\$267,160
2014-2015	1	34	\$415,863	\$287,540	\$98,125	\$385,665
2015-2016	0	35	\$438,343	\$134,080	\$0	\$134,080
2016-2017	4	34	\$600,159	\$37,491	\$50,994	\$88,485
2017-2018	2	15	\$614,506	\$33,520	\$37,344	\$70,864
Total:	7	161	\$2,330,706	\$759,791	\$186,463	\$946,254



How is Work Comp Calculated?

1. Exposure - Payroll
2. Loss Experience - Claims
3. MOD - What is an experience modification (mod) factor?
 - It is your own library's modifier to your Workers' Compensation premium
 - Average = 1.00
 - Poor losses = your modifier is above 1.00
 - Great losses = your modifier is below 1.00
 - How is your experience mod factor determined?
 - Based on your library's loss experience and payroll history
 - Uses the past three years of history, excluding the current year
4. Groups Overall Loss History

Comparison of Hartford and Accident Fund (AF)

Major differences:

- Price – AF \$568,574 vs Hartford \$617,770
- While less premium, AF quote did not include all members
- AF methodology did not benefit the program as a whole
- Hartford's increases and savings were capped at + and – 10% while AF had some multiple members receiving over +100% increase
- AF would require minimum premiums negatively affecting 15 members
- Hartford has multiple strong years with LIRA allowing for more negotiating power should claim activity increase
- Hartford awarded LIRA a grant for the Ice Alert Signs in an effort to reduce claims

Recommended Work Comp Renewal

Based on 53 Members

Fixed Costs	2017-2018 Hartford Expiring Premium	2018-2019 Hartford Renewal Premium	Percentage Change
Hartford Workers' Compensation (53 Members)	\$637,846	\$617,770	-3.15%

LIRA 2018-2019 Renewal Results

Premium Summary 12/31/18 to 12/31/19

Property Casualty - Fixed Costs	Recommended	Expiring Premium	Renewal Premium	% Change
Package (includes Property, General Liability, Public Officials Legal Liability, Automobile Liability and Physical Damage, Garage Liability, Inland Marine, EDP, Crime)	Brit Global	\$325,030	\$325,894	0.27%
Excess Property	Hartford	\$231,570	\$236,927	2.31%
Boiler & Machinery	Chubb	\$29,514	\$24,194	-18.03%
Excess Liability - \$5,000,000 xs \$1,000,000	Hallmark	\$70,102	\$36,268	-7.60%
Excess Liability - \$5,000,000 xs \$5,000,000 (For \$10M Total)	Evanston		\$28,495	
AD&D	Starr Indemnity	\$18,000	\$18,000	0.00%
Cyber/Identity Theft	Brit Global	\$26,106	\$27,921	6.95%
Arthur J. Gallagher Risk Management Services Inc.	N/A	\$222,294	\$228,962	3.00%
GB Claims Administration Fee	N/A	\$32,133	\$28,321	-11.86%
Gallagher Bassett Services, Inc. Loss Control Fee	N/A	\$53,000	\$53,000	0.00%
ILA Fee	N/A	\$13,250	\$13,250	0.00%
Ops Fee	N/A	\$57,784	\$57,784	0.00%
Total Fixed Costs		\$1,078,783	\$1,079,016	0.02%
Property Casualty - Variable Cost				
Loss Fund	LIRA	\$239,948	\$260,297	8.48%
Total Variable Cost		\$239,948	\$260,297	8.48%
Total Property/Casualty Program		\$1,318,731	\$1,339,313	+1.56%
Workers' Compensation	Carrier	2017/2018	2018/2019	% Change
Workers' Compensation	Hartford	\$637,846	\$617,770	-3.15%
Total Workers' Compensation		\$637,846	\$617,770	-3.15%

2018-2019 Renewal Results	2017/2018	2018/2019	% Change
Total Program Costs	\$1,956,577	\$1,957,083	+0.03%

Property/ Casualty Loss Control Report:

Amanda Weller Gallagher Bassett (GB)

Other Matters:

Gallagher Team

Executive Committee Elections:

	Members	Phone/E-Mail	Terms
Chair	Mr. Paul Mills Fountaindale Public Library District	Phone: 630.759.2102 E-Mail: pmills@fountaindale.lib.il.us	12/31/16 to 12/31/19
Vice Chair	Ms. Vickie L. Novak Glenview Public Library	Phone: 847.729.7500 E-Mail: vnovak@glenviewpl.org	12/31/16 to 12/31/19
Treasurer	Mr. Jim Kregor RAILS	Phone: 630.734.5147 E-Mail: jim.kregor@railslibraries.info	12/31/16 to 12/31/18
At Large	Ms. Monica Harris Schaumburg Township District Library	Phone: 847.923.3435 E-Mail: mharris@stdl.org	12/31/16 to 12/31/18
At Large	Ms. Tina Hubert Six Mile Regional Library District	Phone: 618.452.6238 E-Mail: director@smrld.org	12/31/16 to 12/31/19
At Large	Ms. Lauren Rosenthal Fox River Valley Public Library District	Phone: 847.428.3662 E-Mail: lrosenthal@frvpd.info	12/31/16 to 12/31/18
At Large	Ms. Julie Milavec Downers Grove Public Library	Phone: 630.963.2595 x256 E-Mail: jmilavec@dglibrary.org	12/31/17 to 12/31/18

Bylaws Resolution

Resolution contains updated language to specify how LIRA's equity may be utilized.

Surplus Return:

\$73,830 will be returned to members from the 2014-2015 policy year

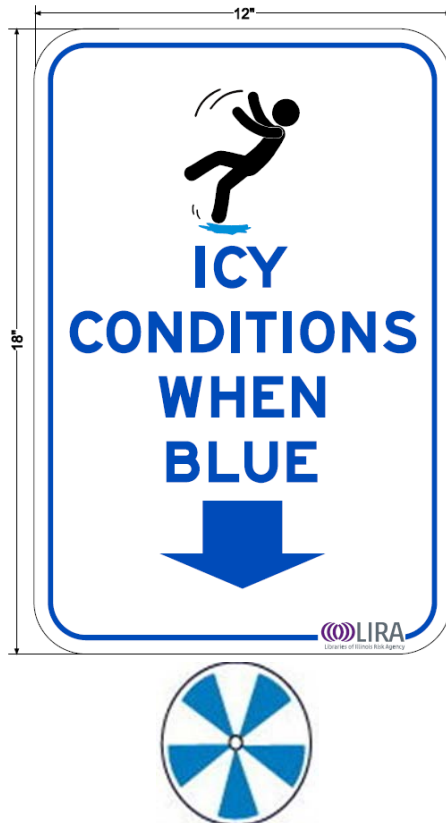
\$3,668 remaining from 2013-2014 policy year will be used to purchase additional Ice Alert signs for founding members

\$83,340 was returned previously to 2013-2014

As of 12/31/2018, **\$160,838** will have been returned back to the LIRA members since inception.

Hartford ICE Alert Safety Grant Program

Hartford awarded LIRA a Loss Control Grant, providing each LIRA member an ICE alert sign. Additional Signs are available for founding members on an as needed bases as the



ABOVE FREEZING



Temperature 36° F or above

TRANSITION



Temperature 33° F

FREEZING



Temperature 30° F or below

Additional Services/Products Available

- Treasurer Bonds
- Appraisal Program – Gallagher Bassett Services
- Employee Benefits/Health Programs – Gallagher Benefits Services
- Alcohol/Dram Shop Policies
- Background Checks
- Violent and Malicious Acts Coverage:
 - Covers Extra Expense following Malicious Acts with little or no property damage
 - Typically in the case of a Violent Act such as a Mass Shooting there is little to no physical damage, leaving a gap in cover for the expenses incurred as a result of the shooting – Violent Malicious Acts Coverage fills that gap
 - Provides the following coverages:
 - Temporary Security
 - Relocation Expenses (Sandy Hook moving into Vacant Middle School)
 - Funeral Expenses
 - Trauma counselling
 - 24/7 phone support
 - Broadly worded to cover expenses over and above normal expenses that result from something like a shooting

Annual Meetings:

LIRA Mid Year Full Membership Meeting:

Thursday

July 12th

9:30am at Gallagher

Meeting Adjournment:

Paul Mills

Deposit Collections Proposal

Purpose

Downers Grove is home to a number of Senior Living Communities. Today, there are 1,100 community members 55+ living at Immanuel Residences, Lacey Creek Supportive Living, Oak Trace Senior Living, Oak Tree Towers, Peace Memorial Manor, and Saratoga Grove Retirement & Assisted Living. Currently, an ATS staff librarian delivers materials based upon requests to approximately ten residents monthly at Lacey Creek Supportive Living Center. Librarians also make selections for other 55+ Home Services clientele utilizing volunteers to deliver these items every three weeks. Current limitations in terms of staff resources and volunteer availability restricts the library's ability to expand access to library services to all 1,100 Downers Grove residents 55+ who reside in one of these senior living communities and who are otherwise eligible for home services deliveries.

To expand library services for library stakeholders at these senior living communities---residents who are unable to independently access services and materials at the library building itself---we propose creating deposit collections to host within the buildings themselves. These collections would expand access to library materials to all 1,100 seniors. Regular visits to residential communities would provide librarians time to build relationships with this unique demographic group. Offering readers advisory services as well as listening suggestions becomes a real possibility compared to when library materials are dropped off by volunteers or a librarian. Every senior residential community in Downers Grove expresses interest in participating in this project with us. Moving forward to host depository collections for residents at every 55+ community-within-our-community increases access to library materials and services by 1,260* senior adults.

Possible Names

Staff were asked to submit suggestions for a catchy name for this collection that could apply to other similar collections or projects in the future. The top contenders include:

Rack at [location name]; (e.g., Rack at Oak Trace). This one plays on what's being used at the Main St Station for Rack at the Track

Little Local Library [location name]; (e.g., Little Local Library ~ Oak Trace)

Book Bank [location name]; (e.g., Book Bank ~ Lacey Creek)

Satellite Stacks [location name]; (e.g., Satellite Stacks ~ Lacey Creek)

Collection Description

Each depository collection would include large type and audiobook materials. We anticipate checking out the materials by residential community, but the library will not charge overdue or

lost fees. Weeding will take place as copies wear out and as room is needed for newer materials. We will purchase display units to house items at each location. We anticipate at least 50 items at each community as we launch this program. Foundation money would be used to start the collection with newer materials. Other materials would be added using extra copies of new materials (that cannot be added to the circulating large type collection due to space limitations at the library itself) as soon as these items are removed from new status. The ATS materials budget line in 2020 going forward will include funds to sustain these collections past the first year for as long as the communities' are interested in hosting a depository collection.

Guidelines

- Each participating location must allocate space to hold the shelving unit provided by the library.
- Items will be checked out by location. Items will not incur overdue fees or lost fees.
- Staff will visit each participating location on a regular schedule.
- When librarians visit each location, they will weed out old items and bring in new items for the collection.
- During the location visits, Librarians will meet with residents to suggest books from the collection and to accept purchase suggestions for additional titles from residents.

Budget to Launch Service

6 starting locations with a display unit and at least 50 items each, 40 new books, 5 new audiobooks, and at least 5 books in excellent condition that were weeded from the new Large Type collection:

40 large type at an average of \$30 per book for 6 locations = \$7,200

5 audiobooks at an average of \$30 per book for 6 locations = \$900

[Pocket Wire Literature Floor Stand for Books, Adjustable Height, Rotating - Black](#)

\$83.93 per unit for 6 units = \$503.58

Shipping 6 display units = \$108 (approximate)

Total for launching depository collections: \$8,711.98

Additional items would be added each month from withdrawn copies of new Large Type books (less than one year old). If the Foundation decides to fund the project an entire year including additional purchases of approximately \$200-250 per month, this represents an additional \$2,200-2,750 for the remaining year (February- December).

Total anticipated for the first year of this collection = \$10,911.98 - \$11,461.98

* Based on the maximum capacity at each facility and the new residences currently under construction at Oak Trace.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 14, 2018**

DEPARTMENT REPORTS – OCTOBER 2018

Administration – Jen Fredericks

- Worked with practicum student, Santhi Paruchuri, and met with her professor to provide a status update on her progress and gave her a tour of our library; reviewed final project details; and completed thorough evaluation.
- Worked with the Service Excellence Committee and finalized Code of Conduct draft.
- Completed volunteer training for DuPage PADS.
- Trained new Access Services Manager, Amy Prechel, on tracking and maintaining inventory statistics and running monthly reports.
- Worked with Facilities Manager, Ian Knorr, and wrote instruction documentation for two-way radio usage between In Charge and Facilities staff.
- Finished writing and incorporating feedback from Managers for the 2019 employee evaluations for each job classification.
- Attended the SirsiDynix Users of Illinois (SLUI) meeting at the Tinley Park Public Library.
- Attended the RAILS Assistant Director meeting at the Schaumburg Public Library.
- Helped the Friends of the Library with annual book sale.
- Coordinated and worked the hot chocolate and cookies station at our first Halloween open house which was held in conjunction with the downtown Downers Grove trick-or-treating. It was a huge success.

Adult & Teen Services – Lizzie Matkowski

- Teen Services Coordinator Amanda Klenk, with the assistance of Graphics & Display Coordinator Melody Danley, was awarded a grant from the DuPage Foundation to support a "View from Behind the Easel" program with teens creating a mural in Teen Central!
- Some of our outreach and programming activities included: SAT and ACT practice tests, helping out at the library's table at the Farmers Market, and a series of job search workshops in partnership with the People's Resource Center.
- We welcomed our new full time Adult & Teen Services Librarian, Van McGary, to DGPL.
- Karen Neal attended the Illinois Library Association Annual Conference.

Children's Services – Allyson Renell

- Reference and Technology Coordinator Sharon Hrycewicz attended the ILA conference in Peoria October 9-11. Sharon was on the planning committee for the conference this

year so the conference was not only a continuing education experience, but was a culmination of a year's worth of hard work.

- Babies and toddlers got creative and messy on October 24 and 25 in the Kids Room with our Painting with Cars and Art Crawl programs. These programs allowed our littlest patrons to experiment with paint using cars, brushes, their hands, their feet, and more!
- Outreach Coordinator Erin Linsenmeyer attended District 58's ELL parent night on October 25 with Circulation Clerk Emily Kiang. They handed out library information, gave away books, and offered library cards.
- The Kids Room participated in the library's Halloween celebration on October 28. We handed out 175 treats and went through 442 crafts.
- The Kids Room held our annual Halloween Storytimes on October 30 and 31. Over 140 people heard some not-so-spooky stories and participated in a costume parade through the library.

Circulation Services – Christine Lees

- We ordered and received three new carts that will be housed at the three Downers Grove PADS locations. These carts will offer reading materials and crafts for the shelter residents to enjoy.
- After discussion it was decided that the ILL (Interlibrary Loan) function best fits in with the librarianship duties done by ATS staff. Therefore, ILL will move from Circulation to ATS at the end of November. ILL staff Lorel Trout and Maggie Mohr will move into ATS and will be assigned some additional responsibilities as well. DGPL has top-notch ILL staff and we know the outstanding service will continue in ATS.
- Christine Lees and Cheryl Pawlak met with IT Manager Paul Regis and Facilities Manager Ian Knorr to finalize the temporary desk location and relocation of the lobby self-checks for Circulation during the upcoming construction. Many thanks to both Paul and Ian for their assistance!
- Christine Lees attended the construction kick-off meeting to gain an overview of the scope of the construction project.
- Circulation hosted College of DuPage practicum student Santhi P. for four sessions during October. Santhi spent time learning about shelving, Circulation Clerks, ILL, as well as a departmental overview.
- Christine Lees was elected President of SLUI (Sirsi/Dynix Library Users of Illinois) at the October meeting.
- Circulation Clerk Emily Kiang attended the District 58 ESL outreach event with Kids Room staff.

Information Technology – Paul Regis

- Media Lab Coordinator Ed Bromiel led pedal petting zoo classes over two Saturdays in mid-October, focusing on different guitar pedals and how to achieve certain effects with them. It was a very neat idea and well attended!

- Computer Help Desk Supervisor Lauren Cantore Gonzalez visited Lacey Creek Supportive Living yet again to offer one-on-one Book-an-Expert sessions with residents. She covered a variety of tech topics and issues, which residents appreciated (the feeling is mutual, as Lauren has a blast at these outings).
- Unfortunately, recently hired Computer Help Desk Associate Tim Donahue resigned from his position in early October. We all wish Tim the best on his future endeavors! Lauren Cantore Gonzalez and IT Manager Paul Regis posted the new opening and interviewed three applicants. A decision is forthcoming.

Public Relations – Jen Fredericks

- Melody attended the Visual Ensembles on October 19 where our art collaboration project was on display. Seventy-eight blocks were completed and they looked so fun to see them all together. The event was well attended and a great success. We will have the blocks on display in the library in January. We look forward to doing more public collaboration projects in the future.
- Cris unveiled a new look for the home page of the website. Images now have a subtitle so that we can provide more information for our users.

Access Services – Amy Prechel

Inventory and Cataloging

- For ATS collection: added 934 print items and 370 AV items; discarded 1446 print items and 365 AV items.
- For Kids Room collection: added 776 print items and 225 AV items; discarded 149 print items and 110 AV items.
- We claimed 21 magazines that did not arrive when expected.
- Access staff is now routing suitable withdrawn material as giveaways for the library carts going to the First Congregational, United Methodist and St. Mary's PADS locations.

Reclassification and Repairs

- Repaired 881 ATS and Kids Room books and audiovisual items.
- Reclassified 123 general adult and ATS and Kids Room items.
- Michelle Litwin was recognized for the effort she has put into restoring the department's book carts.

Projects and Updates

- A new selection of VOX audio enabled picture books were cataloged for the Kids Room Read Along collection. VOX books have a permanently attached audio device, offering an all-in-one read-along. There is no need for CDs or other media players. Children simply push a button to listen and read.
- On October 4, Access Services met with ATS and Kids Room staff to discuss BluRay DVD combo packs. Our practice had been to divide combo packs into separate BluRay and DVD items. However, the holds situation for the split items has become increasingly

problematic. To address those issues and better serve both staff and patrons, we are no longer dividing combo packs for all ATS materials, and any titles going in both the ATS and Kids Room collections. Combo packs will be shelved in the BluRay section.

- On October 15, Access staff met with ATS staff to work out the logistics for the upcoming Local Author Collection. A call for submissions will be in the Nov/Dec Discoveries. Access staff is prepared to catalog and process approved donations as they are approved.
- On October 16, Access staff met with ATS staff to work on the logistics for the satellite deposit collections we are aiming to set up at local retirement communities in the new year. Requests for new capabilities in our library software to enable management of these collections is currently under review by SWAN staff.
- Access staff was delighted to have the 150+ boxes of withdrawn material prepared over the last few months finally go to the October sale!

Staff Training and Professional Development

- On Wednesday, October 3, Amy Prechel received training from Jen Fredericks on reports and statistics tracking.
- On Wednesday, October 10, Amy Prechel presented at the Illinois Library Association conference. “What’s on Your Shelves!?”, a training session on collection inventory mechanics, was co-presented with Amanda Kiaser of the St. Charles Public Library to 37 attendees.
- On October 18, Nora Mastny attended a webinar, “Smarter and Faster: OCLC Macros & Other Shortcuts.”
- On October 24, Amy attended the SWAN Acquisitions Meeting and on October 25, she attended the SWAN RFID meeting.

Facilities Services – Ian Knorr

- Ian met with Dylan Drayer from Trane.
- Stanley Automatic Doors replaced the motor and belt on the South Entrance doors.
- Ian attended the Shales McNutt construction meeting.
- Ian and Dylan Collins from Circulation completed the lighting project on the 2nd floor.
- Ian purchased 2-way radios for all departments to better communicate during emergencies.
- Facilities helped set-up for the FOL book sale.

Circulation StatisticsA		B	C	D	E	F	G
1	Circulation	OCT 18	%	OCT 17	%	OCT 16	%
2	Checkouts						
3	Selfchecks	43,571	72%	45,108	72%	45,554	76%
4	Staff desk	16,620	28%	17,371	28%	14,178	24%
5	Total checkouts	60,191		62,479		59,732	
6							
7	Renewals						
8	Auto renewal	34,298		34,382			
9	Selfchecks	18		53		1,510	
10	Staff desk (incl. phone)	282		310		2,722	
11	Patron renewals on website	702		568		10,783	
12	Patron renewals on Bookmyne	4		29		321	
13	Total renewals	35,304		35,342		15,336	
14							
15	Total item checkout and renewals	95,495		97,821		75,068	
16							
17	Digital Circulation	8,701		6,774		7,413	
18							
19	Total circulation	104,196		104,595		82,481	
20							
21	Reserves Processed						
22	Received from ILL	6,518		6,966		6,622	
23	ILL sent	4,979		4,690		3,937	
24	OCLC requests processed	220		668		754	
25							
26	Gate count						
27	North	27,630		27,555		28,852	
28	South	15,220		15,276		15,902	
29	Total	42,850		42,831		44,754	
30							
31							
32	Registrations						
33	New resident cards	150		182		179	
34	New fee cards	1		5		10	
35	Current borrowers	X		29,232		31,553	